1. What does Duty of Care mean?

1.1. As a University, we have a legal responsibility to ensure that we produce, store, transport and dispose of our business waste without harming the environment. This is called duty of care (DoC).

1.2. The duty of care has **no time limit**. We are specifically responsible for our waste from when we produce it until we have transferred it to an authorised person.

1.3. We must:

- **store** our waste appropriately
- **check** that our waste is transported and handled by people or businesses that are authorised to do so
- complete **waste transfer notes** to document and describe all waste we transfer, and keep them as a record for at least 2 years
2. Storage of waste

2.1. To comply with the Duty of Care Regulations the University must ensure that all waste is stored in such a way as to prevent escape or leakage whilst on site, in transit or in storage.

2.2. Use suitable waste containers

- We must store all waste materials safely and securely in suitable containers such as skips or drums and keep the waste containers in good condition.
- Containers should be labelled clearly with their contents so that the correct waste is stored in them and future holders will know what they contain.
- Waste should be stored under cover if rain will prevent it from being reused, or cause contaminated run-off.

2.3. Separate waste

- We must separate hazardous waste from other types of waste and keep different types of hazardous waste separately.
- To maximise recycling, different waste streams should be separated

2.4. Contain liquid wastes

- We must prevent liquid wastes and pollutants from escaping into drains, watercourses or surrounding ground. Wastes should be stored on impermeable surfaces within a secondary containment system such as a bund.

2.5. Protect waste from vandalism

- Storage facilities should be secure against vandalism, theft and accidental damage. We are responsible for any pollution caused by materials that come from our site.

3. Authorised Waste Carriers

3.1. People who may collect our waste include:
3.2. We must check regularly with the Environment Agency that anyone who collects and transports our waste is a registered carrier of controlled waste. We need to keep evidence of this so we can prove we have checked if necessary.

3.3. Waste carriers should have a **certificate of registration** or a certified copy of it, which shows when their registration expires. Photocopies do not provide evidence of registration. We should take a photocopy of the certificate for our own records, date it and write on it that we have seen the original. Authorised credit card sized copies of the certificate are also acceptable proof of registration.

3.4. Some waste carriers will have a **letter** confirming their registration instead of a certificate. You can also check the registration of a waste carrier by:

- Checking the Environment Agency's online register
- Phoning the Environment Agency Helpline (Tel 03708 506 506) to confirm a valid registration

4. **Waste Transfer Notes**

4.1. The Duty of Care regulations require written descriptions and transfer notes to be completed when waste is transferred between two parties.

4.2. On the transfer of controlled waste, both the University and the waste carrier must complete and sign a transfer note, which must be kept for two years. The transfer note must contain the information given below.

- a description of the waste including quantity
- any processes the waste has been through
- how the waste is contained or packaged
- the place, date and time of transfer
- the name and address of both parties
- details of the permit, licence or exemption of the person receiving the waste
- the appropriate European Waste Catalogue (EWC) code for your waste
4.3. The description of the waste should mention any special problems and should include the type of premises or business from which the waste comes, the name of the substances, the process that produced the waste, and chemical and physical analysis.

5. Hazardous Waste

5.1. Holders of hazardous waste are also subject to the Duty of Care Regulations and a system of consignment notes. These consignment notes fulfill the Duty of Care requirement for a written description to accompany the transfer of waste and are therefore the only document that needs to be completed when hazardous waste is collected for disposal.

5.2. The consignment note may be completed by the transporter of the waste; however the University must ensure that the waste has been consigned correctly.

5.3. Three copies of the consignment note should be completed – one for the consignor i.e. the University, one for the carrier and one for consignee. Consignment notes and returns must be kept for five years.

5.4. See Appendix 1 for details of how to complete hazardous waste consignment notes

Appendix 1. Hazardous Waste Consignment Notes

The University must complete section A of the note which should contain the following information:

- consignment note code;
- the address of where the waste was removed from;
- the Premises Code;
- details of where the waste will be taken to; and
- the details of the waste producer was if different from 2.

The University should also complete section B of the note which should contain the following information:

- the process giving rise to the waste(s);

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• the SIC for the process giving rise to the waste;
• a written description of the waste including:
  – the appropriate six-figure code from the European Waste Catalogue;
  – quantity (kg);
  – the chemical/biological components of the waste and their concentrations are;
  – the physical form of the waste (i.e. gas, liquid, solid, powder, sludge or mixed);
  – the hazard code(s);
  – the container type, number and size;
  – the UN identification number(s);
  – proper shipping name(s),
  – UN Class(es);
  – packing group(s); and
  – details of any special handling requirements.

Section C is completed by the waste carrier. This should include the following:

• carrier name and address;
• carrier registration number or details of exemption;
• vehicle registration no (or mode of transport if not road); and
• the carrier must also sign and date the consignment note.

Section D is completed and signed by the University. By signing Part D the consignor is certifying that.

• all of Parts A, B and C are correct;
• the carrier is registered or exempt;
• the carrier was advised of any precautionary measures regarding the collection;
• all of the waste is packaged and labeled correctly and the carrier has been advised of any special handling requirements.

Part E is completed by the consignee upon delivery of the waste to its final destination. The consignee should complete section E and verify that the wastes listed in Part B match the wastes received.

Note: Part E must not be filled out on collection of the waste from the University but rather when the waste contractor has delivered the waste to its final destination. There are exceptions to this so for further information please contact Catherine Morris (ex. 7647) or Andrew Briggs (ex.7630). The consignee must then provide a return to the University to confirm that the waste has reached its final destination. This can either be a copy of the completed consignment note or a
copy of the quarterly returns (which waste managers must produce for the Environment Agency).

Three copies of the consignment note should be completed – one for the consignor i.e. the University, one for the carrier and one for consignee. Consignment notes and returns must be kept for five years.

If you are unsure how to complete the paperwork or have any other questions regarding your Duty of Care obligations for waste, please contact either Catherine Morris (ex. 7647) or Andrew Briggs (ex.7630).