

University of Kent

## **Waste Management and Recycling Procedure**

June 2009

### **Environment Policy**

All aspects in this procedure will support the University of Kent's Environmental Policy which was approved by the Chair of Council on the 28<sup>th</sup> May 2009.

The University of Kent recognises its impacts on the environment and is committed to both its legal duties and responsibilities with respect to minimising the negative impacts on the environment.

The University commits itself to:

- developing an effective environmental management system;
- continual environmental performance;
- the prevention of pollution;
- complying with all relevant legislation and regulations;
- undertaking baseline environmental assessments;
- adopting the use of objectives performance indicators and benchmarks;
- making resources available to support implementation of the policy.

The University has identified which elements of its operations impact most on the environment and will endeavour to reduce these by setting environmental objectives and targets for improvement in the following areas:

- use of energy and water;
- emissions and discharges;
- **waste;**
- transport.

In order to implement this policy statement, the University of Kent will work towards recognised environmental quality marks and standards such as the EAUC Green Gown Awards and ISO 14001.

### **Background**

At a national level, the way in which organisations manage their waste and the resources embedded in that waste, is considered a key priority in achieving sustainable development. In 2007 Defra released their Waste Strategy for England which outlines the need for change towards a more sustainable approach to dealing with the mountains of waste we produce in the UK on an annual basis

As a society, we are consuming natural resources at an unsustainable rate. If every country consumed natural resources at the rate the UK does, we would need three planets to live on. Our goal is to make the transition towards what the WWF and BioRegional call 'One Planet Living'.

Reducing waste is an important contributor to this goal. Our aim must be to reduce waste by making products with fewer natural resources. We must break the link between economic growth and waste growth. Most products should be re-used or their materials recycled. Energy should be recovered from other wastes where possible. For a small amount of residual material, landfill will be necessary.

Waste management issues are being pushed up the agenda in Universities by three key issues:

#### Compliance

Recent years have seen a broadening of the scope of waste legislation to cover a wider range of waste management operations. Legislation now places responsibilities on all parties involved in the waste management chain from the producer of the waste to the person responsible for its final disposal. Waste management is one of the few areas in which legislation is providing a driving force for environmental improvement in the FHE sector.

#### Economic

Landfill tax, introduced in 1996, signalled intention to use fiscal measures as a way of supporting a national waste policy. This policy is intended to move UK waste management up the waste management hierarchy (see figure 1). The cost of sending waste to landfill has been increasing rapidly in recent years with prices expected to reach £48/tonne by 2010. Continued rises will provide a strong economic incentive for the University to reduce the amount of waste that it generates.

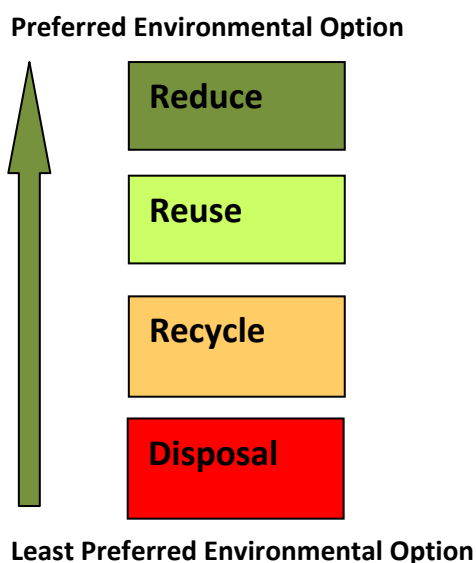


Figure 1. Waste Hierarchy  
Environmental

Landfill is a major source of methane – a powerful greenhouse gas contributing to climate change. Methane is produced when biodegradable materials such as paper, food wastes

and green wastes, decompose in the absence of oxygen. Universities are increasingly being assessed on their environmental performance (e.g. people and planet green league) and this information is being used by stakeholders to inform decision making. The University of Kent has identified waste as one of four key areas of environmental impact. Action to improve waste management will make a significant contribution towards helping the institution to reduce its impacts.

### Scope

The University of Kent engages in teaching and research at its campuses in Canterbury, Medway and other premises associated with or belonging to the University. This procedure applies to all employees, students, premises and activities under the control of the university.

### Procedure Statement

The University of Kent recognises its impacts on the environment and is committed to reducing its adverse effects on the environment by managing waste and encouraging recycling in an efficient and sustainable manner.

The University of Kent produces considerable volumes of waste, in particular from its administrative and office functions, packaging and glass from its catering outlets and waste from student accommodation. Each member of the university should take reasonable steps to minimise the waste they produce. Where there are materials that are no longer required the following hierarchy of options should be followed:

#### Reduce

Avoid the need to discard materials in general. Consider asking suppliers to take back any packaging or re-usable items.

#### Re-use

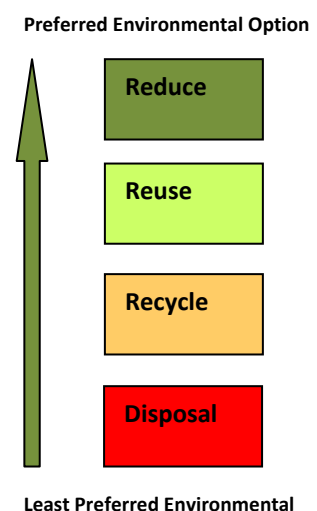
Just because you no longer need an item it does not mean another department or person can't make use of it. Consider passing on equipment to others before you dispose of it.

#### Recycle

Segregation of materials for recycling is essential for the reduction of the waste at the university. For details of items that can be recycled please log on to [www.kent.ac.uk/estates/recycling](http://www.kent.ac.uk/estates/recycling)

#### Disposal

Any disposal of waste must comply with relevant legislation.



The University of Kent will measure the volume of solid waste produced each year, the cost of disposal of such waste and the proportion that is recycled. The estates department will set annual targets for improving waste management and promoting recycling.

## **Aims**

The aim of this procedure is to detail and communicate how the University of Kent will deliver the objectives of the procedure statement detailed above. This procedure also aims to ensure that the University complies with relevant waste legislation. It is anticipated that legislation will increasingly be used in the future to force organisations to reduce their impact upon the environment. Current environmental legislation which affects the University of Kent is listed in the legislation section, along with detail of how the university ensures that it is compliant with such legislation.

## **Organisation and Management**

Estates have prime responsibility for implementation of the waste management and recycling policy and will ensure that appropriate waste management services are provided through a registered and approved waste contractor.

Directors of each Faculty/Department should ensure that their staff members are equipped to implement this policy encouraging staff and students to co-operate with waste management and recycling in general.

Directors should take responsibility for ensuring that their department or faculty is compliant with the appropriate legislation and that procedures are prepared in accordance with the Duty of Care.

Procedures for the management of specialist wastes such as radioactive waste are beyond the scope of this policy. Procedures in these instances will be dealt with between individual departments and the Safety, Health and Environment unit.

## **Delivery**

### **Monitoring**

The University of Kent will monitor all wastes arising from different areas of the University including; college buildings, student residences, offices, commercial outlets and Kent Union buildings. Waste will be weighed on a monthly basis or where it is not practicable to weigh, average figures based on skip or bag weights will be used. The University will endeavour to weigh all wastes in the future so long as it is practicable and cost-effective to do so.

Data will be recorded by the Support Services Manager on a monthly basis. Where wastes are measured on a longer timescale, figures will be adjusted to a monthly equivalent.

Once baseline figures for waste streams have been established a review of this data will be conducted in order to:

- identify discrepancies and gaps in the data
- analyse the types and volumes of waste generated by different areas of the campus
- identify areas to focus waste reduction and recycling education
- assess the adequacy of facility provision.

### Setting targets

The University of Kent is committed to reducing the amount of waste sent to landfill both through reducing like-for-like waste production and increasing the proportion of waste recycled. In order to achieve these aims, the following targets for the 2009/2010 year have been set:

- All students living on campus in Canterbury to receive guidance on recycling;
- All new staff to receive waste management and recycling information as part of their induction. This is to be facilitated via the provision of information and guidance on inductions to departments;
- Waste management and recycling guidance will be included within the existing training regime for current staff;
- Review waste practices and recycling facilities in a selection of administrative and academic departments by July 2010.

### Training

In order to implement this policy and to promote continuous improvement on waste management and recycling issues, The University of Kent will ensure that all new staff members receive induction training and guidance on waste and recycling relevant to their responsibilities. All staff members will receive training through the existing training regime which will include an environmental training course.

### Provision of facilities

Adequate provision of facilities for recycling should be available where required in offices, colleges, accommodation, public areas and commercial outlets wherever this is a practicable option. The University commits to performing a review of waste facilities every 2 years including provision of recycling facilities in student accommodation, offices and commercial outlets.

### Communication

Data collected will be communicated to staff, students and the public through the estates environmental web pages. Data within these pages will be updated quarterly and compared to equivalent data from previous years (where available). Annual targets for reduction of like-for-like waste and increase in the proportion of waste sent for recycling will also be communicated through the web pages.

The recycling guide is aimed at staff and students detailing the materials which can be recycled, where they can be recycled and where this waste is processed. This A-Z guide to recycling will be available through the estates website and could be produced in poster format if required.

### Purchasing

The University of Kent purchases £millions of goods and services each year and procurement represents one of the most important ways in which the University can improve its waste management practices.

Where practicable the University commits to buy and promote the use of environmentally friendly products. This would mean avoiding using non-renewable resources or products

that are polluting in their production and use. This will be achieved by endeavouring to purchase items with minimal packaging and ensuring that the product is durable and repairable.

### **Mission Statement**

- The University of Kent estates department will monitor wastes arising all areas of the University on a monthly basis.
- The University will set annual targets to contribute towards the overall aim of reducing waste volumes and increasing the proportion that is recycled. Progress against these targets will be reviewed and updated on a quarterly basis.
- The University of Kent will ensure that all staff members receive training and guidance on waste and recycling relevant to their responsibilities.
- The University commits to performing a review of waste every 2 years.
- Data collected and other relevant information will be communicated to staff, students and the public in a visually accessible way through the estates environmental web pages.
- The University will look to reduce the amount of paper used by encouraging electronic communication, working online and discouraging the printing of e-mails.
- The University will **reduce** its consumption where possible and encourage **reuse** and **recycling** by its staff and students
- The University will promote recycling of other items such as furniture and mobile phones and ensure this is communicated across campus.
- The University will encourage the purchase of items with minimal packaging and ensure the product is durable and repairable.
- If disposal is the only option left than the University will ensure that the Best Practicable Environmental Option (BEPO) is used.
- The University will adhere to all legislation relating to waste management

### **Review**

The University of Kent is committed to reviewing and developing its waste management and recycling procedure, organisation and arrangements for implementation to ensure it remains current and relevant. To achieve this it will document a review process which will be undertaken annually.

**Appendix 1 – Legislation**

This is a working document compiled by the Estates department and Environmental co-ordinator that will be continually updated. It lists all environmental legislation relevant to the University of Kent and what actions the University will take to comply with this legislation.

Legislation	How this affects the University of Kent	Controls in place	Responsibility	Actions
<p><b>Environmental Protection Act 1990 – Part II</b></p> <p><b>Controlled Waste Regulations 1992</b></p>	<ul style="list-style-type: none"> <li>• Controlled wastes are defined in section 75 of EPA 1990 as household, industrial and commerce wastes</li> <li>• Controlled Waste Regulations 1992 lists wastes which are treated as controlled waste for the purpose of EPA 90 – Part II.</li> <li>• The University produces controlled waste.</li> </ul>	<ul style="list-style-type: none"> <li>• The University disposes of its controlled waste in an appropriate way.</li> </ul>	<ul style="list-style-type: none"> <li>• Managers of all buildings ensure waste is disposed of, stored and collected by contractors appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain controls in place</li> </ul>

Legislation	How this affects the University of Kent	Controls in place	Responsibility	Actions
<p><b>Environmental Protection Act 1990 – Part II s34</b> imposes a duty of care on anyone that imports, produces carries, keeps treats or disposes of controlled waste.</p> <p><b>Environmental Protection (Duty of Care) Regulations 1991</b></p>	<ul style="list-style-type: none"> <li>• Signed Waste Transfer Notes for each load of waste that leave the site are stored for two years</li> <li>• Ensure that all waste is stored securely; kept in suitable labelled containers at all times in order to prevent any escape, and ensure the correct segregation of waste types.</li> <li>• Store liquid wastes on impervious surfaces that are preferably bunded or drained to a sealed pit capable of containing the contents of the storage containers.</li> <li>• Ensure that the transfer is only to an authorised person for authorised transport purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Signed Waste Transfer Notes are kept by the Estates Department for at least two years.</li> <li>• Appropriate containers are provided for the storage of waste</li> <li>• The Estates Department ensures that waste is collected by authorised companies holding the necessary licences.</li> </ul>	<ul style="list-style-type: none"> <li>• Managers of all buildings ensure that waste is disposed of, stored and collected by appropriate contractors appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain controls in place</li> <li>• Ensure that all staff are aware of their responsibilities</li> </ul>

Legislation	How this affects the University of Kent	Controls in place	Responsibility	Actions
<p><b>Environmental Protection Act 1990 – Part II s62</b> provides for controls to be introduced for special waste.</p> <p><b>Special Waste Regulations 1996</b></p>	<ul style="list-style-type: none"> <li>• Disposal of Special Waste as defined by the regulations - includes fridges, freezers.</li> <li>• Never mix different special wastes together, or special and non-special waste</li> <li>• For those special wastes that do arise, ensure that they are transported by registered waste carriers who remove the waste to facilities which hold a suitable permit to accept those wastes in accordance with waste management licensing obligations</li> <li>• Procedure for the transfer of special waste including consignment note, unique coding and pre-notification requirements. Consignment notes must be kept for 3 years.</li> </ul>	<ul style="list-style-type: none"> <li>• The University ensures that disposal of fridges, freezers and fluorescent tubes complies with the legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Departments</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain controls in place</li> </ul>
<p><b>Waste Electrical and Electronic Equipment Regulations 2006 (WEEE)</b></p>	<ul style="list-style-type: none"> <li>• Under Article 5.2 (b) distributors are responsible for ensuring WEEE can be returned free of charge on a one to one basis when they are supplying a new product to a domestic user.</li> </ul>			<ul style="list-style-type: none"> <li>• Implement procedures to comply with directive</li> </ul>