



## Waste Duty of Care Guidelines Including Hazardous Waste Disposal Guidance

### Introduction

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). 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 for disposal.

The Estates Department deals with the majority of waste produced by the University. In some instances, however, individual Departments and Schools may be responsible for storing, arranging and overseeing collections.

### Storage of waste

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.

<b>Use suitable waste containers</b> <ul style="list-style-type: none"><li>Clearly labelled</li><li>Protected from rain</li><li>Open skips should be placed at least 8m from a building</li><li>Closed locked skips should be placed at least 5m from a building</li></ul>	<b>Separate waste</b> <ul style="list-style-type: none"><li>Separate hazardous waste from other types of waste</li><li>To maximise recycling, different waste streams should be separated</li></ul>
<b>Contain liquid wastes</b> <ul style="list-style-type: none"><li>Stored on impermeable surfaces within a secondary containment system such as a bund.</li></ul>	<b>Protect waste from vandalism</b> <ul style="list-style-type: none"><li>Secure against vandalism, theft and accidental damage.</li></ul>

### Waste Collection

The Estates FM Coordinator checks 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.

Prior to arranging any waste collections you **must** contact the [Estates FM Coordinator](#) who can ensure that the waste contractor appears on the Estates list of approved contractors and that the correct disposal method is being followed.

## **Paperwork**

The Duty of Care regulations require written descriptions and waste transfer notes (Appendix 1) to be completed when any waste is transferred between two parties.

### **Non-Hazardous Waste**

On the transfer of controlled waste, both the University and the waste carrier must complete and sign a waste transfer note (Appendix 1), which must be kept for two years, this wastes transfer note must then be sent to the Estates FM Coordinator in addition to the weighbridge ticket detailing the weight of the waste collected. For more details on what is classified as non-hazardous waste please visit our website [www.kent.ac.uk/estates/recycling](http://www.kent.ac.uk/estates/recycling)

## **Hazardous Waste Disposal Guidance**

Collection of hazardous waste must be accompanied by a consignment note. 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.

Note: The final section of a hazardous waste consignment note (Part E) must only be completed once the waste has been delivered to its final destination and disposed of (this can take up to 28 days). The completed form will then be sent back to the University.

For more details on how the University deals with our hazardous waste including the process the Estates FM Coordinator follows please see the [Hazardous Waste Process Procedure Document](#).

## **Introduction**

This guidance outlines how hazardous waste should be managed and disposed of from University of Kent premises at the Canterbury and Medway campuses.

Waste is defined as hazardous if it is classified as hazardous in the European Waste Catalogue (EWC or List of Wastes). Generally, waste is hazardous if it, or the materials or substances it contains, are harmful to human health or the environment.

Examples of Hazardous Wastes produced by the University include:

- Asbestos (covered separately by Estates asbestos procedure)
- Chemicals and Solvents (including paint)
- Batteries
- Fluorescent bulbs and tubes
- Printer cartridges
- Clinical waste
- Electrical (WEEE) waste

Wherever practicable, waste hierarchy principles must be adopted in order to minimise the quantities of hazardous waste generated. This includes assessing during the procurement of materials/goods/equipment how hazardous waste might subsequently be produced, and how it will be disposed of.

## **Responsibility**

Heads of Departments and Schools must ensure that all hazardous waste is disposed of in accordance with these guidelines and that the waste that they generate is stored safely and securely within the department (including external stores) pending transfer to the Estates Recycling Hub or direct to an approved hazardous waste disposal contractor (providing approval has been gained from the Estates FM Coordinator).

The Estates FM Coordinator and Support Services is responsible for:

- Premises Registration with the Environment Agency
- Waste carrier/broker registration with the Environment Agency
- Arranging collection from point of use/departmental storage
- Safe transport on campus
- Selection of competent and registered waste carriers and waste disposal services
- Checking of waste carrier's certificate of registration as a waste carrier
- Following the waste hierarchy and appropriate disposal

From April 2016 there is no longer a requirement for the University to be registered as a hazardous waste producer with the Environment Agency.

## **Storage of Hazardous Waste**

All hazardous waste kept on University premises, even for a short time, must be kept secure. This means Schools/Departments must:

- Store waste safely and securely (for example using a bund), taking all reasonable precautions to prevent any leaks or spills that have the potential to cause prevent pollution, and to prevent members of the public accessing the waste
- Package and label waste to identify the contents and the hazard and the associated risk
- Keep different types of hazardous waste separate to prevent interaction
- Keep hazardous and non-hazardous waste separate to prevent non-hazardous waste from being contaminated and becoming hazardous waste
- Keep liquid hazardous waste in a dedicated area, with an impermeable bund or barrier to contain spills and leaks
- Regularly check storage areas for leaks, deteriorating containers or other potential risks
- Display written instructions for storing and disposing of each type of hazardous waste
- Maintain an inventory of the hazardous wastes kept on their premises, and where they are stored - this will help the emergency services to deal with any incident effectively and safely
- Assess risks posed by any hazardous substances that they store on their site, including hazardous waste, and take steps to control those risks.

## **Moving and Transferring Hazardous Waste**

All hazardous waste must be:

- Transported by a registered or exempt waste carrier arranged by (or with knowledge of) the Estates FM Coordinator
- Accompanied by a consignment note (Appendix 2)
- Sent to a facility that holds a suitable environmental permit or a registered exemption that authorises them to take that type of waste and dispose of accordingly

## **Chemicals and Solvents**

### **Laboratory Waste**

#### Solvents

Waste solvents should be stored in 2.5 litre Winchester bottles. Individuals should ensure that the bottle is labelled, numbered and the coversheet filed in correctly.

Bottles and coversheets should then be returned to the Science Supplies Store and handed to a member of stores staff.

Science Supplies Store staff should remove bottles to the waste solvent area and return the coversheet to David Pickup.

At least once a year, when approximately 150 Winchester bottles are stored, David Pickup will arrange with the Estates FM Coordinator for an external contractor to provide a chemist to bulk up the waste solvents into 25 litre polylined drums.

When approximately 40 of the 25 litre polylined drums are stored, David Pickup will contact the Estates FM Coordinator who will arrange collection by a licenced contractor.

#### Chemicals

Individuals should place waste chemicals into a suitable container and ensure an excel spreadsheet, supplied by David Pickup, is filled out correctly with all of the waste chemical details

Completed spreadsheet should then be returned to David Pickup who will record the chemicals into a central waste chemicals log and make arrangements for the waste chemicals to be locked in the chemical waste store.

Once sufficient waste chemicals have been stored David Pickup will send the waste chemical log to the Estates FM Coordinator who will arrange for a licensed contractor who will provide a chemist to pack and label the chemicals for transport. The licensed contractor will make arrangements for the transport and disposal of the chemicals, in addition to providing completed consignment notes.

Data on types and quantities of waste collected should be sent to the [Estates FM Coordinator](#) within 14 days of collection

## All other Chemical and Solvent Waste

Waste solvents and chemicals should be kept separately and stored in accordance with these guidelines.

Once empty, waste chemical and solvent containers should be thoroughly rinsed out and placed into the general waste bins with the hazardous symbols removed.

Waste chemicals and solvents must be collected by licensed contractors approved by the Estates department.

For small ad hoc quantities of chemicals or solvents, please contact the [Estates FM Coordinator](#) for advice on disposal.

All chemical and solvent waste collection must be accompanied by a consignment note which must be kept on site for a minimum of 5 years.

Data on types and quantities of waste collected should be sent to the [Estates FM Coordinator](#) within 14 days of collection.

## Batteries

Who produces this waste?	All Staff and Students
Who is responsible for disposal of this waste?	Estates Department

Used batteries should be placed in the nearest battery recycling bin. To aid battery recycling, official battery collection areas are located around the University in key areas. A map of official battery points can be found here: <https://www.kent.ac.uk/estates/services/waste-recycling/wastemanagement.html>

When bins are full, staff can request a collection by contacting the [Estates Customer Services](#).

Wet cell, automotive and leaking or damaged batteries should not be placed in battery collection bins. Please contact the [Estates FM Coordinator](#) for advice.

Once collected, batteries are stored into designated, labelled storage containers located in the Estates Recycling Hub. These containers must be covered and impermeable.

## Fluorescent Tubes

Who produces this waste?	Estates Department
Who is responsible for disposal of this waste?	Estates Department

Fluorescent tubes are changed by the Estates Department, Maintenance team and stored in the Estates Recycling Hub in special crates supplied by the waste contractor in accordance with the Hazardous Waste Regulations 2005.

## Printer Cartridges

Who produces this waste?	All Staff and Students
Who is responsible for disposal of this waste?	Estates Department

Empty printer and toner cartridges have been classified as hazardous waste since July 2005.

Recycling of printer and toner cartridges is a significant industry and the University can benefit from recycling the empty cartridges.

Used cartridges should be placed in the nearest cartridge recycling bin. Bins are usually located at college reception and in many large department printing areas.

Where there are no bins the [Estates Customer Services](#) should be contacted to arrange a collection.

Once collected, printer cartridges should be placed into suitable storage containers and stored in a secure indoor area.

Printer and toner cartridges collected at the Medway campus are kept at the Medway Building reception and transported to the Canterbury Campus for collection by licensed contractors.

## Clinical Waste

Who produces this waste?	All Staff
Who is responsible for disposal of this waste?	Estates Department or Kent Hospitality (dependent on location)

Clinical waste is subject to the requirements of the Hazardous Waste Regulations 2005. All Clinical waste should be placed in dedicated yellow clinical waste bins. Sanitary waste is not classed as hazardous waste.

## Electrical Waste (WEEE)

Who produces this waste?	All Staff
Who is responsible for disposal of this waste?	Estates Department

The Waste Electrical and Electronic Equipment Regulations (2006) require all WEEE to be re-used, recovered or recycled. Any equipment with a power supply (mains, battery or other) can be classed as WEEE.

Collections of WEEE must be arranged through the Estates Department. To arrange a collection download and complete the Electronic Equipment Disposal form which can be found at <https://www.kent.ac.uk/estates/services/waste-recycling/azrecycling.html> and emailed to the [Estates FM Coordinator](#).

Quantities of equipment for collection must be listed on the form along with the contact details of the relevant responsible person. Schools and departments are required to provide the serial numbers on all base units for insurance purposes.

While awaiting collection WEEE should be stored in a covered, secure location and disconnected from power supplies.

Once requested, WEEE will be collected by the Estates Department and securely stored within the Estates Recycling Hub.

WEEE from the Medway campus will be collected by the Estates Department and transferred to the Canterbury campus. As the waste remains in the University's control a waste carriers' licence is not required for this operation.

For large items of WEEE, the Estates FM Coordinator will arrange for a licensed waste contractor to collect the item from the building in which it is located. Items must be transferred to the outside of the building on the morning of collection to take place.

On occasion, WEEE waste is collected from Kent Union. All such collections require a consignment note (Appendix 2) be completed.

Estates Support Services staff transport small WEEE waste to a recycling facility (SWEEEP) therefore the University has a waste carriers/broker's licence to allow the above activities to take place.

WEEE taken to SWEEEP:

- Computers
- Laptops
- Other IT equipment
- TV's
- Screens
- Kettles
- Toasters
- Ovens
- Hoovers
- Washing Machines
- Telephones
- And more

## Appendix 1:

**Duty of care: waste transfer note** Keep this page and copy it for Complete this section ensuring ALL containers are included

**Section A – Description of waste**

A1 Description of the waste being transferred  
  
  
  
 List of Waste Regulations code(s)

A2 How is the waste contained?  
 Loose ☐ Sacks ☐ Skip ☐ Drum ☐  
 Other ☐

A3 How much waste? For example, number of sacks, weight

**Section B – Current holder of the waste – Transferor**  
 By signing in Section D below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 Yes ☒

B1 Full name   
 Company name and address   
  
  
  
 Postcode  SIC code (2007)

European Waste Catalogue Code (see [www.wastesupport.co.uk](http://www.wastesupport.co.uk) for a full list of codes)

B2 Name of your unitary authority or council

Non-Hazardous—85.42  
Hazardous—80.30

B3 Are you:  
 The producer of the waste? ☒  
 The importer of the waste? ☐  
 The local authority? ☐  
 The holder of an environmental permit? n/a  
 Permit number   
 Issued by   
 Registered waste exemption? n/a  
 Details, including registration number   
 A registered waste carrier, broker or dealer? n/a  
 Registration number   
 Details (are you a carrier, broker or dealer?)

**Section C – Person collecting the waste – Transferee**

C1 Full name   
 Company name and address   
  
  
  
 Postcode

C2 Are you:  
 The local authority? ☐

C3 Are you:  
 The holder of an environmental permit? ☐  
 Permit number   
 Issued by   
 Registered waste exemption? ☐  
 Details, including registration number   
 A registered waste carrier, broker or dealer? ☐  
 Registration number   
 Details (are you a carrier, broker or dealer?)

Ensure that these sections are completed in FULL by the person collecting the waste

**Section D – The transfer**

D1 Address of transfer or collection point  
  
  
  
 Postcode   
 Date of transfer (DD/MM/YYYY)

D2 Broker or dealer who arranged this transfer (if applicable)  
  
  
  
 Postcode   
 Registration number   
 Time(s)

Transferor's signature [Signature]  
 Name   
 Representing

Complete this section in FULL

Transferee's signature [Signature]  
 Name   
 Representing

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Storing Waste	Is the waste stored in suitable, good condition containers?	
	Are containers clearly labelled?	
	Are skips at least 8m from a building?	
	Is hazardous waste separated?	
	Are liquid wastes stored in secure lidded containers and placed on bunds?	
	Is the waste secure against vandalism, theft and accidental damage?	
Waste Collections	Does the waste contractor appear on the Estates approved list?	
Paperwork	Has the WTN or Consignment note been completed to show:	
	- a description of the waste including quantity	
	- the appropriate European Waste Catalogue (EWC) code for the waste	
	- how the waste is contained or packaged	
	- the correct SIC code for the University	
	- 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	
Hazardous waste only	Have you received the completed part E section?	
Please keep all completed paperwork on site for a minimum of 2 years (non-hazardous) or 5 years (hazardous).		