

# LUU Waste Management Procedure & Guide

## Purpose

To ensure that LUU's waste is managed efficiently and effectively to remain compliant with LUU's Duty of Care under the Environmental Protection Act 1990.

## Procedure

### General Waste

All non-hazardous, un-recyclable (aka "general") waste must be disposed of through LUUs contracted waste collection service.

Each LUU department is responsible for ensuring that their general waste is included in the collections.

### Recycling

All recyclable waste must be segregated for general and hazardous waste as per the guidance below.

### Hazardous Waste

Hazardous waste must be stored and disposed of separately to all other waste streams in LUU.

The process for dealing with hazardous waste is as follows:

1. Ensure waste is stored separately and securely,
2. Contact the appropriate waste contractor listed in LUUs Waste Matrix. On collection a Hazardous Waste Consignment Note will be produced as proof of collection and safe disposal.
3. Take a copy of the Hazardous Waste Consignment Note to Facilities Office to be filed.

### Refurbishment/Construction Waste

For all one off building or refurbishment projects a Site Waste Management Plan must be completed prior to the project taking place. See guidance below.

## Guidance

1. Waste Management: What to do with your waste
2. Identifying and disposing of Hazardous Waste
3. Refurbishment/Construction Waste Management

## 1. Waste Management: what to do with your waste

Under the Environmental Protection Act 1990, every organisation in the UK has a “Duty of Care” to ensure that the waste it produces is managed, stored and disposed of lawfully. Failure to manage your waste properly can result in higher disposal costs and leave you liable to prosecution from the Environment Agency

Waste disposal options at LUU:

### **Reduce, Reuse and Donate!**

For items that could be reused please speak to fellow departments who may be able to reuse items or place an advert on the UoL reuse site (log in using your ISS details)  
<https://reuse.leeds.ac.uk/register.aspx>

Donate unwanted usable items to local charities through Leave Leeds Tidy or the Love Leeds Charity Shop

### **Recycle and dispose:**

LUUs waste recycling and disposal options on site are as follows:

**Mixed recycling (paper, Tins, cans, plastic, small bits of cardboard):** can be placed in the mixed recycling bins throughout the union or externally in the large bins in the loading bay. All mixed recycling must be in clear bags

**Cardboard:** clean, flat packed cardboard should be taken to the Loading Bay and placed in the “cardboard only bins”

\*Please do not leave large bits of cardboard by the internal waste bins\*

**Glass:** Recycle all glass bottles and jars in the labelled bins in the loading bay

**Tetra Pak (plastic coated card based containers for juice, milk or soup):** should be collected and then placed in the recycling bank outside LUU

**Compost:** All food waste including kitchen prep scraps, coffee grounds and tea bags must be placed in internal brown compost bins or in the external compost bin in the loading bay. Food should either be un-bagged or in a compostable bag

**Electrical Waste:** All electrical waste should be placed in the labelled bin in the loading bay. If your electrical item is large, place it in an appropriate place in the loading bay and contact premier waste for a bulky collection.

The following items electrical items are classes as hazardous and should not be placed in this bin. A separate collection should be arranged through Premier waste:

- TV& Computer Screens
- Light bulbs/tubes
- Fridges/Freezers

**Aerosols:** all aerosols should be placed in the labelled bin in the loading bay)

**Batteries:** All domestic (A, AAA, D, lithium button) batteries should be placed in the Battery Bak bin near Gear on the retail level in LUU. If you have a lead acid batter (i.e. a car battery) this must be disposed of separately; Contact Premier Waste to arrange a specialist collection.

**Printer cartridges:** There are collection bins for printer toner and cartridges in the LUU Resource Room on level 1 and the Green Exchange office on level 2.

**Confidential Waste:** For Small amounts request a special blue bag from HR, fill and return. This will be sent to the University for shredding.

For larger amounts contact PHS Data Shred to arrange a drop of confidential waste bags and subsequent collection once the bags are filled.

**Fluorescent light tubes/energy saving light bulbs:** should be taken to Building Services for disposal with our contractor

#### **General Waste:**

**Bins:** All waste that is non hazardous and non recyclable should be place in either LUUS internal general waste bins or in the general waste bins in the loading bay

**Skip:** for all large/bulky general waste a skip is located outside the Riley Smith Hall. Please note the skip is locked to prevent unauthorised use.

Please contact Cleaning or Building service to gain access to the skip. Please also note that you will be charged for use of the skip depending on how much waste you are throwing away. A maximum charge of £250 can be applied if you need to fill the whole skip.

The following items **MUST NOT** be placed in the skip

- Electrical items
- Light bulbs/tubes
- Oil based Paints/glues and empty paint/glue tins
- Aerosols
- Gypsum (plaster board)

#### **Help with Waste Disposal**

All LUU departments' should take responsibility for the waste they produce and dispose of it safely and legally.

If you need any help with waste disposal you can:

Put a ticket into our building Services Team who can help you with larger items that you cannot lift safely on your own: <http://luuintranet.leeds.ac.uk/index.php>

Tickets will need to be put in to Building Services for any support with taking larger items to the skip or loading bay

Tickets will also need to be put in to Cleaning Services for bin bags, wheelie bins etc

### **Contacts:**

**Facilities Team:** David Crooks [d.a.crookes@leeds.ac.uk](mailto:d.a.crookes@leeds.ac.uk) 01133801440

**Building Services:** Mark Pantling [m.a.pantling@leeds.ac.uk](mailto:m.a.pantling@leeds.ac.uk) 01133801411

**Cleaning Services:** Monica Lewis [m.a.lewis@leeds.ac.uk](mailto:m.a.lewis@leeds.ac.uk) 01133801402

**Loading Bay:** Di Harvey [d.harvey@leeds.ac.uk](mailto:d.harvey@leeds.ac.uk) 01133801433

**Premier Waste:** (external Contact) Grahame Williams  
[grahame.williams@premierwaste.uk.com](mailto:grahame.williams@premierwaste.uk.com) 0113 200 8360 or 07872 378487

## **2. Identifying Hazardous Waste**

The list below is not exhaustive but contains the most common hazardous waste expected at LUU. If the item you have is not listed, and you think it may need a specialist waste collection, please contact the Facilities Team.

### **Electrical Items**

- AV Equipment
- Catering Equipment: (mixers, blenders, whisks ) etc
- CD/MP3 Players
- charger plugs (phone/radio/drill etc)
- computers
- Fairy lights
- Freezers
- Fridges
- Halogen down light bulbs
- kettles
- keyboards & Mice
- Lamps (floor and desk)
- LED down light bulbs

microwaves  
monitors  
Phones  
Plug extension leads  
Radios: (communication and wireless)  
Televisions  
Till monitors  
Tills  
Toasters  
Vacuum cleaners

ANYTHING THAT PLUGS IN OR NEEDS AN ELECTRICAL SUPPLY TO WORK

**Chemicals-** this includes empty canisters/bottles which contain chemical residue

Any Aerosols  
Chewing gum/graffiti remover  
Degreasers  
Detergents: Line cleaner, cleaning chemicals,  
Bleaches  
Fuel oil/diesel: lighter fluid etc  
Gas Canisters  
Helium canisters  
Oil based paints/wood stains  
Oils/Lubricants  
Paint thinners/white spirit/turpentine  
Photographic Developing Chemicals (in large quantities)  
Printer toner  
Solvents

ANY BOTTLE/CANISTER/CONTAINER EMPTY OR NOT WHICH DISPLAYS ANY OF THE FOLLOWING SYMBOLS:



## **Miscellaneous**

Asbestos containing products: old freestanding fires/gas heaters for example.

Gypsum (plasterboard or plaster mix)

Lead acid batteries (car batteries)

Alkaline Batteries: regular AA, AAA, D etc

Lithium Batteries: flat and sliver

NiMh Batteries; rechargeable A, AAA etc

Printer Toner Cartridges

Fluorescent Tubes

Energy Saving Light bulbs

Lead Soldering wire

Circuit boards with solder residue

## **Disposing of hazardous Waste**

LUU has collection services for the following hazardous wastes as mentioned in the “what to do with your waste section above”:

If you have hazardous waste that is not covered by these regular collection streams then contact Premier Waste to arrange a collection describing what type of waste you have.

### 3. Site Waste Management

Waste from construction or building refurbishments is covered by additional waste management guidance. If you are planning a refurbishment or any construction work, you need complete a Site Waste Management Plan.

#### Site Waste Management Plans (SWMP)

A SWMP is designed to help you identify your projects major waste impacts and liabilities and reduce unnecessary use of resources. It should outline how you will segregate waste, optimise recycling options and identify how any hazardous wastes will be minimised and segregated for appropriate management.

Your contractors also need to follow duty of care obligations. Include this as a requirement in their contracts, together with a request for them to use the facilities for segregating waste.

This SWMP should be completed by the primary contractor of the works been carried out with the support of the LUU Environment Manager

<b>Project name:</b>	
<b>Date when this sheet was filled out:</b>	
<b>Stage of project (e.g. planning stage, during project delivery, end of project):</b>	
<b>Project address/location :</b>	
<b>Estimated cost of the project:</b>	
<b>Principal contractor:</b>	
<b>Person responsible for waste management on site (name and job title):</b>	



<b>Person and company completing this form, if different from above:</b>																
<b>Sites your waste is going to (including permit, licence or registered exemption reference number and details):</b>																
A			B				C				D					
<b>Details of the people removing the waste from your site (including their waste carrier registration number):</b>																
A			B				C				D					
		<b>Quantity of Waste (specify volume or weight, e.g. m<sup>3</sup>, kg, T, number of skips)</b>														
Types of waste arising from works carried out.	EWC * code	Reused		Recycled			Disposed of				Destination of waste		WTN ** complete ?			
		on site	off site	for use on site	for use off site	sent MRF	land-fill	other (e.g. incinerator )		Waste site	Waste carrier					
Target/ achieved (T/A)		T	A	T	A	T	A	T	A	T	A	T	A	Waste site	Waste carrier	
Inert (bricks, stone, soils etc)														a/b/c/d etc	a/b/c/d etc	
Non-hazardous (wood, plastics etc)																
Hazardous (gypsum, WEEE etc)																
Totals (m <sup>3</sup> , kg, T)																
Performance against target and actual as %																

