



MMU Environmental Management System

Ref	AWCP
Version	2
Date	12/02/2016
Author	Waste and Recycling Manager
Approved by	Energy and Environment Manager Waste Management Group

MMU Approved Waste Contractor Procedure

1. Introduction and Purpose

MMU produce a variety of hazardous and non-hazardous wastes that are disposed of by various waste contractors. The University has a duty of care to ensure that we only use a licensed waste business to collect, recycle, recover or dispose of our waste. All approved waste contractor records are retained by the Waste and Recycling Team and are reviewed annually or when they are due to expire with new copies filed. This is the reason that we only dispose of waste via approved waste contractors. This reduces the risk to the University of fly tipping and helps achieve the University recycling and diversion from landfill targets outlined in the Environmental Sustainability Strategy.

The purpose of this document is to inform staff that only approved contractors must be authorised to remove waste from the University. If a new waste stream is identified that requires a new contractor, the appropriate duty of care checks must be conducted before any new waste contractor is used.

2. Legal Requirements

To ensure compliance with the Environmental Protection Act 1990 (c. 43) Part II, section 34 Environmental Protection Act 1990 (SI 2015/1360) as amended.

3. Methods

The Waste and Recycling Team mapped all the waste streams that the University produces. This included all the waste contractors and copies of all of their waste carriers licenses and environmental permits for all transfer stations and disposal sites. All PDF copies are retained by the Waste and Recycling Team and the information is documented in the Waste Contractor Record. The Waste Contractor Record can be located on the Waste Management Group SharePoint Site.

A shared compliance calendar has been created with license expiry dates. All licenses are documented and notifications are set up to proactively remind the Waste and Recycling Team a week before they expire. This enables the Waste and Recycling Team to request copies of any licenses before they expire.

Annual checks on the Environment Agency Public Registers are conducted and recorded on every license held in the Waste Contractor Record.



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3.1 The process to approve new waste contractors:

This process ensures that only licensed waste contractors are instructed to remove waste from the University.





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4. Roles and Responsibilities

Department	Roles and Responsibilities
Waste and Recycling Team	<ul style="list-style-type: none"> To request and retain all PDF copies of waste contractor licenses. To review the licenses against the Environment Agency public registers. Keep the Waste Contractor Record document up to date. Populate and review the waste compliance calendar. To inform key University staff of the approved contractor process.
Property Services and Capital Projects	<ul style="list-style-type: none"> To ensure all valid waste carriers licenses and environmental permits are retained by the contractor and are available upon request. To ensure that all waste information is available upon request by MMU Estates staff.

5. Location of Records

Department	Waste Streams	Location of Waste Transfer Note records
MMU Waste collections	All hazardous and non-hazardous waste	Document locations are identified in the hazardous and non-hazardous waste procedures
Projects (including waste disposal)	Waste specific to the project	With the contractor

6. Effects and Actions of non –conformance

Failure to apply this procedure will result in:

- A failure to achieve the MMU’s objectives and targets regarding waste
- A failure to comply with the Waste (England and Wales) regulations & Environmental Protection Act. This may result in associated fines or clean-up costs.



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REASON FOR THE CHANGE
12.02.16 To include 'Consult Waste and Recycling Team' in process diagram.