



MMU Environmental Management System

Ref	HWMP
Version	4
Date	24/01/2018
Author	Waste and Recycling Manager
Approved by	Energy and Environment Manager and Waste Management Group

MMU Hazardous Waste Management Procedure

1. Introduction and Purpose

- To explain how hazardous waste is managed at MMU and compliance with relevant legislation.

Waste is generally considered hazardous if it (or the material or substances it contains) are harmful to humans or the environment.

- To ensure that waste documentation is stored and maintained in accordance with legal requirements.
- To ensure waste is stored, transported and disposed of legally.

2. Legal Requirements

To ensure compliance with the relevant environmental legislation below:

- Directive 2012/19/EU on waste electrical and electronic equipment (WEEE) (recast)
- Environmental Protection Act 1990 (c. 43) Part II, section 34 - The Hazardous Waste (Miscellaneous Amendments) Regulations 2015 (SI 2015/1360) as amended.
- The Hazardous Waste (England and Wales) Regulations 2005 The Waste (Meaning of Recovery) (Miscellaneous Amendments) Regulations 2016 (SI 2016/738) as amended.
- Directive 2008/98/EC on waste - The Waste Framework Directive, Council Regulation (EU) 2017/997 as amended.
- The Waste Batteries and Accumulators Regulations 2009 The Waste Batteries and Accumulators (Amendment) Regulations 2015 (SI 2015/1935).
- The Waste (England & Wales) Regulations 2011 (SI 2016/738) as amended.
- Control of Asbestos Regulations 2012 (SI 2015/21).

3. Actions to ensure legal compliance

- All MMU Services staff are informed of safe designated storage and collection areas for hazardous waste streams by management instruction.



MMU Environmental Management System

Ref	HWMP
Version	4
Date	24/01/2018
Author	Waste and Recycling Manager
Approved by	Energy and Environment Manager and Waste Management Group

MMU Hazardous Waste Management Procedure

- All appointed contractor details are reviewed by MMU Waste and Recycling Team.
- No waste is removed from site by a contractor unless they have provided Duty of Care documents which have been checked by the Waste and Recycling Team and/ or the Health and Safety Unit. Details are held on the MMU Waste Contractor Record¹.
- Hazardous Waste Consignment Notes (CN) are held by the departments as listed in section 6.
- Further guidance for staff is available on the MMU staff website [here](#).
- Support is also available from both the Health and Safety Unit and the Waste and Recycling Team.

4. MMU Hazardous Waste Streams

4.1 Liquid and Solid hazardous waste

Liquid and solid hazardous wastes are predominantly produced by activities overseen by the Technical Services Teams across all University faculties. The waste is segregated at source, transported to the liquid hazardous waste store identified on the Emergency Action Plan building maps², and stored until a collection is requested through the Health and Safety Unit by an approved waste contractor³. The Health and Safety Unit retain both copies of the CN.

4.2 WEEE

All Electrical items require a Fin80⁴ form to be completed before a collection is requested. Once this is approved and returned by the Procurement Team, the requestor then fills out a Waste and Recycling collection request. This is sent to the Waste and Recycling Team who then arrange collection by an approved contractor and retain the CN.

All WEEE that isn't assigned as an asset (e.g. cables and small electrical components)

¹ Waste Contractor Record is a matrix of all wastes, contractors and licenses.

² Emergency Action Plan building maps are a series of maps of all MMU hazardous waste storage locations

³ An approved waste contractor is a waste contractor who has provided copies of Waste Carriers Licenses and Environmental Permits to be checked by the Waste and Recycling Team before waste leaves site.

⁴ Fin80 form is the Procurement asset disposal form



MMU Environmental Management System

Ref	HWMP
Version	4
Date	24/01/2018
Author	Waste and Recycling Manager
Approved by	Energy and Environment Manager and Waste Management Group

MMU Hazardous Waste Management Procedure

produced from Estates Management activities is disposed of through the WEEE container in the rear yard at MMU's Old Student Union⁵. The Waste and Recycling Team arrange collection by an approved contractor and retain the CN.

4.3 Fluorescent lamps

Fluorescent lamp containers are located across the University. Once full, MMU Services staff inform the Waste and Recycling Team, who arrange collection by an approved contractor and retain the CN.

4.4 Batteries

Battery pods are located on the side of selected Nexus 100 waste bins and in central storage locations such as receptions. The pods are decanted into battery containers in centralised storage areas identified on the waste Emergency Action Plan building maps. Once full, MMU Services staff contact the Waste and Recycling team to arrange a collection by an approved waste contractor. The Waste and Recycling Team arrange the collection and retain the CN.

4.5 Toner cartridges

Toner cartridge recycling points are located around the University. Once full, MMU staff contact the Facilities Team (standard printer cartridges) or the Waste and Recycling Team (non-standard cartridges) to arrange a collection. CN is retained by the Facilities Team or the Waste and Recycling Team.

4.6 Asbestos

Asbestos removal is managed by the Estates Management team as part of the University's Asbestos Management Plan. The presence of asbestos is documented in the Asbestos Register and if removed is done so by a licensed and approved waste contractor under instruction from Estates Management. Estates Management retain the CN.

4.7 Interceptor Waste

The Estates Management team manage the disposal of interceptor waste. All Interceptor waste disposals are arranged through the Estates Management team via an approved waste contractor. The CN is retained by the Waste and Recycling Team.

⁵ Old Student Union can be located on the Emergency Action Plan building maps.
ISO 14001 Procedure



MMU Environmental Management System

Ref	HWMP
Version	4
Date	24/01/2018
Author	Waste and Recycling Manager
Approved by	Energy and Environment Manager and Waste Management Group

MMU Hazardous Waste Management Procedure

4.8 Refrigerant gases

Refrigerant gases are produced across the University by various departments, such as Estates Management, Catering and Halls of Residence, who all use refrigeration subcontractors to dispose of refrigerant gases.

Removal of refrigerant gases (or items containing refrigerant gases) is carried out by an approved contractor. Documentation is located either Estates Management (air conditioning units and chillers) and/or the Waste and Recycling Team (fridges).

4.9 Building Waste disposal organised by Estates Management and Estates Development * *process currently under review*

For both Capital and Minor projects the contractor/sub-contractor is provided with the Contractors Code of Conduct⁶. This sets out expected legal compliance requirements under Duty of Care (ref. section 2 above). Both project types also need to ensure Waste Carriers Licences and Environmental Permits are in place, and have been checked by the Waste and Recycling Manager and/or Project Manager prior to work starting.

For Capital Project works (over £300k) a Site Waste Management Plan (SWMP) is required from the contractor. All waste generation is estimated prior to works starting and Duty of Care documentation required is identified and placed into the plan. Waste is then monitored against the estimated waste and all movements of waste are tracked throughout the project. Waste Carriers Licences, Environmental Permits and waste Consignment Notes (CN) are kept on file with the main contractor and are subject to a periodic review by the Waste and Recycling Manager. The SWMP is handed over to MMU when the project is complete.

For ad hoc minor works projects (under £300k) organised via Estates Management, the Project Manager provides the contractor with the Waste Pro forma⁷ at tender stage. This identifies expected waste generation and type. This asks the Contractor and/ or subcontractor/s to provide valid Waste Carriers licences, Environmental Permits and provide CN for the hazardous waste removed from MMU both prior to works starting and during the works being carried out.

4.11 Sharps

Waste Sharps are produced across the University in two key areas:

⁶ Contractor Code of Conduct is a document providing guidance on Health and Safety and legal compliance

⁷ The Waste Pro forma highlights Manchester Met's waste and recycling targets, Duty of Care requirements, operational instructions and data reporting requirements for contractors operating on MMU site



MMU Environmental Management System

Ref	HWMP
Version	4
Date	24/01/2018
Author	Waste and Recycling Manager
Approved by	Energy and Environment Manager and Waste Management Group

MMU Hazardous Waste Management Procedure

1. Specialised teaching areas – such as sports physiology (any other examples)
2. All buildings – first aid provision

Specialised teaching sharps collections are arranged by Technical Services staff by an approved contractor. Technical Services retain the CN's locally.

Sharps from all other buildings are on a scheduled collection by an approved contractor, with CN's retained by the Birley Facilities manager.

4.13 Ionising radiation smoke detectors

Ionising radiation smoke detector heads are located in some of the older buildings across the University. Estates Management manage the fire alarm contract. Once identified and removed they are stored and/ or disposed of by an approved waste contractor and CN's are forwarded to and retained by the Waste and Recycling Team.

4.14 Hazardous Waste Packaging

Hazardous Packaging storage boxes are provided for containers which have previously contained hazardous chemicals and/or residues. These are stored internally and securely in areas identified on the Emergency Action Plan building maps. Once full, the Waste and Recycling Team arrange the collection with an approved waste contractor and retain the CN.

4.15 Autoclave

Where suitable, some hazardous waste is subjected to high pressure saturated steam through an autoclave process to remove hazardous properties by the Technical Services team. This includes wastes such as biologically contaminated items from microbiology labs. Autoclaved waste is then disposed of through the general waste stream. Autoclaves are located in Hollings GC15C and John Dalton Tower T4.09.

4.16 Biological Waste

Biological waste is produced through specialised teaching activities overseen by the Technical Services team in ESS Crewe and John Dalton Manchester. The waste is removed by an approved waste contractor and the documents are retained locally with the Technical Services Teams.

4.17 Oily Rags / absorbent material

Hazardous waste spillages are cleaned using spill kits and absorbent granules by MMU



MMU Environmental Management System

Ref	HWMP
Version	4
Date	24/01/2018
Author	Waste and Recycling Manager
Approved by	Energy and Environment Manager and Waste Management Group

MMU Hazardous Waste Management Procedure

staff at Manchester and Crewe on a reactive basis. This waste is then put in a specific container for 'Oily Rags' located on the Building Emergency Action Plans. Once full, the Waste and Recycling Team arrange the collection with an approved waste contractor and retain the CN.

4.18 Contaminated Glass

Contaminated glass is produced from activities in the labs overseen by the Technical Services Teams. Glass that has been broken in the chemistry labs can't be washed prior to disposal, so is stored in black contaminated glass bins. Once full, the Waste and Recycling Team arrange the collection by an approved waste contractor. The Waste and Recycling Team retain both copies of the CN.



MMU Environmental Management System

Ref	HWMP
Version	4
Date	24/01/2018
Author	Waste and Recycling Manager
Approved by	Energy and Environment Manager and Waste Management Group

MMU Hazardous Waste Management Procedure

5. Department Roles and Responsibilities

Department	Role	Responsibilities
Environment Team	Manage the following waste streams: <ul style="list-style-type: none"> • Main Contract ⁸ • Florescent lamps • WEEE • Batteries • Ad hoc hazardous waste 	Contract management Legal compliance and support to University staff on waste management
Waste Management Group	Implement waste hierarchy and oversee compliance	Legal compliance
Campus and Residential Services	Undertake Local logistics Sharps / Clinical waste	Completion and legal compliance documentation. Safe transfer of waste Report non conformance
Health and Safety unit	Organise liquid, solid and contaminated glass hazardous waste removal	Contract management, collections, legal compliance, and support
Technical Services	Generate: Liquid and solid hazardous waste Gypsum Interceptor waste Biological waste Use of Autoclaves Contaminated glass	Local segregation, transport and storage. Document control
Estates Management and Estates Development	Generate and organise waste removal	Contract management and legal compliance. Project management

⁸ The Main Waste Contract is the contract that is managed by the Waste and Recycling Team and covers over 80% of non-Hazardous and some hazardous waste.



MMU Environmental Management System

Ref	HWMP
Version	4
Date	24/01/2018
Author	Waste and Recycling Manager
Approved by	Energy and Environment Manager and Waste Management Group

MMU Hazardous Waste Management Procedure

6. Location of Records

Department	Record	Waste	Location
H&S Unit	Liquid and solid hazardous waste consignment notes	Organic Solvent Swabs Radioactive waste	H&S Unit –All Saints building
Environment Team	Consignment notes for the wastes outlined above	WEEE Florescent Lamps Batteries Toner cartridges Gypsum Interceptor Clinical Sharps Oily Rags	Old SU Building, 99 Oxford Road, All Saints, Manchester
Estates Management (EM)	Consignment Notes outlined above and other hazardous waste generated by PS staff and Sub Contractors	Asbestos Refrigerants Hazardous Project waste	Estates Management Old Students Union
Technical Services	CN's for biological and hazardous sharps.	Clinical waste – from healthcare and medical activities.	ESS building and John Dalton
Campus and Residential Services	CN's sharps	Clinical waste – first aid	Birley Fields Facilities managers

The Waste and recycling Manager is responsible for liaising with appropriate staff to ensure waste legal records are stored correctly.

7. Effects and Actions of non –conformance

Failure to apply this procedure will result in:

- A failure to comply with legal legislation as noted in Section 2 above.



MMU Environmental Management System

Ref	HWMP
Version	4
Date	24/01/2018
Author	Waste and Recycling Manager
Approved by	Energy and Environment Manager and Waste Management Group

MMU Hazardous Waste Management Procedure

- Increased risk of prosecution via the above legislation.
- A non-conformance with clauses of the ISO 14001 standard
- A failure to achieve the MMU's objectives and targets regarding waste.

REASON FOR THE CHANGE
20.01.2016 To update procedure for Minor projects and Capital Project work
20.01.2016 To update new Waste and Recycling address
20.01.2016 To update legal requirements As Amended
20.01.2016 Updated procedure due to internal audit findings.
09.02.17 Updated the procedure due to introduction of additional waste stream and new process for building project waste.
24.01.2018 To update Estates Management and Estates Development departments.
Changed the health and Safety Unit to the environment Team in section 4.18.