



## MMU Environmental Management System

<b>Ref</b>	NHWMP
<b>Version</b>	4
<b>Date</b>	24/01/2018
<b>Author</b>	Waste and Recycling Manager
<b>Approved by</b>	Energy and Environment Manager

# MMU Non-hazardous Waste Management Procedure

## 1. Introduction and Purpose

- To explain how waste and recycling is managed at Manchester Metropolitan University (MMU).
- To ensure that waste management objectives and targets are achieved.
- To ensure that waste documentation is stored and maintained according to current relevant legislation.

## 2. Legal Requirements

To ensure compliance with:

- Environmental Protection Act 1990 (c. 43) Part II, section 34 (SI 2015/1360) as amended.
- Controlled Waste (England & Wales) Regulations 2012 (SI 2015/1417 (W.1410)) as amended.
- The Clean Neighbourhoods and Environment Act 2005 (c.16) Parts 3 and 5 (ss.18-27 and 35-54) and Commencement Order (SI 2015/425 (C.24) as amended.
- The Animal By-Products (Enforcement) (England) Regulations 2013 (SI 2015/1980) as amended.
- The Waste (England & Wales) Regulations 2011 (SI 2016/738) as amended.
- The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 (SI 2016/334) as amended.
- The Environmental Permitting (England and Wales) Regulations 2016 (SI 2016/1154).
- Pollution Prevention Guidance Series (PPGs).
- The Clean Neighbourhoods and Environment Act 2005 (C.16).
- Control of Pollution Act (COPA) 1974: Part III as amended by the Environmental Protection Act 1990, Water Resources Act 1991, Water Industry Act 1991, Noise and Statutory Nuisance Act 1993, 2015/C.20.

## 3. Methods

### 3.1 Main Waste Contract

The main waste contract<sup>1</sup> covers over 80% of the total non-hazardous and hazardous waste produced by MMU (excluding capital projects and excavation works) and is managed by the Waste and Recycling Team.

<sup>1</sup> 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.



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There are five distinct colour coded waste streams with associated colour coded receptacles provided both internally and externally in operation across the University. The coding is as follows:

- Black – Non-recyclable waste.
- Green – Plastic bottle and can recycling.
- Blue – Paper and cardboard recycling.
- Brown / Red – Food recycling.
- Purple – Glass recycling



These receptacles are located in buildings and are then emptied into larger 1100L Euro bins / 240l wheelie bin.

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The contractor collects all general, comingled, paper & cardboard, food and glass waste from these designated local collection points from the euro / wheelie bins as outlined in the Service Schedule.<sup>2</sup>

### 3.1.2 Wood, Metal and Building Services Waste (Main Waste Contract)

The University generates wood, metal and general non-hazardous building waste from various activities such as joinery, small building works and teaching activities. These are disposed of via the main waste contract. Some of this waste is emptied directly into the euro bins (outlined above). There are also skips located around the campus. The Waste and Recycling Team provide signs and instruct staff to label and secure all skips to ensure the contents are not contaminated or accessed by unauthorised persons.

<sup>2</sup> The Service Schedule is outlined in the main waste contract contractor file. This is held with the Waste and Recycling Team.

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### 3.1.3 Confidential Waste

The University generates confidential waste such as paper documents and magnetic media. To contain this waste prior to collection there are a number of confidential waste consoles located in all buildings, mainly in secure postal rooms.

The University operates an in-house service for confidential waste and shreds all waste generated in Manchester and Cheshire at our Cheshire site, utilising already serviced delivery/collection postal routes. The consoles are secure and lockable and when the bags are exchanged, they are scanned by the Postal Service Team providing an audit trail. For large bulky clear outs the main waste contractor is used and confidential waste is shredded securely with the provision of a destruction note.

The MMU Postal Service Team manage the daily collection of confidential waste from the consoles. The Waste and Recycling Team organise collection of bulky waste via the waste contractor and retain the Annual Waste Transfer Note (AWTN). Once collected, University staff sign the collection note and send it to the Waste and Recycling Team for filing.

### 3.2 Bulky Waste Items (non- hazardous)

Bulky waste items (e.g. filling cabinets, trollies, pallets and furniture) are disposed of separate to the colour coded waste system outlined above. If a University department has a bulky waste item, a Fin80<sup>3</sup> form is filled out and sent to the Procurement Team. Once the asset is authorised for disposal, the member of staff can then fill out a waste and recycling request form. The Waste and Recycling Team then arrange for this item to be collected by an approved waste contractor, who aims to ensure the item is reused and repaired where possible in accordance with the waste hierarchy.

### 3.3 Give It Don't Bin It Campaign for Staff and Students

MMU run a student engagement campaign called 'Give It Don't Bin It' for staff and students. This is primarily to reduce the number of items requiring disposal when students vacate their halls of residence. Staff and students are encouraged to drop off the items outlined below for reuse. Invited charities have a number of donation banks located across the University. The charities collect the items from the donation banks upon request:

- Dried food
- Clothing
- Books

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<sup>3</sup> Fin80 form is the Procurement asset disposal form  
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- Bric-a-brac
- CD's and DVD's
- Small electrical appliances

### 3.4 Sanitary Waste

Non-hazardous sanitary waste is produced across the University in both academic and residential areas. The contract for this is managed by Facilities, who use an approved Waste Contractor to collect this waste from areas such as toilets. These activities are covered by an AWTN, which is held by the Birley Campus Facilities Manager.

### 3.5 Building Waste disposal organised by Estates Development and Estates Management

For both Capital and Minor projects the contractor/sub-contractor is provided with the Contractor Code of Practice<sup>4</sup>. 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. These may be checked by the Waste and Recycling Manager and/or Project Manager at any point before, during, or after the project.

For Capital Project work (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 estimated waste and all movements of waste are tracked throughout the project. Carriers licences, Environmental Permits and Waste Information (WI) 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 and Recycling Pro Forma<sup>5</sup> 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 Work Instructions for the non-hazardous waste removed from MMU both prior to works starting and during the works being carried out.

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<sup>4</sup> Contractor Code of Practice is a document providing guidance on Health and Safety and legal compliance

<sup>5</sup> The Waste and Recycling 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



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**3.6 Gypsum**

Gypsum is produced by activities related to the teaching of dentistry. The waste is segregated and stored by the Technical Services Team in the John Dalton building. This waste is then disposed of in a blue barrel located in the John Dalton building. Once full, the Technical Services Team contact the Waste and Recycling Team who arrange collection by an approved waste contractor and retain the WTN.

**3.7 Cooking Oils**

Cooking oil is produced at various catering outlets across all MMU Campuses as outlined in the MMU Emergency Action Plan Building Maps<sup>6</sup>. Cooking oil is decanted into securely sealed drums and collected by an approved waste contractor. WTN's are forwarded on to the Waste and Recycling Team for filling.

**4. Roles and Responsibilities**

<b>Department</b>	<b>Roles and Responsibilities</b>
<b>Waste and Recycling team</b>	<ul style="list-style-type: none"> <li>• Contract Management.</li> <li>• Legal compliance (Duty of care checks).</li> <li>• Ensuring the Waste Contract Matrix and is kept up to date.</li> <li>• Operational logistics.</li> </ul>
<b>Waste Contractor(s)</b>	<ul style="list-style-type: none"> <li>• Waste Collections.</li> <li>• Legal compliance.</li> <li>• Operational support.</li> </ul>
<b>Campus &amp; Residential Services Manager</b>	<ul style="list-style-type: none"> <li>• Clinical waste contract management including document control.</li> </ul>
<b>Campus &amp; Residential Services Staff</b>	<ul style="list-style-type: none"> <li>• Emptying of all internal and external bins in offices, academic buildings, research facilities and some halls of residence.</li> <li>• Reporting non-conformance against procedures.</li> <li>• Signing and forwarding WTN's.</li> </ul>
<b>Waste Management Group</b>	<ul style="list-style-type: none"> <li>• Implement waste hierarchy and oversee of objectives and targets.</li> <li>• Legal compliance overview.</li> <li>• Provide information regarding Waste Contractor Matrix and to keep it up to date.</li> </ul>

<sup>6</sup> Emergency Action Plan building maps are a series of maps of all MMU hazardous waste storage locations  
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<b>All MMU staff / students</b>	<ul style="list-style-type: none"> <li>• Source segregation of waste in the correct bins according to the colour coded system.</li> <li>• Highlight areas for improvement.</li> </ul>
<b>Estates Management</b>	<ul style="list-style-type: none"> <li>• Manage subcontractors to ensure legal compliance.</li> <li>• Directly manage project waste.</li> </ul>
<b>Technical Services</b>	<ul style="list-style-type: none"> <li>• Source segregate.</li> <li>• Use of autoclave.</li> </ul>
<b>Estates Development</b>	<ul style="list-style-type: none"> <li>• Manage subcontractors to ensure legal compliance.</li> </ul>
<b>Catering</b>	<ul style="list-style-type: none"> <li>• Source segregate waste cooking oil.</li> <li>• Sign WTN's and forward to the Environment Team.</li> </ul>

**5. Location of Records**

<b>Department</b>	<b>Waste Streams</b>	<b>Location of Waste Transfer Note records</b>
<b>Environment Team</b>	Main waste contract. Confidential waste. Skips. Waste cooking oil.	Old SU Building, 99 Oxford Road, All Saints, Manchester.
<b>Campus &amp; Residential Services Facilities Manager</b>	Clinical Waste.	Birley Building Facilities G.54.
<b>Estates Management</b>	Waste from Refurbishments and maintenance work.	Estates Management Old Students Union.

**6. Effects and Actions of non –conformance**

Failure to apply this procedure will result in:

- A failure to comply with the Sections 33 and 34 of the Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991 and any other relevant waste regulations.
- A failure to comply with the Environmental Permitting (England and Wales) Regulations 2010 SI 2010/675 (as amended2 ('the Regulations')).
- Increased risk of prosecution via the above legislation
- A non-conformance with clauses of the ISO 14001:2015 standard.
- A failure to achieve the MMU's objectives and targets regarding waste.



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**REASON FOR THE CHANGE**

- 19.01.2016 To update procedure for Minor projects and Capital Project work**
- 19.01.2016 To update new Waste and Recycling address**
- 19.01.2016 To update legal requirements As Amended**
- 07.02.2017 To update legal requirements and inclusion of separate glass stream.**
- 24.01.2018 To update Estates Management and Estates Development departments. To update the information changed as part of the waste and recycling communications rebrand**