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1. INTRODUCTION

The Environmental Protection (Duty of Care) Regulations 1991 (as amended) and in Northern Ireland the Controlled Waste (Duty of Care) Regulations (Northern Ireland) 2002 are relevant to this Management Guideline.

As a business, we have a duty to ensure that any waste we produce is handled safely and in accordance with the law. This is the ‘Duty of Care’ and it applies to anyone who produces, imports, carries, keeps, treats or disposes of controlled waste from business or industry or acts as a waste broker in this respect.

We are responsible for ensuring the safe and proper disposal or recovery of waste that we produce, even after we have passed it on to another party such as a waste contractor, scrap metal merchant, recycler, and local council or skip hire company.

The disposal of commercial and industrial waste generated during the course of our activities is easily overlooked once waste has been deposited in the skip or down the drain it is perceived as someone else's problem. The disposal routes for waste are in fact highly regulated in order to prevent danger to members of the public or sanitation workers and damage to water treatment systems, water courses, the atmosphere and land.

The Duty of Care has no time limit, and extends until the waste has either been finally and properly disposed of or fully recovered.

2. DOES MY WASTE REQUIRE SPECIAL DISPOSAL OR TREATMENT?

If your waste could subject persons or animals to a health risk, injury or death or threaten air, land or water pollution then it will require special disposal methods. Non-hazardous waste is regulated less strictly but must still be disposed of to a licensed site by a licensed contractor. The Customer Services Division manages disposal of non-hazardous waste.

On 16 July 2005, new controls on Hazardous Waste came into force in England, Northern Ireland and Wales. These replaced the previous Special Waste regime. The main differences between the two regimes include the following:

- ‘Special Waste’ is now called ‘Hazardous Waste’.
- More waste is classed as Hazardous Waste than was classed as Special Waste: examples of ‘new’ Hazardous Wastes include fluorescent light tubes, televisions, end-of-life vehicles and dental amalgam.
- Some prescription-only medicines are classed as Hazardous Waste. These are cytotoxic medicines (harmful to cell structure and function and which could ultimately cause cell death) and cytostatic medicines (inhibit or suppress cell growth or multiplication).
3 WHAT IS HAZARDOUS WASTE?

Hazardous Waste is so called because it has hazardous properties that may render it harmful to human health or the environment. Examples of wastes classed as hazardous include:

- Acids
- Alkaline solutions
- asbestos
- Batteries
- Oil fly ash
- Industrial solvents
- Oily sludge’s
- Pesticides
- Pharmaceutical compounds
- photographic chemicals
- Waste oils
- Wood preservatives
- TVs
- Computer monitors
- Paint
- Fluorescent tubes
- Electrical equipment containing hazardous components such as cathode ray tubes, Fridges and Computer monitors.
- Sharps and broken glass, (possibly contaminated with hazardous substance).

In England and Wales, sites that produce Hazardous Waste must register their premises with the Environment Agency each year. This removes the need to pre-notify the Environment Agency of Special Waste movements. See Appendix 1 MMU registered buildings.

The exemption of domestic waste rather than household waste. Domestic waste has a narrower meaning than household waste - it is waste from accommodation used purely for living purpose which is disposed of via the normal domestic refuse collection.

4 RESPONSIBILITIES

A waste producer has the duty of care as specified in the Environmental Protection Act 1990: The Environmental Protection (Duty of Care) Regulations 1991 (as amended) and in Northern Ireland the Controlled Waste (Duty of Care) Regulations (Northern Ireland) 2002 are relevant to this Management Guideline.

As a business, we have a duty to ensure that any waste produced is handled safely and in accordance with the law (see below). This is the ‘Duty of Care’ and it applies to anyone who produces, imports, carries, keeps, treats or disposes of controlled waste from business or industry or acts as a waste broker in this respect.
The university is responsible for ensuring the safe and proper disposal or recovery of waste that it produces, even after it has passed on to another party such as a waste contractor, scrap metal merchant, recycler, local council or skip hire company.

1) The producer must not dispose of or allow any other person to dispose of, treat or store his/her waste without a waste management licence, in a manner contrary to the waste management licence or likely to cause pollution or harm to health.

2) The producer must not allow escape of his/her waste.

3) The producer must transfer waste only to an authorised person.

4) The producer must provide a written description of waste before transfer.

5) Producers must do what is reasonable to ensure that they maintain this duty.

5 MANAGING HAZARDOUS WASTE

To prevent damage, loss or contravention of legislation it is necessary to manage waste properly.

1) Identify and describe the nature and quantity of waste.

2) Where possible modify one's activity to eliminate, substitute, minimise or recycle waste.

3) Decide on a disposal route.

4) Store the waste safely.

5) Transfer to the appropriate person or dispose of via the chosen route.

6) Periodically check that waste controls are effective and comply with current legislation.

Please see page 6 for University disposal system.

This procedure can easily be incorporated into the risk assessment of one’s activities using the University’s risk assessment pro-forma.

6 DISPOSAL ROUTES

Disposal routes available are:

1) To landfill via non hazardous waste skips or bins.

2) To special landfill sites via a contractor.
3) Recycling or recovery.

4) To water courses with Her Majesty’s Inspectorate of Pollution (HMIP) or National Rivers Authority (NRA) consent.

5) To sewers with the sewer undertaker's consent.

6) To air with the consent of HMIP or HSE or Local Authority where necessary.

7  DECIDING ON A DISPOSAL ROUTE

HMIP authorises and controls all routes for disposal from industries, which have the greatest potential to cause damage. Most so-called prescribed processes and activities are within the realm of large industrial operators. However all radioactive disposal routes must be authorised by HMIP, please contact your Radiation Protection Supervisor for further details.

8  RELEASES TO ATMOSPHERE

Releases to atmosphere must not be a statutory nuisance or prejudicial to health.

9  DISPOSAL TO WATER AND LAND

Collection of small amounts of waste may be expensive and time consuming; this often leads to disposal down the sink or by burning in the open air.

Low toxicity substances may in some circumstances be greatly diluted and disposed of down the sink. However, disposal must not be polluting or harmful to health.
## CONTACTS TO ARRANGE DISPOSAL OF HAZARDOUS WASTE (University Disposal System)

Please contact the appropriate person to discuss procedures.

<table>
<thead>
<tr>
<th>Items for disposal</th>
<th>Contact</th>
<th>Route</th>
<th>Disposal contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acids</td>
<td>Health and Safety Unit ext 3317</td>
<td>Stored safely in relevant departments Collected by contractors</td>
<td>Approved contractor</td>
</tr>
<tr>
<td>Alkaline solutions</td>
<td>Health and Safety Unit</td>
<td>Stored safely in relevant departments Collected by contractors</td>
<td>Approved contractor</td>
</tr>
<tr>
<td>Asbestos</td>
<td>Health and Safety Unit</td>
<td>Stored safely in relevant departments Collected by contractors</td>
<td>Approved contractor</td>
</tr>
<tr>
<td>Industrial Solvents</td>
<td>Health and Safety Unit</td>
<td>Stored safely in relevant departments Collected by contractors</td>
<td>Approved contractor</td>
</tr>
<tr>
<td>Oily Sludge's</td>
<td>Health and Safety Unit</td>
<td>Stored safely in relevant departments Collected by contractors</td>
<td>Approved contractor</td>
</tr>
<tr>
<td>Pesticides</td>
<td>Health and Safety Unit</td>
<td>Stored safely in relevant departments Collected by contractors</td>
<td>Approved contractor</td>
</tr>
<tr>
<td>Pharmaceutical compounds</td>
<td>Health and Safety Unit</td>
<td>Stored safely in relevant departments Collected by contractors</td>
<td>Approved contractor</td>
</tr>
<tr>
<td>Photographic chemicals</td>
<td>Health and Safety Unit</td>
<td>Stored safely in relevant departments Collected by contractors</td>
<td>Approved contractor</td>
</tr>
<tr>
<td>Waste Oils</td>
<td>Health and Safety Unit</td>
<td>Stored safely in relevant departments Collected by contractors</td>
<td>Approved contractor</td>
</tr>
<tr>
<td>Wood preservatives</td>
<td>Health and Safety Unit</td>
<td>Stored safely in relevant departments Collected by contractors</td>
<td>Approved contractor</td>
</tr>
<tr>
<td>Radio-active/ suspected radio-active material</td>
<td>Marina Wain Health and Safety Unit ext 6406</td>
<td>Registered JD Waste Store</td>
<td>Approved contractor</td>
</tr>
<tr>
<td>Sharps containers from first Aid rooms and reception or loading bays</td>
<td>Customer Services</td>
<td>Collected by approved contractor from each site</td>
<td>PHS Group</td>
</tr>
<tr>
<td>Fridge/Freezers MMU</td>
<td>Customer Services office ext 1314</td>
<td>Collected from site by approved contractor</td>
<td>Greater Manchester Waste (GMW)</td>
</tr>
<tr>
<td>Fluorescent tubes MMU</td>
<td>House Services Foreperson</td>
<td>Stored and collected from Ormond building by contractors</td>
<td>Balcon</td>
</tr>
</tbody>
</table>
# CONTACTS TO ARRANGE DISPOSAL OF HAZARDOUS WASTE (University Disposal System)

Please contact the appropriate person to discuss procedures

<table>
<thead>
<tr>
<th>Items for disposal</th>
<th>Contact</th>
<th>Route</th>
<th>Disposal contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fridge/Freezers MMU Cheshire</td>
<td>Customer Services</td>
<td>Collected from site by Customer Services</td>
<td>Local waste recycling depot</td>
</tr>
<tr>
<td>Fluorescent tubes + Batteries MMU Alsager</td>
<td>Estates planning services. Ext 5544</td>
<td>Purpose built shed away from buildings</td>
<td>Edmondson Electrical Ltd</td>
</tr>
<tr>
<td>Fluorescent tubes + Batteries MMU Crew</td>
<td>Estates planning services. Ext 5544</td>
<td>Store area (awaiting room number)</td>
<td>Edmondson Electrical Ltd</td>
</tr>
</tbody>
</table>
## APPENDIX 1

### MMU Registered Buildings.

<table>
<thead>
<tr>
<th>Registration Number (Site Code)</th>
<th>Name of Building</th>
<th>Application Start Date *</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABU145</td>
<td>ELIZABETH GASKELL CAMPUS</td>
<td>16-08-2005</td>
</tr>
<tr>
<td>ABU144</td>
<td>BUSINESS SCHOOL AYTOUN</td>
<td>16-08-2005</td>
</tr>
<tr>
<td>ABU143</td>
<td>JOHN DALTON BUILDING</td>
<td>16-08-2005</td>
</tr>
<tr>
<td>ABU142</td>
<td>HOLLINGS CAMPUS</td>
<td>16-08-2005</td>
</tr>
<tr>
<td>ABU141</td>
<td>DIDSURY CAMPUS</td>
<td>16-08-2005</td>
</tr>
<tr>
<td>ABU140</td>
<td>CREWE CAMPUS</td>
<td>16-08-2005</td>
</tr>
<tr>
<td>ABU139</td>
<td>ALSAGER CAMPUS</td>
<td>16-08-2005</td>
</tr>
<tr>
<td>ABU138 <em>(NBC678)</em></td>
<td>CHATHAM BUILDING</td>
<td>16-08-2005</td>
</tr>
<tr>
<td>ABU137 <em>(NBC678)</em></td>
<td>GROSVENOR BUILDING</td>
<td>16-08-2005</td>
</tr>
<tr>
<td>AHE968</td>
<td>ORMOND BUILDING</td>
<td>07-11-2006</td>
</tr>
</tbody>
</table>

* This date is a start date of the licence. The licence is renewed annually by the university
Is my waste hazardous?

NO

Recycle or dispose of via drain or skip. Contact Catering and House Services Division for more information if necessary.

Periodically review waste controls

Transfer to the appropriate person or route.

Store the waste safely. See Appendix 2.

HAZARDOUS

Identify and describe the nature and quantity of waste.

Modify one's activity to eliminate, substitute, recycle or treat to make non hazardous.

Decide on a disposal route.

NON HAZARDOUS

See Appendix 1 for information, or contact the University Health & Safety Adviser.

UNSURE