Professional Services

Directorate of Estates, Facilities and Capital Development

Operational Control Policy Procedure for Waste (hazardous and non-hazardous) and Recycling at Manchester Metropolitan University

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# Purpose of document

This following procedure provides one point of reference for all Manchester Metropolitan University (Manchester Met) staff and contractors regarding requirements for managing waste and recycling and forms part of the University’s Environmental Management System. It will ensure:

* Manchester Met achieves its waste and recycling targets.
* Hazardous and non-hazardous wastes are stored, transported, and disposed of in compliance with Manchester Met’s legal obligations.
* Documentation for hazardous and non-hazardous wastes are completed and stored in compliance with Manchester Met’s legal obligations.

# Audience

This procedure has been written for:

* Manchester Met staff with responsibility for managing waste & recycling (as outlined in the [Waste and Recycling EMS](file:///R:\Services\Estates\Environment\A%20NEW%20FILE%20STRUCTURE\9.%20Waste%20Management\1.%20EMS%20register%20&%20related\EMS%20consolidated%20register%20v4.xlsx), in line with the requirements of ISO14001:2015/ Environmental Management System).
* Manchester Met’s contractors.
* Manchester Met’s internal and external auditors.

# Related documents

The main documents related to this procedure are:

* [Waste and Recycling EMS](file:///R:\Services\Estates\Environment\A%20NEW%20FILE%20STRUCTURE\9.%20Waste%20Management\1.%20EMS%20register%20&%20related\EMS%20consolidated%20register%20v4.xlsx).
* [Environmental Sustainability Strategy](https://www.mmu.ac.uk/sites/default/files/2021-07/Environmental%20Sustainability%20Strategy.pdf).
* [Environmental Sustainability Policy](https://www.mmu.ac.uk/sites/default/files/2021-09/Environmental-Sustainability-Policy.pdf).

# Waste targets

Manchester Met has three waste and recycling-based targets:

* Increase reuse and recycling to 60% by 2020-21.
* Divert at least 95% of waste from landfill (excluding waste from buildings projects) by 2020-21.
* Divert at least 85% of waste from landfill (including waste from buildings projects) by 2020-21.

Further information about our progress towards these targets can be found in the University’s recent annual sustainability reports available on the [sustainability performance web pages](https://www.mmu.ac.uk/sustainability/performance-and-reporting).

# Manchester Met environmental obligations

Manchester Met and our contractors must apply the waste hierarchy to all activities to ensure that all potential and actual waste arising is managed in the following priority order:

* Reduced;
* Reused;
* Recycled;
* Energy recovered;
* Landfill (where there is no alternative option and/or landfill is the only legal route for dealing with waste).

# Manchester Met legal obligations

Manchester Met and our contractors have a legal duty of care to manage our waste, which means:

* Preventing unauthorised or harmful deposit, treatment, or disposal of our waste.
* Preventing escape of waste from our control.
* Ensuring that any person we transfer our waste to has the correct authorisation.
* Providing an accurate description of the waste when it is transferred to another person.
* Retaining relevant [documentation](https://product.legislationupdateservice.co.uk/index2.php?type=environment) for specified length of time.

# Process

To meet our duty of care, all waste generated at Manchester Met:

* Must only be collected by reputable and appropriated licenced contractors (approved contractors)
* Must only be disposed of through appropriated permitted facilities (i.e. with permits valid for dealing with the waste stream in scope). .

Existing waste streams must be collected and disposed of in line with the approved contractors and information held in [this](file:///R:\Services\Estates\Environment\A%20NEW%20FILE%20STRUCTURE\9.%20Waste%20Management\1.%20EMS%20register%20&%20related\EMS%20consolidated%20register%20v3.xlsx) database, which includes:

* Details of all waste streams generated at Manchester Met
* Legal categorisation of all waste streams
* Register of legislation which applies to all waste streams
* Collection contractor and collection arrangements for each waste stream
* Contract owner for each collection contract/waste stream
* Relevant Waste Carriers Licence and environmental permit information for each contract/waste stream
* Work instructions for waste streams as appropriate
* Compliance dates & calendar with Waste Carriers Licence expiry dates. All licenses are documented and expiry notifications set up

For any new waste streams not already captured in the database, staff should contact the [Sustainability](https://www.mmu.ac.uk/sustainability/people-and-governance/) Team for advice and support.

# Roles and responsibilities

The Facilities Management (External) team are the contract owners for the main municipal waste streams generated at Manchester Met (which account for approximately 90% of waste generated i.e. municipal waste, WEEE, furniture and donated goods).

Staff from a range of other areas across Manchester Met (e.g. Facilities, Technical Services) are the contract owners for the specific waste contracts outlined below.

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| **Contract owner** | Contract owners are responsible for:   * Managing their contract. Departments and individuals responsible for the management of specific contracts are outlined in the [Waste and Recycling EMS](file:///R:\Services\Estates\Environment\A%20NEW%20FILE%20STRUCTURE\9.%20Waste%20Management\1.%20EMS%20register%20&%20related\EMS%20consolidated%20register%20v4.xlsx). * Ensuring all Waste Transfer Notes (WTNs) are completed correctly. * Ensuring all Waste Transfer Notes (WTNs) are held on file for two years. * Ensuring all Hazardous Waste Consignment Notes (CSNs) are completed correctly. * Ensuring all Hazardous Waste Consignment Notes (CSNs) are held on file for three years. * Ensuring all other aspects of their contract are legally compliant. * Informing the relevant Sustainability Manager of any relevant changes to the contract in line with information held at [Waste and Recycling EMS](file:///R:\Services\Estates\Environment\A%20NEW%20FILE%20STRUCTURE\9.%20Waste%20Management\1.%20EMS%20register%20&%20related\EMS%20consolidated%20register%20v4.xlsx). * Raising any concerns about or issues with the contract to the relevant Sustainability Manager. |
| **Sustainability Manager** | In addition to the above, the Sustainability Manager (Travel & Waste) is also responsible for:   * Providing guidance, training and operational support to contract owners. * Assisting contract owners to resolve any contractual issues. * Annual checks of all Waste Carriers Licence information and environmental permits. * Ensuring the University holds the relevant licences and exemptions to legally carry out its activities. |

# Location of waste documentation (WTNs and CSNs)

Waste Transfer Notes and Hazardous Waste Consignment Notes are stored either in digital format or hard copy depending on how they are received from the contractor. The documentation storage location for each contract is detailed in the [Waste and Recycling EMS](file:///R:\Services\Estates\Environment\A%20NEW%20FILE%20STRUCTURE\9.%20Waste%20Management\1.%20EMS%20register%20&%20related\EMS%20consolidated%20register%20v4.xlsx).

# Arrangements for disposal of waste and recycling

EMS reference refers to the aspect number allocated in the [Waste and Recycling EMS](file:///\\staff2staff.ad.mmu.ac.uk\Shared\Services\Estates\Environment\A%20NEW%20FILE%20STRUCTURE\9.%20Waste%20Management\1.%20EMS%20register%20&%20related\EMS%20consolidated%20register%20v4.xlsx) to the production of the waste type. Information aimed towards staff on making arrangements can be on the [Staff Intranet](https://mmuintranet.mmu.ac.uk/Interact/Pages/Content/Document.aspx?id=6517&SearchId=424262&).

|  |  |  |
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| **Waste type** | | **EMS reference** |
| **Municipal waste** | Manchester Met has five distinct colour coded bins in operation across the campus, as follows:   * Black: non-recyclable waste. * Green: dry mixed recycling (i.e. plastic bottles and metal tins and cans. * Blue: paper and cardboard recycling. * Brown: food recycling. * Pink: glass recycling   These bins are located in buildings across campus which are then emptied into larger 1,100L Eurobins / 240L wheelie bins, for scheduled collection by Manchester Met’s main municipal waste contractor. The contractor collects all non-recyclable waste, dry mixed recycling, paper and cardboard, food and glass waste from these designated local collection points according to a standard collection schedule. | Aspects 1-5 |
| **Confidential waste paper** | Manchester Met generates confidential waste paper as part of day-to-day business as well as one-off bulk clearances.  The Post team manage the daily collection of confidential waste from secure, lockable consoles located in all buildings. When full bags from each console are exchanged for empty bags, they are scanned by the Post team to provide an audit trail. The Post team then shred this waste on site and empty into 1,100L paper and card Eurobins for collection by Manchester Met’s main municipal waste contractor.  For large bulky clear outs, mobile red bins are ordered and serviced by the main waste contractor via the Facilities Management (External) team. This confidential waste is shredded securely off site and destruction notes provided. | Aspect 6 |
| **Wood and metal** | Manchester Met generates wood and metal from various activities such as joinery, small building works and teaching activities. These wastes are disposed of via the main municipal waste contract, in metal and wood skips located around the campus. The Facilities Management (External) team provide signs and instructions to staff to label and secure all skips to ensure the contents are not contaminated or accessed by unauthorised persons. | Aspects 7 and 8 |
| **Unwanted furniture and bulky items** | Manchester Met generates unwanted furniture (e.g. filling cabinets, trollies, pallets, desks, chairs, sofas). Before items can be collected and reused/recycled, staff must fill in an [Asset disposal and recycling form](https://mmuintranet.mmu.ac.uk/Interact/Pages/Content/Document.aspx?id=5178), which is automatically sent to the Procurement Team for approval. Once the asset is authorised for removal, the request is sent automatically to the Estates & Facilities Helpdesk team, who then arrange for this item to be collected by an approved waste contractor, who resells the items with refurbishment and repair work where necessary. | Aspect 9 |
| **WEEE (PCs, monitors, other IT equipment, mobile phones, cables and other small electrical components)**  **WEEE (fridges and freezers)** | Manchester Met generates waste electrical and electronic equipment (WEEE) through a range of activities. Before WEEE items can be collected and reused/recycled, staff must fill in an [Asset disposal and recycling form](https://mmuintranet.mmu.ac.uk/Interact/Pages/Content/Document.aspx?id=5178), which is automatically sent to the Procurement Team for approval.  Once the asset is authorised for removal, the request is sent automatically to the Estates & Facilities Helpdesk team, who then arrange for this item to be collected by an approved waste contractor  Any WEEE that is not assigned as an asset (e.g. cables and small electrical components) produced from Estates Management activities is stored separately in a WEEE container prior to disposal by an approved contractor. When the container is full, the Estates & Facilities Helpdesk team arrange collection by an approved contractor. | Aspect 10 and 14 |
| **WEEE (toners produced through MFD contract)** | Old, empty toner cartridges are produced through MFDs (Multi-Functional Devices i.e. printers). MFDs are regularly serviced by the main supplier, including removal of old, empty toners. However, when required staff will also exchange toners themselves. As such, toner cartridge recycling points are located around the campus. Once full, staff contact the Facilities team to arrange a collection. | Aspect 11 |
| **WEEE (toner produced outside of MFD contract)** | Toner cartridges are also produced through other activities on campus (e.g. Print Services). To arrange removal of old, empty toner cartridges staff should submit an [Asset disposal and recycling form](https://mmuintranet.mmu.ac.uk/Interact/Pages/Content/Document.aspx?id=5178). The Estates & Facilities Helpdesk team then arrange for this item to be collected by an approved waste contractor | Aspect 12 |
| **WEEE (florescent tubes and lightbulbs)** | Old lightbulbs and fluorescent lamps are removed across campus by the Estates Maintenance Team. Containers for lightbulbs and fluorescent lamps are located across the campus (ref Ops maps). When the container is full, the Facilities Management (External) team arrange collection by an approved contractor. | Aspect 13 |
| **Hygiene/sanitary waste** | Hygiene/sanitary waste is collected directly by contractors from specialist bins in all toilets across campus. | Aspect 15 |
| **Organic grounds waste (i.e. grass cuttings, tree branches)** | Organic grounds waste is generated through seasonal grounds maintenance activity. | Aspect 16 |
| **Waste cooking oil and empty drums** | Cooking oil is produced at various catering outlets across the campus (as outlined in the Manchester Met Emergency Action Plan Building Maps). Cooking oil is decanted into securely sealed drums and collected by an approved waste contractor. | Aspect 17 |
| **Clothes & textiles** | Manchester Met run a student engagement campaign called ‘Give It Don’t Bin It’ for staff and students. This is primarily to reduce the amount of clothes and textiles disposed of when students vacate their halls of residence. Staff and students are encouraged to drop off their unwanted clothes and textiles instead of throwing away as general rubbish. Partner charities have a number of donation banks located across campus which are collected and emptied when requested by the Facilities Management (External) team. | Aspect 18 |
| **Unwanted household items (e.g. books, bric-a-brac, CDs and DVDs, small electrical appliances)** | Manchester Met 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 disposed of when students vacate their halls of residence. Staff and students are encouraged to drop off the items for reuse. Partner charities have a number of donation banks located across campus which are collected and emptied when requested by the Facilities Management (External) team. | Aspect 19 |
| **Unwanted, non-perishable food items** | Manchester Met encourage students to donate unwanted, non-perishable food to banks located across campus run by partner charities, which are emptied when requested by the Facilities Management (External) or local Residences team. | Aspect 20 |
| **Gypsum & concrete** | Gypsum and concrete are produced by activities related to activities within Print City. The wastes are segregated and stored by the Technical Services Team in the Turing House building. This waste is then disposed of in separate blue barrels located in the Turing House building. Once full, the Technical Services team contact the Facilities Management (External) team who arrange collection by an approved waste contractor. | Aspect 21 |
| **Asbestos and buildings waste associated with asbestos removal** | Asbestos removal is managed through [Manchester Met’s Asbestos Management Plan](https://view.publitas.com/p222-8109/2019-asbestos-management-plan/page/1). The presence of asbestos is documented in the Asbestos Register and if removed is done so by a licensed and approved waste contractor. | Aspect 22 and 23 |
| **Batteries** | Battery pods are located on the side of selected internal bins. These are located in areas of high footfall, generally receptions. The pods are decanted into battery containers in centralised storage areas (as outlined in the Manchester Met Emergency Action Plan Building Maps). Once full, Facilities contact the Estates & Facilities Helpdesk team to arrange a collection by an approved waste contractor. | Aspect 24 |
| **Healthcare-type sharps** | Health-care type sharps are produced across the University in two key areas:   1. Specialised teaching areas – such as sports physiology 2. All buildings – first aid provision   Specialised teaching sharps collections are collected under the contract managed by Technical Services. Sharps from all other buildings are collected from the contract managed by Facilities Management. Both are outlined in the [Waste and Recycling EMS](file:///R:\Services\Estates\Environment\A%20NEW%20FILE%20STRUCTURE\9.%20Waste%20Management\1.%20EMS%20register%20&%20related\EMS%20consolidated%20register%20v4.xlsx). | Aspect 25 |
| **Oily rags** | Hazardous waste spillages are cleaned using spill kits and absorbent granules by staff at on a reactive basis. This waste is then put in a specific container for ‘Oily Rags’ (as outlined in the Manchester Met Emergency Action Plan Building Maps). Once full, the Facilities Management (External) team will arrange the collection with an approved waste contractor. | Aspect 26 |
| **Contaminated glass** | Glass contaminated with chemical and/or biological substances is produced from activities in the labs overseen by the Technical Services teams. Glass that has been broken in the chemistry labs cannot be washed prior to disposal, so is stored in black contaminated glass bins. Once full, the Facilities Management (External) team arrange the collection by an approved waste contractor. | Aspect 27 |
| **Autoclave waste** | Where appropriate, some hazardous wastes generated in labs are subjected to high pressure steam treatment 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 Righton building GC15C and John Dalton Tower T4.09. | Aspect 28 |
| **Hazardous waste packaging (i.e. Ecobox waste)** | Hazardous waste packaging storage boxes are provided for containers which have previously contained hazardous chemicals and/or residues (e.g. sealant tubes). These are stored internally and securely in areas (as outlined in the Manchester Met Emergency Action Plan Building Maps). Once full, the Facilities Management (External) team will arrange the collection with an approved waste contractor. | Aspect 29 |
| **Refrigerant gases** | Refrigerant gases are produced across campus 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. | Aspect 30 |
| **Gas cylinders** | Empty gas cylinders are produced through a range of activities across campus. The majority of gas cylinders are taken back by the original suppler when delivering new cylinders. However, in some circumstances this is not possible and as such, a collection is arranged by the Facilities Management (External) team. | Aspect 32 |
| **Solid and liquid lab chemicals** | Liquid and solid lab chemicals are predominantly produced by activities overseen by the Technical Services Teams across all University faculties. The waste is segregated at source, transported to the hazardous waste store (as outlined in the Manchester Met Emergency Action Plan Building Maps) and stored until scheduled collection. | Aspect 33 |
| **Biological waste and associated PPE** | Biological waste and associated Personal Protective Equipment (PPE) is produced through specialised teaching activities overseen by the Technical Services team The waste is segregated at source, transported to the hazardous waste store (as outlined in the Manchester Met Emergency Action Plan Building Maps) and stored until scheduled collection. | Aspect 34 |
| **Interceptor waste** | Interceptor waste is produced periodically (less than once a year) during routine buildings maintenance. Collection of interceptor waste by an approved contractor is arranged by the Estates team. | Aspect 35 |

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# Legal information

The following table provides relevant information regards waste and recycling for Manchester Met as a legal entity.

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| **Trading address** | Manchester Metropolitan University,  All Saints Buildings  All Saints  Manchester  M15 6BH |
| **SIC code** | 85.42 |
| **Hazardous waste consignment note code** | MANCHE/XXXXX  (last 5 digits are numbers chosen by the consignee at random) |
| **Manchester Met’s waste exemption(s)** | WEX228932 (D5, T4)  Expiry - 06/01/2023 |
| **Manchester Met’s Waste Carriers licence (lower tier)** | CBDL 17067  Expiry - N/A |
| **Manchester Met’s Waste Carriers licence (Upper tier)** | CBDU 376398  Expiry – 25/02/2024 |
| **Facilities Management (External) team contact details** | [wasteandrecycling@mmu.ac.uk](mailto:wasteandrecycling@mmu.ac.uk) |
| **Sustainability Manger (Travel & Waste) contact details** | [environment@mmu.ac.uk](mailto:environment@mmu.ac.uk)  [wasteandrecycling@mmu.ac.uk](mailto:wasteandrecycling@mmu.ac.uk) |

# Building waste (projects)

Building waste (recyclable and non-recyclable) is generated at Manchester Met through major capital development projects (defined as value over £3,00K) and space improvement/refurbishment works projects (defined as value under £3,00K).

For each project, there will be one or more external contractors, managed by one Project Manager. As such, the following section details the responsibilities for Project Managers and external contractors.

Project Managers should include all of this information in project tender documentation.

**Site Waste Management Plan (SWMP) for major capital development project, over £300K only:**

The contractor must provide a Site Waste Management Plan (SWMP) to the Project Manager, which must include:

* Estimations regards waste and recycling generated prior to work starting
* Information about how waste will be handled on site to avoid damage to the environment
* Information about intended disposal destinations

**Waste hierarchy, SKA and BREEAM:**

Contractors must apply the waste hierarchy all activity at Manchester Met to ensure as much waste as possible is prevented and where waste is unavoidable, that it is reused or recycled. It should also be noted that the environmental building standards SKA and BREEAM apply to some projects within this category and these standards include the requirement to apply the waste hierarchy.

**Landfill:**

Direct landfilling of Manchester Met waste is not permitted unless this is the only legal option for the waste and/or prior agreement has been sought with the Sustainability Manager (Travel & Waste).

**Waste Carriers Licences:**

Contractors must provide valid Waste Carriers Licences to their Project Manager, for waste taken off-site from Manchester Met.

**Environmental permits for waste destinations:**

Contractors must provide details of all Manchester Met waste destination sites as well as copies of valid environmental permits to their Project Manager.

**Waste Transfer Notes and Hazardous Waste Consignment Notes:**

Contractors must ensure all movements of waste are monitored throughout the project, provide copies of all Waste Transfer Notes and Hazardous Waste Consignment Notes to the Project Manager and retain on file for three years after the project is complete. This paperwork may be checked at any point during the project or up to three years after by their Project Manager, Manchester Met’s Sustainability Manager, internal or external ISO14001 auditor.

**Data:**

Contractors must provide data to their Project Manager as outlined with the structure and timeframe outline at Table 1.

**Once on site, contractor must adhere to the following:**

* Skip locations must be agreed with Project Manager or site contact prior to delivery.
* Delivery and removal of skips is subject to site specific restrictions (e.g. across most of All Saints campus skips must be delivered and removed before 8:30am. At 6GMS and Birley Fields, it is between 7:30am and 8:00pm Monday to Saturday only, with no deliveries/waste collections on Sundays/Bank Holidays). Contractors should check site restrictions with the Project Manager before making arrangements.
* All skips must be secured (e.g. in a compound or locked).
* Hazardous waste must not be mixed with non-hazardous waste.
* Plasterboard must not be mixed in with other wastes. It must be segregated on site and collected in its own separate skip and not mixed in with other hazardous and non-hazardous skip wastes.
* The storage of loose bulk waste on campus is not permitted.
* All waste must be disposed of and removed off the University site.
* Under no circumstances may Manchester Met bins be used for the transport or disposal of contractor waste
* When contractors need to transport waste from the location where it has been generated to their skip, they must use their own containers for transport. If contractors chose to use a bin to transport waste to their skip, they must ensure it is stored within their compound at all times, breaks on and lid locked.

**Data:**

Manchester Met reports all waste data and treatment type in accordance with statutory annual reporting (HESA) and ISO14001 requirements. As such, for any waste generated between 1 August and 31 July, the following waste data must be submitted to Project Managers by contractors by 31 August each year. If a project spans across two reporting years, data must be submitted separately for each reporting year.

* Waste stream
* Weight (tonnes/kilograms)
* Treatment Method as per Higher Education Statistics Agency (HESA) classifications.

Table 1: Waste & Recycling treatment methods and tonnage for building waste generated at Manchester Met

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Waste stream** | **Recycled** | **Incineration** | **Composting** | **Anaerobic digestion** | **Landfill** | **Used to create energy** | **Other (specify)** |
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| **Version** | **Date** | **Reason for change** |
| 1.2 | 10.12.2019 | Draft version – major consolidation of 3 operational control procedures into one. |
| 1.3 | 11.11.2020 | Revision into standardised format.  Added advised amends from internal auditor.  Updated links, contact information and Asset Disposal and Recycling From information. |
| 1.3 | 13.1.2020 | Updated link to EMS. No material amends or changes. |
| 1.4 | 27.12.2021 | Updated to reflect new job titles and roles post departmental restructure (as of 01/09/2021). |