



University  
of Exeter

## University of Exeter Waste Management Standard

Date of Approval	February 2024	Next Review Date	January 2026
Author and Lead	Nigel Morris, Sustainability Manager (Circular Economy). Sarah Snow, Deputy Director of Commercial, Residential & Campus Services.		
Aims	This Standard sets out the responsibilities for implementing the requirements of the management of waste. The Standard explains the steps that should be taken by managers and their staff to ensure that the use of waste management, in line with the waste hierarchy have been identified, assessed and the risks adequately controlled.		
Scope	This standard applies to all work on the Devon Campuses that are owned and operated by the University of Exeter. All third-party providers who manage waste facilities/services on behalf of the University of Exeter, are required to manage waste storage and disposal arrangements in line with all legal requirements and the core principles outlined in this document.		
Relevant Legislation and Guidance	Environmental Protection Act 1990, Part II, section 34 Controlled Waste (England & Wales) Regulations The Hazardous Waste (England and Wales) Regulations The Waste Electrical and Electronic Equipment Regulations The Animal By-Products (Enforcement) (England) Regulations The Environmental Permitting (England and Wales) Regulations The Waste Management (England and Wales) Regulations The Waste (England & Wales) Regulations The Single Use Carrier Bags Charges (England) Order		
Waste Exemptions	WEX288373 <a href="#">View registration WEX288373 (data.gov.uk)</a> WEX299547 <a href="#">View registration WEX299547 (data.gov.uk)</a> WEX279192 <a href="#">View registration WEX279192 (data.gov.uk)</a> WEX299550 <a href="#">View registration WEX299550 (data.gov.uk)</a>		
Definitions	<p><u>Controlled waste</u>: household, industrial and commercial waste or any such waste<sup>1</sup>.</p> <p><u>Waste Arising</u>: waste products arising from operations</p> <p><u>Waste Hierarchy</u> ranks waste management options according to what is best for the environment. It gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for reuse, then recycling, then recovery, and last of all disposal (e.g. landfill)<sup>2</sup>.</p> <ol style="list-style-type: none"> <li><a href="http://www.legislation.gov.uk/ukpga/1990/43/section/75">http://www.legislation.gov.uk/ukpga/1990/43/section/75</a></li> <li><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69403/pb13530-waste-hierarchy-guidance.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69403/pb13530-waste-hierarchy-guidance.pdf</a></li> </ol>		
Responsibility for implementation	Deputy Director of Commercial, Residential & Campus Services & Sustainability Manager (Circular Economy).		
Training availability:	Environment & climate emergency induction (Mandatory for all FICS (Finance, Infrastructure and Commercial Services) staff).		

	<p>ADR (Accord Dangereux Routier) Regulation concerning the carriage of dangerous goods awareness (Mandatory for all those who ship packages of dangerous goods via road, sea, and rail).</p> <p>Asbestos awareness (Mandatory for all staff who may work and/or come into contact with asbestos containing materials during their normal work activities).</p> <p>CoSHH (control of substances hazardous for health) for lab users (Mandatory for staff who are required to complete and manage CoSHH risk assessments and/or are involved in the CoSHH risk assessment process within their faculty or service).</p> <p>CoSHH for non-lab users (Mandatory for all staff who routinely use a small number of chemicals and may enter laboratory type areas in the course of other work).</p>
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Section 1: Processes		Responsibilities	Guidance, documents, and relevant links
1.	<p><b>Targets and Plans:</b> The Facilities Management (FM) and Sustainability teams will develop quantitative waste and recycling targets which will be reviewed every five years as a minimum. A supporting Waste and Resources Strategy will provide guiding principles for waste management, with a five-year plan for delivery of these targets.</p>	<p>Deputy Director of Commercial, Residential &amp; Campus Services</p> <p>Sustainability Manager (Circular Economy).</p>	<p><a href="#">Waste Management Strategy</a></p>
2.	<p><b>Waste Contracts:</b> The FM team will procure and manage all waste contracts for the Exeter Campuses, with the exception of the below;</p> <p>Waste cooking oil will be managed by Retail and Catering.</p> <p>Chemical lab waste will be managed by Technical Services.</p> <p>There will be regular contract review meetings (minimum biannual) to assess performance against the contract and raise and resolve any issues.</p> <p>Duty of Care Checks and visits will be conducted on all waste and recycling service providers at least once over the period of the contract.</p> <p>Information regarding waste contracts will be included on the Facilities Management webpages.</p> <p>Staff must not use any unauthorised contractor without prior permission from the FM Logistics &amp; Contracts Manager.</p>	<p>FM Logistics &amp; Contracts Manager</p> <p>Executive Chef</p> <p>Project and Operations Manager</p> <p>All Staff</p>	<p><a href="#">Waste and recycling   Campus Services   University of Exeter</a></p>
3.	<p><b>Infrastructure and Signage:</b> A record of the location of all external waste and recycling facilities will be maintained on the Sustainability Campus Map. FM will maintain a log of all internal recycling facilities that have been commissioned by FM.</p> <p>FM will specify the type of recycling bins and containers to be used within buildings. This will include requirements for signage. Guidelines will also be created to determine the number and</p>	<p>FM Logistics &amp; Contracts Manager</p>	<p><a href="#">Sustainability Campus Map</a></p>

	<p>locations of bins.</p> <p>All waste and recycling facilities will have adequate signage that utilises the nationally recognised “Recycle Now” livery. All general waste will be termed non- recyclable waste to further encourage recycling.</p>		<a href="https://www.wrap.org.uk">Campaign assets (wrap.org.uk)</a>
4.	<p><b>Waste Hierarchy:</b> An A-Z Waste Guide will be maintained which details all waste disposal options in line with this hierarchy (reduce, reuse, recycle and disposal). The document will be reviewed quarterly and updated, as necessary.</p> <p>Faculties and Professional Services will ensure that all staff are aware of the A-Z Waste Guidance and waste disposal in accordance with this Guide and the waste hierarchy.</p>	<p>Sustainability Manager (Circular Economy)</p> <p>All Staff</p>	<p><a href="#">A-Z Waste Guide</a></p> <p><a href="#">Guidance on applying the Waste Hierarchy</a></p>
5.	<p><b>Furniture and equipment reuse:</b> Serviceable furniture and useful workplace items that are no longer required should be advertised via the Warp-It reuse scheme.</p> <p>Where possible this should be advance planned with the available dates mentioned within the posting to avoid the issue of storage. If not, it should be stored locally until it can be distributed. There is only limited storage available centrally for furniture awaiting reuse.</p> <p>Items that may be available on Warp-It should be considered for reuse prior to the purchase of anything new.</p>	<p>Facilities Operations Manager</p> <p>All Staff</p>	<p><a href="#">WARPit Reuse Scheme</a></p>
6.	<p><b>Donation of surplus or redundant assets:</b> The “Moving On” Project in partnership with the British Heart Foundation will be delivered each year across the Exeter Campuses. Temporary collection banks will be provided at the end of terms and long-term banks will be maintained in key locations. The location of long-term banks will be included on the Sustainability Campus Map.</p> <p>A ‘student to student’ reuse project will run concurrently, and a gifting event will be held annually at the start of the academic year during Freshers’ Week. Further ‘pop up’ events will be held as and when required.</p> <p>A “Sale and donation of surplus or redundant assets financial procedure note” will be maintained by Finance Services. Any sale or donation activities must be carried out in accordance with this Financial Procedure Note.</p>	<p>Assistant Contracts &amp; Residence Experience Manager</p> <p>Sustainability Manager (Circular Economy)</p> <p>Deputy Director of Commercial, Residential &amp; Campus Services</p> <p>Director of Finance &amp; College Pro-Vice Chancellors</p>	<p><a href="#">Moving on   Sustainability   University of Exeter</a></p> <p><a href="#">Sustainability Campus Map</a></p> <p><a href="#">Finance Procedure Note</a></p>
7.	<p><b>Use of waste for other purposes:</b> If waste is used for any other purpose other than internal reuse or sale or donation, permission must be sought from the Sustainability Manager (Circular Economy) to determine if a waste exemption is required.</p>	<p>All Staff</p>	<p><a href="https://www.gov.uk">Using waste: waste exemptions - GOV.UK (www.gov.uk)</a></p>
<b>Section 2: Additional specific requirements of related regulations</b>			
8.	<p><b>Storage of waste:</b> Higher Hoopern Farm will be used to consolidate waste arising</p>	<p>Facilities</p>	<p><a href="#">Higher Hoopern Farm waste Management</a></p>

	<p>from Direct Works and Portering activities. This facility must not be used by contractors, third parties, or other unauthorized internal person(s), for the disposal of waste and/or recycling materials.</p> <p>Waste must only be placed in external designated waste disposal facilities and must be stored safely and securely. Waste must not be stored outside of these areas while awaiting collection.</p> <p>Waste must be placed in designated internal facilities, where they exist (paper, cans, glass, plastic, batteries, toners and cartridges, non-recyclable waste). Other waste must be stored securely while awaiting collection and must not be stored in corridors (where they can present a hazard) or in fire escapes.</p> <p>Waste chemicals should be stored in accordance with guidance on the storage of chemicals.</p>	<p>Operations Manager &amp; Deputy Manager for Direct Works</p> <p>All Staff</p>	<p><a href="#">Guidance</a></p> <p><a href="#">A-Z Waste Guide</a></p> <p><a href="#">Chemical Segregation &amp; Storage</a></p>
9.	<p><b>Disposal of Waste:</b> For bulk collections, staff should raise a job on the Campus Services helpdesk. Plenty of advance notice must be provided so that staff can apply the waste hierarchy.</p> <p>All waste must be disposed of in accordance with the A-Z Waste Guide.</p> <p>All confidential waste must be disposed of in line with the Data Protection Guidelines.</p>	<p>All Staff</p>	<p><a href="#">Disposal   Campus Services Help Desk   University of Exeter</a></p> <p><a href="#">A-Z Waste Guide</a></p> <p><a href="#">GDPR   Information Governance   University of Exeter</a></p>
10.	<p><b>Documentation and records:</b> The Facilities Management team will hold any paper records of Waste Transfer Notes (or equivalent documents) for two years and all Consignment Notes for a period of three years.</p> <p>All staff should send copies of these documents to the Facilities Operations Manager (Old Library).</p> <p>Where available electronically all documents should be uploaded into Sharepoint OCP005.</p> <p>The validity of annual transfer notes, waste permits, exemptions and/or licenses of all waste contractors will be checked annually.</p> <p>The Permits Log will be checked on a quarterly basis and updated accordingly.</p> <p>Waste acceptance criteria reviews will be carried out on a biennial basis.</p> <p>For staff using skip or chemical waste services, users are responsible for completing waste transfer / consignment note documents in full and sending copies of the documentation to the Facilities Operations Manager (Old Library).</p>	<p>Facilities Operations Manager</p> <p>All Staff</p> <p>Sustainability Manager (Circular Economy) &amp; Facilities Operations Manager</p> <p>Technical Services Leads</p>	<p><a href="#">Public Registers</a></p> <p><a href="#">Waste and recycling - (CRC) Waste hierarchy guidance (publishing.service.gov.uk)</a></p>

**Standard Monitoring and Measurement Criteria**

The Standard Lead(s) for the Waste Management Standard will carry out a review of this standard to ensure that all elements

of the standard are being implemented effectively across all aspects of the standard in accordance with the approved inspection timetable.	
1.	<p><b>Monitoring and evaluating waste performance:</b> Waste data will be collated in line with operational control document “OCP016 Managing Waste Data” and performance against targets and plans monitored by the Sustainability Team.</p> <p>At least three compositional waste audits will be carried out by Student Green Consultant on an annual basis.</p> <p>External Environmental Inspections will be carried out three times per year. These will review external storage of waste.</p>
2.	<p><b>Reporting issues:</b> Issues regarding waste and recycling contracts, infrastructure or internal recycling service provision must be reported to the FM team who will investigate and where possible resolve the issues.</p> <p>Any incident of fly tipping or unauthorised removal of waste must be reported to the Campus Services Helpdesk. FM will investigate the issue.</p>
3.	<p><b>Training:</b> Waste and recycling requirements will be included within the online Environment &amp; Climate Emergency induction module.</p> <p>The Waste A- Z is available online with access for all.</p>
4.	<p><b>Information and Guidance:</b> Waste and recycling information will be maintained on the waste and recycling section of the Sustainability webpages and FM waste section. <a href="#">Waste and recycling   Commercial, Residential and Campus Services (CRC)   University of Exeter</a></p> <p>Posters, templates, tips, and tricks will be and will be held within the Sustainability website.</p> <p>Waste data and dashboards will be available in Team Sigma. <a href="https://login.teamsigmacloud.com/uaa/">https://login.teamsigmacloud.com/uaa/</a></p> <p>Green Futures is seeking to accelerate global climate change action in partnership with governments, businesses, and communities. <a href="#">Homepage - GreenFutures (exeter.ac.uk)</a></p> <p>Compliance and pollution prevention guidance is available online.  <a href="#">The Waste Electrical and Electronic Equipment Regulations 2013 (legislation.gov.uk)</a>  <a href="#">The Hazardous Waste (England and Wales) Regulations 2005 (legislation.gov.uk)</a>  <a href="#">Waste duty of care: code of practice (accessible version) - GOV.UK (www.gov.uk)</a></p> <p>The Standard Lead for Waste Management will provide advice and support to Colleges / Professional Services to assist in the management of waste.</p>
5.	<p><b>Third Parties:</b> Third party partners will be asked to provide assurance that they are</p> <ol style="list-style-type: none"> <li>meeting all legal requirements;</li> <li>demonstrate how they are applying the waste hierarchy in practice;</li> <li>provide supply performance information for the previous 12-month period.</li> </ol> <p>Relevant requirements will be included in leases and guidance, on review.</p>
The results of the review will be shared with Faculties and Professional Services, indicating learning and action that needs to be taken. The results may also be shared with the University Safety, Health and Wellbeing committee where appropriate.	
<p>Consultation list:  Deputy Director of Commercial, Residential &amp; Campus Services  Facilities Operations Manager  Deputy Manager for Direct Works  FM Logistics &amp; Contracts Manager  TS Projects &amp; Operations Manager</p>	

Executive Chef

Assistant Contracts & Residence Experience Manager

Version:

Version 1 – January 2022.

Version 2 – May 2023 (Training information updates).

Version 3 – February 2024 (Review. Roles, responsibilities, and title amends).