



Waste and Resources Code of Practice

CU-ENV-COP – 6.02

Contents

| | | |
|------------|---|----------|
| 1 | Purpose | 1 |
| 2 | <u>Scope</u> | |
| 3 | Definitions | 2 |
| 4 | Responsibilities | 2 |
| 5 | Training and Competency | 3 |
| 6.1 | Legal requirements Waste and resources hierarchy..... | <u>3</u> |
| 6.2 | Legal requirements Duty of Care..... | 6 |
| 7... | Plastics..... | 7.. |
| 8... | Waste Facilities..... | 7 |
| 9... | Measuring Performance | 7 |
| 9 | Review | 8 |
| 10 | Document Control | 9 |
| 11 | Document Review | 9 |
| Appendix 1 | | 10 |

1. Purpose

- 1.1. To communicate legal requirements and responsibilities with regard to the management of waste.
- 1.2. To communicate the principles of the resources and waste hierarchy with the aim of including these principles in the decision making process when procuring goods and services.

- 1.3. To communicate the practical arrangements for the management of waste produced at the Cranfield campus to ensure compliance with Duty of Care and waste regulations and with the University's environmental policy and objectives on waste and resources.

2. Scope

- 2.1. This Code of Practice applies to all operations under direct University control - all buildings and occupants at the Cranfield Campus where waste collection services are provided by the Facilities Department via the University's appointed waste management contractors. This includes staff and students at all schools and PSUs, student residences at the Cranfield Campus and all contractors working on behalf of the University.
- 2.2. At the Shrivenham campus the principles of the waste hierarchy (Part 6) apply, and staff and students must follow local procedures and direction given by the Defence Academy and its service providers.
- 2.3. At COTEC the principles of the waste hierarchy apply. Arrangements with local waste collection contractors must adhere to legal requirements (Part 6)
- 2.4. For requirements relating to the management of waste discharges to drains on campus see CU-ENV-COP- 6.03 Protection of Drainage Systems

3. Definitions

- 3.1. WCN: Waste Consignment Note – documentation required to be completed by the University and the applicable waste carrier for each collection of hazardous waste.
- 3.2. WTN: Waste Transfer Note – documentation required to be completed by the University and the applicable waste carrier for collections of non-hazardous waste.
- 3.3. EWC Code- the code used to identify waste as listed in the European Waste Catalogue. The EWC is a list of waste types which categorises wastes based on a combination of what they are, and the process or activity that produces them.
- 3.4. Waste Carrier: Individual or organisation who transports their own waste or someone else's waste on their behalf and may also arrange disposal of the waste

4. Responsibilities

- 4.1. It is the responsibility of everyone who works, studies, lives on or visits campus to ensure that resources are procured and used efficiently, waste is minimised, and any unavoidable waste is correctly handled, sorted and disposed of using the appropriate waste and recycling bins provided.
- 4.2. It is the responsibility of the Director of Facilities to ensure that waste on the Cranfield Campus under direct control of the University is managed in accordance with relevant waste regulations, that appropriate waste management contractors are appointed, and that appropriate facilities are provided to enable staff and students to apply the waste hierarchy as part of their work or study.
- 4.3. Contractors are responsible for the management of their waste when providing services to the University.

- 4.4. Cranfield hosts are responsible for ensuring contractors are meeting the requirements of applicable Duty of Care waste legislation, that waste documentation is received, and records are kept.

5. Training and Competency

- 5.1. Environmental Awareness online induction includes resource and waste management and is provided to all staff and PHD students
- 5.2. Non PHD students – receive induction presentations and online awareness materials
- 5.3. Facilities Managers – Specific Duty of Care requirements and Waste Hierarchy communicated through team meetings
- 5.4. Maintenance Team – Specific Toolbox talks at team meeting.
- 5.5. Hosts of Contractors – CU-SHE-PROC-3.20 Arrangements for the Control of Contractors procedure highlights host responsibilities re contractor waste , covered in Hosts Training sessions.
- 5.6. Information is also available through the Intranet.

6. Legal requirements

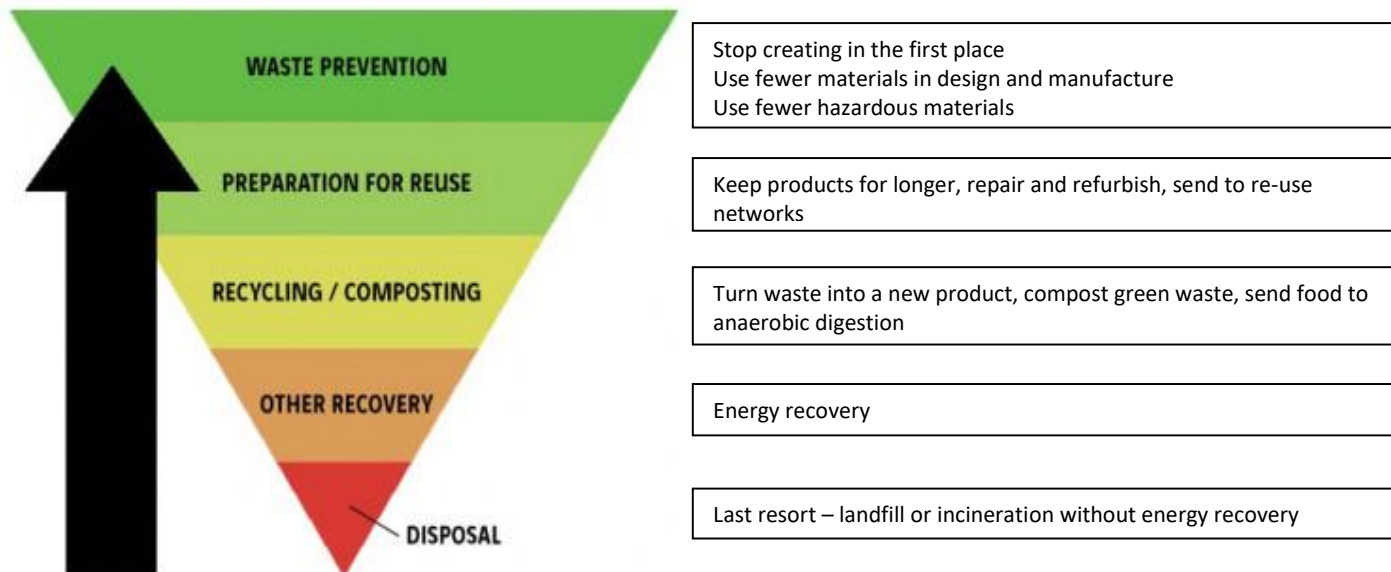
6.1 Waste Hierarchy

The Waste (England & Wales) Regulations 2011 requires the University to apply the Waste Hierarchy to its management of waste.

6.1.1 Adopting and applying the waste hierarchy

All materials are a resource and anything we dispose of is a wasted resource. Priority is to be given in decision making processes to prevention, reduction and minimisation of waste generation followed by reuse and recycling. The least preferred options shall be disposal to energy recovery and landfill.

WASTE HIERARCHY



6.1.2 Waste prevention / reduction

This can be achieved by:

- Designing projects to minimise waste products / materials, and allow for future easy disassembly and refurbishment.
- Where appropriate and feasible, substituting hazardous materials with less hazardous alternatives.
- Buying only what is required
- Buying items with less packaging
- Buying items with repairable or replaceable parts
- Reducing or eliminating use of single use / disposable items
- Before buying new equipment, check whether other departments have the same equipment(contact charge out list)
- Printing less
- Reducing food waste by for example not over-ordering on buffets

6.1.3 Re-use

This can be achieved by reusing resources ensuring that the maximum life is achieved from each item.

For example:

- Furniture

All furniture which is surplus to requirements but still in working order has the potential for reuse both on and off site. If there is no on-site need for an item there are a number of organisations that may accept it. As much notice as possible should be given to Facilities particularly for major moves and clearouts, to enable the organisation of items to be sent for reuse.

- Lab equipment

To ensure equipment use is optimised and to prevent the purchasing of duplicate items, an internal equipment database is available to search and/or add new items. Information from the database also feeds into the EPSRC equipment sharing repository, which is open to researchers from all research institutions and universities.

[https://intranet.cranfield.ac.uk/RI/Documents/CranfieldResearcherHandbook\[1\].pdf](https://intranet.cranfield.ac.uk/RI/Documents/CranfieldResearcherHandbook[1].pdf)

Redundant Equipment

Equipment that is working condition but no longer needed can be re-used or sold through the Unigreenscheme service. Contact Facilities Management in the first instance. www.unigreenscheme.co.uk

- IT equipment

Whilst IT Equipment cannot be made available to third parties, staff or students, it can be moved between departments if it is still of valid use to the University. Please contact Information Services for advice on how to facilitate this.

- Stationery

Increasing digital storage and decreasing physical storage results in significant quantities of unwanted stationery. This is often discarded as general waste however these items can be made available for reuse. Consider having a location within departments where items for reuse can be left available for staff and students.

6.1.4 Recycling / composting / anaerobic digestion

Once prevention, reduction and re-use options have been considered, the next best option is to ensure the waste is recycled. This can be achieved by:

- Giving preference to recycled and recyclable content when procuring goods and equipment
- Working with suppliers to ensure packaging is recyclable
- Segregating waste into the correct containers to ensure all recyclable waste is correctly recycled. To assist with maximising recycling on Cranfield campus please refer to Materials Recycling guide -Appendix 1. At Shrivenham please refer to guidance on site.
- Segregating green waste created by grounds maintenance contractors for composting
- Segregating food waste created by catering facilities, student accommodation and office kitchens to be sent for anaerobic digestion.

6.2 Duty of Care

The University has a 'Duty of Care' with regards to waste under the Environmental Protection Act (EPA) 1990, and the Environmental Protection (Duty of Care) Regulations 1991

This Duty of Care places responsibility on producers of waste to ensure that waste is managed legally, does not escape from control, is transferred only to an authorised person and is adequately described, contained and clearly labelled to enable proper handling and treatment.

The company who collects the waste from our site is the Waste Carrier and all Waste Carriers are required to be registered. The majority of waste leaving the Cranfield Campus is dealt with centrally through the University's approved waste management contractors.

In exceptional circumstances, for adhoc collections that are not carried out through the University's approved waste contractor, producers must ensure any waste carriers used are authorised and that waste transfers are accompanied by a written description of the waste via a Waste Transfer Note – (WTN) or Consignment Note for Hazardous Wastes (WCN).

WTNs and WCNs must be completed for every load of waste that leaves site/campus to go to a contractor. These notes must be completed and signed by both the person sending the waste and the person collecting the waste.

For regular collections of the same material WTN These can be provided in the form of an annual duty of care waste transfer note, which covers a twelve month period. Required information can also be provided on invoices from waste carriers.

The information on the WTN must include:

- The University's SIC code: 85422: Post-graduate level higher education
- A description of the waste – including the appropriate EWC Code
- How the waste is contained or packaged
- The quantity of the waste
- Pre-treatment (waste hierarchy) declaration
- The place, date and time of transfer
- The name and address of both parties (producer and receiver)
- Details of the Waste Carriers Licence (WCL) of the person collecting the waste,
- Details of the permit or exemption of the person receiving the waste

The University is required to keep copies of all WTN's for two years and WCNs for three years and must be able to produce them on demand to the environmental regulator or local council. These are kept centrally by the Energy and Environment Team for the required period of time. Departments are required to scan in any documentation received and email this to energyandenvironment@cranfield.ac.uk.

7. Plastics

The University recognises that plastics have a damaging effect on the environment and therefore the following recommendations are in place.

- Eliminate use of single use plastics in University catering outlets in line with our Sustainable Food and Beverage Policy.
- Minimise procurement and consumption of single-use plastics in labs and workshops where safe and practical.
- Choose / ask for non-plastic based packaging.
- Use the correct facilities to recycle.

8. Waste facilities

Campus waste facilities are for waste produced by students living on campus, by staff and students as part of day to day campus operations, and for non-hazardous waste produced by tenants as stipulated in their tenancy agreement.

Internal and external waste and recycling containers and compounds are available as specified by the Waste Storage Design Guide.

See Appendix 1 for materials waste and recycling guide.

Further information can be found on the intranet

Students living off-site and staff must not bring waste from home for recycling or disposing on campus.

Contractors working on site must not dispose of their waste via campus facilities unless the waste is produced on campus as part of their work AND they have the written permission of the host with the arrangements specified in their Authorisation To Work and Method Statements.

Misuse of campus waste facilities should be reported to ENERGYANDENVIRONMENT@cranfield.ac.uk

9. Measuring performance

Waste Management Contractors provide waste tonnage data and the university measure the following performance indicators which is available in the University's Annual Environmental Report :

Total waste

Waste per head campus population

Waste segregated for recycling at source

Total waste recycled

Waste recycled – including energy recovery

Waste sent to landfill

% avoidable waste.

10. Review

This code of practice will be reviewed every 3 years or before if it is evident that changes are required.

Contacts

energyandenvironment@cranfield.ac.uk

10 Document Control

| | |
|---|--------------------------------------|
| Document title | Waste and Resources Code of Practice |
| Document number | CU-SHE-COP- 6.02 (was PROC 3.47) |
| Version number | 2.0 |
| Originator name/document owner | Environment Advisor |
| Professional Service Unit/Department | Energy and Environment (Facilities) |
| Implementation/effective date | 1.07.2020 |
| Date of this version | 1.10.2023 |
| Date of next review | 1.07.2026 |
| Standards reference | ISO 14001:2015 |
| Approved by | Gareth Ellis |
| Title | Head of Energy and Environment |





11 Document Review





| Version | Amendment | By | Date |
|------------------------------|---|-----------|--------------|
| 4.1 CU-ENV-PROC-05 | Updated Procedure to new layout format and replaced ESS references with Estates AG 11/07/2014 | AG | 11/07/2014 |
| 4.2 CU-ENV-PROC-05 | Removed waste hierarchy; Insert additional definitions; Created a 'Responsibilities' <u>section</u> | AG | 28/08/2014 |
| 5 CU-ENV-PROC-05 | <u>Approved by Waste Working Group</u> | PL | 11/09/2014 |
| <u>CU-ENV-COP 3.47 V 1.0</u> | <u>Converted into Code of Practice and updated</u> | <u>GF</u> | <u>07/20</u> |
| <u>V 2.0</u> | <u>Doc no. changed from 3.47 to 6.02</u> <u>Addition of Plastics section</u> | <u>GF</u> | <u>10/23</u> |




Appendix 1 Materials Recycling Guide





Once reduce and reuse options have been considered the next best option is to recycle.




This guide provides instructions on what can be recycled and the facilities provided on Cranfield Campus.





| Material Stream | Icon | Description | Arrangements within buildings | External arrangements | Additional instructions |
|------------------------|--|---|------------------------------------|---|-------------------------|
| Cans & plastic bottles |  | Drinks cans, food tins drinks and milk bottles | Cans and plastic bottles only bins | Green 1100 litre wheeled bins  | |
| Paper -mixed |  | Coloured paper; thin card; newspapers; journals; magazines; envelopes | Mixed paper bins | Green 1100 litre wheeled bins  | |

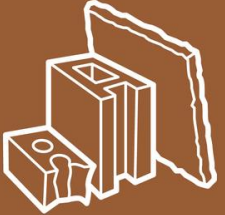





| | | | | | |
|----------------------------|---|---|---|--|--|
| <p>Paper -White office</p> |  | <p>Plain or printed white office paper (any size)</p> | <p>White paper bins</p> | <p>Green 1100 litre wheeled bins</p>  | |
| <p>Cardboard</p> |  | <p>Boxes; folder dividers; packaging materials;</p> | <p>Mixed paper bins or if too big leave beside recycling bins</p> | <p>Brown 1100 litre wheeled bins</p> <p>Green 1100 litre wheeled bins</p>  | |



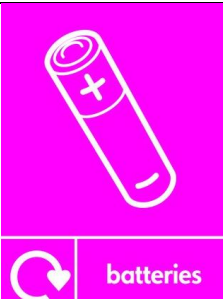

| | | | | | |
|---|--|--|--|---|--|
| <p>Paper – Confidential</p> <p>Please see procedure for the disposal of confidential waste CU-SHE-PROC 3.10</p> | | <p>Paper waste of confidential nature</p> | <p>Shred in available shredder or through bag & tag system</p> |  | |
| <p>Glass</p> |  | <p>Bottles and jars from 'domestic' use.</p> | <p>Some residential halls / houses have internal glass bottle bucket</p> | <p>Glass bins</p> | |
| <p>Paper Coffee cups</p> |  | <p>Disposable drinks cups (not lids)</p> | <p>Catering outlets have designated cup bins</p> | <p>Green 1100 litre wheeled bins</p> | <p>Cups must be separated from other waste – all cups in one bag</p> |

| | | | | | |
|--|---|--|--|--|---|
| Food |  | Waste raw and cooked food waste collected from the catering facilities, self-catered halls and houses, and office kitchens | Dedicated food waste bins in catering areas, Food waste caddies in residential and office kitchens | Food waste 120 litre wheeled bin | |
| General waste - Plastic wrap and packaging |  | Waste that cannot be recycled in any other bin eg polystyrene packaging, plastic wrap, packaging contaminated with food eg pizza boxes | General waste bins | General waste bins | Only plastic bottles can be recycled. Catering facilities have specific arrangements for multiple plastic containers such as mushroom trays |
| Cooking Oil: used by catering facilities |  | Waste cooking oil | | Catering – Mitchell Hall CSA recycling area | |
| Metal |  | Large ferrous and non-ferrous metal– e.g. filing cabinets; non contaminated research equipment; metal off-cuts | Contact Facilities for collection | Metal skip in waste yard * | Options for reuse – contact Energy and Environment Team |

| | | | | | |
|--|--|---|--|---|--|
| Wood e.g. cabinets; wooden pallets; carpentry off-cuts |  wood & timber | Pallets, offcuts, wooden furniture | Contact Facilities for collection | Wood skip in Waste Yard* | Options for furniture reuse contact Energy and Environment Team |
| Green garden Waste: |  garden waste | Waste Resulting from grounds maintenance activities on campus including grass cuttings; hedge pruning; vegetation | Management by Grounds Maintenance team | Green composting waste skip in waste yard* | For organic waste from labs please see Hazardous and difficult waste procedure |
| Toner cartridges |  printer cartridges | Toners from printers managed by IS department | Collected by IS | Outside IS building 63 If not managed by IS , in separate bag in Green 1100 litre wheeled bins | |

| | | | | | |
|---|--|---|---|---|--|
| <p>IT equipment Waste Electrical and Electronic Equipment (WEEE):</p> |   | <p>Redundant / broken Computers , laptops , mobile phones peripherals or audio-visual equipment including telephones belonging to the University</p> | <p>Contact IS services for collection</p> | <p>Collection via IS contractor / OR Waste Electronic Equipment skip in Waste Yard*</p> | |
| <p>Electrical appliances WEEE: Waste electrical and electronic equipment from</p> |   | <p>Broken electrical or electronic equipment including microwaves, kettles, radios, toasters etc belonging to university or students residing on campus</p> | <p>Contact Facilities for collection</p> | <p>Waste Electronic Equipment skip in Waste Yard*</p> | |

| | | | | | |
|---|---|---|--|--|--|
| <p>Rubble Waste:</p> |   <p>hardcore & rubble</p> | <p>Inert building materials such as bricks, pavement slabs</p> | <p>Contact Facilities for collection</p> | <p>Hardcore skip in Waste Yard*</p> | |
| <p>Plasterboard</p> |   <p>plasterboard</p> | <p>Used plasterboard</p> | <p>Contact Facilities</p> | <p>Plasterboard container in waste yard*</p> | |
| <p>Empty / part full paint tins</p> |   <p>paint</p> | <p>Water based paint only – solvent based must be treated as hazardous waste.</p> | <p>Contact Facilities</p> | <p>Paint tin container in waste yard*</p> | |

| | | | | | |
|-------------------------------|---|--|--|-------------------------------|--|
| Fridges |  | Broken fridges at end of useful life | Contact Facilities | Fridge skip in waste yard | |
| Fluorescent lamps |  | Fluorescent tubes, long or compact (CFL) | Contact Facilities | Lamp coffin in waste yard | |
| batteries |  | Mixed batteries (not LI/PO) | Battery containers outside CSA and library | Battery box in waste yard | |
| Hazardous lab waste chemicals |  | Local arrangements | See Hazardous Waste Procedure | See Hazardous Waste Procedure | |