

Environmental Management System – Documented Information

3.5.2 Waste Management (Non-Hazardous)

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Purpose

This document is to explain how non-hazardous waste and recycling is managed at the Institution in order to:

- address the risks and opportunities associated with the waste aspect;
- ensure that waste documentation is stored and maintained;
- increase the amount of material segregated for recycling;
- ensure compliance with relevant environmental legislation.

Scope

This procedure covers the storage and disposal of all non-hazardous waste streams at the institution as detailed in the waste inventory on page 3.

Definitions (ISO14001:2015)

Risks and Opportunities – potential adverse effects (threats) and potential beneficial effects (opportunities).

Process – Set of interrelated or interactive activities which transforms inputs into outputs.

Responsibilities

Senior Energy & Sustainability Manager	Responsible for ensuring waste is collected by licenced contractors and disposed of in authorised facilities and ensure waste transfer and consignment notes are stored as required.
Waste Collections Team	Business Support for Waste Management assists the Sustainability Manager with management of waste transfer notes and communication to departments and colleges. Manages the Waste.Collection@durham.ac.uk email inbox. Also responsible for dealing with day-to-day complaints and managing the complaints log.
Porters (Colleges) General Service Assistants (Departments)	Transfer of all wastes from storage areas to waste compounds. Ensuring waste transfer notes are completed, signed and sent to waste manager.
Cleaners	Removal of waste from all internal and external bins in offices, academic buildings, research facilities and student halls of residence kitchens and transfer to temporary storage areas.
Senior Category Manager	Responsible for arranging waste contracts and issuing tender documents. Also responsible for escalating any complaints about waste service.

All staff	Ensure all waste streams are disposed of in the correct bins.
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Related Documents

Relevant environmental aspects and associated environmental impacts are detailed within the **Aspects and Impacts Register**. The Waste Management Policy is published on the Greenspace web-page:

durham.ac.uk/greenspace/policies/WasteManagement

Waste transfer notes and consignment notes are stored by the Waste Collections Team or relevant department manager.

Waste management process

The following waste streams are managed by the Estates and Facilities Department:

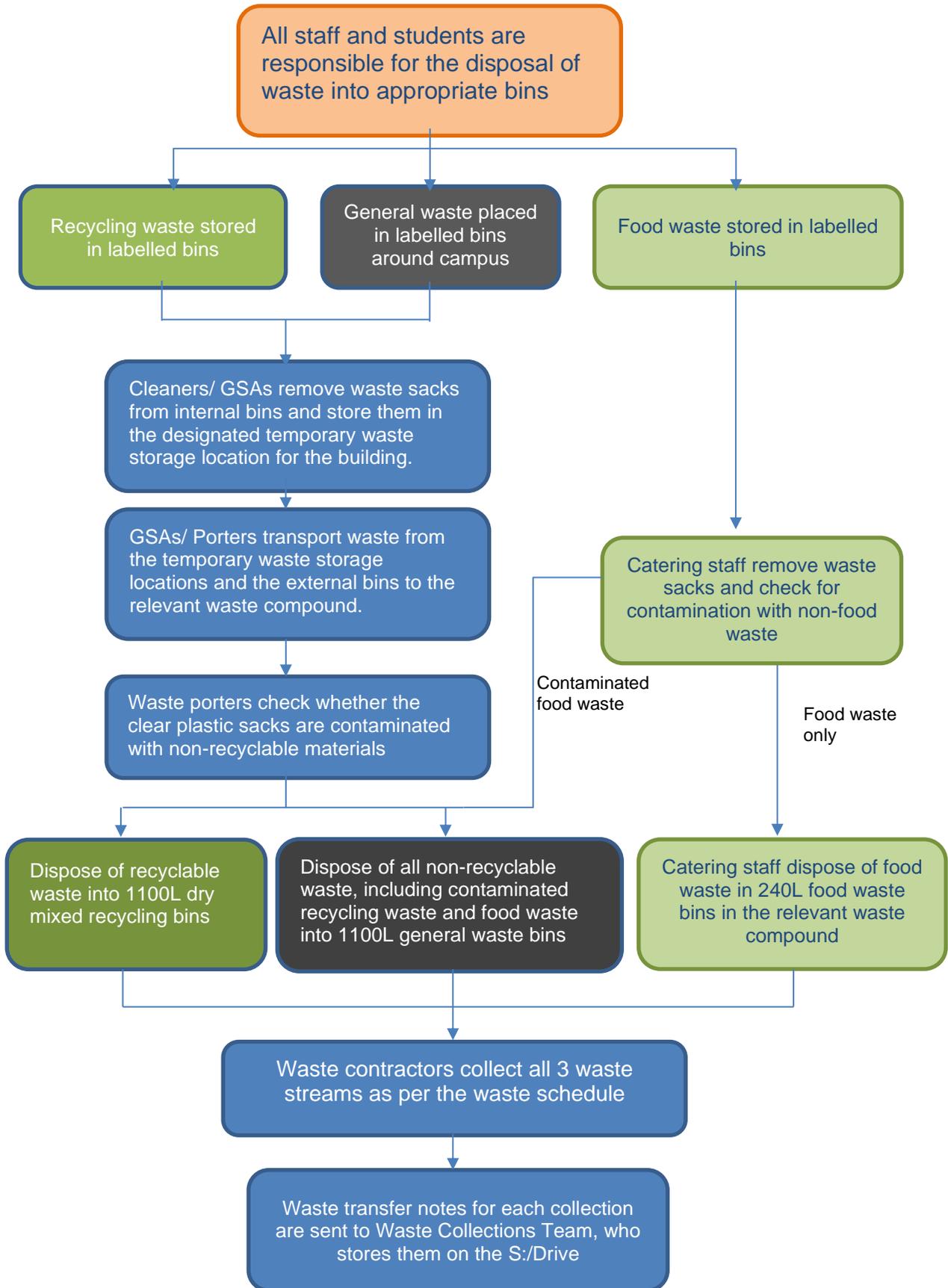
- Mixed recyclables
- General waste
- Food waste
- Glass
- Waste skips (Bulky waste)
- Sanitary waste (arranged by Procurement Team)
- Grounds and garden waste
- Confidential waste
- Toner cartridges
- Batteries

The catering department are responsible for the control and disposal of waste cooking oil.

Dry mixed recycling, general waste and food waste

- Suitable bins for the segregation of dry mixed recycling and general waste are provided internally and externally around campus.
- Separate food waste are provided outside catering outlets and halls of residence.
- Clear sacks are used in dry mixed recycling bins, and general waste bins and green biodegradable sacks are used in food waste bins.
- Waste sacks are removed from bins and transported to the relevant waste compound and placed in the correct 1100L bin which is clearly labelled.

The process flow overleaf explains how these three waste streams are managed:



Glass

Glass waste from the catering outlets, venues and halls are to be taken directly to the relevant waste compound and stored within the 240L bottle bins.

Waste skips (bulky waste)

Bulky waste skips in the waste compound are exchanged by the waste contractor on request by the Waste Collections Team.

Sanitary waste

Access is provided for contractors to exchange the sanitary waste bins from the accommodation and university buildings. The bin exchange must take place after 09.00 and notices have been placed within the accommodation to inform the student of their expected date of attendance.

Grounds and garden waste

The university composts its garden waste and has a T23 - Aerobic composting and associated prior treatment waste exemption, detailed in the 'Waste Storage' section below.

Waste cooking oil

Waste cooking oil from the catering department is taken directly to the main waste compound by the catering staff and stored in a 1000L bunded container. Waste Busters Ltd in Northumberland collect the oil and send annual waste consignment notes.

Toner Cartridges

Waste toner cartridges are collected by IT and stored in a 500L plastic bin within the IT department. Collections are arranged on request by the IT Manager and accompanying waste transfer notes are forwarded to the Waste Collections Team.

Batteries

Batteries can be recycled at most reception areas, where boxes or bins are provided.

View **Batteries:** durham.ac.uk/greenspace/policies/

Valpak Ltd will be contacted once the bin is full by the location lead contact to arrange collection.

Waste licences:

Durham University has a Waste Carriers License, Broker, Dealer - Upper Tier, CBDU410975.

The institution has an exemption for:

- EPR/AF5846GH/A001 - storing, treating and using waste
- CBDL/65465 - Lower Tier Waste Carrier Dealer
- T23 - Aerobic composting and associated prior treatment waste exemption

Waste inventory

The waste inventory overleaf provides details of all the waste streams, storage locations, containers, frequency of collections and the contractors' applicable licences, permits and exemptions.

Waste Stream	EWC Code	Waste Carrier	Registration Certificate	Expiry Date	Waste Disposal Facility	Site License or Permit (Registered Exemption)
Dry Mixed Recycling	200101 150106	Biffa Waste Serviced Limited	CBDU104360	23.05.25	South Shields Transfer Station	ERP/UP3094ZR/V002
General Waste	200301	Biffa Waste Serviced Limited	CBDU104360	23.05.25	South Shields Transfer Station	ERP/UP3094ZR/V002
Glass	200102 150107	Biffa Waste Serviced Limited	CBDU104360	23.05.25	South Shields Transfer Station	ERP/UP3094ZR/V002
Food Waste	200108	Biffa Waste Serviced Limited	CBDU104360	23.05.25	Emerald Biogas	EPR/BP3133TC
Food Waste	200108	GAP Organics	CBDU271822	21.01.25	Wardley Biogas Plant	EPR/GP3636QX
Confidential Waste	200101	Biffa Waste Serviced Limited	CBDU104360	23.05.25	Riverdale Paper	WEX222653

Documented information

All documented information relating to the disposal of the waste streams covered by this process are stored by the Waste Manager in the Estates and Facilities Department.

Relevant documented information include:

- Waste contractors and agreements
- Copies of waste contractor licences
- Waste transfer notes
- Evidence of communications relating to the waste management process.

Effects and Actions on Non-Conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements of EcoCampus and the ISO 14001:2015 standard.

Departure from this procedure is addressed in the procedure [4.3.1 Non-Conformance, Corrective and Preventive Action](#).

Version Control

Date:	Version:	Author:	Authorised by:
30/04/2020	1.0	S. Park	
27/11/2020	1.1	S. Park	J. Robson
11/11/2021	1.2	N.Harris	
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