

CONTRACTORS WASTE PROCEDURE

Ref: W1

Contractors and suppliers are required to manage and control waste arising from their operations and activities in a way that does not harm, or risk harming, the local environment. This must be carried out in line with current legislation including the Waste Duty of Care Regulations as set out in the Environmental Protection Act 1990 (section 34), Waste Regulations 2011 and Hazardous Waste Regulations 2005 (and amendments).

Contractors and suppliers are also required to adhere to the University's Environmental & Energy Policy and local management procedures.

Contractors are considered 'Waste Producers' when waste arises from their operations and the responsibility for waste management is specified in the contract.

The University is considered the Waste Producer when the waste arises from University operations and there is no contract to devolve the responsibility of waste management.

Waste is defined in law as:

“any substance or object which the holder discards or intends to, or is required to discard”

See the UK [Government's 'Check if your material is waste' guidance](#).

Prevention of Waste

Prior to work commencing contractors and suppliers must:

- Read, sign and abide by [Safety Code of Practice \(CoP\) 51: Site Rules for Working on University Premises](#). Particular attention is drawn to the Hazardous Substances, Housekeeping, Skips and Waste Management sections.
- Apply the Waste Hierarchy as required in the Waste Regulations 2011. This means planning work to prevent waste being produced, and to allow materials to be re-used or recycled where possible.
- Plan work, design structures and undertake activities in a way which allows waste arising from future end-of life decommissioning to be avoided, re-used or recycled where possible.

Storage of waste (on site)

Contractors and suppliers must:

- Remove waste from the working area as soon as reasonably practicable and place in suitable skips/ waste containers which have been provided for the specific operations and activities undertaken.
- Ensure that skips and waste containers are located within the contractors' area as agreed with the University Contact Manager or Project Manager.
- Avoid long term storage of waste and must not store waste for more than 12 months.

- Keep waste secure prior to disposal, to prevent unauthorised removal or access and to prevent pollution or littering.
- Not leave waste, including old equipment and furniture, outside of buildings which may invite unauthorised removal by unpermitted individuals.

Disposal of Waste

Contractors and suppliers must:

- Make provisions for the disposal of all waste arising from operations and activities undertaken.
- Only send waste to a suitable off site waste disposal facility, which has a valid Environment Agency Permit or Exemption for the waste types being transferred.
- Not deposit any waste into bins belonging to the University unless they have written permission from Maintenance Services or Sustainability Services prior to depositing waste.
- Not deposit liquid waste into any drains on University premises unless specific permission is provided in writing from the Energy and Sustainability Director (via the Project Manager).
- Not burn waste on University land unless specific permission is provided in writing from the Energy and Sustainability Director (via the Project Manager).

Transporting Waste

Contractors and suppliers must:

- Either register as an **Upper Tier Waste Carrier** if transporting waste off campus is the main duty and purpose of the contact i.e. a waste collection contractor, drainage clearance, clinical waste collector. Therefore, the University is the waste producer.
- Or register as a **Lower Tier Waste Carrier** if waste arises as part of the contracted job and there is an agreement in the contract that waste will be the responsibility of the contractor. Therefore the contractor/supplier is the waste producer.
 - The Waste Carriers Registration must be in date.
 - The registration number must be provided to the University prior to starting work.
 - The registration number must be retained and be available to auditors, including Sustainability Services, on request.
- Fully complete a **Waste Transfer Note** or suitable alternative (or **Consignment Note** for Hazardous Waste) when waste is removed from site.
 - The Waste Transfer Note must be kept for 2 years and Consignment Note for 3 years. Please see the [Waste Transfer Notes Guidance](#) produced by Sustainability Services (Waste Procedure W2) for details of what constitutes an acceptable Waste Transfer Note.
- Waste must be transported safely without harm or risking harm to the environment. It must be taken to a waste disposal facility that is suitable for receiving the type of waste and be fully licenced and permitted by the Environmental Agency (or equivalent).

Storage of Waste (off University premises)

Contractors may want to store waste off University premises to allow bulking up of waste for more efficient disposal. When this occurs:

- Waste may only be stored off University premises on a site which has the relevant Environment Agency permits, licences or exemptions.

- Storage arrangements must comply with requirements set out in the site’s permits, licences or exemptions, and environmental good practice should also be applied.
- Contractors should supply details of their waste management practices undertaken off site when requested to do so by the University.

After work has finished

Contractors and suppliers must:

- Remove all waste arising from the work area and surrounding area, and dispose of waste in accordance with the ‘Disposal of Waste’ section above.
- Record the weight of waste arising under the following categories: re-use, recycling, composting, energy from waste, incineration, and landfill; and report this to the University. This is required for the annual Estates Management Record reporting.

Effects & actions on non-conformance

If this procedure is not applied, it will result in:

- A potential breach of legislation if waste is disposed of incorrectly, which could lead to contractors and the University incurring fines in the magistrate’s court and unlimited fines in a crown court.
- A failure to effectively control waste will potentially cause a negative impact on the environment.
- A non-conformance with the requirements of the University’s ISO 14001 certified Environmental & Energy Management System.

Departure from this procedure will result in the University taking action under the Non-Conformity procedure within the EEMS or further action as deemed necessary by the University.

Version Control:

VERSION	KEEPER	REVIEW FREQUENCY	APPROVED BY	APPROVAL DATE
1.0	Sustainability Services	Annually	Dan Fernbank	08/04/2016
2.0	Sustainability Services	Annually	Dan Fernbank	25/10/2017
3.0	Sustainability Services	Annually	Dan Fernbank	10/12/2018
4.0	Sustainability Services	Every 3 years	Dan Fernbank	08/12/2020
5.0	Sustainability Services	Every 3 years	Dan Fernbank	27/02/2024