



University of Exeter Waste Management Standard for Finance, Infrastructure and Commercial Services

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Aims	This Standard sets out the responsibilities for implementing the requirements of the management of waste. The Standard explains the steps that MUST be taken by managers and their staff to ensure that waste is managed, in line with the waste hierarchy. This is to ensure that the associated risks have been identified, assessed and adequately controlled.		
Scope	<p>This standard applies to FICS operations on the Devon Campuses and sites that are owned and operated by the University of Exeter.</p> <p>All suppliers of waste collection services who manage waste facilities/services on behalf of the University of Exeter, are required to manage waste storage and disposal arrangements – once in their possession – in line with all legal requirements and the core principles outlined in this document.</p>		
Relevant Legislation and Guidance	Environmental Protection Act 1990 (c.43) Part II 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 2013 Waste Duty of Care: Code of Practice The Animal By-Products (Enforcement) (England) Regulations The Environmental Permitting (England and Wales) Regulations The Waste (England & Wales) Regulations 2011 Waste Framework Directive - European Commission Regulatory Position Statements The Persistent Organic Pollutants Regulations 2007 Persistent organic pollutants (POPs): policy information - GOV.UK The Control of Substances Hazardous to Health Regulations		
University Guidance / Standards	<p>Please refer to the Health and Safety Information Hub for University of Exeter Safety Policies and Standards, including:</p> <p>COSHH, Asbestos, Carriage of Dangerous Goods</p>		
Waste Exemptions	<p>Waste exemptions held by University of Exeter are:</p> <p>WEX431247 WEX420768 WEX411092 – FM WEX416194 – Estates Construction WEX431417 – Grounds, CRC</p>		

Waste Carriers Licence	CBDU102017 The Deputy Director of Commercial, Residential and Campus Services is responsible for monitoring application/renewal and ensuring compliance is met.		
Definitions	<p>Controlled waste: household, industrial and commercial waste or any such waste.</p> <p>Waste Arising: waste products arising from operations</p> <p>Waste Hierarchy: 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).</p> <p>Hazardous Waste: waste containing substances or properties that might make it harmful to human health or the environment.</p>		
Training availability:	<p>Environment & Climate Emergency Induction. Available to all staff via LearnUpon (Mandatory for all FICS (Finance, Infrastructure and Commercial Services) staff).</p> <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> <p>Spill Response Training - International Spill Accredited Scheme Approved Training for Direct Works Staff involved in responding to spill incidents on campus.</p> <p>BICSc (British Institute for Cleaning Science): Housekeeping & Facilities Operations Cleaning– bringing together best practice, including safe disposal of bodily fluids and sharps, and cleaning chemicals to prevent environmental damage. (Mandatory for all cleaning staff).</p> <p>Information Governance – mandatory for all staff via LearnUpon – covering Environmental Information regulations and how to respond to Environmental Information and Freedom of Information requests.</p> <p>Introduction to Circular Economy – optional LearnUpon course</p>		
Section 1: Processes		Responsibilities	Guidance, documents, and relevant links
1.	<p>Targets and Plans: Waste and recycling targets are communicated within the Circular Economy Strategy 2024 to 2030.</p> <p>The Strategy provides guiding principles for sustainable resource management, with a supporting action plan and targets (targets reporting annually to CEC Board).</p>	Sustainability Manager (Circular Economy).	Circular Economy Strategy

	The successful delivery of the Circular Economy Strategy will be achieved through the collaboration of all stakeholders.	All staff, students and stakeholders	
2.	<p>Waste Contracts:</p> <p>All waste contracts, (those tendered from 2024), will specify regular contract review meetings to assess performance against the waste contract and raise and resolve any issues. These contracts will specify that Duty of Care Checks will be conducted annually, and visits will be conducted on all waste and recycling service providers at least once over the period of the contract.</p>	Service Owner of contract to lead the process, with Procurement & Sustainability Manager (Circular Economy) consulted and involved.	
	<p>The Facilities Operations team (FICS) will manage the following waste contracts for the Exeter Campuses:</p> <ul style="list-style-type: none"> • Non-Recycling and Dry Mixed Recycling (cans, plastics, tins, paper, card), Glass and Food • WEEE • Skips • Sanitary • Confidential Paper • Metal • Bulky Non-Recycling and POPs • Wood and Pallets 	<p>Senior Facilities Operations Manager, FICS</p> <p>Facilities Operations Managers, FICS</p> <p>Facilities Operations Manager (Compliance), FICS</p>	
	A) Waste cooking oil will be managed by Retail and Catering, FICS.	Executive Chef, CRC, FICS	
	<p>B) Asbestos</p> <p>Please refer to the Asbestos Health and Safety Standard & Management Plan</p>	Direct Works, Estate Services, FICS	Please refer to the H&S SharePoint
	C) Waste generated by Grounds is managed internally and through the exemptions listed above under Waste Exemptions. Any Hazardous Waste generated by the Grounds Team is reported to the Technical Services team.	Head of Grounds, FICS Operations and Technical Services Project & Operations Manager, Research Division	
	The Facilities Operations Team provides guidance on disposal, including preferred contractor, on the Facilities Operations webpages.	Facilities Operations	Waste and recycling Campus Services University of Exeter
	Staff <u>must not</u> use any unauthorised contractor without prior permission. Please send enquiries via the Campus HelpDesk .	All Staff	

3.	Infrastructure and Signage: Where practical a record of the location of all external waste and recycling facilities will be maintained on the Sustainability Campus Map. Facilities Operations will maintain a log of all internal recycling facilities that have been commissioned by Facilities Operations.	Sustainability Team Facilities Operations Manager (Compliance)	Sustainability Campus Maps
	Facilities Operations 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 locations of bins.	Facilities Operations Manager (Compliance)	Campaign assets (wrap.org.uk)
	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.		
4.	Waste Hierarchy: 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 as a minimum annually (or following significant change of contract) and updated, as necessary.	Sustainability Manager (Circular Economy)	A-Z Waste Guide A Student Guide to Reduce Reuse Recycle.
	A student guide promoting the waste hierarchy has also been produced to raise awareness of the circular economy.	All Staff	A-Z Waste Guide Guidance on applying the Waste Hierarchy
	All staff should use the A-Z Waste Guide and dispose of waste in accordance with the guide and the waste hierarchy.		
5.	Furniture and equipment reuse: Serviceable furniture and useful workplace items that are no longer required should be advertised via the Warp-It reuse scheme. 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 (managed by Facilities Operations Manager (Logistics)). Items that may be available on Warp-It should be considered for reuse prior to the purchase of anything new.	All Staff Facilities Operations Manager (Logistics)	WARPit Reuse Scheme
6.	Donation of surplus or redundant assets: 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.	Assistant Contracts & Residence Experience Manager	Moving on Sustainability University of Exeter
	A ‘student to student’ reuse project (known as Gift It, Reuse It) will run concurrently, and a gifting event will be held annually at the start of the academic year during Welcome Week. Further ‘pop up’ events will be held as and when required.	Deputy Director of Commercial, Residential & Campus Services Sustainability Manager	Moving out Accommodation in Exeter University of Exeter

		(Circular Economy)	
	The location of long-term donation collection banks will be included on the Sustainability Campus Map.	Sustainability Manager (Circular Economy)	Sustainability Campus Maps
	Any sale or donation activities must be carried out in accordance with the Financial Procedure Note: Sale and Donation of Redundant / Surplus Assets. The guidance and transfer template can be found within the sustainability webpages under the 'What are we doing' – waste and recycling section.	Facilities Operations Manager, Facilities Operations Manager (Compliance) and Sustainability Manager (Circular Economy)	Waste and recycling Sustainability University of Exeter
	Any additional information on reuse will be added to the Sustainability webpage as progressed.	Sustainability Team	
7.	Use of waste for other purposes: 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.	All Staff Sustainability Manager (Circular Economy)	Using waste: waste exemptions - GOV.UK (www.gov.uk)
Section 2: Additional specific requirements of related regulations			
8.	<p>Disposal of Waste:</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> <ul style="list-style-type: none"> Waste must be segregated at source Waste must be contained in bins/bags and should not be stored (prior to collection) in corridors Clear bags are used in internal recycling bins <p>For bulk collections of non-hazardous and recyclable waste, staff should raise a job on the Campus Services helpdesk.</p> <p>All IT / AV equipment should be authorised by IT before disposal, to encourage internal reuse.</p> <p>Plenty of advance notice must be provided to allow staff to apply the waste hierarchy. Staff should consider listing on Warp It before submitting a disposal request.</p> <p>All waste should be segregated and stored safely prior to collection.</p>	All Staff	Disposal Campus Services Help Desk University of Exeter

	<p>We have a duty of care under the Environmental Protection Act (EPA) and Hazardous Waste Regulations, to ensure correct storage, collection and treatment of any waste. A breach of EPA can lead to unlimited fines in the Magistrate's or Crown Courts. Imprisonment is also a potential risk in severe circumstances. The regulations include a fixed penalty notice for those contravening the regulations.</p>		
9.	<p>Documentation and records: The Waste Contract owner will be responsible for gaining and holding 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>Waste Contract Owner</p> <p>All Staff</p>	<p>Waste and recycling - (CRC) Waste hierarchy guidance (publishing.service.gov.uk)</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>Sustainability Manager (Circular Economy) & Facilities Operations Manager (Compliance)</p>	<p>Public Registers</p>
	<p>There is a legal requirement that all Waste/Hazardous Waste Transfer/Consignment Notes are:</p> <ul style="list-style-type: none"> Completed correctly and signed by both parties (University & Waste Carrier) before waste leaves the premises. Held for a period of two years (Waste Transfer Notes) or three years (Hazardous Waste Consignment Notes). 	<p>All Staff</p>	
Standard Monitoring and Measurement Criteria			
<p>The Standard Lead(s) (see Author and Leads above) for the Waste Management Standard will carry out a review of this standard on an annual basis to ensure the standard accurately reflects current arrangements.</p>			
A.	<p>Monitoring and evaluating waste performance: Waste data will be collated in line with operational control document "OCP016 Data Procedures and Methodology".</p> <p>Performance against targets and plans, as set out in the Circular Economy Strategy, will be monitored by the Sustainability Team and reported to CEC Board annually (from 2025).</p> <p>The Sustainability Manager (Circular Economy) will arrange three compositional waste audits to be carried out by Student Green Consultant (subject to recruitment) on an annual basis.</p>		

	External Environmental Inspections will be carried out annually by the Sustainability Manager (Circular Economy). These will review external storage of waste.
B.	<p>Reporting issues: Issues regarding waste and recycling contracts, infrastructure or internal recycling service provision must be reported to the Campus Services Helpdesk who will direct the report to the appropriate service to 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 . Facilities Operations will investigate the issue.</p>
C.	<p>Information and Guidance: Waste and recycling information will be maintained on the waste and recycling section of the Sustainability webpages and Facilities Operations waste section. Waste and recycling Commercial, CRC Waste and Recycling</p> <p>For advice and support for Faculties / Professional Services on how to assist in the management of waste please contact the Campus Services Helpdesk.</p>
D.	<p>Contractors:</p> <p>Prior to conducting any operations on campus, all Estate Services contractors and subcontractors are required to complete the Contractor Online Induction.</p> <p>Waste management companies who are awarded contracts/tenders from 2025 will be required to complete the below elements of this induction:</p> <ul style="list-style-type: none"> I) Visit the university's Information for Contractors website and study the content. II) View the videos. III) Complete the induction form.
<p>Consultation list:</p> <p>Deputy Director of Commercial, Residential & Campus Services</p> <p>Senior Facilities Operations Manager</p> <p>Facilities Operations Manager (Logistics)</p> <p>Facilities Operations Manager (Compliance)</p> <p>Head of Grounds</p> <p>Sustainability Manager (Circular Economy)</p>	
<p>Version:</p> <p>Version 1 – January 2022.</p> <p>Version 2 – May 2023 (Training information updates).</p> <p>Version 3 – February 2024 (Review. Roles, responsibilities, and title amends).</p> <p>Version 4 – March 2025 (Reviewed and updated)</p>	