



Waste Management Strategy

2016/17

1. Introduction

Waste generation is integral to the business activities at Ulster University. In order to minimise environmental impacts and maximise business performance, Ulster must reduce the volume of waste generated and increase the waste which is reused and recycled.

In 2016 this Waste Management Strategy was developed by the Sustainability Manager in consultation with staff responsible for waste generation and management. It sets out arrangements to manage material resources effectively thereby reducing environmental impact and cost and increasing efficiency.

The strategy aims to bring a holistic approach to waste and provide a formal and practical basis for collecting waste data, ensuring compliance with legislation and reducing waste. It focuses on the following areas:

1. Governance – responsibility for waste issues
2. Measurement and reporting
3. Targets – setting robust, flexible and adaptable targets aligned with the University's changing business needs and performance
4. Communication with internal and external stakeholders

2. Drivers to Reduce Waste

The drivers for waste reduction at the University follow:

2.1 Legislation

The Controlled Waste and Duty of Care Regulations (Northern Ireland) 2013 implement the changes brought about by the EU Waste Framework Directive's 5-step Waste Hierarchy which establishes a priority order for waste with the highest emphasis placed on the prevention of waste followed by re-use, recycling, recovery and the last option as the disposal of waste. The 2013 regulations require all persons subject to duty of care¹ to prepare and retain written descriptions of waste and transfer notes and to furnish copies on request.

Hazardous Waste Regulations (Northern Ireland) 2005 outlines certain types of waste which are regarded as hazardous and subject to additional controls. The regulations place a duty on producers, disposers and importers of hazardous waste to pre-notify the Northern Ireland Environment Agency (NIEA) prior to its removal and to retain records of all transfers. A consignment note system must be used, and records of consignment notes must be kept for three years. See Appendix A for further Hazardous Waste guidance.

The Food Waste Regulations (Northern Ireland) 2015 provide for separate collection and subsequent treatment of food waste. Under the regulations the University is categorised as a food business and as such is required to ensure food waste is presented for separate collection and ensure it is not deposited in a lateral drain or sewer.

2.2 Corporate Responsibility and Reputation

The University, as part of its wider corporate responsibility agenda, recognises that its activities have both direct and indirect environmental impacts and it is committed to reducing these impacts.

The University generates significant quantities and various kinds of waste, from routine, non-hazardous waste from offices, food outlets and libraries to hazardous waste arising from maintenance and laboratory activity including chemical and clinical wastes.

Given the range of waste, and the fact that responsibility for waste management is devolved to Faculties and Departments, it is vital that effective arrangements are in place to ensure that waste generated is handled and managed in accordance with legal requirements.

¹ Anyone who produces, receives, holds, carries, treats or disposes of controlled waste or who, as a broker, has control of such waste. "Controlled waste" means household, industrial and commercial waste or any such waste.

2.3 Higher Education Funding Council for England (HEFCE) – Scope 3 Carbon Emissions

Scope 3 carbon emissions are indirect emissions that organisations produce through their activities, but occur from sources not owned or controlled by the organisation. Examples of such activities include business travel, commuting, supply chain (procurement), waste and water. HEFCE expects carbon management plans to include arrangements for managing scope 3 emissions².

From 2012-13 there has been provision in HESA Estates Management Records (EMR) for the calculation of all Scope 3 emissions – from water supply, wastewater treatment, waste, travel and supply-chain (procurement). The return of data in respect of waste emissions, travel and supply-chain (procurement) is recommended rather than mandatory, however this may change in the future.

2.4 Education Sector Benchmarking

Benchmarking enables the University to compare performance and learn from what others are doing. Effective environmental management provides an opportunity for the University to contribute to a sustainable future whilst making tangible cost savings.

Each year Ulster participates in the Arena Northern Ireland Environmental Benchmarking Survey. The survey is a key driver for corporate environmental management and improvement. It is recognised as a positive influencer that helps organisations throughout Northern Ireland achieve more sustainable ways of doing business.

Environmental Information for UK Higher Education Providers (HEPs) is collected as part of the Estates Management Record (EMR) data collection. The University completes an annual EMR return with information in relation to grounds and buildings, water and energy usage, waste management, transport and other environmental measurements and participates in the AUDE Green Scorecard sector review.

2.5 Costs

Figures indicate that the University spent approximately £105,951.35 on the Facilities Services waste contract costs in 2015/16. The waste reduction measures outlined in this strategy will help to reduce the University's exposure to increasing waste and recycling costs. Waste disposal and recycling costs remain high due to Landfill Tax.

The standard rate of Landfill Tax is currently £82.60 per tonne³.

² HEFCE (2010) Carbon Management Strategies and Plans: A guide to good practice.

³ Budget 2014 announced an increase in the rates of Landfill Tax for disposals of waste to landfill after 1 April 2015. The rate will not fall below £80 per tonne from 6 April 2014 to 5 April 2020.

3. Current Arrangements

3.1 Leadership and Governance

The main objectives of this strategy are to enable the University to deliver sustainable waste management, to reduce waste generation and minimize disposal costs. Faculties and Departments must co-operate and implement their duties under the strategy in recognition of the social and commercial benefits of waste management.

Ultimate accountability for ensuring the delivery of the objectives in the Waste Management Strategy lies with the Chair of the Environmental Sustainability Steering Group as the overall Sustainability Champion of the University.

It is the direct responsibility of each Faculty and Department to ensure that a suitable number of trained and competent staff are assigned responsibilities for managing waste in a safe, legal and environmentally acceptable manner.

3.2 Policy

The strategy aims to set out how the University will meet the waste commitment in its Environmental Sustainability Policy statement. The Policy states that the University will focus its efforts on *“improving waste management practices to minimise waste generation and maximise the recycling and recovery of waste which is generated”*.

3.3 Current Waste Streams and Data

Currently Faculty / Schools / Departments use a range of waste contractors to dispose of general office, commercial, hazardous and laboratory waste. This poses a challenge in relation to the monitoring and measurement of waste generated in the University.

Waste Stream	Department/Faculty with Management Responsibility	Waste Contractor
Routine Office Waste Commercial Outlet Waste Cafeteria and Catering Food Waste Cafeteria and Catering Food Waste Oil Waste Electrical and Electronic Equipment ⁴ Furniture Waste	Facilities Services	Wastebeater Wastebeater Wastebeater Frylite Computer Disposals Limited Wastebeater
Halls of Residence Waste	Residential Services	Biffa, Brickkiln and Local Authority
Grounds / Green Waste Hazardous Waste and Waste Oil Refurbishment and Construction Waste	Estates Services	McQuillan Companies Enva / Irish Waste Contractor
Laboratory / Workshop / Studio / Equipment / Chemical / Solvent / Clinical / Human Tissue Waste	Faculties	Various i.e. McQuillan Envirocare, Initial Rentokil etc.

⁴ WEEE managed by Facilities Services on behalf of ISD

4. Strategic Objectives

The Environmental Sustainability Policy statement provides a focus on waste management and makes a commitment to minimise waste generation and maximise the recycling and recovery of waste which is generated.

The three strategic objectives for the waste management strategy that *act to support* the delivery of the Environmental Sustainability Policy statement commitment are to:

1. Deliver a reduction in waste
2. Follow the waste hierarchy in seeking first to implement cost effective measures to prevent waste being produced in the first place; to minimise waste; to recycle waste and to divert as much waste as possible from landfill
3. Work together to develop solutions for reducing the University's waste

5. Targets and Actions

The quality of waste data currently available to the University varies depending on waste stream. It is fundamental for the University to be able to capture its total waste data so that in the future it can set robust quantitative waste reduction targets.

Category	Target	Key Actions	By When	By Whom
Governance and Compliance	1. Faculties / Departments to gather data on their related waste streams ⁵	1.1 Ensure local arrangements are in place to comply with waste legislation	End of 2017/18	All Faculties / Departments
		1.2 Follow the attached flowchart and complete waste matrix with information provided on Waste Transfer Notes. See Appendix B and C	End of 2017/18	All Faculties / Departments
		1.3 Provide baseline data re quantities of waste disposed as per Waste Transfer Notes	End of 2017/18	All Faculties / Departments
Monitoring and Measuring	2. Reduce the amount of routine waste generated by 15% by July 2020 based on 2009/10 baseline <i>Linked to No. 7 below</i>	2.1 Complete migration to Multi-Functional Devices in order to reduce paper waste	Date to be finalised	ISD
		2.2 Roll out Warpit system for furniture and equipment reallocation and disposal	End of 2016/17	Estates and Facilities Services
		2.3 Use Warpit system for furniture and equipment reallocation and disposal	From end of 2016/17	All Faculties / Departments
Monitoring and Measuring <i>(continued)</i>	3. Develop a system for monitoring tonnages of composted waste	3.1 Improved green waste holding/handling facilities to be constructed at the Coleraine and Magee campuses	End of December 2016	Estates
		3.2 Record quantities of green waste annually	End of December 2016	Estates

⁵ The Controlled Waste Duty of Care Regulations (NI) 2013 requires that a Waste Transfer Note (WTN) shall identify the waste to which it relates by reference to the appropriate categories of waste in the European Waste Catalogue and WTNs shall be kept for at least two years.

Monitoring and Measuring <i>(continued)</i>	4. Reduce the level of waste generated within Residential accommodation that is sent to landfill	4.1 Charity engaged for removal of student belongings at end of year (previously Chest, Heart and Stroke)	Annually	Residential Services
		4.2 FairShare/St. Vincent de Paul food collection at the end of term	Annually	Residential Services
		4.3 Book swapping facility provided within University launderettes	Annually	Residential Services
Monitoring and Measuring <i>(continued)</i>	5. Sustainability Manager to work with the Procurement Department to review all waste and recycling service providers for all waste streams with the aim of consolidation of preferred suppliers where possible	5.1 Investigate procurement data available in relation to waste disposal	End of 2016/17	Estates
		5.2 Review list of providers and establish if this can be consolidated	End of 2016/17	End of 2016/17
Monitoring and Measuring <i>(continued)</i>	6. Sustainability Manager to work with the Procurement Department to review hazardous waste in order to assess the amount of hazardous materials purchased and explore opportunities for reduction	6.1 Investigate procurement data available in relation to waste disposal	End of 2016/17	Estates / Procurement
		6.2 Review list of providers and establish if this can be consolidated	End of 2016/17	Estates / Procurement
Communication	7. Each Faculty / School / Department to ensure information on the University waste strategy and targets for waste reduction is communicated to all staff	7.1 In order to comply with Duty of Care legislation all staff to be made aware of waste disposal arrangements	By end of 2017/18	All Faculties / Departments
Communication <i>(continued)</i>	8. Students Union to regularly repeat waste related communications targeted at the transitory student population twice per academic year	8.1 Utilise social media outlets and SU magazine to include waste awareness pieces	From 2017/18	Students Union - VP Campaigns and Communications
		8.2 Focus Residential Students on tips for reducing waste at Halls of Residence	From 2017/18	Students Union - VP Campaigns and Communications
Communication <i>(continued)</i>	9. To develop awareness and guidance on waste issues, in a range of formats	9.1 Utilise Insight / Reception TVs / SU / Posters to promote waste awareness	By end of 2017/18	Estates
		9.2 Link actions in with national waste awareness weeks / campaigns	By end of 2017/18	Estates

6. Governance and Reporting

The action plan will be monitored and reported annually to ESG by the University's Sustainability Manager in collaboration with Faculties and Departments. Faculty data shall be provided to the Sustainability Manager by the relevant Head of Faculty Administration.

This Strategy sets out recommendations covering governance, procurement and communications.

Going forward it would be imperative to ensure a consistent University approach to reducing waste at source and to ensure that:

- Where possible value for money is realised by rationalising the preferred suppliers for non-hazardous and hazardous wastes generated by Faculty / School / Departments.
- Future waste recycling contracts includes provision of data collection and reporting.
- The University can continue to demonstrate compliance with legal obligations.

Appendix A – Hazardous Waste Guidance

What is hazardous waste?

Some types of waste are harmful to human health, or to the environment, either immediately or over an extended period of time. This is called hazardous waste.

Many items are classed as hazardous waste because of the substances they contain and as such require appropriate disposal, separate from the normal waste stream.

The purpose of the Hazardous Waste Regulations (Northern Ireland) 2005 is to provide an effective system of control of these wastes and to make sure they are managed soundly from their point of production to their final destination for disposal or recovery.

Hazardous Waste streams include:

asbestos waste, fluorescent tubes, clinical waste, chemicals, used oil filters, brake fluid
batteries (lead acid, Ni-Cd and mercury), some printer toner cartridges, waste paint and thinners, Polychlorinated Biphenyls (PCBs), empty gas cylinders, used oils – cooking and mechanical, WEEE goods, refrigerators and Freezers containing ozone depleting substances.

Do you use chemicals, products with hazard symbols or safety data sheets?

The Hazardous Waste regulations apply to those who produce, broker/deal, carry and receive hazardous waste to keep, treat or dispose of.

Controls on Hazardous Waste:

- Require you to notify the Regulator in advance of moving hazardous waste (pre-notification) by completing a form (consignment note);
- Set out Fees for consignment notes;
- Restrict the mixing of wastes.

What happens if my waste is hazardous?

You must tell the Regulator before your hazardous waste is removed. This is called pre-notification. You do this by filling in a form called a consignment note which you may obtain from the Regulator. The Regulator must receive the form at least three clear working days before you want the waste moved.

Who is the Regulator?

The Regulator is the Northern Ireland Environment Agency (NIEA).

Why Pre-notify?

The Regulator has to see that the waste is properly described and going to a suitable site. The paperwork also helps to track the waste to prevent illegal dumping. All of this helps to ensure that hazardous waste is handled properly – protecting the environment and preventing harm to human health.

Do I have to pre-notify each time?

Not necessarily. You can pre-notify a whole series of movements if they are repetitive – the same type of waste moving between the same places. However, each movement in the series will need a fresh consignment note. Each new consignment note must describe the waste in the batch properly, including the amount being moved. If your waste is removed on a carrier collection round, the carrier may complete all the paperwork.

What records must I keep?

Consignors, carriers and producers must keep a register of the consignment notes copies for 3 years, but consignees where the waste remains on site will need to keep copies of the consignment notes until they surrender the licence for the site they manage.

Are there fines for breaking the rules?

Yes – if a court convicts you of not complying with the Regulations you could suffer a fine of up to £5,000 and / or 2 years in prison.

Appendix B – Waste Flowchart



