Durham University

Environmental Management System – Documented Information

3.5.3 Hazardous Waste Management

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Review date:	**16/11/2023**
Clause Ref:	**EcoCampus: 3.5** **ISO14001(2015): 8.1**

Purpose

This document is to explain how hazardous waste is managed at the Institution in order to:

- address the risks and opportunities associated with the hazardous waste aspect;
- ensure that hazardous waste documentation is stored and maintained;
- ensure that hazardous waste is handled and stored appropriately;
- ensure compliance with relevant environmental legislation.

Scope

This procedure covers the storage and disposal of all hazardous waste streams, excluding laboratory chemicals, 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 transform inputs into outputs.

Responsibilities

Waste Collections Team	Responsible for ensuring waste is collected by licenced contractors and disposed of in authorised facilities and ensuring consignment notes are stored as required.
Technicians/ Porters/ GSAs	Transfer of hazardous wastes to main waste compound. Ensuring consignment notes are completed, signed and sent to Waste Collections Team.
Senior Lab Technicians	Transport and store hazardous waste from laboratories in the hazardous waste store. Arrange for the disposal of laboratory hazardous wastes.
Maintenance Services Team	Responsible for transporting all engineering hazardous waste to the main hazardous waste store.

Related Documents

Relevant environmental aspects and associated environmental impacts are detailed within the **Aspects and Impacts Register**.
Consignment notes are stored by the Waste Manager or relevant department manager.

Process

The following hazardous waste streams are generated across the institution, excluding laboratory chemicals:

- Batteries;
- Fluorescent tubes;
- Waste chemicals including solvents, degreasers, paints, oils & pesticides etc.;
- WEEE waste including hazardous WEEE.

Hazardous waste process

- Departments, other than laboratories, that generate hazardous waste are to contact the Waste Collections Team to arrange for its collection.
- The waste producer provides details of the wastes location, type, quantity, how it is contained and provide copies of the material safety data sheets (MSDS).
- The Technicians arrange to collect the waste and transfer it to the main waste compound.
- Hazardous waste is stored within the hazardous waste bins within Departmental hazardous waste stores.
- The Department/ Waste Collections Team arranges for the waste to be collected by a licenced waste contractor as and when required, providing details of the types and quantities and relevant MSDS's.
- On collection of the waste, the waste contractor must provide a consignment note with parts A to D completed, which is signed by a Technician and the waste contractor.
- A copy of the fully completed Consignment Note from the waste contractor should be requested within 7 days of the collection to confirm the consignee's receipt of the waste.
- Consignment notes are supplied by the waste contractors to the Waste Collections Team, where they are stored on the S:/Drive.

Fluorescent tubes

- The Estates and Facilities Team are responsible for transferring waste fluorescent tubes to the designated coffin which are located outside the Chemistry department and Engineering workshop.
- The coffin is collected and replaced by the contractor on request by the Waste Collections Team.

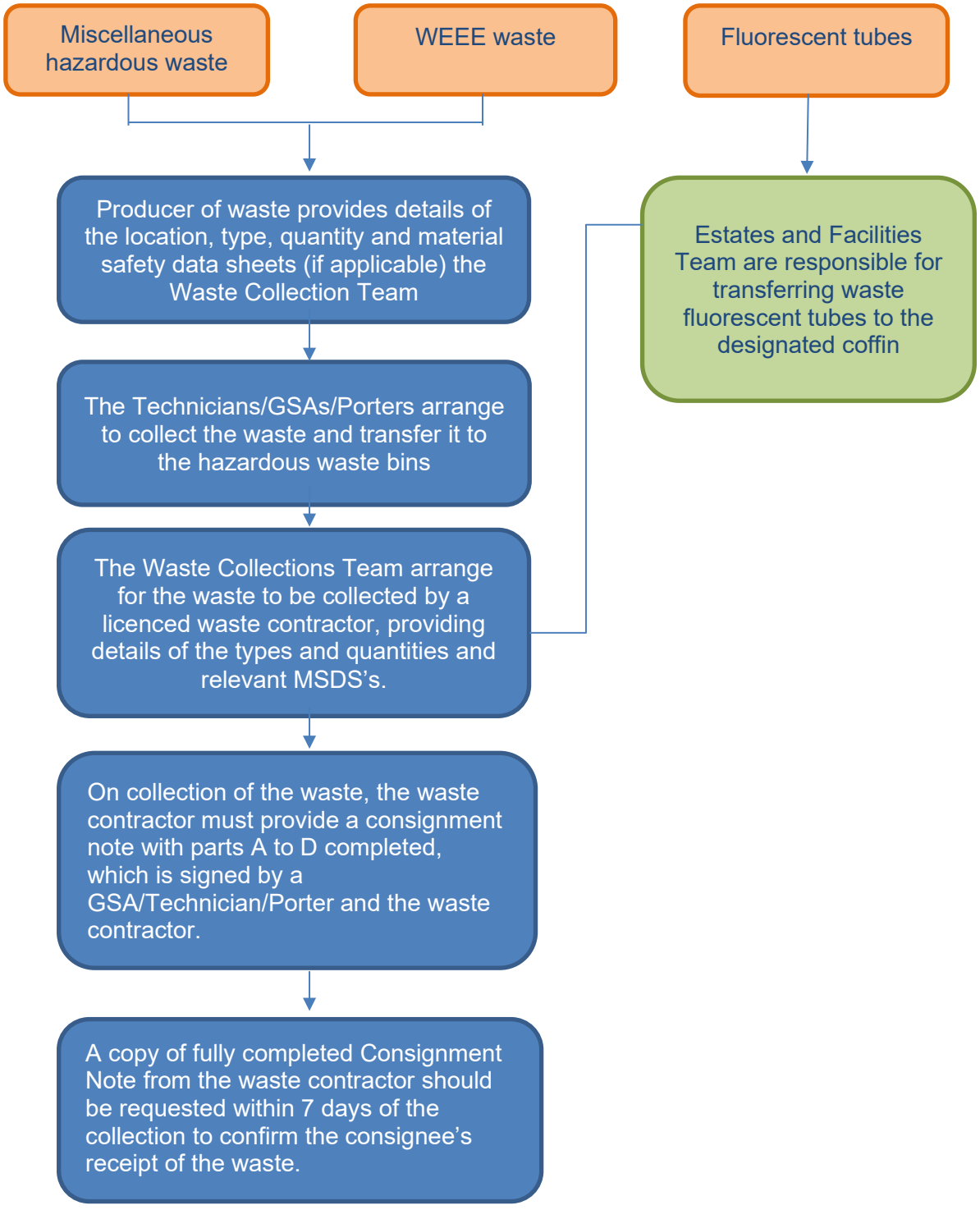
WEEE waste

- All departments that generate WEEE waste are to contact the Waste Collections Team to arrange for its collection.
- The waste producer provides details of the wastes' location, type and quantity.
- The Porters/ GSAs arrange to collect the waste and transfer it to the WEEE waste store.
- The Waste Collections Team arranges for the waste to be collected by a licenced waste contractor as and when required, providing details of the types and quantities.
- All WEEE waste is disposed of as hazardous waste therefore consignment notes are obtained for each collection.
- On collection of the waste, the waste contractor must provide a consignment note with parts A to D completed, which is signed by a Porter/ GSA/Reception and the waste contractor.

- A copy of fully completed Consignment Note from the waste contractor should be requested within 7 days of the collection to confirm the consignee's receipt of the waste.
- Consignment notes are supplied by the waste contractors to the Waste Collections Team, where they are stored on the S:/Drive.

Batteries
Battery boxes are supplied by Valpak and are located in various Departments, collections are arranged on request by individual Departments.

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



Transport
The University is registered as a Upper Tier Waste Carrier Dealer, waste is transported from University premises to Green Lane by GSAs, Porters, and Grounds Staff, CBDU410975.

Waste inventory
Separate waste inventories for all 3 sites provide further details of all the waste streams, storage locations, containers, frequency of collections and the contractors' applicable licences, permits and exemptions. These are stored on the housekeeping shared drive. The table below summarises the waste streams and contractor details:

Waste Stream	**EWC Code**	**Waste Carrier**	**Registration Certificate**	**Expiry Date**	**Waste Disposal Facility**	**Site License or Permit (Registered Exemption)**
Misc. hazardous waste	Various	Enva Scotland Ltd	SWE/017796	01.04.2025	Enva, Gateshead	PP3633TC/V003
Misc. hazardous waste	Various	(Tradebe) Avanti Environmental Group Ltd	CBDU76981	03.01.2025	Knowsley, Liverpool	EPR/XP3038HX
WEEE waste	200135	Biffa Waste Serviced Limited	CBDU104360	23.05.25	GAP Haulage, Gateshead	EPR/EB3805KW/V002
Fluorescent tubes	200121	Electrical Waste	CBDU166985	06.04.2023	Electrical Waste, Huddersfield	EPR/QP3034KA

Monitoring
Consignment notes are to be checked for a full description of the hazardous waste; details of how the waste is packaged; quantity; place date and time of transfer; name and address of both parties; details of the permit (or exemption) of the person receiving the waste; the EWC code for the waste; the 2007 SIC code for the producer and a statement confirming the waste hierarchy has been applied.

Documented information
All documented information relating to the disposal of the waste streams covered by this process are stored by the Waste Collections Team in the Estates and Facilities Department.
Relevant documented information include:

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

Preparation for Emergency

- In the event of a chemical spill, the spill process 3.6.2 should be followed.
- The incident is to be recorded on the environmental incident form.
- Should there be a major emergency or accident this should be reported to Estates and Facilities Team or if out of normal working hours, the Security Office who would then take control and responsibility to deal with the incident.

Spill procedure summary: Close off the source of the spill and collect spill kit. Contain the spill. Collect the spilt material using appropriate absorbent material. Communicate with internal personnel as appropriate and clear the spill away. Record and report the incident.

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:
04/06/2020	1.0	S. Park	
27/11/2020	1.1	S. Park	J. Robson
11/11/2021	1.2	N. Harris	
24/11/2022	1.3	S. Park	
18/07/2024	1.3	D. Hatfield	

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