

Environmental Code of Practice: ECP4 Municipal Recyclable and General Waste Management

Responsible for this policy

Registrar and Chief Operating Officer

People who need to read this policy

University staff, students, users of and visitors to the university

Relevant to Academic Partnerships?

No

Date the policy was introduced

September 2015 (ECP4), May 2014 (ECP3)

Date(s) when the policy was modified

October 2016, February 2017, April 2018, April 2021 (ECP3), October 2014, June 2016, March 2017, November 2018, April 2021, February 2024 (ECP4)

Next review date

April 2027.

Date policy approved

21 May 2024

Responsible for reviewing this document

Associate Director, Safety, Health and Environment

Relevant documents

- [Technical Guidance WM3L Waste Classification – Guidance on the classification and assessment of waste.](#)
- [Waste \(England and Wales\) Regulations 2011 \(as amended\)](#)
- [Environmental Protection Act \(1990\).](#)

Related policies and documents

- [ECP5 Hazardous and Offensive Waste](#)

- [Environmental Management, Energy Management and Sustainability Policy](#)
- [LJMU Recycling Webpages](#)

Contents

Responsible for this policy	1
People who need to read this policy	1
Relevant to Academic Partnerships?	1
Date the policy was introduced	1
Date(s) when the policy was modified.....	1
Next review date.....	1
Date policy approved	1
Responsible for reviewing this document	1
Relevant documents	1
Related policies and documents.....	1
Contents.....	2
Environmental Code of Practice: ECP4 Municipal Recyclable and General Waste Management.....	4
Purpose of this Code of Practice.....	4
Definitions.....	4
What is Recyclable and Non-Recyclable ('General') Waste?.....	4
Guidance	5
Responsibilities	5
University Responsibilities	5
Faculty and Divisional Responsibilities	6
Safety, Health and Environment (SHE) Department Responsibilities.....	6
Failure to Comply.....	6
Preparation and Storage (before collection)	6
Waste Sack Colour Coding	6
Collection and Waste Transfer Notes	7
LJMU Municipal Recycling and General Waste Disposal Arrangements	7
Appendix 1	7
Definitions.....	7
Appendix 2	9
Responsibilities	9

2.1 University Responsibilities	9
2.3 Faculty and Divisional Responsibilities	11
2.4 Safety, Health and Environment (SHE) Department Responsibilities.....	12
Appendix 3	12
Waste Transfer Note (WTN)	12

Environmental Code of Practice: ECP4 Municipal Recyclable and General Waste Management

Important

This code of practice forms part of the university's recycling and resource management policy and replaces all previous issues

Purpose of this Code of Practice

This document supports Liverpool John Moores University's (LJMU) [Environmental Management, Energy Management and Sustainability Policy Statement](#). The purpose of this Code of Practice is to outline:

- The identification of the types of municipal recyclable and general waste produced by the university in its day-to-day activities
- The duty of care for disposal of municipal recyclable and general waste
- Nominated roles and responsibilities
- The correct internal processes for municipal recyclable/general waste disposal.

For clinical, offensive or hazardous wastes refer to [ECP5 Hazardous and Offensive Waste](#).

Definitions

Waste and recycling are heavily regulated and complicated areas. Many of the terms involved are defined in Appendix 1 for reference.

What is Recyclable and Non-Recyclable ('General') Waste?

LJMU activities result in the production of waste resource streams including recyclable materials (paper, cardboard, glass, plastics), general mixed municipal waste, batteries, fluorescent lamps, projector lamps, waste electrical and electronic equipment (WEEE), chemical waste, clinical waste and hazardous waste. We are committed to minimise waste production and improve performance in recycling, waste diversion, and waste handling practice across the university's premises.

Guidance on a product's/material's re-use/recycling potential may be printed on the product's packaging or available from the product supplier's website.

Information on how and where to recycle and dispose of waste on campus (including what can go in the green coloured 'mixed recyclables' bins), is also available from [the recycling and waste management web pages](#).

Other waste types may have the potential to be recycled but, in their original form, are classified as hazardous/offensive waste under [Technical Guidance WM3: Waste Classification - Guidance on the classification and assessment of waste](#) (what was the European Waste Catalogue (EWC)) criteria and as such may require treatment/special arrangements prior to collection by a waste carrier. Such waste types must not be passed to Campus Services for inclusion into the municipal recycling or general waste streams.

Some common examples of these types of waste streams are WEEE, batteries and laboratory equipment. Refer to [ECP5 Hazardous and Offensive Waste](#) for more detailed disposal advice on these waste streams.

Guidance

There are three key pieces of guidance a user may need to refer to for help and for filling in documentation:

- [Technical Guidance WM3: Waste Classification - Guidance on the classification and assessment of waste \(for EWC Codes – App. A of TG WM3\)](#)
- [Waste duty of care code of practice](#)
- [Dispose of business or commercial waste](#)

Responsibilities

LJMU's overarching [Environmental Management, Energy Management and Sustainability Policy Statement](#) requires all LJMU staff, students, visitors, service suppliers and partnering organisations to comply with this Code of Practice, which forms an integral part of our vision: "of being an inclusive civic university transforming lives and futures, by placing students at the heart of everything we do".

University Responsibilities

As a producer/holder/transferor of municipal recyclable/general waste, the university has an overarching duty of care to ensure that all wastes are collected, treated and disposed of according to the Waste Hierarchy and in accordance with legislation.

The university must:

- keep waste to a minimum by doing everything reasonable to prevent, reuse, recycle or recover waste (in that order)
- sort and store waste safely and securely
- complete a waste transfer note for each load of waste that leaves the university premises
- check that our waste carrier is registered to dispose of waste
- not allow the waste carrier to dispose of our waste illegally

Detailed responsibilities are given in Appendix 2.1.

Estate Development and Campus Services Responsibilities

Estate Development and Campus Services have the delegated responsibilities of facilitating the collection, treating and disposing of wastes; maintaining the processes; and the collecting and storing evidence legal compliance. Note that the above do not have responsibilities for special waste categories arranged and managed by faculties.

Detailed responsibilities are given in Appendix 2.2.

Faculty and Divisional Responsibilities

Faculty PVCs and Divisional ELT members and Faculty Heads of Operations are accountable for ensuring that the responsibilities for complying with waste and recycling requirements are communicated to and discharged by all those whose activities result in the production, treatment, storage and disposal of their Faculty/Division's waste.

Detailed responsibilities are given in Appendix 2.3.

Safety, Health and Environment (SHE) Department Responsibilities

The SHE Department has responsibilities for co-ordinating and auditing arrangements. This involves ensuring compliance with environmental legislation across the university and working out where improvements can be made.

Detailed responsibilities are given in Appendix 2.4.

The SHE Department can be [contacted](#) about issues or suggestions for improvements on environmental management.

Failure to Comply

A person who produces waste is, by law, obliged to ensure the compliant disposal of the waste. It is illegal and therefore prohibited for LJMU staff to dispose of waste in a non-compliant manner.

Preparation and Storage (before collection)

Waste Sack Colour Coding

The following waste sack colour coding must be used to assist with statutory compliance requirements, prevention of injury occurring from concealed sharps, and to ensure that hazardous and offensive waste may be identified:

Waste Type	Bag / Sack Type
Clinical / Infectious	Yellow
Autoclaved	Blue

Offensive	Yellow with black stripes
General	Translucent / Clear
Recycling	Translucent green

Storing Municipal Recycling and General Waste

Municipal recycling/general waste should be stored responsibly to prevent trip hazards, leaks or escape into the surrounding environment, unauthorised tipping, and any harm to staff, students, visitors or contractors who may unknowingly encounter the waste.

Estate Development and Campus Services have responsibility for the oversight, collection and transfer of municipal recycling/general.

Detailed responsibilities are in Appendix 2.2.

Collection and Waste Transfer Notes

A waste transfer note (WTN) is a legal document to evidence that municipal recycling/general waste has been collected by an approved Waste Carrier. It is an important part of the waste arrangement system.

Details about WTNs are given in Appendix 3.

LJMU Municipal Recycling and General Waste Disposal Arrangements

A user-friendly [Municipal Recycling and Waste Disposal Guide](#) is available on the university's website as a supporting tool to this Code of Practice, and for use by LJMU staff for disposal methods of conventional recycling streams and general (non- recyclable) waste. It covers wastes such as paper, confidential wastes, cardboard, plastic bottles, food and drink tins, glass and bulky items.

Although not covered in this ECP there is also a [Hazardous and Offensive Waste Guide](#) which covers more difficult to treat and dispose of items such batteries, printer cartridges, WEEE (Waste Electrical and Electronic Equipment) and laboratory wastes.

Appendix 1

Definitions

Waste

A material is considered to be "waste" when the producer or holder discards it, intends to discard it, or is required to discard it.

Waste hierarchy

Regulation 12 of the Waste (England and Wales) Regulations 2011 requires that an organisations volume of waste production be managed through the application of a 'waste hierarchy', which ranks waste management options according to what is best for the environment. The hierarchy lists control measures, which should be fully applied to waste before final disposal.

WASTE HIERARCHY - **Step Up & Go Green**



Powered by Recycling.com

Discard

To 'discard' does not simply mean throwing away or getting rid of something. Discarding also covers activities such as assigning something for re-use, preparing materials and products for recycling/materials recovery operations all of which put waste products and material back into good use.

Producer

The term 'producer' applies to any person (student, staff member visitor or service provider/contractor) whose activities produce waste.

Holder

The waste 'holder' is the producer or otherwise legally responsible person who has custody of the waste prior to its collection from LJMU premises.

Transferor

The 'Transferor' of the waste is the legally responsible person who supervises the collection and removal of waste from LJMU premises by a registered 'Waste Carrier'.

Transferee

The 'transferee' is the waste receiver's employee who accepts the waste from the 'transferor'.

Waste carrier

The university's current waste collectors are classed as 'carriers' of waste. LJMU employ several different carriers depending on the type of waste.

Waste receivers

Those are organisations that receive the waste from the university (transferor), such as the carrier or the treatment/disposal site who treat it.

Appendix 2

Responsibilities

2.1 University Responsibilities

As a producer / holder / transferor of municipal recyclable/general waste, the university has an overarching duty of care under the EU Waste Framework Directive 2008 (Retained EU law) – transposed into the Waste (England and Wales) Regulations 2011 – to ensure the following steps are fulfilled:

- Apply the European Waste Hierarchy by priority of:
 1. Prevention
 2. Assessment of discarded materials' suitability for re-use and facilitate preparation of the same for re-use
 3. Recycling
 4. Other recovery, e.g., energy from waste (incineration)
 5. 'Last resort' disposal, e.g., landfill
- Register for relevant environmental permits and/or exemptions as required
- Where technically, economically, environmentally practicable, to separate and store waste appropriately, i.e., paper, plastic, glass and metal
- Apply for and manage 'carriage' licences and exemption certificates; this refers to permits for staff and vehicles to carry waste and certain types of hazardous waste from one site to another for purposes of consolidation, prior to collection by a licenced waste carrier
- Prevent unauthorised or harmful deposit, treatment, or disposal of waste
- Prevent the escape of waste under its control
- Ensure that any intermediary the university transfers waste to has a current valid waste carrier's licence for the category of waste being transferred
- Provides an accurate description of the waste when it is transferred to another person.

Where special municipal recycling and general waste collections are commissioned (e.g., skip collections), the university must ensure that the following additional requirements are discharged by the waste producer:

- Each skip collection of municipal recycling or general waste is recorded via a duly completed Waste Transfer Note that provides:
 - An accurate description of the waste to be disposed of
 - The correct standard industrial classification (SIC) Code
 - 85 42/1 if the wastes arise from teaching activity
 - 85 42/2 if the wastes arise from research activity
 - The correct European Waste Catalogue (EWC) Code
- That the 'Producer' of the waste retains such Waste Transfer Notes for a minimum of two years.

2.2 Estate Development and Campus Services Responsibilities

The following delegated responsibilities are discharged within Estate Development and Campus Services:

- Registration of premises and payment (if applicable) for permits/exemptions to store and manage waste created by Estate Development and Campus Services activities
- Defined support services to the university's premises, including registration for carriage permits and associated Waste Management Exemption Certificates
- Tendering and oversight of the contract for municipal recycling/general waste collection, carriage and disposal services
- Verifying that the university's municipal recycling/general waste management services are provided by a duly licenced waste carrier
- Ensuring each building has a secure, compliant municipal recycling/general waste storage area with sufficient capacity to safely accommodate and contain the volume of waste resource produced by the same
- To provide a municipal recycling/general waste collection service throughout the
- To maintain Estate Development and Campus Services records
- Ensuring that the university's premises are provisioned with suitable and enough municipal recycling/general waste bins.
- Monitoring and reporting municipal recycling/general waste data,
- To support the university's Environmental Management System (EMS) which includes maintenance of a central register that collates and records Divisions'/Faculties' local waste arrangements as applicable to their respective areas
- Periodic review of any supplementary Faculty/Divisional municipal recycling/general waste resource discarding arrangements
- To act as a point of contact for enquiries pertaining to the waste data reported to the annual Estate and Facilities Management Return
- Assist with the identification/delivery of waste resource management awareness training for Estate Development and Campus Services staff who have an active role in the university's waste resource management arrangements
- Supporting production of university guidance on selection of waste and resource signage and receptacles

- To source and facilitate provision of competent advice to support fulfilment of local responsibilities as listed in the Faculty and Divisional responsibilities.

For waste collection and storage, Estate Development and Campus Services must:

- Keep written instructions on where and how to store municipal recycling/general waste before it is collected
- Ensure that all wastes and waste containers are clearly labelled
- Ensure that the waste collected and transported to a building's recycling/waste resource management area is deposited into the correct Eurocart/compactor/container. Current contractors' arrangements:
 - Dry mixed recycling - Grey Eurocarts
 - General waste – Blue lidded, yellow Eurocarts/compactor
- Ensure that where waste is stored in containers located in external areas, that all associated covers and lids are securely fitted and locked to prevent unauthorised tipping, contamination of waste streams, waste from being exposed to vermin, and effects of the weather (rainfall/high winds)
- All waste containers and storage compounds must be away from entrance / exit doors, the sides of buildings (especially windows) and fire escape dispersal routes (at least 5 metres for small bins and 10 metres of waste skips and commercial waste bins)
- Ensure all Eurocarts are secured (locked) when not being filled or decanted and the brake applied
- Make regular checks of recycling and general waste Eurocarts for leaks, damage, defective wheels etc. and other potential risks.

2.3 Faculty and Divisional Responsibilities

Faculty PVCs, Divisional ELT members and Faculty Heads of Operations are responsible for ensuring those whose activities result in the production, treatment, storage, and disposal of their Faculty/Division's waste:

- Identify and record the local roles (including secondary contacts), responsibilities and levels of competency necessary for those who may commission special/ad hoc municipal services
- Operate and manage a secure and accessible record-keeping system to facilitate two-year retention of Waste Transfer Notes
- Ensure that all local Faculty/Divisional recycling and waste arrangements are registered in the university's Environmental Management System (EMS)
- Ensure that the university's waste and recycling policy documents are regularly and consistently communicated to students and staff
- Supporting the university's statutory duty of care to ensure appropriate segregation of municipal recycling fractions from general waste streams
- When seeking to dispose of significant quantities of municipal recycling/general waste (e.g., office clearances) to:
 - Evaluate the re-use/recycling potential of the waste (application of the Waste Hierarchy)

- Undertake an assessment of the waste fractions to determine volume, type and appropriate European Waste Catalogue Code(s)
- Contact the appropriate Site Facilities Supervisor to review and confirm volume, type and proposed European Waste Catalogue Code(s)
- Provide the name and contact details of the faculty/divisional colleague who will complete the Waste Transfer Note supplied by the waste carrier.

2.4 Safety, Health and Environment (SHE) Department Responsibilities

The SHE Department has responsibilities for co-ordinating and auditing the university's arrangements. This involves ensuring compliance with environmental legislation across the university and working out where improvements can be made. This includes:

- Leading on the development of waste and recycling management strategies and policies in line with legislation and current standards
- Informing and advising the Environmental Management and Sustainability Panel on recycling and waste legislation, assisting with determination of university policy, objectives and targets
- Production of resource related University Codes of Practice as directed/commissioned by the Environmental Management and Sustainability Panel
- To host, support and develop the university's Environmental Management System (EMS) and EcoCampus (Environmental Management System) participation.

Appendix 3

Waste Transfer Note (WTN)

The WTN provides:

- Details and associated credentials of the Producer, Transferee, Transferor, Waste Carrier and the Waste Dealer/Broker (if known)
- The time, date and place of the transfer
- A statement confirming that the Producer has fulfilled their duty to apply the Waste Hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011
- An accurate description of the waste to be collected inclusive of such information the Producer is reasonably in a position to provide to ensure the lawful and safe handling, transport, treatment, recovery, or disposal by subsequent holders of the waste including:
 - The SIC code relating to the transferor's business
 - Classification of the waste by using the appropriate codes (formally referred to as the List of Wastes (LoW) or [European Waste Catalogue \(EWC\)](#)) - [Technical Guidance WM3: Waste Classification](#) - Guidance on the classification and assessment of waste

- Its quantity and nature and whether it is loose or in a container
- If in a container, the type of container.

END OF POLICY
