

**Newman University**

**Waste Management Strategy 2017 – 2022**

## Contents

	<u>Page</u>
1. Executive Summary	1
2. Scope, legal compliance	2
3. Waste transfer notes	2
4. Production of waste	4
5. Roles and responsibilities, communication	5
6. Reporting on waste management	6
7. Capital projects	6
8. Recycling Centres	7
9. Waste stream maps	8
10. Smart targets	12

# 1. Executive Summary

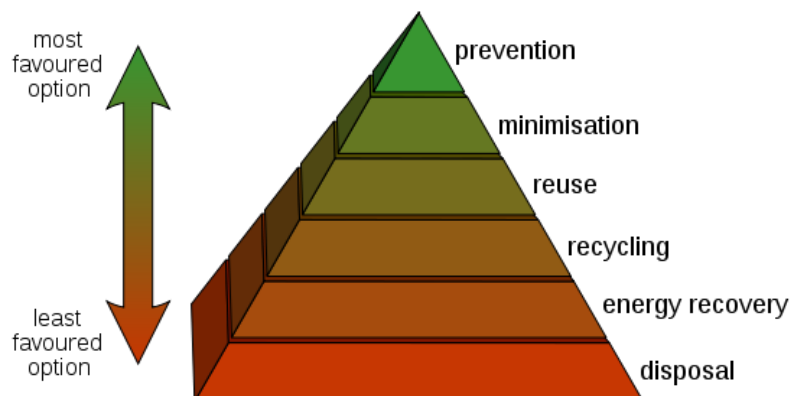
Newman University recognises that waste generated from the activities of higher education has a significant impact on our environment, not only using valuable natural resources, but also disposing of waste to a landfill or incinerator and this has a major impact on our environment.

The strategy identifies how the University minimises the impact of producing waste, how waste is handled, segregated and where possible recycled.

The disposal of waste is a significant cost to Newman University, currently at around £16k per annum. The University has made a significant drive to drastically reduce the waste produced on the campus over the past 5 years; external skip movements have reduced by 90% since 2009, as the University instigated an aggressive recycling process across the University campus.

Waste management has been identified as a significant environmental aspect and impact within the University’s Environmental Management System, Eco Campus. Newman University joined the Eco Campus standard in 2010. Newman University is currently at the Gold standard of the process and Newman University will be re assessed for the gold award in late 2017, following which work will then progress towards the platinum standard of the award.

Newman University uses the principals of the waste management hierarchy, the favoured option is to prevent or minimise waste, where this is not practical the University will try to reuse, donate or sell redundant pieces of equipment, if this is not practical then the waste will be recycled with the University’s final option being to investigate energy recovery or disposal to a controlled disposal outlet.



Newman University has invested in a recycling area at the South end of the Bartley Green campus. This area is dedicated to further segregation of all waste streams; the recycling compound also houses the baling shed, cardboard skip, glass skip, metal holding area, general waste container, with two containers to hold electrical waste and non-ferrous metals such as copper and aluminium.

Newman University’s environmental policy sets the targets for waste management every year.

## **2. Scope of the control of Waste Management**

The management of waste at Newman University is the responsibility of the Estates and Campus Services department. The department manages and controls all of the waste streams at Newman University.

All waste generated at Newman University is handled by the housekeeping department, and placed in the appropriate containers around the campus. Each office and teaching area has a general waste bin and recycling bin, these bins are emptied every work day with areas including the library and sports facilities also being emptied on Saturday by weekend staff.

Newman University has various recycling stations located across the campus areas, including the main atrium in Dwyer building, main corridor outside the Finance department, Sanctuary, the halls of residence, Elgar building, Darwin and Edwards building.

### **2.1 Legal Compliance relating to the control of Waste Management**

Newman University's Environmental Policy and risk register have identified waste management as an insignificant impact.

Below are the relevant requirements Newman University must comply with as a minimum:

- Environmental Protection Act 1990
- Waste Regulations 2011
- Environmental Permitting Regulations 2010
- Landfill regulations 2002
- Hazardous waste regulations 2005
- Control of Asbestos Regulations 2012
- Waste Electrical and Electronic equipment (WEEE) Regulations 2006
- Environmental Permitting Regulations
- Waste Batteries and accumulator's regulations
- End of life vehicles regulations 2009. (University fleet vehicles)

Newman University has a duty of care, which is a legal requirement, to track all waste generated from its activities, enabling the University to know how the waste is being managed and disposed of.

A copy of all waste transfer notes can be found within the Estates and Campus Services administration office located currently in the McAuley building.

## **3. Waste transfer notes**

Waste transfer notes must contain the following information:

- The contact details of the waste producer
- A description of the waste, including its EWC code and how its packaged and contained

- The quantity, volume or weight of the waste.
- The date of the transfer and signatures of the producers and receivers of the waste

Newman University’s legal obligations for managing non-hazardous and hazardous are to:

- Keep waste transfer notes for two years and waste consignment notes for three years
- Keep copies of the Environmental Permits of the waste facilities accepting the waste
- Keep copies of the Waste Carriers Certificates of the contractors moving the waste from the campus
- Ensure that the waste streams are correctly identified and labelled
- Ensure the waste streams are stored correctly and appropriately prior to any collection from the University and disposal and that the storage areas locations around the campus are secure, contained and properly labelled

Hazardous and non-Hazardous waste streams are stored in the following areas:

- Main recycling Centre located on the student car park
  - Baling container
  - Metal storage and bulking
  - Glass container
  - Wood
  - Plastics holding area
  - Cardboard container
  - Paper storage
  - General waste container
  - Wilby Building Services Waste
  
- Secondary recycling and storage facility behind the sanctuary.
  - Cardboard container
  - Paper storage area
  - General waste holding container
  
- WEEE waste M&M store located within the Sturge building
- Hazardous waste cupboard basement of the Julian of Norwich Building
- Needles and sharps (Edwards sports laboratory, old security lodge Sturge building)
- 4 Composting containers around the grounds

The management arrangements of these areas are the responsibility of the Estates and Campus Services department and these areas are monitored by the Environmental Advisor and external fire consultant. Non-hazardous waste is managed and handled by the housekeeping department; hazardous waste is managed and disposed of by external contractors.

Please refer to the campus map showing all waste management locations, around the campus.

#### **4. Production of Waste and waste stream maps**

The following waste streams are produced from the learning, teaching and research activities at Newman University:

General waste – BCC to incineration

Cardboard – R&S Recycling, Redditch for recycling

Paper – BCC for recycling

Plastic – R&S Recycling, Redditch for recycling

Metals – RK Services for recycling and revenue return.

Drink cans - RK Services for recycling and revenue return.

Food - BCC to incineration, or where possible to Bartley Green Food Bank.

Plastic bottles – R&S Recycling, Redditch for recycling

Confidential waste – Veolia Environmental for controlled disposal

WEEE waste – RK Services for controlled disposal

Asbestos waste – Central Asbestos for Controlled disposal

Cooking oil - – Olleco for recycling

Food waste - BCC to incineration

Chemical waste from the Laboratory – Aqua force or Pro Clean for Special Waste disposal.

Printer Toners – Lyreco for recycling

Light Bulbs – Aquaforce special waste for recycling

Chemical Waste Streams various and Hazardous Waste – Aqua Force Special Waste

Compost – Bulked on campus reused for recycling on the ground maintenance.

Computer and redundant IT kit – PRM Green Technologies

As a Catholic University, and in conjunction with the Chaplaincy department and Environmental Committee, Newman University would ensure wherever possible items that may be re-used are donated to local charities supported by the University these charities are St Chads charity in Birmingham that support the homeless and asylum seekers, St Marys charity in Birmingham that provides local hospice care, and the Fire side charity that helps the homeless in Birmingham.

All metals, plastics, cardboard are sold on the open market and revenues produced from the sale of these waste streams are reinvested in green projects at Newman University.

Investments include supporting Green Week and investment in the use of Photo vatic panels which produce electricity on the campus.

## 5. Roles and Responsibilities

It is the responsibility of the Housekeeping department to provide adequate general waste and recycling bins at Newman University. Each office and general teaching space will have a general waste bin and recycling bin. Within the halls of residence every kitchen will have a general waste bin, paper bin, cardboard, plastics and metal bins.

General waste bins will be emptied every week day and recycling bins will be emptied three times per working week. All waste and recycling bins located on the North elevation of the campus go to the waste and recycling holding area behind Sanctuary. The general waste from this area is moved every day to the main recycling compound where the contents are further recycled. General waste is then baled by the environmental technician and placed into the general waste bin provided by Birmingham City Council. All dialogue between Newman University and Birmingham City Council is the responsibility of the housekeeping department or Estates department.

Waste from bins at the South facing side of the campus will be taken to the recycling centre on the student car park, and the same process as detailed above will be followed.

Newman University has various recycling stations around the campus, these can be found in the following locations.

- Dwyer Building opposite the atrium café
- Darwin Building first floor
- St Chad library
- Sanctuary
- Edwards Building (including the all weather sports pitch)
- Dupuis Building opposite entrance to the finance department
- Chapel Walk, entrance to Littlemore
- Elgar building top floor

### **Reuse or Resale of Equipment**

Disposal of University assets is the last resort, Newman University has started selling redundant equipment on the auction website eBay, the University has sold redundant mobile phones, gym equipment, etc, and funds raised from selling on the eBay site are reused to fund further green projects at the University.

### **Communication**

Staff, students and contractors receive information regarding Waste Management at Newman University. Staff are made aware of our sustainable campus as part of the staff induction, this is mandatory for all new staff to attend. Students receive information as part of the induction process when they start at the University prior to the course commencing, and all contractors must sign the Control of Contractors Permit to Work, with the handbook identifies the processes regarding waste management, and includes the contractual requirement that all metal waste is retained by the University.

Staff and Student inductions are focussed on recycling at the campus.

## **6. Reporting on Waste Management**

The activities relating to waste management are reported directly into the Environmental Committee on a yearly basis with the yearly report highlighting the University's activities, including waste to incineration, landfill and all recycling activities. Every year a return is made to HEFCE known as the EMR with all waste management activities and volumes being reported.

The Estates department have recently developed a new energy report which gives details on a weekly basis all of the electricity and gas used, by main and sub meters. The report will also include waste management volumes on a weekly basis, and from the end of 2017 will be made available on SharePoint for both staff and student information.

## **7. Capital Projects and Soft Strip**

Newman University Estates department will soft strip any building or area prior to any major regeneration or upgrade, thus minimising the impact of construction waste, as soft stripped items will be reused around the campus to support ongoing maintenance. Items of soft stripping include the following:

- Furniture
- Lighting
- Mechanical Services
- Electrical wiring
- Windows and glass
- Doors and locks
- Carpet Tiles
- Door closures
- Ceiling tiles (where possible)
- Scrap metal, including piping, radiators
- Teaching equipment including projects, IT equipment
- Storage areas, safes
- Automated doors
- CCTV, access control equipment

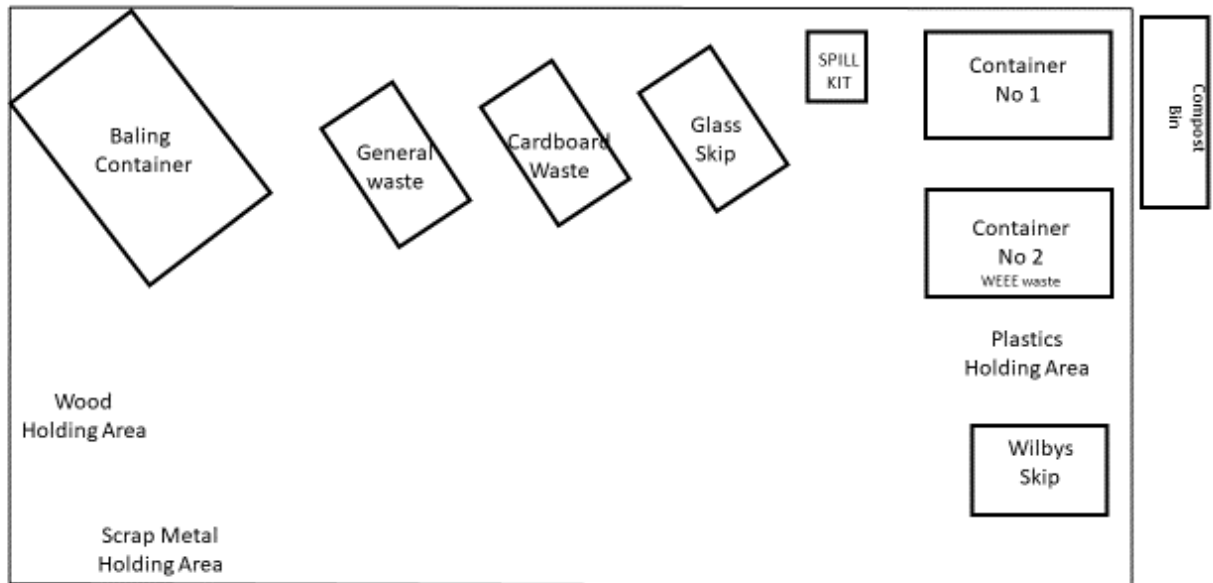
### **New Sturge extension, new accommodation block waste streams**

The housekeeping department are responsible for the servicing of both new buildings; general waste will be removed from every kitchen each week day, the recycling bins will be serviced three times per week, with all waste streams will be taken to the waste holding area behind the Sanctuary. General waste will be moved to the main recycling centre located on the student car park for further segregation prior to it being baled and placed in the general waste skip provided by Birmingham City Council. Cardboard, paper, plastics will be held in the recycling holding area behind Sanctuary with these waste streams being collected by R&S Recycling Services. Metals will be removed to the main recycling centre for bulking prior to be sold on the metal market. These principles and also apply to the new Sturge extension.



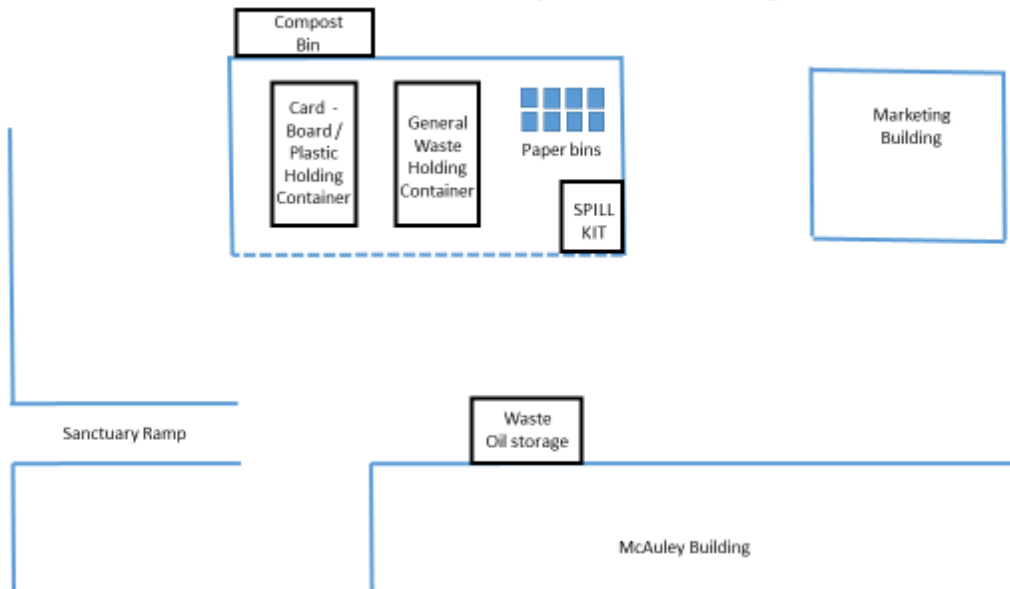
## 8. Recycling Centre Student Car Park

### Newman University Recycling Centre Student Car Park



## Recycling Holding area Sanctuary

### Newman University Waste Holding Area



## 9. Waste stream Generation by building and major activity

Building	Activity	Department	Process	Waste stream	Frequency	Disposal Outlet
St Chad	Academic teaching, Social area, Library, Cafe	Library Catering Reception Faculty of ED Faculty of AS & PS Security Portering	Housekeeping collates and takes to Recycling Centre. Recycling technician collects all recycled materials.	Cardboard, Paper, Plastics, Pop Cans, General Waste Chemicals	3 x week 3 x week 3 x week Every Day As required	R&S Recycling  BCC Aqua Force
Dwyer Building	Academic teaching, Social area, Student area	Faculty of ED Faculty of AS & PS Reprographics Student Services University Leadership Team	Housekeeping collates and takes to Recycling Centre. Recycling technician collects all recycled materials.	Cardboard, Paper, Plastics, Pop Cans, General Waste  Confidential Waste	3 x week 3 x week 3 x week Every Day  As required	R&S Recycling  BCC  Confirm
Darwin Building	Academic teaching	Faculty of ED Science lab two	Housekeeping collates and takes to Recycling Centre. Recycling technician collects all recycled materials.	Cardboard, Paper, Plastics, Pop Cans, General Waste  Waste Chemicals	3 x week 3 x week 3 x week Every Day  As required	R&S Recycling  BCC  Aquaforce
Elgar Building	Academic teaching, Arts Department	Faculty of ED. Faculty of AS & PS	Housekeeping collates and takes to Recycling Holding Centre. Recycling technician collects all recycled materials.	Cardboard, Paper, Plastics, Pop Cans, General Waste  Waste Chemicals from Arts department	3 x week 3 x week 3 x week Every Day  As required	R&S Recycling  BCC  Aquaforce
Sturge Building	Academic teaching,	Faculty of ED Faculty of AS & PS	Housekeeping collates and takes to Recycling Centre. Recycling technician collects all recycled materials.	Cardboard, Paper, Plastics, Pop Cans, General Waste	3 x week 3 x week 3 x week Every Day	R&S Recycling  BCC

Dupuis Building	IT Services HUB Area Service areas	IT Services. Exams & Assessment. Student Union Chaplaincy Careers HR Finance Health & Safety MIS Bar	Housekeeping collates and takes to Recycling Centre. Recycling technician collects all recycled materials.	Cardboard, Paper, Plastics, Pop Cans, General Waste  Food Waste  Waste cooking oil  Glass bottles  IT equipment	3 x week 3 x week 3 x week Every Day  Every day  As required  End of each night As required	R&S Recycling  BCC  Macerator  Need to confirm  BCC  PRM Green Technologies
Julian of Norwich Building	Psychology Counselling Chapel Estates	Faculty of AS & PS Chaplaincy Estates Maintenance	Housekeeping x 4 collate and take waste to Recycling Centre. Recycling technician collects all recycled materials.	Cardboard, Paper, Plastics, Pop Cans, General Waste	3 x week 3 x week 3 x week Every Day	R&S Recycling  BCC
Edgbaston halls	Accommodation office	Student accommodation	Housekeeping x 4 collate and take waste to Recycling Centre. Recycling technician collects all recycled materials.	Cardboard, Paper, Plastics, Pop Cans, General Waste  Food Waste  Room waste (left overs) End of semester	3 x week 3 x week 3 x week Every Day  As required  As required	R&S Recycling  BCC  Food bank  Charity shop
Littlemore	Academic offices.	Faculty of ED Faculty of AS & PS.	Housekeeping collates and takes to Recycling Centre. Recycling technician collects all recycled materials.	Cardboard, Paper, Plastics, Pop Cans, General Waste	3 x week 3 x week 3 x week Every Day	R&S Recycling  BCC Collect once per week.
Maryvale	Accommodation office	Student accommodation	Housekeeping x 4 collate and take waste to Recycling Centre.	Cardboard, Paper, Plastics, Pop Cans,	3 x week 3 x week 3 x week	R&S Recycling

			Recycling technician collects all recycled materials.	General Waste Food Waste Room waste (left overs) End of semester	Every Day As required As required	BCC Collect once per week. Food bank Charity shop
Oxford Building	Academic offices.	Faculty of AS & PS History English Theology PESS	Housekeeping collates and takes to Recycling Centre. Recycling technician collects all recycled materials	Cardboard, Paper, Plastics, Pop Cans, General Waste	3 x week 3 x week 3 x week Every Day	R&S Recycling BCC Collect once per week.
Romero Building	Quality Wellbeing Centre	Quality Department Psychology Counselling	Housekeeping collates and takes to Recycling Centre. Recycling technician collects all recycled materials	Cardboard, Paper, Plastics, Pop Cans, General Waste Confidential Waste	3 x week 3 x week 3 x week Every Day As required	R&S Recycling BCC Collect once per week. Confirm supplier
Edwards Building	PESS Academic offices. Academic teaching,	PESS department	Housekeeping collates and takes to Recycling Centre. Recycling technician collects all recycled materials	Cardboard, Paper, Plastics, Pop Cans, General Waste Blood & Clinical waste	3 x week 3 x week 3 x week Every Day As required	R&S Recycling BCC Collect once per week. Devine Hygiene
McAuley Building	Offices Academic teaching	Faculty of ED. Faculty of AS & PS Estates Department	Housekeeping collates and takes to Waste holding area. Recycling technician collects all recycled materials	Cardboard, Paper, Plastics, Pop Cans, General Waste	3 x week 3 x week 3 x week Every Day	R&S Recycling RCA Recycling BCC Collect once per week.
New Sturge Extension Whitby Building	Academic teaching, Social area Board and committee room	Faculty of ED Faculty of AS & PS	Housekeeping collates and takes to Waste holding area. Recycling technician collects all recycled materials	Cardboard, Paper, Plastics, Pop Cans, General Waste	3 x week 3 x week 3 x week Every Day	R&S Recycling BCC Collect once per week.

New Accommodation block Cofton Halls	Accommodation office	Student accommodation	Housekeeping x 1 collates and takes waste to waste holding area behind Sanctuary. Recycling technician collects all recycled materials	Cardboard, Paper, Plastics, Pop Cans, General Waste  Food Waste  Room waste (left overs) End of semester	3 x week 3 x week 3 x week Every Day  As required  As required	R&S Recycling  BCC Collect once per week. Food bank  Charity shop
Estates Various locations	Estates Maintenance		Housekeeping / Estates collates and takes to Recycling centre. Recycling technician collects all recycled materials	Metal Copper General Waste Paper Cardboard Wood  Hazardous Waste Bulbs WEEE waste Asbestos	Bulked Bulked Once per week 3 x week 3 x week 3 x week  As required	RK Serv RK Serv BCC
Housekeeping	Housekeeping	Estates		Clinical Waste General waste Recycling waste streams	As required	Devine hygiene BCC
Science Labs	Academic teaching	Faculty of Ed	Controlled by the lab technician	Hazardous waste	As required	Aqua force special waste or Proclean Ind Services
Sanctuary	Sturge		Kitchen porter House keeping Kitchen staff	Cardboard, Paper, Plastics, Pop Cans, General Waste  Food Waste Waste oil	3 x week 3 x week 3 x week Every Day  As required As required	R&S Recycling  BCC Collect once per week. Food bank Olleco

## 10. Smart targets for Waste Management

Historically waste to incineration has drastically reduced from 7 tonnes per week to 1 tonne per week, the University acknowledges this achievement, therefore the drive is for increased recycling and no increase to waste to incineration as the University continues to expand therefore the following targets have been identified for the next 5 years.

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
Waste to Incineration	No increase	No increase	No increase	No increase	No increase
Recycled waste	5% increase	5% increase	5% increase	5% increase	5% increase
Composting	5% increase	5% increase	5% increase	5% increase	5% increase
Hazardous Waste	No increase	No increase	No increase	No increase	No increase

Continue to reuse wherever possible, donate to charity and good causes where practical.