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Duty of Care

What is it? The duty of care applies to all holders of 'controlled waste', which is any waste produced by industry, commerce and households. This means the waste the University generates falls under these controls. As a business we have a duty to ensure that any waste we produce is handled safely and within the law, this is our 'duty of Care'.

Who does it apply to? Anyone who produces or imports, keeps or stores, transports, treats or disposes of waste, or acts as a broker and arranges these activities. In short, it applies to each and every one of us regardless of where we are in the waste stream.

What type of waste does it apply to? It applies to all controlled waste which can be anything that we own, produce and want to or are required to dispose of. It does not have to be a hazardous or toxic waste to be controlled waste. Therefore, anything that we no longer need or want, or wish to dispose of/recycle is defined as a controlled waste.

What does it require of us? In summary we must ensure that all controlled wastes in our possession are stored appropriately so that they cannot escape. We must check that anyone we pass our waste onto to dispose of or recover, recycle or reuse is a suitably licensed or exempt facility. Unfortunately some waste service providers do not comply fully with the legal requirements. If we do not check that they are authorised to take our waste and it is illegally disposed we could be held responsible and face prosecution as well. We therefore have to check that anyone who collects, transports and deals with our waste has a valid waste carrier licence, waste management licence or exemption certificate. At the point of transfer a waste transfer note must be completed and must properly describe the waste and use the waste code from the European Waste Catalogue.

Our duty of care means that when we dispose of waste we have to check the following;

From contractors transporting our waste we need to see ...	From operators of interim storage and final disposal or our waste we need to see ...
<ul style="list-style-type: none"> • Waste Transfer Note / Waste consignment note if hazardous <p>AND</p> <ul style="list-style-type: none"> • Waste Carriers Licence no. (hazardous or non hazardous) <p>OR</p> <ul style="list-style-type: none"> • Exemption certificate 	<ul style="list-style-type: none"> • Waste managements licence no. <p>OR</p> <ul style="list-style-type: none"> • Exemption certificate

All waste transfer notes need to be completed and filed in the Duty of Care Folder for a minimum of two years, or in the case of hazardous consignment notes three years. For regular collections where the same material is collected at fixed intervals then an Annual Waste Transfer Note is acceptable.

What are Transfer Notes? These are forms that have to be signed by both the producer of the waste and the contractor taking the waste. They should describe the location, type of waste, container type and frequency of collection amongst other things. All waste transfer notes need to be completed and filed in the Duty of Care Folder for a minimum of two years, or in the case of hazardous consignment notes three years. Regular frequent collections of the same kind of waste between the same parties can be covered by a single transfer note that is valid for one year.

Where can I get further guidance on this?

The Department for the Environment, Food and Rural Affairs (DEFRA) and the Environment Agency both offer downloadable quick reference guides on the Duty of Care. Please refer to the links below for more information.

<http://www.defra.gov.uk/environment/waste/legislation/duty.htm>

<http://www.environment-agency.gov.uk/business/sectors/40047.aspx>

Hazardous Waste/Hazardous Waste Regulations

What is hazardous waste?

Waste that is corrosive, flammable, toxic or harmful to human health or the environment immediately or over a prolonged period of time in England, Northern Ireland and Wales is classed as hazardous waste. In Scotland it is known as special waste. In addition to waste such as asbestos and chemicals everyday items of E-waste (Electrical waste) such as televisions, PC monitors, hard disks, fluorescent lighting tubes and some batteries are now all classed as hazardous waste. The day to day handling of these items does not change but their disposal route now means that they cannot enter our general waste streams. Failure to adhere to this will result in a breach of our 'Duty of Care'.

Hazardous Waste Regulations

The hazardous waste regulations came into force on 16th July 2005 to control the management of wastes that appear on the hazardous list. The regulations were amended on 6th April 2009, the amendments principally widened the scope of the exemption from hazardous waste producer registration. Premises that produce less than 500kg of hazardous waste are now exempt from registration. Anglia Ruskin exceeds this threshold so all our sites are registered with the environment agency. More details about the amendments can be found on DEFRA's website.

How does Anglia Ruskin University dispose of hazardous waste?

The majority of staff and students should not normally come into contact with hazardous materials of a chemical, biological, clinical or radioactive nature. Please note that those that do need to take heed of Risk Management's Hazardous Agents Policy AR-RMD-HSMS26. However, all staff use and deal with E-waste and new disposal procedures are now in place. Please see the A to Z of Recycling Guide on our website for the correct disposal of computer, IT and electrical equipment – www.anglia.ac.uk/waste.

Departments and Faculties that use chemicals, oils, biological and radioactive wastes in their laboratories are presently responsible for the handling, safe use and cost of disposal of these wastes. The senior technicians for these faculties and departments are the first point of contact. Anglia Ruskin has a hazardous waste contractor in place and a provision of service order can be raised with the Facilities Helpdesk on 6464. If you are without a technician or are unsure what to do with your waste, hazardous or non hazardous, then please contact the Facilities Helpdesk on 6464.

Please do not place hazardous materials or electrical items in the general bins.

Properties of wastes which render them hazardous

To find out what properties make a waste hazardous please see the table below;

H1	"Explosive": substances and preparations which may explode under the effect of flame or which are more sensitive to shocks or friction than dinitrobenzene.
H2	"Oxidizing": substances and preparations which exhibit highly exothermic reactions when in contact with other substances, particularly flammable substances.
H3-A	"Highly flammable": -liquid substances and preparations having a flash point below 21C (including extremely flammable liquids), or -substances and preparations which may become hot and finally catch fire in contact with air at ambient temperature without any application of energy, or -solid substances and preparations which may readily catch fire after brief contact with a source of ignition and which continue to burn or to be consumed after removal of the source of ignition, or -gaseous substances and preparations which are flammable in air at normal pressure, or -substances and preparations which, in contact with water or damp air, evolve highly flammable gases in dangerous quantities.
H3-B	"Flammable": liquid substances and preparations having a flash point equal to or greater than 21°C and less than or equal to 55°C.
H4	"Irritant": non-corrosive substances and preparations which, through immediate, prolonged or repeated contact with the skin or mucous membrane, can cause inflammation.
H5	"harmful": substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may involve limited health risks.
H6	"Toxic": substances and preparations (including very toxic substances and preparations) which, if they are inhaled or ingested or if they penetrate the skin, may involve serious, acute or chronic health risks and even death.
H7	"Carcinogenic": substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce cancer or increase its incidence.
H8	"Corrosive": substances and preparations which may destroy living tissue on contacts.
H9	"Infectious": substances containing viable micro-organisms or their toxins which are known or reliably believed to cause disease in man or other living organisms.
H10	"Teratogenic": substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce non-hereditary congenital malformations or increase their incidence.
H11	"Mutagenic": substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce hereditary genetic defects or increase their incidence.
H12	Substances and preparations which release toxic or very toxic gases in contact with water, air or an acid.

H13	Substances and preparations capable by any means, after disposal, of yielding another substance, e.g. a leachate, which possesses any of the characteristics listed above.
H14	"Ecotoxic": substances and preparations which present or may present immediate or delayed risks for one or more sectors of the environment

Waste disposal subjectives

For the correct subjective code please select from the list below;

L62 Other Premises Costs

Associated Moves	0
Electrical Waste	1
IT Waste	2
Hazardous Waste	3
Clinical Waste	4
Skip Hire	5
Recycling	6
Confidential Shredding	7
General Office/Classroom/Catering	8

Anglia Ruskin University and the waste management hierarchy

The waste management regime has moved away from disposal to landfill towards a waste elimination and minimisation approach. Legislation and statutory instruments have been passed to create a fiscal environment to support this transition. Sending our unwanted materials to landfill sites has become increasingly more expensive. The alternative options such as recycling and reuse have become more financially viable.

Our waste disposal costs (whether landfill, recycling or reuse) amounted to £xxxx for Chelmsford and £xxxx for Cambridge over the academic year 2008/09.

Landfill tax has increased dramatically over the past years currently (2009) prices stand at £2.50 per tonne for inactive waste (i.e. rocks and soil) and £40 per tonne for all other waste. This is expected to increase by £8 per tonne each year until at least 2013. At the same time as this increase the number of landfill sites available is decreasing while the development of new sites is hampered by the availability of suitable land, this further highlights the need for us to radically re-think the way we handle our waste and more importantly look at ways to prevent generating this waste in the first place.

The waste management hierarchy:



Recycling and re-use has taken precedence over our traditional disposal routes but we cannot expect this to be Free of Charge. Recycling has a cost associated with it but as

legislative and fiscal measures have bitten then its cost in real terms compared to landfill disposal has become financially advantageous.

We have now implemented increased segregation at our Chelmsford campus, removing desk side bins and replacing them with communal recycling and landfill bins. This action has more than doubled our recycling rate and reduced our disposal costs by £XXXX. We have also saved money and resources as we longer need thousands of plastic bags for desk side bins. Our cleaners can also spend more time ensuring other areas on campus are clean and tidy. We are working on initiatives to increase recycling in our Cambridge offices which are less open plan than at Chelmsford.