



Waste Management Strategy

Vision

The University is committed to the protection of the environment through the implementation of an effective waste management strategy.

The University is committed to achieving full legal compliance with all current waste management legislation. In doing so, the University commits to:

- Provide bins and containers across the University to ensure the effective segregation of waste and to maximize reuse and recycling opportunities.
- Develop targets for waste minimisation, recycling rates and diversion from landfill.
- Measure and monitor waste disposal rates, recycling rates and recovery rates, to identify where waste management improvements can be made.
- Raise awareness amongst all staff, students and other stakeholders of the importance of sustainable waste management through education initiatives and campaigns.
- Establish a Zero Waste to Landfill Management system within five years (July 2017).

Site Profile

City University London employs over 2,100 staff and educates over 21,000 full time and part time students. The University's main campus is located at Northampton Square in Islington and there are an additional five key sites located across London.

Northampton Square – The Northampton Square campus comprises of a number of premises located around the north of Northampton Square in Islington and provides academic programmes from four main schools: the School of Arts, the School of Engineering and Mathematical Sciences, the School of Informatics and the School of Social Sciences. The campus also contains the Students Union (SU) offices and bar, the University's main library, IT Services, and several cafes and catering outlets. The majority of the University staff, administrative and student support offices and departments are also located at this campus.

Sir John Cass Business School – This site is located on Bunhill Row in the City of London. The School has three faculties: the Faculty of Actuarial Science and Insurance, the Faculty of Finance and the Faculty of Management. The site contains a single premise which includes lecture theatres, seminar rooms, computer laboratories and a specialist library. A canteen and café are also located at the site.

City Law School – The City Law School includes the former Inns of Court School of Law and is located at Gray's Inn near Holborn in the Camden district of London. The site

comprises three buildings which are occupied by the University, including Gray's Inn Place, the Atkin Building and a premise on Princeton Street. City Law School provides education at all levels of legal qualification and the site includes a library, staff offices, a lecture theatre and several smaller seminar rooms.

West Smithfield – The site at West Smithfield is home to the School of Health Sciences and is located within St Bartholomew's Hospital in Smithfield in the City of London. The site provides educational courses in nursing and midwifery and the premises are owned and operated by the hospital, which is part of the Barts and The London NHS Trust. The premises contain a number of specialist health teaching facilities, mock wards and mock operating theatres.

Whitechapel – The site at Whitechapel is also part of the School of Health Sciences and provides education courses in nursing, mental health care and children's health. The site is incorporated within Royal London Hospital, which is also part of the Barts and the London NHS Trust. The site contains similar facilities to West Smithfield with regards to the teaching facilities and mock hospital wards, and is owned and operated by Royal London Hospital.

Bath Street – The Department of Optometry and Visual Science occupies a small premises located on Bath Street in Islington. The premises is generally used for teaching but also for public clinics, which are held three days a week, and contains a number of eye test rooms and administrative office areas.

Aims and Objectives

- Ensure that waste at the University is managed according to the Waste Hierarchy.
- Ensure legal compliance with the management of all waste across the University.
- Ensure best practice in waste management during construction activities and when the site is operational.
- Make plans for the establishment of appropriate waste management facilities and management options.
- Outline a programme of staff and student engagement.
- Establish effective monitoring and reporting principles.

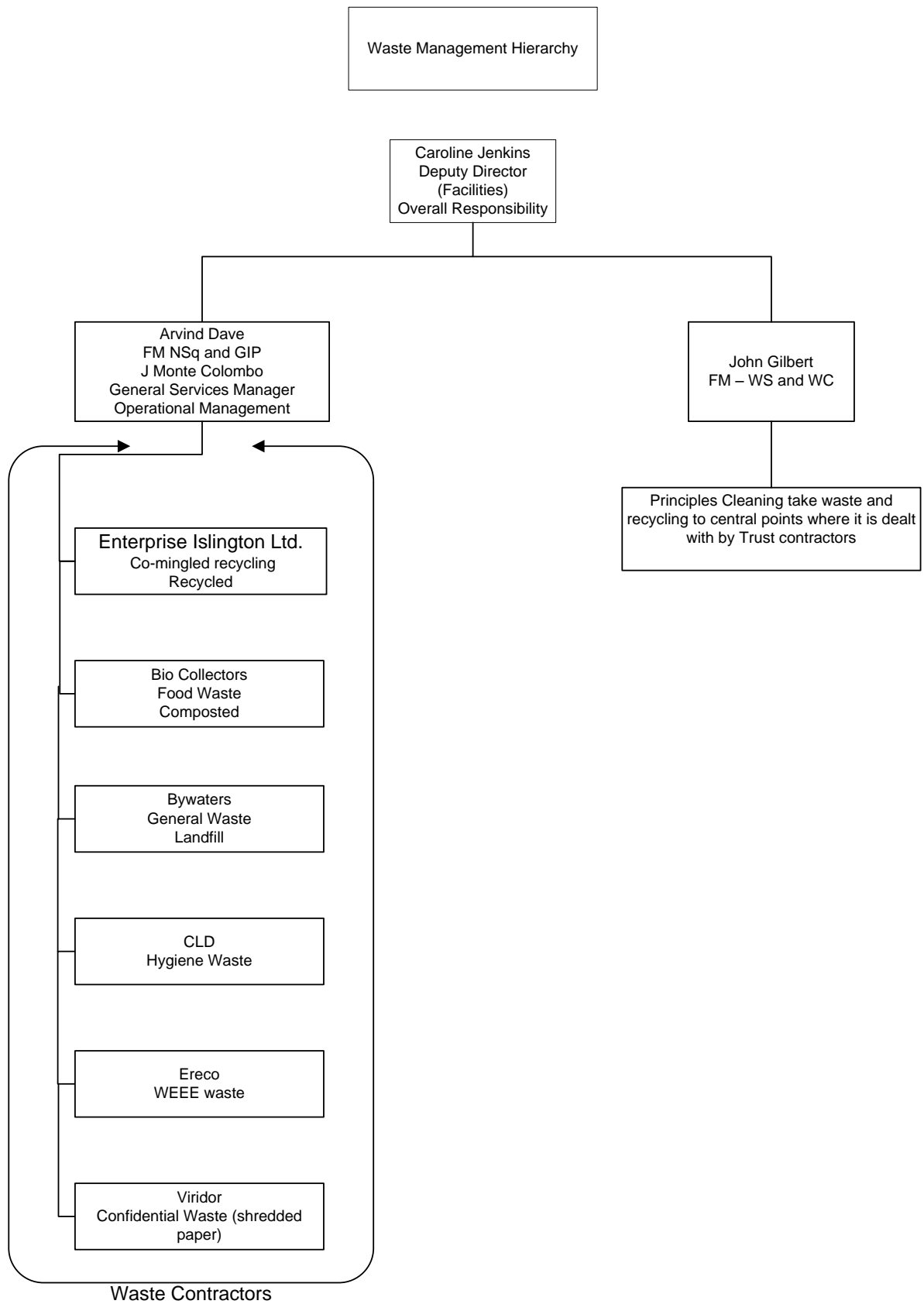
These aims may be achieved by:

- Establishing clear recycling and waste prevention targets.
- Reporting quarterly on progress against waste targets to the City University London Environment Committee and annually through the Annual Sustainability Report.
- Developing individual action plans to ensure that the strategy is communicated and enacted at a local level.
- Providing guidance and procedures on aspects of strategy implementation to all relevant staff and students.
- Working in partnership with the contracted Waste contractors to ensure optimum performance, through the use of key performance indicators (KPIs).
- Undertaking regular audits as part of the University's wider Environmental Management System (EMS) to ensure legal compliance and best practice is achieved and scheduling programmes of corrective action as necessary.

Toners & Cartridges									
Fluorescent Tubes									
Sanitary Waste									
Clinical Waste									
Sharps Waste									
Biohazardous Waste									
Medication & Drugs									
Lab Chemicals									
Hazardous Solvents									
Acids and Alkalis									
Paints									
Waste Coolant									
Engine Oil/Diesel									
Waste Cooking Oil									
Furniture									
Scrap Metals									
Wood & Pallets									
Clays & Cement									
Textiles & Clothing									
Concrete & Rubble									
Asbestos									
Plasterboard									
Waste Spectacles									

* Mixed Recyclables –includes paper, cardboard, plastic bottles, aluminium tins and cans and glass.

Management and Infrastructure



Legislation and Compliance

Through this waste strategy and by working with our appointed waste contractor the University will ensure compliance with the following legislation as applicable

Legislation - CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005

Applicability - City University London's main campus is based in Northampton Square, which is an open access site. This Act gives the Environmental Regulators and Local Authorities greater powers to combat fly-tipping, litter and abandoned vehicles. Fly tipping is a problem around the site. The University has identified the main problem as contractors working on site disposing of their own waste, which they are required to collect and remove from site as part of their contract, into City's skips located in the basement roadway. For large projects, contractors are required to produce a site waste management plan as per the legal requirement. However, there are also many smaller contractors operating on site.

In order to manage the fly tipping problem, the University are looking to conduct audits in the areas fly tipping has previously occurred. Project managers will be informed of the audits, and any identified issues will be documented as incident reports and followed up. If incidents are repeated, City will look to remove that contractor. Two staff in the environmental department are now trained as internal auditors. The site will look to audit processes on site as opposed to each contractor company, and aim for a quarterly auditing schedule

Legislation - HAZARDOUS WASTE (ENGLAND AND WALES) REGULATIONS 2005, AS AMENDED

Applicability – These regulations outline controls in place for those producing, transporting and disposing of hazardous waste including tracking of the movement of hazardous waste. They implement the requirements of the EC Hazardous Waste Directive (91/689/EEC as amended by 94/31/EC). All non-domestic premises that produce hazardous waste or where hazardous waste is collected, must make themselves known to the Regulator via an annual registration.

Hazardous waste streams are generated on site from infrequent activities on the central site, and primarily the engineering and nursing departments. The properties operated by the University that may generate hazardous waste are registered as hazardous waste producers.

Legislation - WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT (WEEE) REGULATIONS 2006, AS AMENDED

Applicability – This legislation sets out a regime for recycling electronic waste in the UK and makes producers of such equipment responsible for financing this. It affects both producers and end users of electrical and electronic equipment.

WEEE generated on site is stored in a caged area in the basement roadway. The amount of WEEE generated is project dependent; equipment is often replaced in batches.

Legislation - ENVIRONMENTAL PROTECTION ACT 1990 PART II: THE DUTY OF CARE, AS AMENDED

Applicability – Section 34 of the Environmental Protection Act (EPA) 1990 imposes a ‘duty of care’ on anyone who produces, imports, carries, keeps, treats or disposes of ‘controlled’ wastes, or as a broker has control over such waste.

The four key requirements of this legislation are:

- Keep waste so as to prevent its escape into the environment;
- Transfer waste to a registered carrier;
- Keep records and transfer notes; and
- Check that others in the waste management chain abide by the Duty of Care (audit waste management facilities).

The University’s general waste storage area is located in the basement roadway at the Northampton Square site. This is a covered area, surface water run off to surface water drains in the area is not considered a risk. This area is secure and cannot be accessed by the public, and waste is not subject to the elements so is very unlikely to escape to the wider environment. Waste documentation is held by the Facilities Manager for a minimum of three years.

Legislation - LIST OF WASTES (ENGLAND) REGULATIONS 2005

Applicability - These Regulations implement the European Waste List pursuant to Article 7 of the Waste Directive 2008/98/EC and Article 1(4) of Directive 91/689/EEC (the hazardous waste directive) as set out in Decision 2000/532/EC, as amended.

The List of Wastes includes hazardous and non-hazardous waste streams. Each waste listed has been given a unique six-digit code; the codes must be used on all waste documentation including transfer and consignment notes.

Legislation - SITE WASTE MANAGEMENT PLANS REGULATIONS 2008

Applicability - The regulations require all construction projects with an estimated value over £300,000 to develop a Site Waste Management Plan (SWMP). If a project is begun before the SWMP is prepared, the client and principal contractor are deemed to be in breach of this legislation. The SWMP must identify the client, the principal contractor and the person who drafted it. It must describe the construction work proposed including the site location and estimated project cost. Any decisions taken to minimise the quantity of waste produced must be recorded. The SWMP must describe the type and quantity of waste expected to be produced and the waste management action i.e. reduce, re-use, recycle, recovery or disposal. All waste must be dealt with in accordance with Duty of Care, handled efficiently and managed appropriately.

SWMPs must be updated whenever waste is removed from the site with the identity of the person moving the waste, the type of waste removed and the destination. Additional requirements for projects above £500,000 including a written description of the waste required by Duty of Care; whether the receiving site is compliant with the Environmental Permitting Regulations and the waste carrier’s registration number. These activities are audited by the University Energy & Environment team as part of its Environmental Management System (EMS)

Legislation - LANDFILL: WASTE ACCEPTANCE CRITERIA

Applicability - European Council Decision 2003/33/EC sets out Waste Acceptance procedures, waste acceptance criteria (WAC) and sampling and testing methods for wastes being sent to landfill.

All types of waste going to landfill must be characterised. The basic characterisation of each type of waste involves gathering all necessary information for the safe disposal of the waste in the long term, and includes:

- Source and origin of the waste
- Information on the process producing the waste
- Description of the waste treatment applied or why treatment is not considered necessary
- Data on the composition of the waste and leaching behavior, where relevant
- Appearance of the waste including smell, colour, physical form
- EWC
- Relevant hazard properties of hazardous wastes
- Information to prove that the waste is not a banned waste
- The landfill class at which the waste may be accepted
- Any additional precautions to be taken at the landfill
- Check if the waste can be recycled or recovered

Legislation - WASTE (ENGLAND AND WALES) REGULATIONS 2011

Applicability - These regulations require the consideration of the waste hierarchy in decisions about waste management; introduce a new standard consignment note; make amendments to the content of transfer notes and consignment notes; introduce new conditions regarding hazardous waste mixing and the waste hierarchy into environmental permits; and provide for waste prevention programmes and national waste management plans.

Waste Prevention and Minimisation – Overview and potential application of concepts and principles

The University procurement department will look to minimise waste by judicious purchasing of equipment, with a view to reducing the amount of packaging or other controllable items. Furthermore, the University will look to reuse items such as furniture, office equipment and computers where possible.

The University will continue to operate a comingled recycling system with the following materials being recyclable:

	YES please	NO thanks
Mixed paper & cardboard	White & coloured paper	Shredded paper
	Envelopes (with & without windows)	Paper towels, napkins
	Newspapers & magazines	Tissues
	Junk mail	Plastic wrap off magazines
	Cardboard (brown & white)	Juice and milk cartons
	Greeting cards	Cellophane (crisp bags, granola bar and candy wrappers)

	All disposable food packaging provided at onsite catering outlets (wiped clean of food)	Any cups or packaging with food or liquid waste still in them.
	Disposable coffee cups (emptied)	
	Post-It notes	
	Booklets/manuals/telephone books	
Metal tins & cans	Aluminium cans	Aerosol cans
	Metal tins & cans (rinsed clean)	Jar lids
	Foil containers (e.g. food trays, rinsed of all food)	Tin foil sheets
Glass bottles & containers	Bottles (lids removed) – must be disposed of in correct bottle banks, not general recycle bins	
	Jars (lids removed)	
Plastic	Plastic bottles (lids ok, but must be removed)	Plastic bags
	Plastic containers (rinse completely)	
	Plastic cup lids	
Other items	Batteries	Styrofoam
		Food

The University will work closely with its waste contractor, to identify the best methods to increase recycling rate. This may include the rebranding of existing bins to ensure a consistent approach to signage and guidance, the replacement of individual bins with central recycling points and a feasibility study of the separation of high value items such as cardboard and white paper. The feasibility study will be carried out in co-operation with the appointed waste contractor and will take account of the limited space available at City. Targets will be included in contract terms to incentivise recovery.

Food waste composting will be rolled out across the University to further increase waste minimisation rates.

Working with the appointed waste contractor, the University will look to roll out an awareness and engagement programme to ensure all staff and students are familiar with the University's waste management strategy.

Measuring, Monitoring and Reporting

The University will, where possible, accurately measure and monitor its waste arisings and performance. The co-operation of all waste contractors is key to the success of this monitoring and, as such, KPIs will be placed on waste contractors to ensure this data is collected. This information should be provided to the University in an electronic format and be provided at least monthly.

Basic requirements of the monitoring reports should include:

- A breakdown of the materials collected
- Accurate weights on the total quantities of all waste being collected
- Accurate weights for all materials recovered, recycled, disposed to landfill etc
- Recovery rates of materials recovered, for example through Energy from Waste
- Recycling rates of materials recycled, for example through a Materials Recovery Facility MRF or through composting
- Disposal to landfill rates of all materials disposed to landfill.

As well as these basic monitoring and report requirements, the University will work with its contractors with a view to developing a more granular reporting system. This may include:

- Accurate reporting on the breakdown of material, by material type and EWC Code, being collected and how and where they have been recovered, recycled or disposed.
- Data reports on the quantity and percentage of materials being recycled and/or recovered.
- Data reports on the quantity of waste being disposed to landfill.
- Invoice reports which show monthly charges against the used waste management routes.
- Online tracking of waste movements, including the quantities of waste collected as proportional amounts disposed to landfill, recycled or recovered through alternative routes.
- Online tracking of all waste management costs.
- Online access and archiving of legal documentation, including Waste Transfer Notes, Consignment Notes, Waste Carrier's Registrations and Environmental Permits.
- Data reports on the calculated carbon emissions associated with disposal, recycling or recovery routes.
- Statistical and graphical representation of the provided disposal and recycling data.
- Formatting of reports to ensure the contents meet the requirements of the EcoCampus EMS, Green League entry reports or additional organisational reports, such as carbon management plans and wider sustainability strategies.

Implementation Plan and Delivery Schedule

Short term (Year 1 and 2)

The focus will be on:

- Tender and allocation of waste contract
- Agreement of contractor KPIs with reference to waste hierarchy and improved monitoring
- Establishment of quarterly monitoring reports through the Environment Committee
- Providing consistent facilities and guidance to maximise recycling
- Establishing a legal compliance system
- Establishing an effective monitoring and reporting system
- Initiating a waste and recycling awareness and engagement campaign.

Medium term (Years 3 and 4)

The focus will be on:

- Promoting waste minimisation alongside recycling
- Establishing effective waste prevention measures as part of the procurement process
- Investigating on site waste management options
- Investigating novel solutions to increase recycling rates.

Long term (Year 5 and 6)

The focus will be on:

- An in-depth review of the system and introduction of latest technologies
- Investigation into the suitability of the 'zero waste' concept at the University.