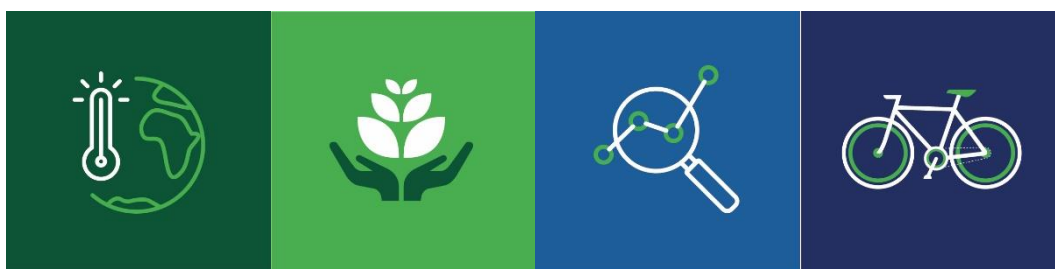


Environmental Management System

8.1.11 Waste Wednesday Procedure

Issued: August 2018

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| Clause Ref: | Ecocampus and ISO14001(2015): 8.1.11 |
| PLEASE DO NOT PRINT THIS PROCEDURE UNLESS NECESSARY | |



8.1.11 Waste Wednesday

1 Purpose

This document is to demonstrate how the University facilitates 'Waste Wednesday' office clear-outs.

2 Responsibilities

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|---------------------|--|
| Sustainability Team | The Sustainability Team is responsible for organising and facilitating Waste Wednesday events. |
| All staff | Staff have responsibility for complying with the procedure to aid reuse and recycling of items including segregation of waste items. |

3 Process

On request, the Sustainability Team are able to facilitate the provision of office clear-out events in conjunction with the University's waste contractor. This includes the removal, recycling and/or disposal of office materials as part of a clearance exercise due to accumulation, office moves, or prior to refurbishment of the working space.

The University aims to reuse and recycle as much as possible during these events in order to reduce the purchase of new items, reuse and recycle usable equipment, reduce waste disposal costs, minimise the volume of waste the University produces and sends for energy recovery, as well as reducing its carbon footprint.

All University staff are required to adhere to the Sustainability Policy, which commits to the University minimising waste produced and diverting waste from landfill through increasing re-use and recycling wherever possible.

Staff participating in clear-out events must ensure the correct items are placed in the corresponding container for disposal (which will be labelled), whilst using bags if this is stated as a requirement. Items must not be left loose in corridors. Staff must be vigilant with their segregation in order to avoid contamination of waste streams as this will hamper the recycling rate of all that is disposed of.

A minimum of 20 working days' notice must be given to the Sustainability Team when requesting an office clear-out event, in order to ensure adequate provision of staff resources, cages, bins and bags.

Please follow these instructions when requesting an office clear-out:

- Make a request via email to estates-waste@swansea.ac.uk giving at least 20 working days' notice. Provide a key contact name whom will support the

coordination before, during and after the clear-out. Provide a cost code (further details below).

- Abide by the 'Waste Stream Guidance' (see Appendix 1) within this guidance note. These guidelines must be followed to maximise the proportion of waste that is recycled.
- A WEEE form must be completed for disposal of any electrical items. Any office fridges must be cleaned first.
- Strictly no chemical, hazardous substances, or equipment to be included.

Once a request is received, a member of the team will contact you to discuss waste stream requirements, location and possible dates. A meeting may be required with the user requesting the clear-out.

3.1 Waste Streams and Recharge Costs

If there is a large volume of furniture to be disposed of, please note that contractor charges may apply as the work may need to be assigned to the University's main contractor.

For any queries relating to this guidance note please contact estates-waste@swansea.ac.uk

4 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 **10.1 Nonconformity and Corrective Action**

5 Version Control

| Date | Version | Update |
|------------|---------|--|
| 31/08/2018 | 1 | New document |
| 01/07/2021 | 2 | Removal of text and table from section 3.1 |
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