



Waste Management Policy

2022 – 2027

University of Suffolk Waste Management Policy 2022 – 2027

1. Introduction

This Waste Management Policy (WMP) sets out how The University of Suffolk will achieve its vision of working towards becoming a zero-waste campus, defined as less than 5% waste going to landfill by 2030. This Plan builds upon our 2021 baseline data

With measurable overarching Key Performance Indicators for all waste streams that seek to

- Ensure legislative and regulatory compliance.
- Reduce by 30% tons of total waste produced by 2027 against 2021 baseline.
- Reduce by 60% tons of total waste produced by 2030 against 2021 baseline.
- Zero waste diverting 95% of waste away from landfill and incineration.

The University will achieve this by embedding circular economy thinking into procurement processes and putting waste prevention, reuse and recycling at the forefront of our relationship with resources. This Plan provides the framework for the University to manage its material resources more effectively, through increased efficiency, cost savings, lower environmental impact and associated supply chain and Scope 3 carbon reductions. Our aim is to reduce the unnecessary use of raw materials, implement the reuse of products and reduce annual total waste production across all waste streams, whilst reducing waste to landfill through recycling and composting. For difficult waste streams we will continue to further develop partnership links with industry, initiating and implementing knowledge exchange and product trials. Our WMP provides also provides access to waste statistics and the estates composting initiative, presenting curriculum and research opportunities as a valuable teaching resource, for undergraduate and postgraduate research projects.

1.1 Aim

The WMP will support the ambitions of the wider University Sustainability Policy and the United Nations Sustainability Development Goals (SDG's). This plan place particular emphasis on SDG's 3, 9, 11, 12, 14 and 15.

The key objectives of the Waste Strategy are:



- To enhance the quality of life and wellbeing for staff and students and expand the student experience, making the University of Suffolk a desirable place to live, work and study



- To manage our waste without endangering human health and harming the environment



- To ensure that all waste streams are handled, stored, treated, and disposed of as laid out under the Duty of Care for waste, without risk to water, air, soil, plants or animals



- To ensure the repair and reuse of those assets capable of being deployed internally within the University, or resold, or gifted to external third parties,



- To implement initiatives that divert 100% of organic waste from landfill, undertaking composting on campus,



- To initiate and implement behavioural change programs that target procurement, and reduced resource usage and consumption patterns



- To reduce by 60% tons of total waste produced by 2030 against 2021 baseline
- To achieve zero waste, by diverting 95% of waste away from landfill and incineration

1.2 Relevant Legislation & Guidance

The following list of legislation and guidance are both directly and indirectly applicable to the University of Suffolk's operational practices and wider Duty of Care for waste.

Legislation/Regulation	Application
The Environmental Protection Act 1990:	Establishes a framework for environmental protection in the UK, covering a wide range of issues including waste management, pollution control, and statutory nuisances
The Waste (England and Wales) Regulations 2011	Sets out detailed requirements for waste management, including definitions of waste types, recycling targets, and provisions for waste collection and disposal.
The Hazardous Waste Regulations 2005:	Focuses on the safe management and disposal of hazardous waste, imposing specific obligations on producers, carriers, and operators dealing with such waste.
List of Wastes (England) Regulations 2005:	Provides a comprehensive classification of waste types, aiding in waste identification, characterization, and proper handling.
The Waste Electrical and Electronic Equipment (WEEE) Regulations 2013	Addresses the management of electrical and electronic equipment waste, with provisions for recycling, recovery, and proper disposal of such items.
GOV.UK Waste legislation and regulations	While not a specific regulation itself, GOV.UK serves as a centralized source for various waste-related legislations and

	regulations, guiding organizations on compliance with current standards.
Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991	Governs the registration of carriers transporting controlled waste and outlines provisions for the seizure of vehicles used in illegal waste disposal activities.
Landfill (England and Wales) Regulations 2002:	Sets requirements for the operation and monitoring of landfill sites, covering waste acceptance criteria, landfill design, and environmental protection measures.
Environmental Permitting (England and Wales) Regulations 2016:	Consolidates various environmental permitting regimes, including waste management, into a unified framework. Covers waste recovery, disposal, and treatment activities, requiring permits for certain operations.
Packaging Waste Regulations	Legislation addressing packaging waste management, often aimed at reducing the environmental impact of packaging through recycling and recovery targets.
Producer Responsibility Obligations (Packaging Waste) Regulations	Places responsibilities on organizations handling packaging materials to meet recycling and recovery targets, contributing to the reduction of packaging waste.
Energy from Waste Regulations:	Governs waste-to-energy processes such as incineration, focusing on minimizing environmental impacts of waste conversion.
Water Resources Act 1991:	Covers water management and may include provisions related to the controlled disposal of waste into water bodies.
Health and Safety at Work Act 1974:	Encompasses health and safety aspects of waste handling and disposal activities.
Chemicals (Hazard Information and Packaging for Supply) Regulations (CHIP):	Provides guidance on labelling, packaging, and handling of hazardous chemicals for safety and environmental protection.

Please note that this list is not exhaustive, and regulations may vary based on specific location and operations.

1.3 Duty of Care for Waste

The Duty of Care for waste refers to the legal responsibility and obligation placed upon waste producers, carriers, and handlers to ensure that waste is managed and disposed of properly in order to prevent harm to human health and the environment. This duty of care is defined under the Environmental Protection Act 1990 in the context of waste management in the United Kingdom.

For our operations, the duty of care entails the following key principles:

- *Waste Identification and Characterisation*: The university must accurately identify and categorise the types of waste we generate, distinguishing between general waste, hazardous waste, and any other specific waste streams.

- *Waste Handling and Storage:* The university are required to handle and store waste in a manner that prevents pollution and environmental harm. Waste must be stored securely, labelled appropriately, and segregated as necessary to prevent cross-contamination.
- *Appropriate Waste Carriers:* When transferring waste to external parties, the university must ensure that all waste carriers are registered and authorised to handle the specific type of waste being transported. This helps prevent illegal waste disposal.
- *Record Keeping:* The university must maintain accurate records of the waste it produces, including details about waste types, quantities, destinations, and the parties involved in waste management processes, including the carriers, transfer stations and final disposal fate.
- *Waste Transfer Notes:* A waste transfer note must be completed whenever waste is transferred to another party, such as a waste contractor or disposal facility. This document outlines important information about the waste being transferred.
- *Preventing Illegal Disposal:* The university must take steps to prevent waste from being disposed of illegally, such as avoiding fly-tipping (illegal dumping) and ensuring that waste is only handed over to authorized waste carriers and facilities.
- *Documentation and Reporting:* Universities need to maintain documentation that demonstrates their compliance with the duty of care requirements. This documentation can be requested by regulatory authorities during inspections.

Failure to uphold the duty of care can result in penalties, fines, and legal liabilities. The Estates Directorate ensure that procedures are in place to implement proper waste management practices, educate staff and students about waste responsibilities, conduct audits and inspections to ensure that waste is disposed of in accordance with relevant regulations.

1.4 Waste Management Hierarchy

Our annual waste tonnage statistics are an end of pipe illustration of the University's procurement and resource approach to efficiency, our internal culture, legislative compliance and management approach. The successful attainment of our aims and objective therefore, will only be achieved through effective departmental and school support and the engagement of all staff and students. It will require awareness campaigns, staff reskilling and new, innovative ways of working that will have wider social, economic, and environmental benefits, underlining our commitment to delivering sustainability and driving down our waste data across all waste streams.

UK Waste legislation places a legal requirement on the University to prevent/reduce, reuse recycle, recover and dispose of waste in accordance with the Waste Management Hierarchy regulation 15(1) of the Waste (England and Wales) Regulations 2011. The hierarchy is detailed below and forms the foundation of the management approach presented in this plan.



Prevention:

- Preferentially procuring products that use less material in design and manufacture.
- Using less material and products in campus operations.
- Keeping products for longer, re-using products and assets for longer.
- Sourcing less products and services with no, or less hazardous material.

- Re-use:** Checking, cleaning, repairing, refurbishing – whole items and spare parts.
- Recycling:** Making waste available as a new raw material/substance including composting.
- Recovery:** Anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produces energy (fuels, heat, power) and material from waste.
- Disposal:** Landfill and incineration without recovery.

2. Waste Arrangement

This Policy document reflects the university's waste management strategic approach across core waste streams, reflecting its commitment to responsible sustainability practices. Detailed procedures pertaining to specific waste streams and the Duty of Care are accessible through the Estates intranet. These resources serve to guide and support operational practices, ensuring that waste management is carried out in accordance with established protocols and regulations. The delivery mechanism for the University Key Performance Indicators as outlined in Section 1 of this document can be found within the Waste Action Plan 2023 – 2028.

2.1 Waste Disposal Context

The University of Suffolk is an urban campus, located in Ipswich, Suffolk in the East of England. The University works closely with a number of partner colleges at other locations across Suffolk. Partner colleges and satellite campus locations outside of the main Ipswich Campus operate their own waste disposal contracts and asset management practices, however the behavioural principles and the approach to waste reduction presented in this plan are extended to all University staff and students regardless of their location.

2.2 General Waste Collection

The University of Suffolk currently uses Sackers as its main waste contractor. Sackers collect most of the waste streams from our university buildings and external bins (red lid/green lid), combining general waste services, with a dry mixed waste recycling service. Waste is segregated for all recycle at the Sackers sorting plant, which ensures a high recycle capture rate regardless of whether full segregation has occurred on campus or not. All general waste materials can essentially be placed into one single container, eliminating the need for lots of different skips/bins and decreased traffic movement. This multiple stream recycling solution

gives us the assurances we need to meet our recycling targets. Cardboard, various grades of plastic film, ridged plastic, mixed paper and cans are baled and sold by Sackers to UK and International markets.

2.3 Recycling

The university has established a comprehensive recycling approach encompassing diverse waste streams, including complex items such as WEEE waste, batteries, light fittings, and toner cartridges, among others. While the university has achieved an impressive recycling rate of 85% or greater since 2019, it's important to note that recycling itself is not the sole focus or primary driver of the waste management strategy. The university's central aim revolves around reducing waste at its source. This proactive approach is guided by a dual strategy involving procurement decisions and encouraging responsible behaviour among staff and students. By adopting sustainable procurement practices that prioritise durable, repairable, and eco-friendly materials, the university addresses waste creation right from the outset. Additionally, the pivotal role of staff and students in adopting conscious consumption and disposal habits will be targeted to further support waste reduction objectives.

In tandem with these efforts, there's a recognition of the need for a paradigm shift in workplace consumerism. The traditional "use and discard" mindset is evolving towards a more sustainable perspective, which values quality over quantity and considers the life cycle of products. This shift aligns with the broader sustainability goals of the university, fostering a culture that values resourcefulness, durability, and mindful consumption.

2.4 WEEE Waste

WEEE waste is any waste that is covered by the Waste Electrical and Electronic Equipment Directive (UK transposed). Typically any piece of equipment that uses a battery or has a plug attached. As an educational institute we have electrical items that are regularly replaced as design and software constraints demand, for IT equipment this is predominantly due to update incompatibilities.

In general our most common and consistent WEEE waste includes:

- Desk top computers and monitors
- Laptops
- Keyboards and mice
- Phones – landline/conference/mobile
- Printers/Scanners/Routers
- Circuit boards, cables
- Lighting fixtures and fittings
- Fridges, freezers, microwaves, dishwashers.

Sometimes WEEE waste will be referred to as e-waste, this terminology is interchangeable and covered by the same legislative requirements. WEEE/e-waste is further defined as hazardous waste and is also an important resource waste stream. Multiple toxic elements are present in e-waste materials, including arsenic, cadmium, chromium, mercury, and lead, and brominated flame-retardants all of which possess significant toxic and carcinogenic potential if released into environment. Valuable metals, such as gold, platinum, silver,

copper, and palladium are also often used in circuit boards and present recycling companies with the opportunity to reuse or sell them.

This area of waste legislation is currently evolving, with the UK government seeking to require product design measures that promote the reparability of products to tackle the problem of manufacturer planned obsolescence in the white goods and electronics sector. Additional measures will also require that spare parts are available for a minimum of 7 years after the placing of new products on the market and ensure the provision of consumer information relating to product lifetimes, durability and reparability.

Procurement of IT and e-goods by all departments will need to consider the lifecycle of each item and the waste disposal legislative requirements, advice can be sought through the Minerva and the University Waste and Travel Coordinator.

2.5 WEEE Waste Removal

The University of Suffolk uses audited and approved contractors for the removal of redundant electrical equipment. Prior to collection WEEE waste should be:

- Stored securely and separately from other waste;
- Passed to the University's approved contractor only
- Specialist items such as laboratory equipment will be withdrawn by the department that own the asset, with advice provided on disposal options from Estates.

IT Services manage the withdrawal service for most electrical/electronic waste at the University, including data-bearing items such as monitors/computers and hard drives. For most equipment IT Service and Estates will check that the original supplier does not offer a take-back scheme for old equipment, before arranging re-use and/or disposal by a University approved contractor. Electrical items that are still usable by the University be offered for reused by another department before moving through the waste hierarchy.

2.6 Furniture Assets

Like most sectors, office furniture typically adheres to the linear model of production. Many of the materials in products today come from increasingly expensive finite sources. Cross-sector competition for resources combined with an increasingly volatile supply chain for pure and high-quality materials, mean that there is likely to be a considerable raw material supply risk for office furniture manufacturers in the future and an increase in unit asset prices across the UK. Office furniture frequently falls out of use, through wear, tear, breakages or as a result of rebranding, project changes and retrofits. Furniture is therefore deemed an asset of high aggregated value to the University.

Frequently furniture gets damaged during the year and should be reported to the Estates department. Our skills team are able to deal with wear and tear and undertake minor repairs to tables, chairs, cabinets and other office furniture equipment. Reactive maintenance requests should be directed straight to the FMHelpdesk to be passed onto our maintenance team. Depending on the complexity and size of the project they will be able to evaluate the ability to repair the asset, repair the asset and/or strip the asset for doner parts and then segregate remaining parts for recycling.

Procurement

The university embraces a circular economy approach to furniture procurement, actively engaging in practices that reflect this commitment. In addition to surplus furniture finding a new life in small works retrofit projects, a portion of procured items will be sourced from Framework approved second-hand furniture providers following refurbishment.

In line with sustainability goals, the university considers the acquisition of reconditioned second-hand furniture from responsible sourcing channels as an essential approach to procurement and waste management. For new furniture purchases, emphasis is placed on attributes such as repairability, low carbon footprint, and sustainable materials. This comprehensive strategy underscores the university's dedication to responsible resource management and environmental consciousness across its campus facilities.

Hazardous Waste

The University maintains rigorous processes and responsibilities for the effective management of laboratory and hazardous waste in strict adherence to regulatory guidelines. Laboratory, including 3D printing and hazardous waste management is a collaborative effort involving various management stakeholders, with the Estates Team playing a pivotal role. Technician teams are advised to refer to inhouse procedures and liaise with FM Helpdesk to assist in the safe disposal of hazardous waste. All staff associated with the keeping, treating and disposal of Hazardous waste are to ensure compliance with the Hazardous Waste Regulations and the Control of Substances Hazardous to Health (COSHH) regulations. While the Estates Team facilitates the disposal process, it's important to note that costs associated with waste disposal are attributed to the respective school or directorate from which the waste originates. This accountability encourages a responsible approach to waste generation and disposal. Staff are to refer to specific procedures for further information.

2.7 Composting

The university boasts an innovative onsite composting waste facility designed to manage tea bar waste and contractor cafe food waste effectively. This facility not only minimises waste sent to landfill, but also contributes to the university's sustainability initiatives. The compost produced from these organic materials serves a vital role in enhancing onsite biodiversity and supporting the Wellbeing Allotment projects. By integrating this nutrient-rich compost into various landscaping and cultivation efforts, the university fosters healthier soil conditions that positively impact plant growth and ecosystem resilience. Moreover, this practice aligns with the university's commitment to reducing greenhouse gas emissions, diminishing the release of methane, a potent greenhouse gas typically associated with landfill disposal.

3. Training and Awareness

Our institution is committed to fostering a culture of responsible waste management among staff and students. The University supported by the Sustainability Team will provide effective training and raise awareness to ensure everyone understands their role in defining procurement asks, minimising waste, enhancing recycling efforts, and promoting sustainable practices.

The overarching objectives for this training will seek to:

- provide comprehensive training that educates staff and students about waste management practices, including waste reduction, proper sorting, and recycling techniques.
- Raise awareness about the environmental impacts of waste generation and the importance of individual and collective efforts in waste reduction.
- Ensure all staff and students are aware of waste management regulations and their legal responsibilities regarding waste disposal.

In order to achieve this the ambition, the university will develop and conduct regular training programs for both new and existing staff and students where relevant and appropriate. These programs will cover waste sorting guidelines, recycling procedures, hazardous waste handling, and best practices for waste reduction. Additionally various communication channels, including intranet resources, emails, posters, and workshops will be utilised to keep staff and students informed about waste management updates, initiatives, and success stories. A particular emphasis will continue to be placed on awareness campaigns and initiatives that highlight the importance of waste reduction, recycling, and responsible consumption. The full detail of this programme can be found within the Waste Action Plan

4. Waste Management Policy Review

This Waste Management Policy will be monitored on an annual basis and reviewed at 18 month intervals to ensure progression against the accompanying Waste Action Plan 2023 - 2028.