



32 Torrington Waste Management Plans and Operations

March 2017

1. Purpose

The purpose of this document is to set out how the waste produced from the 32-33 Torrington site will be managed as part of Birkbeck's overall waste management approach and in keeping with the College's ISO 14001 and EcoCampus Platinum Environmental Management System.

2. Scope

This guidance is limited to waste produced from the 32-33 Torrington site – relating to all waste streams arising from all business activities on this site. This will include how the waste is segregated, stored and collected by the waste disposal contractor.

3. Responsibilities

The responsibility for this operation lies with the Facilities section of the Estates department. Estates Facilities has the day-to-day responsibility for managing the cleaning, waste removal and waste disposal activities for 32-33 Torrington along with other sites across Birkbeck, with support from Bloomsbury Sustainability Manager.

4. Site Waste Management Procedure

The day to day waste management operations is stated as follows;

1. Waste and recycling bins are available and accessible to occupants on every floor of the buildings. See figure 1 below for example of recycling bins used at Birkbeck.
2. Cleaners clean offices and empty all bins by 6.30am.
3. Waste bin bags are gathered outside the building where it is collected and taken to the 'waste compound'. The waste compound is the main storage area for all Birkbeck waste. Here the waste is held securely behind a gated section and the bins are all lockable. (The waste compound is approximately 50m from 32-33 Torrington building – see figure 2 for the location of the waste compound).
4. A separate cleaning crew then sorts the waste bags into the appropriate 1100ltr eurobin (i.e. recycling separated from general waste).
5. There are six 1100ltr euro bins on site two for general waste and four for recycling. These are collected by SITA (SUEZ) everyday six days a week – Monday to Saturday. This daily collection ensures that waste storage capacity is always available.
6. In addition to this the waste compound also houses a 'Bin Press' which can help free up up-to two thirds of extra capacity per bin. For this reason there is high confidence that any additional waste from 32-33 Torrington will be readily accommodated within our existing set up.
7. A breakdown of waste stream and collection schedule is listed in the table 1 below.

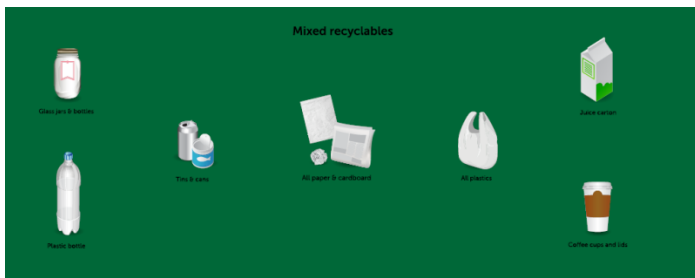


Figure 1: Recycling waste bins used across Birkbeck

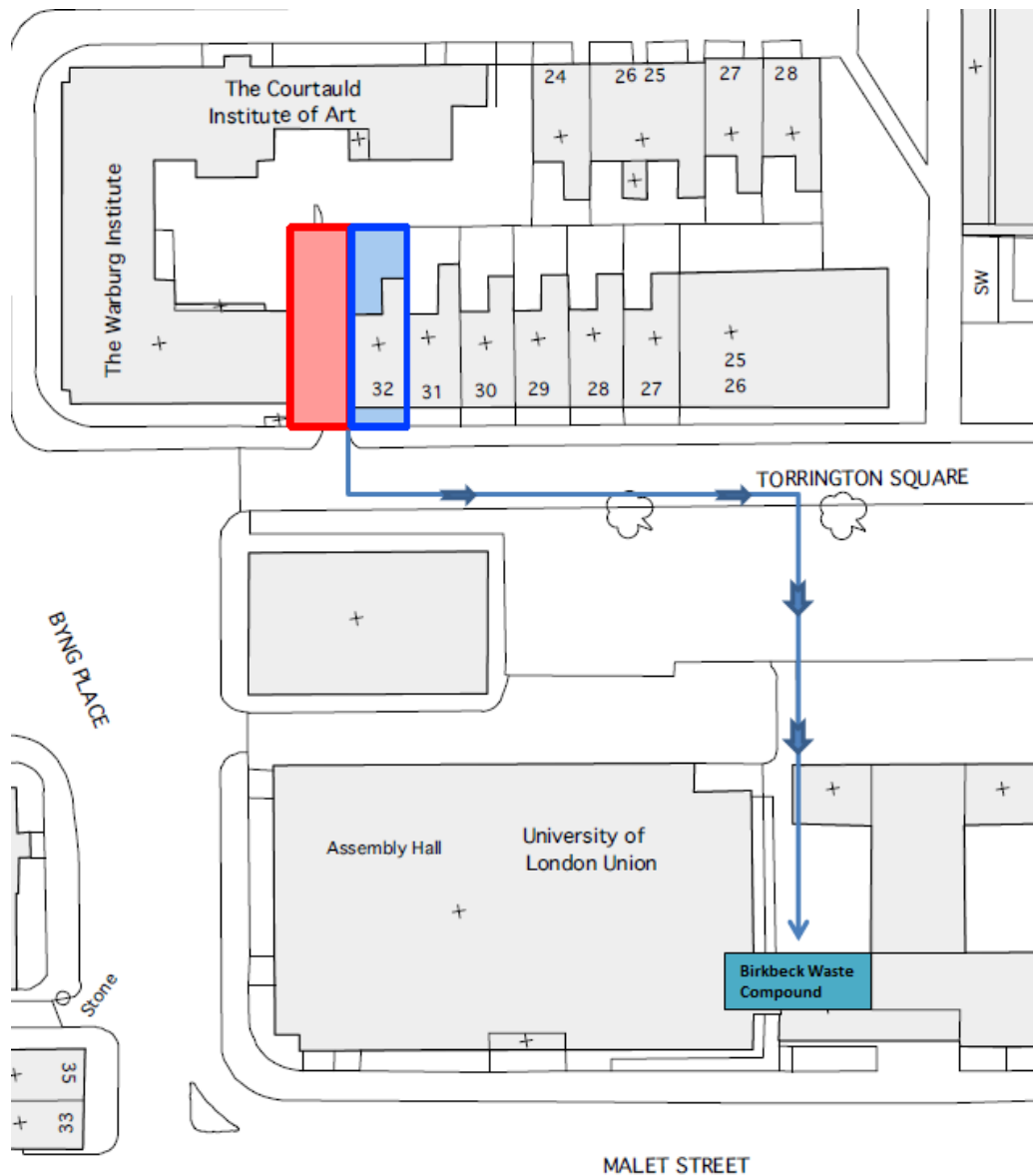


Figure 2: Diagram showing the waste

5 Waste Streams

General waste produced by Birkbeck goes to an Energy-from-Waste plant (EfW) and Material Recovery Facility in Barking. Table 1 lists the different kinds of waste produced at Birkbeck. It also shows the types of waste that are currently being recycled. All listed waste streams are disposed of appropriately in line with relevant legislation.

Table 1: Breakdown of the Birkbeck’s Waste Streams

Waste Stream	Content	Point of Production	Responsibility	Waste Contractor	Frequency of Collection
General Waste	Domestic, non-recyclable	Across the College	Cleaners (Kingdom)	SITA (Suez) Waste	Monday – Saturday

	waste			Contractors	(6 days per week)
Recycling	Tins, cans, plastic bottles, glass bottles and jars, paper and cardboard	Across the College	Cleaners (Kingdom)	SITA (Suez) Waste Contractors	Monday – Saturday (6 days per week)
Confidential Waste	Mostly paper based	Across the College	Departments	SITA (Suez) Waste Contractors	Weekly
Furniture	Tables, chairs etc.	Across the College	Porters	SITA (Suez) Waste Contractors	As Required
WEEE	All electrical items including white goods	Across the College	Departments	SITA (Suez) Waste Contractors	As Required
WEEE: IT Goods¹	Computers, printers, mobile phones and other IT equipment	Across the College	IT services	Computer Disposals Limited	As Required
Hazardous / Special Waste	Fluorescent tubes and bulbs	Across the College	Maintenance / Facilities team	Gary Mc Carthy	
	Toner cartridges	Across the College	Departments	Office Green	As required
Clinical Waste	Lab waste	Across the College	Lab Technicians	SITA (Suez) Waste Contractors	As Required
Hygiene Waste	Feminine Hygiene, body fluids	Toilets, First Aid points	Cleaners (Kingdom)	TOTAL Hygiene	Weekly
Construction Waste (Skips)	Construction and refurbishment waste	Construction and renovation sites	Estates and/or Externally Appointed Project Manager	Project Contractor	As required
Batteries	Batteries from small appliances and lead acid batteries	Across the College	These are held to key locations across Reception and by Media Technicians	Gary Mc Carthy	

6 Awareness Raising and Continuous Improvement

Awareness raising and promotional campaigns are key actions in ensuring waste is reduced at source and waste produced is dealt with in a sustainable and legal manner. This involves educating key staff and other members of Birkbeck community. Effective mobilization and engagement will result in minimization of our waste arising whilst increasing our recycling rates. The *Greenthing*² brand is used as a promotional tool to help increase participation and engagement with College's waste management ambitions and overall environmental policies.



Figure 3: Awareness Campaign Poster

As such for 32-33 Torrington and the whole of Birkbeck we our approach to continuous improvement is based on the waste hierarchy:

- **Reduce** waste production – Before you buy, consider whether the item is being offered for reuse by another department. If not, then make sure that waste from the item purchased can be effectively reused or recycled. Where possible make attempts to repair items before going on to

² The Greenthing is the Bloomsbury Colleges sustainability brand. It is the face of environmental activities across the colleges to help with awareness raising and improving engagement with sustainability issues.

purchase new. Get suppliers to take back unwanted packaging when delivery is made

- **Reuse** items – Explore opportunities to reuse items before disposing as waste. Examples are furniture, books and IT equipment
 - **Recycle** as much as possible – Most materials can now be recycled. Purchase products that can be recycled and where possible are made from recycled materials.
 - **Recover** useful materials from waste, Energy from Waste – for example metal can be separated and taken to scrap yards and food waste can be collected and turned into compost
 - **Disposal** – Disposal to landfill is the last resort for items that cannot be dealt with by any of the above options
- Ensure that all staff as producers of waste become responsible for managing their own domestic waste stream, using the recycling bins to sort their waste
 - Ensure contractors and suppliers are aware and supportive of the Birkbeck's waste policies. This includes contractors adhering to relevant legislation relating to waste from construction and refurbishment works as required.

7 Auditing and Continuous Improvements

Spot check audits will be conducted twice a year across Birkbeck's estate to identify recycling hotspots with a view to introduce targeted interventions. In addition, areas of improvements and non-conformities can be identified during the Environmental Management System (EMS) auditing process. Through this process improvement to waste management operations and infrastructure are discussed regularly with the Facilities staff and the Sustainability Team with a view to reduce the environmental impact of waste production and all associated carbon emissions.