



Waste Management Policy and Guidance Document

September 2017

1. Purpose

The purpose of this document is to set out Birkbeck's approach to waste management.

2. Scope

This policy and supporting guidance outlines how Birkbeck manages all waste streams arising from all its business activities in addition to highlighting opportunities for increasing re-use and recycling.

3. Responsibilities

This policy is the overall responsibility of the Estates and Facilities Department. Day-to-day responsibility for implementation of the policy is delegated to the Support Services Officer who is supported by the Bloomsbury Sustainability Manager.

4. Procedure

This policy will be reviewed and updated at least once every two years normally in the summer term by the Support Services Officer in collaboration with the Bloomsbury Sustainability Manager and the Facilities Manager. The review and updates made will reflect changes in legislation and/or industry best practice guidance.

Following agreement on updates, a revised version of the policy will be put to Birkbeck's Estates Committee for formal approval.

5. Equality Implications

There are no known impacts on equality in relation to protected characteristic groups i.e. age, ethnicity, sex, disability, sexual orientation, religion, belief or non-belief, pregnancy or maternity, civil partnerships or marriage or gender identity for both staff and students in respect to this policy.

6. Policy Document

6.1 At Birkbeck we are conscious of the impact our activities have on the environment and we take steps to minimize this impact. The Environmental policy endorsed by the Bloomsbury Colleges (of which we are a member) commits the partners to *"Minimize the impact and use of natural resources...reusing materials, recycling and reducing waste to landfill"*.

6.2 Therefore raising awareness of waste issues, assigning responsibilities, improving waste and recycling infrastructures and adherence to all related legislation, will ensure continual progress is made towards reducing waste, diverting waste from landfill and increasing recycling capture.

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6.3 This policy provides a guide to Birkbeck’s current waste management structure and associated responsibilities, as well as highlighting opportunities for increasing participation and performance relating to waste and recycling.

6.4 Waste Policy and Operation

Birkbeck will:

- Meet or exceed all waste related legislation and requirements;
- Implement waste strategies based on the waste hierarchy:
 - **Reduce** waste production – Before you buy, consider whether the item is being offered for reuse by another department (refer to WARPIT in Section 7). 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 purchase new. Get suppliers to take back unwanted packaging when delivery is made as part of order form by procurement;
 - **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. Table 1 below details materials that can be recycled at Birkbeck;
 - **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, sorting out their recycling and reducing waste to landfill;

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- 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.

6.5 Responsibilities

6.5.1 Responsibility for waste production and consequently waste management has to be shared by every member of Birkbeck staff, students and partners. Below is a list of key stakeholders and their role in waste management:

6.5.2 All Staff

All staff are required to support Birkbeck’s waste policies by: minimizing waste production, reusing items and recycling as much waste as possible. Table 1 outlines a breakdown of the institution’s waste streams.

6.5.3 All Students

Birkbeck students are required to support and abide by the School’s waste policies – reducing waste, reusing and recycling as much as possible. Students are also expected to be tidy and considerate when on Birkbeck property.

6.5.4 Senior Staff Committee and Departmental Heads (both Professional and Academic)

Estates Committee and Departmental Heads can help by encouraging their staff to comply with this policy. Managers can be asked to cascade feedback regarding recycling performance to staff and initiate improvements as required.

6.5.5 Cleaning and Portering Staff

Cleaning and Portering staff are responsible for emptying the designated waste receptacles and for the appropriate storage of the different waste streams prior to collection by the appropriate waste contractor. Also, they are required to assist with improvements to waste management operations and waste audit exercises.

6.5.6 Catering Staff

Catering Staff are expected to be mindful of waste produced as a result of their operations, services and procurement decisions. As with other staff, Catering staff will be required to abide by the School’s waste policies and apply the waste hierarchy through the decision making process of their service provisions.

6.5.7 Waste Contractors

Birkbeck’s preferred waste contractor will assist in the continual improvement of the institution’s waste management operations and performance as much as possible and fulfill the performance related aspects of their contract. SITA provides a ‘zero waste to landfill’ service for Birkbeck. As such all domestic municipal waste gets diverted for

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reuse, recycling or recovery – SITA operates an energy from waste plant where waste which would have been destined for landfill is converted into energy.

6.5.8 Suppliers

Suppliers are required to support the Birkbeck’s waste policies by ensuring product packaging is reduced. Suppliers will also be prepared to ‘take back’ excess packaging.

6.5.9 Contractors

Maintenance and Project contractors and those engaged in refurbishment works are responsible for the waste produced as a result of the work carried out on Birkbeck sites. Contractors are expected to collect this waste separately and securely. Contractors will make their own arrangements to dispose of this waste responsibly.

6.6 Waste Streams

General waste produced by Birkbeck goes to Energy from Waste plant and Material Recovery Facility at 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 should be 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 waste	Across the College	Cleaners (Noonan)	SITA Waste Contractors	Monday – Saturday (6 days per week)
Recycling	Tins, cans, plastic bottles, glass bottles and jars, paper and cardboard	Across the College	Cleaners (Noonan)	SITA Waste Contractors	Monday – Saturday (6 days per week)
Confidential Waste	Mostly paper based	Across the College	Departments	SITA Waste Contractors	Weekly
Furniture	Tables, chairs etc.	Across the College	Porters	Project Contractor - Winter’s Skips	As Required

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WEEE	All electrical items including white goods	Across the College	Departments	SITA 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 Waste2	Lab waste	Across the College	Lab Technicians	SITA Waste Contractor	As Required
Hygiene Waste	Feminine Hygiene, body fluids	Toilets, First Aid points	Cleaners (Noonan)	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	Across the College	These are held to key locations	Gary Mc Carthy	

1 IT that needs to be removed as part of rolling and replacement programmes (usually after 5 years of use) is still fit for purpose is provided to the departments of Biological and Psychological Sciences. Regarding WEEE IT, this is safely stored by the IT department until it is removed by CDL (Computer Disposals Ltd). An Asset Register and destruction certificate for all IT collected is then provided to the IT Manager and for items that have value the IT department can claim money back.

2 Birkbeck has a number of labs that produce hazardous waste, including:

- Chemical, general lab, and microbiological/clinical waste which is stored in secure containers in the labs and is collected weekly at source by designated contractor,
- GM (genetically modified) waste, glassware, sharps, N and NH solvents, oil secured safely in designated containers and electrical equipment which are collected quarterly by designated contractor.
- Hazardous/clinical waste is collected separately from general waste to avoid general waste contamination.
- No hazardous solvents are discarded through foul sewers.

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	lead acid batteries		across Reception and by Media Technicians		
Food	All kitchen and food waste	Refectory and other locations	Catering Staff	n/a	n/a
Cooking oil	Kitchen	Refectory	Catering Staff	Agri Energy	As required

6.7 Raising Awareness

6.7.1 Awareness raising and promotional campaigns are key actions to 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*³ brand is used as a promotional tool to help increase participation and engagement with School's waste and overall environmental policies.

6.7.2 Effective communication and outreach campaigns will greatly contribute to the improvement of the waste management system and provide a platform for promoting other objectives within the environmental policy. Table 2 provides a breakdown of promotional/communication avenues for the different stakeholder groups within the School.

Table 2: Avenues for Promotional Campaigns

Education and Promotion				
Target Group	Avenue	Engagement	Responsibility	Notes
New Students	Students' Induction week	Presentation / Video, Talk and Information Pack	Birkbeck's administrators and Sustainability Team	To convey what is expected of new students as part of their responsibility to Birkbeck's environment and as a part of their learning experience.

³ 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.

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All Students	Students' Union as a venue and partner for promoting behavioural change	Various schemes including promotions and competition	Students' Union Executives, and Sustainability Team	Student friendly avenues for promoting behavioural change
New Staff	Staff Induction	Presentation / Video, Talk and Information Pack	Staff Development Administrator and Sustainability Team	To convey what is expected of new staff as part of their responsibility to Birkbeck's environment
Staff in Different Departments	Staff meetings	Presentation / Talk	Schools administrators / Departmental Heads and Sustainability Team	Encourage departments to invite updates from the Sustainability Team at some departmental meetings
All Staff	Emails, Newsletter	Print and Electronic Medium; Green Champions Network	External Relations and Sustainability Team	Getting environmental stories out through the Birkbeck's communication structures and established sustainability groups
Students, Staff, General Public	Website, brochures	Print and Electronic Medium	Communications / Marketing Manager and Sustainability Team	Getting environmental stories out through the Birkbeck's communication structures.

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Catering Staff	Briefing sessions	Posters, Talks, Updates on Service	Catering Manager and Sustainability Team	Discussing the importance of their role to our objectives, highlighting results of their contributions as well as getting their feedback on operations on the ground
Cleaning Staff	Briefing sessions	Presentation / Talk, Updates on Service	Support Services Officer and Sustainability Team	
Maintenance Staff	Briefing sessions	Presentation / Talk, Updates on Service	Maintenance Manager / Sustainability Team	
*Also design generic posters/leaflets which provide a largely pictorial explanation of the recycling scheme at main lounges and reception areas, space permitting.				

6.8 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.

6.9 Reviewing Performance

Improvements to waste management operations and infrastructure are discussed regularly by the Facilities Manager, the Support Services Officer and the Sustainability Team with a view to reduce the environmental impact of waste production.

For consideration the following issues will be included; the amount of total waste produced, removal and transportation of waste, effectiveness of communication, improvements to waste infrastructure, review of supply chain and all associated carbon emissions.

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7. Waste Action Reuse Portal (WARPit)

Birkbeck together with the Bloomsbury Colleges has subscribed to WARPit – a resource and waste redistribution network. WARPit makes it easy for individuals to give surplus items to other individuals/departments within the institution in the first instance, to selected partners (e.g. Bloomsbury Colleges), and then to other universities and charity organizations of the WARPit Club. The web application works by linking resources to where they are required, thus reducing waste and the need for more procurement. All employees are encouraged to use this network and contribute to Birkbeck’s waste management improvement efforts.

Staff can follow this link www.warp-it.co.uk/birkbeck to register and start sharing resources.

8 Document Owner and Approval

The Support Services officer is the owner of this document and is responsible for ensuring that this policy is reviewed in line with the review requirements of Birkbeck.

A current version of this document will be available to all members of staff on Birkbeck’s website and on the Greenthing website.

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