

Estates and Facilities Waste Management Plan

Purpose and Context

At University of Huddersfield, waste and recycling is one of the most tangible and visible areas in the sustainability agenda and demonstrates our commitment to the University community as well as the opportunity for them to be involved in environmental improvement.

Waste management and recycling is coordinated by the university's Campus Support team who are part of the Estates and Facilities directorate. The university spends approximately £80,000 per year on waste management.

We are committed to the development of sustainable waste practices as highlighted in our Environmental and Sustainability Policy. The plan also aligns to the university's strategic plan with the aim 'financial sustainability', maintaining financial strength.

Implementation of sustainable waste management practices offers the opportunity to cut costs through effective resource management. Our aim is to manage resources more efficiently, prevent and minimise waste, increase recycling and participation giving us the following benefits:

- Legal compliance
- Reduced environmental impact
- Improved reputation
- Support for carbon reduction targets
- Cost minimisation

The actions identified in this strategy aim to identify and build on existing good practice.

Estates and Facilities have a variety of stakeholders for whom our waste management performance is relevant. Internally the cost of waste management and resource use is significant, and students have increasing expectations for our sustainability performance. We will consider these stakeholders when establishing and reporting on our waste management targets and performance and communicate in line with our Environmental and Sustainability Policy.

1. Introduction

The objectives of the Waste Management Plan for University of Huddersfield are to ensure legal compliance and best practice with waste management, these include:

- To encourage the use of the waste hierarchy principles by staff, students, and contractors.
- To reduce the total amount of waste generated each year.
- To divert waste from landfill using both onsite and offsite segregation methods.
- To reduce the cost of waste disposal.
- Recycle / reuse furniture through circular economy
- To work with contractors to encourage reuse packaging.
- To improve the quality of waste data.

The waste hierarchy is one of the guiding principles we consider in our sustainable waste management plans, encouraging waste reduction and reuse before recycling and other options such as anaerobic digestion, energy recovery, incineration, or landfill. We are also considering the circular economy and life cycle thinking in waste management and our sustainable purchasing.

Circular economy and life cycle thinking is an alternative to a traditional linear economy (make, use, dispose) in which we design to keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life. The university will consider these principles in our waste management choices but also our procurement of goods, through our sustainable purchasing.

2. Policy context

This document supports the delivery of the following policies and strategies at the University of Huddersfield

- Environmental and Sustainability Policy
- Carbon neutral strategy: A Ten-Point Plan for the Planet
- Net Zero Carbon Emissions Plan
- Waste Regulations 2011 (England and Wales)

3. Relevant aspects of circular economy and resource efficiency

Life cycle thinking - A circular economy is an alternative to a traditional linear economy (make, use, dispose), in that we keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life.

Furniture - The university will develop a Furniture Policy which is relevant to all University operations which will focus on reuse and refurbishment of furniture and divert from purchasing new or disposal of furniture. This policy will apply to all new buildings, refurbishments, or one-off furniture requirements.

Suppliers – The university will work with suppliers to reduce the packaging on items and encourage take back schemes for packaging; this particularly applies to IT equipment.

4. Achievements so far

The university has been working to improve the sustainability of waste management since 2015, below is a summary of some key achievements.

- 4.1 Increase in recycling – in 2015/16 the recycling rate was zero, with waste directed to energy recovery or landfill. In response there has been a significant investment in recycling bin infrastructure and negotiation of a new commercial waste contract, with a requirement for diversion from landfill. This has enabled the University to improve recycling rates to an average of 43% in the last academic year.
- 4.2 Project Sustainable Furniture Program – Project Sustainable Furniture has offered the university community a solution to the high expenditure of furniture and has been running since 2019. The opportunity to recycle furniture within the organisation has reduced cost and waste. The venture has partnered with a

university approved not-for-profit organisation who has re-furnished furniture on campus to a high standard, provided re-used furniture and reused surplus furniture. The project over the last 3 years saved the university over £325,000 and over 163 tonnes of CO₂.

- 4.3 External contracts – The university has used the procurement process to encourage external waste contractors to support its aims for sustainable waste management and to improve service delivery. A requirement of the general waste management contract is for the contractor to provide waste collection and treatment options for residual/general waste that diverts waste from landfill disposal to more “sustainable” waste management solutions, and that the facilities used are local to the university. The successful contractor was required to have similar sustainability objectives to the university.
- 4.4 Anaerobic digestion of food waste – Food waste from Catering is sent to off-site anaerobic digesters. These units compost around 18 tonnes of food waste per year. saving all the associated methane emissions, reducing general waste, reducing waste disposal costs and as a bonus, producing nutrient rich compost to be used on the university grounds. Composting of green waste on campus has also been introduced which again helps reduce waste sent offsite for disposal.

5. Objectives & targets

Objectives and targets have been established as part of the Environmental and Sustainability Policy and will be managed within the Estates and Facilities team. These will include:

Objectives

- To ensure legal compliance and best practice with waste management, particularly onsite storage.
- Eliminate waste and improve resource efficiency through circularity, including encouraging the use of the waste hierarchy principles by staff, students, and contractors.
- To reduce the total amount of waste generated each year.
- To continue to divert waste from landfill using both onsite and offsite segregation methods.
- To reduce the cost of waste disposal.
- To improve the quality of waste data.

Targets

Metric	Desired direction	Baseline year	Baseline value	Target year	Target value
Reduction in operational waste generated on campus (tonnes) Includes general waste, food waste, Dry Mixed Recycling (DMR), building materials waste from maintenance activities, metals, and Waste Electronic and Electrical Equipment (WEEE)	Decrease	2008/09	1,409 tonnes	2024/25	150 tonnes

Excludes major construction					
Proportion of waste reused/recovered/recycled (%)	Increase	2008/09		2024/25	57.3%

- Reduction of operational waste by 10% from a 2019/20 baseline by 2024/25.
- Increase operational waste recycled to around 60% minimum by 2024/25.
- Eliminate avoidable single use plastics by 2025.
- Introduction of a Furniture Policy to focus reuse and refurbishment of furniture and reduce disposal.

6. Roles and responsibilities

The table below highlights the personnel that form the waste management team for University of Huddersfield and the Daphne Steel building.

Name	Title	Role	Contact
Sally Hobson	Campus Support Manager	Maintain oversight	s.hobson@hud.ac.uk 07715 633717
Allan Butters	Assistant Campus Support Manager	Educate staff, students and other university stakeholders on waste management	a.c.butters@hud.ac.uk 01484 258021
	Campus Support Team	Investigate waste issues and follow this up with action	estates-allcampussupport@hud.ac.uk 01484 472233
	Estates and Facilities Helpdesk	Record any reports of waste issues for the Campus Support Team	Estates.enquiries@hud.ac.uk 01484 472233
	Sustainability Team	Provide support and action to achieve sustainable waste management on campus.	sustainability@hud.ac.uk 07903 428272

7. Waste collection approach

This A-Z guide lists the most common waste types within the University of Huddersfield and how to recycle or dispose of them. It is designed to help our staff and students deal with waste in a manner that is legal, appropriate and meets our standards for reuse and recycling on campus.

Waste Type

Disposal Procedure

Aerosols

All aerosol containers should be treated as hazardous waste (even if empty). For example, those containing chemicals, paints, resins or adhesives. Please contact the Estates Helpdesk to arrange removal.

NOTE: Aerosols are now classed as hazardous waste and should not be placed in general waste bins

Aluminium Cans

Please use the dry mixed recycling bins. Make sure your cans are empty.

Aluminium Foil

Please use the dry mixed recycling bins. Ensure that the foil is clean and dry, if contaminated with food please use the general waste bins.

Batteries (domestic)

Please use the battery recycling bins for all portable batteries (e.g. AAA, AA, C, D, button cell, laptop, mobile phone, camera and portable power tool batteries).

Bins are located in:

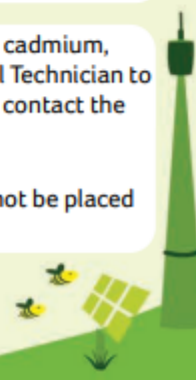
- Student Central, near i-Point
- Schwann Building, Library entrance
- Charles Sikes Building, reception
- Bronte Lecture Theatres, entrance foyer
- Sparck Jones Building, foyer

NOTE: Batteries are now classed as hazardous waste and should not be placed in general waste bins

Batteries (large)

This includes all large, industrial batteries containing lithium, cadmium, mercury and lead acid (e.g. car batteries). Contact your School Technician to check if you have a specific procedure in your area. Otherwise contact the Estates Helpdesk to arrange collection.

NOTE: Batteries are classed as hazardous waste and should not be placed in general waste bins



Waste Type	Disposal Procedure
Blue paper towels	Please use the general waste bins.
Books	Firstly, offer for reuse on the Staff Hub notice board. If this is unsuccessful, or for any out of date books or journals, please dispose of these in the Book Harvest boxes that can be found at the following locations: • Charles Sikes Building- The Street Café • Harold Wilson Building- atrium • Ramsden Building- foyer • Sparck Jones Building- Espresso and Deli@ Weavers These boxes are placed for collections twice a year, please contact estates@hud.ac.uk to find out when the next collection is scheduled. Students can also utilise the book swap shelf outside of the Students' Union (level 5 Student Central), in exchange for a small donation to RAG.
Bottles (glass)	Please contact the Estates Helpdesk if you have any glass items for disposal. A collection will be organised and the glass disposed of in our glass recycling facility. *NOTE: Broken glass can be collected, but must be wrapped in paper and labelled clearly*
Bottles (plastic)	Please use the mixed recycling bins. Make sure your bottles are empty, squashed and have the lid on.
Cardboard (large amounts)	Packaging should be returned with the supplier on request at point of purchase. Where this is not possible, contact the Estates Helpdesk to arrange a collection.
Cardboard (small amounts)	Please use the blue office paper and cardboard bins for small quantities of cardboard. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry.
Catalogues and directories	Please use the blue office paper and cardboard bins for small quantities of cardboard. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry.
CD's, DVD's, floppy disks and tapes	Contact your departmental IT Officer, if you have one. Otherwise contact IT Support, who will identify the appropriate disposal route and make arrangements for you.

Waste Type	Disposal Procedure
Chemicals	Contact your School Technician for advice.
Christmas cards	Please use the blue office paper and cardboard bins for small quantities of cardboard. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry.
Clinical waste	Contact your School Technician for advice.
Clothing and textiles	Clothes that are in good condition can be offered for reuse on student and staff networks such as the Staff Hub notice board. Alternatively donate them to local charity shops or textile banks. There is a British Heart Foundation donation bank located in the Students' Union, Level 5 Student Central.
Coffee cups	Please use the general waste bins for all coffee cups, including those marked as recyclable or compostable. Make sure your cups are empty before disposal. Please note reusable mugs are available from all campus food outlets.
Crisp packets	Please use the general waste bins.
Electricals (excluding IT equipment)	If equipment is in working order, offer on the Staff Hub notice board for reuse within the University. Under no circumstances should electrical items be taken for domestic use and/or sold for personal profit. If you are a department receiving a used electrical item, the equipment must be electrically tested for safety e.g PAT test. If reuse is not possible, contact IT Support who will identify the appropriate disposal route. *NOTE: it is illegal to dispose of WEEE waste in the general waste stream*
Envelopes	Set up a box in your stationery area for reusable envelopes. For envelopes not in a reusable condition, including window envelopes, please use the dry mixed recycling bins.
Envelopes (padded)	If not of a reusable condition, please use the genral waste bins.

Waste Type

Disposal Procedure

Fluorescent tubes

Redundant fluorescent lamps are collected by Estates for specialist disposal.

NOTE: fluorescent lamps are classed as hazardous waste and must not be placed in general waste bins

Folders

If reusable, set up a stationery box in your area or offer on the Staff Hub notice board for reuse within the University. If unsuccessful or not possible, put plastic or lever arch components of the folder in the general waste bins, and dispose of the cardboard body of the folder in the blue office paper and cardboard bins. For large quantities contact the Estates Helpdesk to arrange collection.

Food Waste

Please use the general waste bins. Please note that food waste also includes used coffee grounds and tea bags.

Furniture

If reusable, offer on the Staff Hub notice board for reuse within the University. Under no circumstances should furniture items be taken for domestic use and/or sold for personal profit.

If unsuccessful contact Allan Butters at A.C.Butters@hud.ac.uk to organise a collection by an approved reuse and renovation contractor. The University's in-house team may be able to undertake repairs. If waste disposal is required, contact the Estates Helpdesk to arrange a collection.

Please allow adequate lead time to make arrangements and ensure waste is stored within the building prior to collection. Items should not be stored outside.

Glass containers (eg coffee jars)

Please contact the Estates Helpdesk if you have any glass items for disposal. A collection will be organised and the glass disposed of in our glass recycling facility.

NOTE: Broken glass can be collected, but must be wrapped in paper and labelled clearly

Glass containers (from laboratories)

Contact your School Technician for advice.



Waste Type	Disposal Procedure
Gum	Please dispose of gum in the pink GumDrop receptacles located across campus.
Ink cartridges (from desktop printers)	The University stationery supplier Lyreco offers a take-back scheme and supplies collection boxes for used cartridges to be taken away for recycling. Contact the person responsible for ordering cartridges in your department to find out the arrangements in your area. To set up a new collection scheme for your department - when you place an order with Lyreco select the product code for collections from their catalogue. Contact Joe Byrne in Procurement Services for further information.
IT equipment	This includes all computers, associated peripherals and cables. Contact your departmental IT Officer (if you have one) or otherwise contact the IT Support Helpline, who will identify the appropriate disposal route and make arrangements for you. For full details follow this link: https://staff.hud.ac.uk/it/policy/disposalofitequipment/ *NOTE: it is illegal to dispose of WEEE waste in the general waste stream*
Junk mail and glossy magazines	Please use the blue office paper and cardboard bins for small quantities of paper. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry.
Laminated paper and posters	Please use the general waste bins.
Metals (small items)	Please use the dry mixed recycling bins for small items (e.g. aluminium and steel cans, staples).
Metals (large items)	If reusable, offer on the Staff Hub notice board for reuse within the University. If not possible or unsuccessful, please contact the Estates Helpdesk to arrange collection.
Milk bottles (plastic)	Please use the mixed recycling bins. Make sure your bottles are empty, squashed and have the lid on.

Waste Type	Disposal Procedure
Mobile phones	For redundant mobile phones contact your departmental IT Officer (if you have one), otherwise contact the IT Support Helpline, who will identify the appropriate disposal route and make arrangements for you. Follow this link for further details: https://staff.hud.ac.uk/it/policy/disposalofitequipment/ *NOTE: it is illegal to dispose of WEEE waste in the general waste stream*
Newspaper	Please use the blue office paper and cardboard bins for small quantities of paper. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry. For large quantities contact the Estates Helpdesk to arrange collection.
Pallets	Pallets should be returned with the supplier on delivery. If this is not possible, a collection should be organised for when the supplier is next delivering. This should be organised at point of purchase. Where it is not possible to return the pallets to the supplier, contact the Estates Helpdesk to arrange collection.
Paper (standard, waxy or glossy)	All printouts on campus should be duplex printed where possible. Set up a scrap paper box in your stationery area for paper that can be reused and use this as opposed to post-it notes. Please use the blue office paper and cardboard bins for small quantities of paper. Once full, office bins should be decanted into the larger blue paper wheelie bins in centralised locations. All cardboard must be clean and dry. *NOTE: if you cannot tear paper it may have a plastic film coating and should be put in the general waste bin*
Paper (confidential)	The University has a confidential waste policy. All confidential waste should be placed in designated collection consoles or sacks. To obtain collection sacks or to make arrangements for large collections, contact Joe Byrne in Procurement Services.
Paper hand towels	Please use the general waste bins.
Pens	Please use the general waste bins.

Waste Type	Disposal Procedure
Pizza boxes	Please use the pizza box recycling point in International Kitchen (Level 4 Student Central) for your empty pizza boxes. If not possible, please use the general waste bins. Please separate any food waste and dispose of this in the general waste bins.
Plastics (soft)	Please use the general waste bins. (e.g. cling film, crisp packets).
Plastics (flexible)	Please use the general waste bins. (e.g. yoghurt pots).
Plastics (hard)	Please use the general waste bins. (e.g. CD containers).
Plastics (bottles)	Please use the mixed recycling bins. Make sure your bottles are empty, squashed and have the lid on.
Polystyrene	Packaging should be returned with the supplier on request at point of purchase. For large quantities contact the Estates Helpdesk to arrange collection. For small quantities use the general waste bins.
Telephones	Redundant desk phones are collected by Telephone Services for reuse or recycling of usable parts before disposal. *NOTE: it is illegal to dispose of WEEE waste in the general waste stream*
Tetra Pak cartons	Please use the general waste bins.
Toner cartridges (from photocopiers)	Take these to your local collection point within your department, contact your School or Office manager to find out where this is. A company called EOS collects on behalf of our photocopier supplier Konica Minolta. Collections should be organised at point of purchase. To arrange collections for your department contact: - Sue Clarke – sue@eos-it.co.uk Telephone: 01306 631070 - General enquiries – info@eossolutionsltd.com
Tissues	Please use the general waste bins.
Wood (small)	For small items, such as coffee stirrers, please use the general waste bins.
Wood (large)	If not reusable, contact the Estates Helpdesk to arrange a collection.

Departmental schemes

Schools and Services may operate their own schemes for the specialist waste streams they produce (e.g. lab, clinical and engineering waste). Please contact your School Technician or Office Manager for further advice.

Clear outs and office moves

If purchasing new furniture or planning large-scale clear outs of redundant furniture, please inform Procurement Services as soon as possible. They will advise on take-back schemes and disposal routes, working with furniture suppliers wherever possible.

For general office clear outs, please contact the Estates Helpdesk to discuss your needs. You can request clear sacks for recyclables, direct collection of bulk wastes and skips for recyclable and non-recyclable materials should you need them.

8. Spillage

It is important to understand what has been spilt prior to any action being taken. A Material Safety Data Sheet (MSDS) and risk assessment, and testimonies from the people carrying out the activity that resulted in the spill, should be used to determine responses. Spill kits should always be readily available, including the following types:

- Mercury spills
- Chemical spills
- Oil spills
- Body fluid spills

The four steps for handling all spills are containment, neutralisation, clean-up, and disposal. These are described below.

8.1 Containment: Spills involving hazardous materials should be contained to prevent spread of the material to other areas. This may involve the use of temporary diking, proprietary booms/absorbent pads, dry sand, or sandbags.

The area affected by the spillage should first be evacuated and the designated spill control personnel contacted. Two trained staff members should act as a response team, with another staff member on standby at a safe distance. If the persons are not available, the fire service should be called.

If a flammable liquid is spilt, eliminate ignition sources, such as naked flames. If the spill is large, contact the Campus Support Team and arrange to isolate electrical supply.

Ventilate the area. Open windows where possible and close doors. Do not cross the spill or move further into the room to close doors. If safe, ask others to close doors from adjacent rooms.

Isolate the spill. Consider sealing off the area and displaying warning signs at the doors and around the perimeter in general. If there is a possibility that the chemical could seep to other floors, building users in those areas must be warned and evacuated.

The incident should be reported via the environmental incident form when it becomes safe to do so.

8.2 Neutralisation: Wherever possible, the material should be rendered safe by treating with appropriate chemicals. Assemble the equipment required, and make preparations to deal with the spill, in an adjacent but safe room or other safe nearby area. The Personal Protective Equipment (PPE) that should be used includes a face mask or respirator, gloves with wide chemical resistance (such as nitrile), eye goggles, and a laboratory coat or similarly relevant apparel.

8.3 Clean-up: The treated spillage should be absorbed onto an inert carrier material to allow it to be cleared up and removed to a safe place for disposal or further treatment as appropriate. The floor and contaminated surfaces should then be washed with fresh soapy water.

A spillage should only be dealt with locally if the nature of the spillage is known and by staff who are trained in the use of the required PPE and chemical spillage kits. If there is any doubt about the hazard involved or ability to deal with the size of the spillage, raise the alarm for assistance from the fire brigade and other relevant services.

8.4 Disposal: All hazardous waste should be removed via the university-approved hazardous waste disposal contractor. The waste should be placed in a suitable container with a tight-fitting lid, or in a suitable sealable plastic bag (which can then be placed in the lidded container), while wearing PPE. Small volumes of spill waste can be placed in a yellow bag and sent for incineration. Upon completion of the waste disposal, all PPE must be removed carefully and either disposed of in a yellow bag or washed. Care must be taken not to take off the respirator and eye protection until after the contaminated gloves have been removed.

The waste should be clearly identified and labelled. If the waste is volatile or fuming, the waste container must be placed open in a vented fume cupboard to allow complete evaporation to take place before sealing.

9. Waste stream flow and shipment tracking

The collection, treatment and disposal of waste from University of Huddersfield is managed by Suez. The organisation provides publicly available information on how it conducts these processes ([What happens to waste - SUEZ in UK](#)).

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
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