



HAZARDOUS WASTE DISPOSAL

*Hazardous and
offensive waste*

A Guide for all LJMU staff
Version 1 – July 2018

www.ljmu.ac.uk/Sustainability

Contents

What is hazardous and offensive waste?	3
What is Estate Management's role?	4
Decontamination	5
Storing hazardous and offensive waste	6
Waste sacks and waste containers	7
Consignment notes	9
Disposal instructions	11
Where to get further advice	18



What is hazardous and offensive waste?

Hazardous waste is that which is harmful to public health and/or the environment.

Offensive waste is non-clinical waste that is non-infectious and doesn't contain pharmaceutical or hazardous substances (e.g. sanitary hygiene waste). However, it may be unpleasant to anyone who comes into contact with it.

What is Estate Management's role?

What Estate Management do:

- ✓ Assist with disposal of domestic-type waste electrical and electronic equipment (WEEE), including batteries
- ✓ Provide advice on compliant hazardous waste disposal
- ✓ Report annually on hazardous waste generation.

What Estate Management doesn't do:

- ✗ Operate/supervise any contracts relating to disposal of hazardous waste, with the exception of sanitary waste
- ✗ Carry out decontamination
- ✗ Handle any clinical or hazardous waste that does not have a certificate of Cleaning and Decontamination attached. This includes containers or equipment which have housed or been in contact with hazardous substances.

Decontamination

What needs to be decontaminated?

Offensive waste is not hazardous, but may include non-infectious hygiene materials that are unpleasant to anyone who comes into contact with them. Offensive waste should be placed in the correct waste sack (see Storing Hazardous and Offensive Waste), but it does not require decontamination.

In instances where equipment has been used to store, process or handle hazardous materials, the items must undergo decontamination treatment prior to its disposal. This is sometimes referred to as **sterilisation** or **autoclaving**. Further guidance can be found in the Safety Code of Practice for control of Substances Hazardous to Health (COSHH) – SCP6.

The equipment for disposal must have a Certificate of Cleaning and Decontamination affixed to it, issued by the owner of the equipment to confirm that the item has been decontaminated. An example decontamination certificate can be viewed in the Environmental Code of Practice for Hazardous and Offensive Waste – ECP5.

Who carries out the decontamination?

This will not be an Estate Management member of staff.

Decontamination must be carried out by, or arranged by, the persons who have used the equipment and who wish to dispose of it within their Faculty, School or Division.

If the material, product or equipment is not accompanied by a decontamination certificate, it will not be handled or moved.

Storing hazardous and offensive waste

In addition to the guidance for storing recyclable and general waste, there are some extra statutory requirements for storing hazardous and offensive waste. They are as follows:

- Equipment that has been in contact with hazardous chemicals and biological materials must be treated before it can be stored for disposal. This includes decontamination, disinfection and sterilisation ('autoclaving') and should be completed by the School or Department
- The equipment may only be stored ready for disposal if a certificate of Cleaning and Decontamination has been provided
- Liquid hazardous waste must be kept in a dedicated area, with a barrier to stop any leaks from spreading
- Waterproof covers must be used outdoors to prevent rain from causing contaminated run-off. This includes ensuring that covers to fluorescent light and battery storage chests are on at all times.

Waste sacks

For waste that is contained in a waste sack, prior to its collection from the premises, University policy is to no longer use black bin bags (Environmental Code of Practice for Hazardous and Offensive Waste – ECP5).

To comply with waste legislation and health and safety requirements, the following colour waste sacks must be used in order to ensure that hazardous and offensive waste streams are clearly identified and deposited in the correct waste containers.

Waste type	Bag/sack type	Destination
Autoclaved	Blue	All-yellow, clinical waste container/ eurocart
Clinical/infectious	Yellow with a rigid yellow bin	
Offensive	Yellow with black stripes	

How do I order more waste sacks?

It is the Schools' responsibility to order the appropriate waste sacks for hazardous/offensive waste. Please contact your supervisor for guidance.

Waste Containers

There are different sorts of hazardous/offensive waste containers across campus, to ensure appropriate storage, collection, and separation from the mixed recycling and municipal waste streams.

How do I order more waste bins?

To request provision of containers for batteries, please contact Estate Management Helpdesk (ext. 5555 option 2).

The University's maintenance contractor is responsible for arrangements concerning fluorescent lamp chests (ext. 5555 option 3).

For all other hazardous/offensive waste streams, it is the Schools'/departments' responsibility to order appropriate waste containers. Please contact your supervisor for guidance.

Consignment notes and Controlled waste duty of care transfer notes

What is a consignment note?

A consignment note is a legal document of record to show that **hazardous waste** has been collected by an approved waste collector.

Where there is a contracted regular cyclical collection of a waste stream, e.g. sanitary hygiene waste, an annually-renewable 'season ticket' may be put in place.

For all other ad hoc collections of hazardous waste, a consignment note or controlled waste duty of care transfer note must be completed for each collection.

Who completes the consignment note or controlled waste DoC note?

The consignment note will be provided by the waste collector when they come to make the collection.

Whoever produced/requested the collection will also need to complete and receive a copy of the consignment note when the collection takes place:

- Part A – checked and signed by staff member
- Part B – checked and signed by staff member
- Part C – checked and signed by waste collector
- Part D – checked and signed by staff member when satisfied that all details on the note are correct.

Where is the consignment note stored?

There are three pages to the consignment note:

- White copy is handed to the person who completed and signed the consignment note. It should be filed in local records for 3 years
- Yellow copy is retained by the waste collector
- Pink copy is supplied to LJMU by the waste collector when the invoice is sent in.

More details of how to complete a consignment note – including an example note – can be viewed in Environmental Code of Practice for Hazardous and Offensive Waste – ECP 5.

Disposal instructions

Not sure what classification of waste it is? If you cannot identify what the waste type is, as per the list below, make the area safe and contact your Supervisor.

Under no circumstances must hazardous waste materials be left on means of escape, while awaiting collection.

Asbestos

Asbestos containing materials within buildings are managed in accordance with strict regulations and, where required, removed and disposed of under strictly controlled conditions.

If you suspect that there may be some form of asbestos that requires disposal, please contact the Health and Safety Unit (ext 5540) in the first instance. Please ensure that you do not disturb any suspected materials.

Batteries



Battery recycling units can be found at most Reception Desks. These are for standard, non-rechargeable household batteries. Please do not put printer cartridges in these containers.

Once the battery container is full (reaches the 'fill' line), a collection request should be placed with the Estate Management Helpdesk.

Requests for additional containers may be made through the Estate Management Helpdesk (ext. 5555 option 3)

Clinical and healthcare waste

Clinical and healthcare waste is the responsibility of the Faculty, School or Division to dispose of safely. This service is not facilitated by Estate Management. The materials must be stored correctly – see the section on storing hazardous and offensive waste.

Some healthcare items may undergo decontamination and become classed as 'offensive waste'. Please see Laboratory Equipment, Machinery and Glassware. For healthcare sharps, please see Sharps.

Fluorescent and projector lamps



If you need to replace or dispose of **fluorescent lightbulbs**, please contact the University Maintenance Contractor to arrange collection (ext. 5555 option 2).

To dispose of **projector lamps**, please contact the AVIT Team via the IT Helpdesk (ext. 5555 option 1).

Gas cylinders



Empty or unwanted gas cylinders must be returned by the Faculty/School/Division to the supplier they were obtained from.

If you are unable to return the gas cylinder, please obtain advice from Estate Management Helpdesk (ext. 5555 option 3).

Containers with trace amount of hazardous substances

Provision and collection of hazardous waste containers (i.e. containers that have held clinical and healthcare waste, or substances such as pesticides, solvents, chemicals, paints and oils) are the responsibility of the Faculty, School or Division to dispose of safely. This service is not facilitated by Estate Management. The materials must be stored correctly – see Storing Hazardous Waste

Laboratory equipment, machinery and glassware



Laboratory equipment, etc. is the responsibility of the Faculty, School or Division to dispose of safely. Items in this category may be contaminated with hazardous waste and, as such, require cleaning/decontamination/autoclaving – see Decontamination. After decontamination, the waste may then be reclassified as offensive waste.

If the material, product or equipment is not accompanied by a decontamination certificate, it must not be handled or moved by Estate Management staff. For sharps, please see Sharps.

Paints, solvents and oils



Paints, solvents and waste oils are classed as hazardous waste. This includes contaminated rags. See section on storing hazardous and offensive waste. It is the responsibility of the producer to dispose safely of any waste oils. If you need support in identifying an

authorised waste carrier, please contact the Estate Management Helpdesk (ext. 5555 option 3).

Printer cartridges



Empty **Xerox cartridges and toner for MFDs** (multi-function devices) should be returned to the LJMU Print and Postal Services via the internal mail, reusing the packaging of the replacement cartridge.

Xerox recycle them as part as part of the Print contract.

Schools/Departments can dispose of ink jet and other printer cartridges via Recycle4Charity: telephone 01273 400185 or email info@recycle4charity.co.uk

Radioactive waste



The disposal of radioactive waste should be in line with SCP 16 Ionising Radiation. Currently there is no such waste in the University.

Refrigerators and freezers (domestic use)



These must be emptied of all contents, cleaned internally and wiped externally.

To dispose of these items, please see WEEE.

Refrigerators and freezers (laboratory use)



Refrigerators and freezers used in laboratory environments, and which may have held hazardous substances, must undergo cleaning and decontamination processes – please see Decontamination.

Once confirmation of decontamination has been received, the item can be disposed of: please see WEEE.

Sanitary waste

Estate Management operates a contract for the removal of general sanitary waste.

Sanitary waste bins are generally located within female or gender neutral toilet facilities.

These bins are only to be used for sanitary waste and no other waste is permitted. If you have any concerns relating to the removal of sanitary waste, or wish to report a full receptacle, please contact the Estate Management helpdesk (ext. 5555 option 3).

Sharps (healthcare)



Healthcare sharps may include items such as hypoallergenic needles.

The University has a number of sharps disposal bins on campus. Please contact your supervisor for further advice on where these are located. This disposal service is not operated by Estate Management.

If you find loose needles or healthcare sharps in your building, contact Estate Management Helpdesk (ext. 5555 option 3).

Skip waste



Do not place any hazardous or offensive waste in skips. (See Guide for Recycling and Municipal waste)

Waste Electrical and Electronic Equipment (WEEE)



Collection and disposal of **domestic-type portable appliances** such as laptops, PCs, kettles, toasters, microwave cookers, coffee machines, mobile phones, chargers, cameras, etc. can be arranged by contacting the Estate Management Helpdesk (ext. 5555 option 3).

You will need to provide:

- Full details of the item for disposal (type of appliance, serial number, approximate weight)
- Location from where the appliance can be collected
- Contact name and telephone number/email address of a person who may oversee the collection of the items and complete the consignment form.

Estate Management will contact the University's approved WEEE contractor and pass on the details. The contractor will contact the nominated person by e-mail and/or telephone to make arrangements to collect the WEEE, during the next available collection cycle (normally within two weeks). This is a free to use

service. Please note that the appliances must be kept in their normal location, pending collection.

Please note: electronic equipment that may contain confidential or sensitive information must not be stored in an accessible area. Instructions on how to prepare electronic equipment prior to its collection from the premises can be read in Appendix 1 of Environmental Code of Practice – ECP5. Guidance on confidential destruction of documents can be viewed at <https://www2.ljmu.ac.uk/secretariat/96882.htm>

Where to get further advice

Contacts:

Estate Management Helpdesk - ext. 5555 option 3

Policies:

LJMU Recycling & Waste Resource Management Policy

The University's policy on recycling and municipal waste can be viewed in the [LJMU Policy Centre](#). It includes the commitment to aim for 50% recycling rate across LJMU's campus.

ECP 5 Hazardous and Offensive Waste

The University's Environmental Code of Practice on hazardous and offensive waste provides greater detail on these disposal arrangements and can be viewed in the [LJMU Policy Centre](#)

SCP 6 Control of Substances Hazardous to Health (COSHH)

The University's Safety Code of Practice on COSHH provides greater detail on the handling of these substances and can be viewed in the [LJMU Policy Centre](#)

SCP 16 Ionising Radiation

The University's Safety Code of Practice on ionising radiation provides greater detail on its disposal arrangements and can be viewed in the [LJMU Policy Centre](#)

SCP 29 Asbestos (Policy and Management Plan)

The University's Safety Code of Practice on asbestos provides greater detail on managing risk from asbestos and can be viewed in the [LJMU Policy Centre](#)

General advice:

Recycling and waste management webpages:

www.ljmu.ac.uk/about-us/about-liverpool-john-moores-university/sustainability/recycling-and-waste-management

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