

Recycling and Waste Resource Management Policy

Responsibility for Policy:	Deputy Chief Executive, Finance Director and University Secretary
Relevant to:	LJMU staff, students and visitors.
Approved by:	SMT 13 June 2017
Responsibility for Document Review:	Environmental Manager
Date introduced:	May 2014
Date(s) modified:	October 2014, June 2016, March 2017
Next Review Date:	June 2018

RELEVANT DOCUMENTS

- EU Waste Framework Directive (2008/98/EC)
- Waste (England and Wales) Regulations 2011
- Guidance on Applying the Waste Hierarchy
- ISO14001 Environmental Management Systems 2015
- ISO20400 Sustainable Procurement Guidance 2017

RELATED POLICIES & DOCUMENTS

- LJMU Environment and Sustainability Policy
- ECP4 Recycling and General Waste
- ECP5 Hazardous and Offensive Waste

**THIS POLICY FORMS PART OF THE UNIVERSITY'S POLICY MANAGEMENT FRAMEWORK
AND REPLACES ALL PREVIOUS VERSIONS**

INDEX

1. INTRODUCTION

2. SCOPE

3. OBJECTIVES

3.1 Procurement of goods and services

3.2 Continual improvement

3.3 Compliance

3.4 Monitoring and management

3.5 Performance

3.6 Communication and engagement

4. RESPONSIBILITIES

5. GUIDANCE

Appendix 1 - The Waste Hierarchy



UNIVERSITY RECYCLING AND WASTE RESOURCE MANAGEMENT POLICY

1. INTRODUCTION

The University's campuses comprise of 44 buildings varying in size, age and construction located across the city of Liverpool.

Liverpool John Moores University's (LJMU) institutional activities produce a number of different waste streams including recyclable materials (paper, cardboard, glass, plastics), batteries, florescent lamps, projector lamps and waste electrical and electronic equipment (WEEE), general waste, clinical waste and hazardous waste. Consequently, LJMU commits to minimise waste production and improve performance in recycling, waste diversion, and waste handling practice across the estate:

2. SCOPE

This Policy applies to all University activities and operations.

3. OBJECTIVES

LJMU will avoid and minimise waste production and improve performance in operational waste resource management, waste handling and storage practices, increase its recycling rate and eliminate waste diversion to landfill through the following objectives:

3.1 Procurement of goods and services

LJMU will seek to reduce the production of waste arising from the procurement of services, goods and equipment by ensuring that:-

- Waste arising from capital projects, refurbishment works and maintenance activities is recorded, monitored and reported on.
- Consideration of waste resource implications and provision for 'Take Back' of all packaging associated with the same are included in specifications for supply of goods/equipment contracts
- The procurement of replacement electrical or electronic equipment includes for the collection and compliant disposal of the redundant item(s)

3.2 Continual improvement

Waste, as a significant environmental aspect, will be included in the objectives and management programme of LJMU's progress towards ISO14001 certification of Environmental Excellence. As such LJMU commits to continual improvement – managing significant environmental impacts and aiming for greater performance when targets are met.

3.3 Compliance:

- Implement, as far as is reasonably practicable, the Waste Hierarchy in line with the EU Waste Framework Directive (2008/98/EC) and Waste (England and Wales) Regulations 2011 (see appendix 1).
- Ensure that, where possible, materials are recovered and compliantly reused, repurposed or recycled.
- Ensure the compliant handling, storage, transfer, carriage and disposal of all municipal recycling, general waste, hazardous and offensive waste.
- Ensure that all waste is transported, sorted and disposed of responsibly and compliantly, by authorised waste contractors in approved and registered and appropriately permitted waste transfer/waste to energy/disposal facilities.
- Maintain all waste records and documents as applicable with relevant legislation and good practice.

3.4 Monitoring and management:

- Collect and monitor LJMU's waste data, using this responsibly to set SMART reuse / recycling / waste targets, report where applicable, and incorporate key performance indicators in future waste management contracts.
- Review operational practices as relevant for compliance, protection of students, staff, visitors and the environment.
- Where appropriate, review our purchasing practices with a view to minimising waste produced through the supply chain.

3.5 Performance:

- Maintain a zero-landfill policy, with all non-recyclable material disposed treated at an Energy-from-Waste (or alternative) facility.
- Increase the recycling rate of municipal waste across the institution to 50%
- Identify all operational and faculty staff engaged in the institution's waste chain, and appropriately define the respective responsibilities.
- Identify any knowledge gaps amongst all responsible staff, and subsequently provide regular waste management training and 'Toolbox Talks'.
- Monitor awareness and competence of personnel fulfilling responsible roles within the University's waste chain and to provide training to address any knowledge gaps identified.
- Identify publicise and ensure the use of supplier 'Take Back' and replacement schemes.

3.6 Communication and engagement:

- Promote the waste hierarchy (Reduce; Reuse; Recycle) to our students and staff, and provide clear advice on waste reduction techniques and reuse/recycling procedures. This will include providing sufficient and easily-identifiable recycling facilities around our campus.
- Promote sustainable development procurement principles and practice.

- This policy will be publically-viewable on the LJMU website.

4. RESPONSIBILITIES

This policy is supported through the overarching Environment and Sustainability Policy. As such, all LJMU staff, students, visitors and contractors are asked to embrace and actively participate in the observance of LJMU's Recycling and Waste Resource Management Policy, which forms an integral part of our vision: *"to be recognised as a modern civic university delivering solutions to the challenges of the 21st century"*.

5. GUIDANCE

For more information, please visit www.ljmu.ac.uk/Sustainability

Next review date: June 2018

Appendix 1

The Waste Hierarchy

Prevention

Measures taken before a substance, material or product has become waste, that reduce (a) the quantity of waste, including through the reuse of products or the extension of the life span of products; (b) the adverse impacts of the generated waste on the environment and human health; or (c) the content of harmful substances in materials and products. Prevention includes avoidance (buying fewer items, reducing process waste), packaging or using less material per unit, reduction (keeping products for longer, designing them so that they last longer), and reuse (selling or buying used items).

The waste hierarchy takes into account the impact of the different waste management options on climate change, air quality, water quality, acidification, noise, and land use. The hierarchy also takes into account the energy efficiency of the different waste management options. The hierarchy also takes into account the energy efficiency of the different waste management options. The hierarchy also takes into account the energy efficiency of the different waste management options.

Preparing for reuse:

Checking, cleaning or repairing recovery operations, by which products or components of such products that have become waste are prepared so that they can be reused without any pre-processing

Recycling:

Any recovery operation by which waste materials are reprocessed into product, materials or substances whether for the original or other purposes. Includes the Publicly Available Standard/Quality Protocol standards, but not energy recovery or the reprocessing into materials that are to be used as fuels or backfilling

Other recovery:

This includes combustion with energy recovery, anaerobic digestion, processes including gasification and pyrolysis which can produce energy (fuels, heat and power) and materials from waste etc. This category also includes backfilling operations.

Disposal:

Any operation which is not recovery (even where the operation has a secondary consequence the reclamation of substances or energy e.g. landfill or incineration). The revised Waste Framework Directive sets a threshold above which energy efficient municipal waste incinerators can be classified as recovery facilities, and below which they continue to be classified as disposal facilities.