

## Environmental Management System

### 8.1.21 Lab waste and recycling innovations

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# Lab waste and recycling innovations

## 1 Purpose

This procedure details how laboratory staff at Swansea University can open up a dialogue to develop innovative centrally managed waste and recycling schemes in line with university procedures.

## 2 Definitions

**Scheme initiator:** The person(s) assessing and leading implementation of new schemes in local areas.

**Safe Operating Procedure (SOP):** a set of step-by-step instructions compiled to help individuals carry out routine operations.

## 3 Responsibilities

Sustainability Team	<ul style="list-style-type: none"><li>• Review and provide feedback on proposed waste and recycling programmes</li><li>• Support labs in implementing new waste schemes, where deemed feasible</li></ul>
Health & Safety Leads	<ul style="list-style-type: none"><li>• Review and provide feedback on risk assessments and Safe Operating Procedures aimed at implementing new recycling programmes</li></ul>
Scheme initiator	<ul style="list-style-type: none"><li>• Undertake a risk assessment of any recycling scheme they seek to implement</li><li>• Develop a Safe Operating Procedure that clearly defines the recycling programme</li><li>• Provide recycling figures on an annual basis to the Waste &amp; Recycling Officer</li></ul>

## 4 Related Documents

- **Risk assessment:** University Health and Safety risk assessment templates available online
- **Waste Management Guidance Notes:** Guidance for university waste and recycling streams, available on the sustainability website

## 5 Process

Figure 1 shows the process for setting up a new recycling scheme. Further information is provided in Sections 5.1 to 5.6.

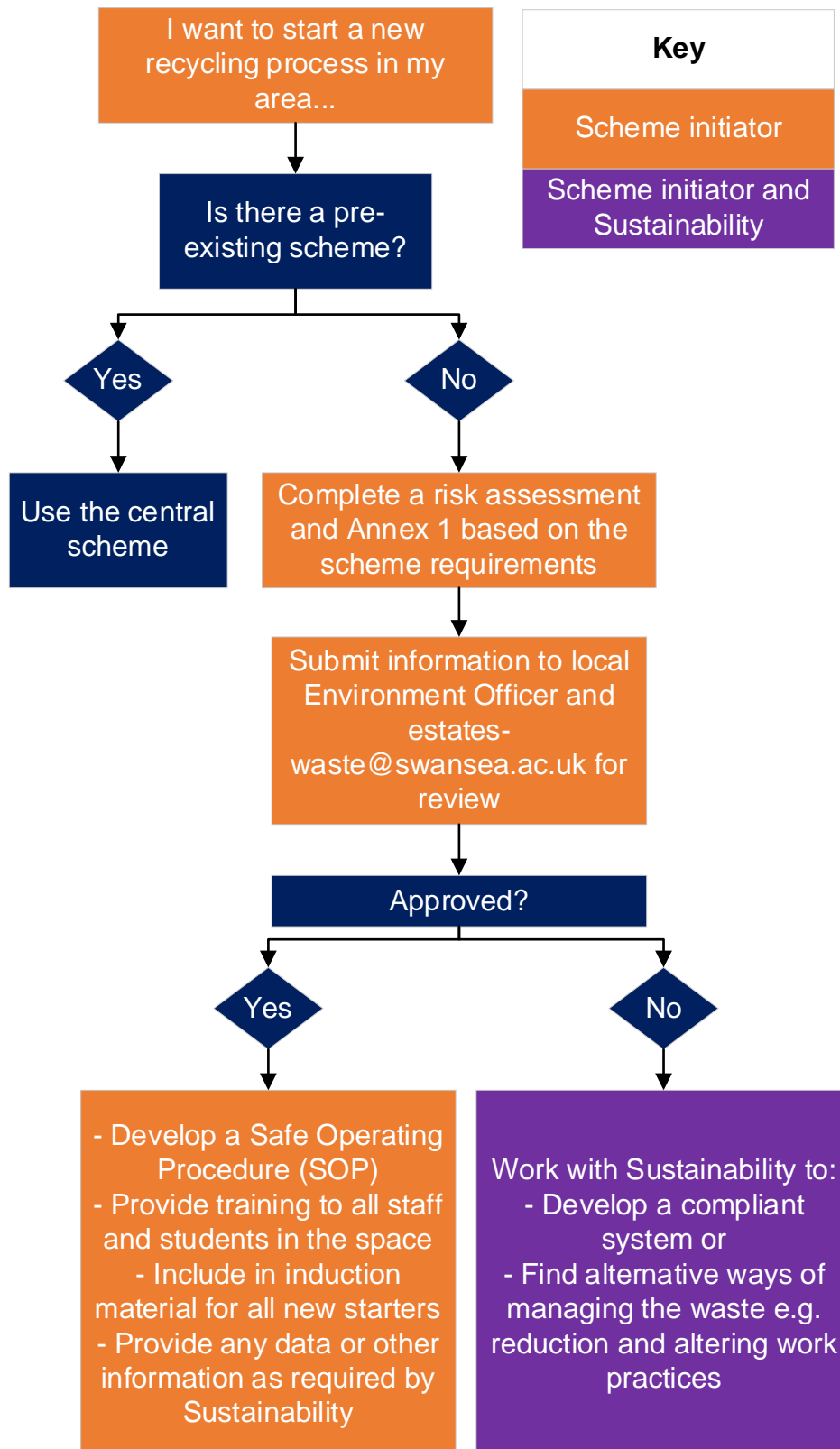


Figure 1: Process

## **5.1 Understanding existing schemes**

To check and see if there are pre-existing schemes for the waste you would like to recycle by reviewing the [waste webpage](#) and/or email [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk) to check.

## **5.2 Scheme assessment**

It is essential that all schemes are assessed to understand their feasibility. Criteria to be considered will include:

- Environmental legal compliance, management of waste segregation, handling of hazardous waste, supply of 'duty of care' documentation and weight data reports
- Health and safety legal compliance and best practice e.g. with transport of dangerous goods, fire safety, contamination and exposure.
- Requirements associated with the scheme (defined by the provider)
- Logistics e.g. storage, quantity required for collection, sites involved and/or multi-site collection
- Cost

This should be completed through a standard risk assessment and completion of Annex 1: Scheme information.

Once these have been completed submit to:

- Local Environment Officer
- Waste and Recycling Officer via [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk)

## **5.3 Logistics and costs**

The logistics including storage and collection, as well as associated costs are to be covered either by the Faculty/PSU or the group commencing the recycling programme. Additional support can be sought if the scheme could be applied to multiple groups across the University. However, this is at the Waste and Recycling Officer's discretion.

## **5.4 Implementation**

If the scheme is approved a Safe Operating Procedure (SOP) must be developed, with all staff and/or students in the lab being trained before it commences. In addition, it must be included in the local induction for all staff, students and visitors.

## **5.5 Reporting**

Any data required by the Waste and Recycling Officer will be determined during the scheme assessment phase. Staff running the scheme will be required to submit data at agreed intervals with appropriate waste transfer notes.

## **5.6 Monitoring**

The scheme will be audited periodically to ensure compliance with the University's procedures and local SOP that has been developed. This may be undertaken by the Faculty/PSU and/or the Sustainability Team.

## 6 Contact information

If you would like further information or support you can contact:

- [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk)

## 7 Effects and Actions on Non Conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements of EcoCampus and the ISO 14001:2015 standard.

Departure from this procedure is addressed in the procedure **10.1 Nonconformity and Corrective Action**

## 8 Version Control

Date	Version	Update
29-Apr-21	1	New document

## Annex 1: Scheme information

Please submit the following information to the Waste & Recycling Officer ([estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk)) and your local Environment Officer<sup>1</sup>. Additional documents to be submitted are detailed on the form.

Name:	Enter information here	Faculty/PSU:	Enter information here
Team / Research group:	Enter information here	Room number(s):	Enter information here
Date:	Click to add date	Contact details:	Enter information here

<b>Scheme description (with web links):</b>	
Enter information here	
<b>Application within your lab (see. section 5.1):</b>	
Enter information here	
<b>Estimated volume and costs of new programme:</b>	
Click or tap here to enter text.	
<b>Is this scheme applicable to the wider university?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, provide details of where (if known):</b>	
Click or tap here to enter text.	
<b>Items to send back with this form:</b>	
Risk assessment	<input type="checkbox"/>
Any information or correspondence with the scheme provider (if applicable)	<input type="checkbox"/>

<sup>1</sup> <https://www.swansea.ac.uk/sustainability/contact-us/>