

University of Cambridge waste contracts: user advice

Do I have to use the University's Preferred Waste Service Providers?

- As a waste producer the University has a legal responsibility to ensure that it disposes of its waste without harming the environment. This is called the 'Duty of Care' as set out in the Environmental Protection Act 1990 (EPA). It has no time limit
- The Duty of Care extends to individual waste producers within the University
- Waste producers are specifically responsible for their waste from when they produce it until it is transferred to an authorised person
- The duty does not end when the waste is handed over - it extends along the entire chain of management of your waste

What do we mean by waste?

- Waste is a material that ‘a producer’ has discarded. A producer is a person or legal entity (e.g. University Department) who has the material at the time its discarded and includes someone who has leased the material
- Assessment of whether a material has been discarded is based on the actions of the producer
- A producer may unintentionally, involuntarily or accidentally or be required to discard a material
- The Environment Agency considers relevant factors when assessing if a material is discarded and therefore classed as waste:

[Check if your material is waste - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

What is involved in the Duty of Care

Waste producers must:

- Segregate, store and transport their waste appropriately and securely, making sure that it does not cause any pollution or harm to human health
- Check that their waste is transported and handled by people or businesses that are authorised to do so and is sent to an authorised site
- Complete waste transfer notes, including a full, accurate description of the waste, to document all waste they transfer, and keep them as a record for at least two years
- Complete waste consignment notes for movements of hazardous/special waste and keep them for at least 3 years
- **Further information:**

<https://www.environment.admin.cam.ac.uk/recycling/duty-care>



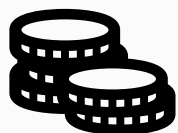
Duty of Care and the procurement process



To ensure the University remains compliant with its duty of care, the following checks are made:

- Preferred waste contractors are registered with the Environment Agency as an authorised waste carrier
- That all recovery or disposal sites hold an appropriate waste permit or exemption authorising the acceptance of that waste type
- No ongoing compliance issues, or outstanding enforcement actions being taken by environmental regulators
- Site visits undertaken to check that waste is handled appropriately, and all permit requirements are being met on the ground

What about alternative suppliers?



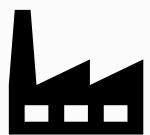
Where alternative suppliers are used, departments will be responsible for all costs associated with the contract and carrying out duty of care checks on an annual basis



Departments will need to ensure that annual waste returns and data are submitted to Environmental Sustainability in Estates Division



Failure to take all reasonable measures available to meet your duty of care is a criminal offence and can lead to prosecution and, on occasion, a fine and criminal record



By using the University's preferred waste suppliers, this is all done for you!

Estates Division managed preferred University waste disposal suppliers:

Mountain Recycling

- Food/food contaminated recyclable waste
- Dry mixed recycling
- Small electrical goods (25kg or less) not from laboratories

Restore Technology

- All IT equipment including mobile phones

Mick George

Skips

Shredstation

All shredded confidential waste

PHS

Sanitary waste

Warp it and UniGreen Scheme

Reuse

Red text: k

Blue text:)

Procurement managed preferred University Hazardous waste suppliers (technical support from the Safety Office)

Tradebe

- Chemically contaminated glassware, PPE, bottles and packaging
- Small electrical items from labs and workshops

5'' large electrical items (over 25kg):

Departments disposing of large electrical items (over 25kg) including fridges and freezers are responsible for disposal costs. This also applies to the equipment disposed of as a result of the ERP scheme.

- Batteries
- Toners (if no collection is included in the purchase)
- Fluorescent tubes
- Hazardous chemicals
- Chemically-contaminated sharps
- **Lab move or clearance or chemical amnesty**

Sharpsmart

- **Returnable sharps bins (no charge for the bins)**
- **Clinical waste**
- **Offensive non-hazardous biological waste** (is non-infectious, non-clinical waste that does not contain pharmaceutical or chemical substances, but which may be unpleasant to anyone who comes into contact with it.

Help and Advice

Estates Division for questions about the contract: steve.Matthews@admin.cam.ac.uk

Waste service providers, for day-to day queries about the service:

- Mountain Recycling: jamie.brittain@admin.cam.ac.uk
- Restore Technology: steve.Matthews@admin.cam.ac.uk
- Mike George: jamie.brittain@admin.cam.ac.uk
- Shredstation: jamie.brittain@admin.cam.ac.uk
- PHS: jamie.brittain@admin.cam.ac.uk
- Warpit and UniGreen: sustainability@admin.cam.ac.uk

Technical advice or safety concerns, if you have questions contact:

Facilities.Management@admin.cam.ac.uk

Procurement Services, for questions about the contract: procurement@admin.cam.ac.uk

Waste service providers, for day-to-day queries about the service:

- Tradebe: uk.uoc@tradebe.com
- Sharpsmart: bmartyn@sharpsmart.co.uk

Technical advice or safety concerns, if you have questions contact:

- Chemical: ChemicalSafety@admin.cam.ac.uk
- Biological: HSD_Biosafety@admin.cam.ac.uk