Safety Code of Practice 48

1 SUMMARY

This Code of Practice outl

Key Definitions

Waste Producer – an individual or School/Function that generates the waste.

Waste Holder - an individual or School/Function who stores the waste.

Consignee – the person to whom the waste will be transferred for recovery or disposal.

Waste Carrier - a person/company who transports waste between sites. Must be licensed by the Environment Agency (EA).

Waste Consignment Note – A document signed by the consignor and countersigned by the carrier as a proof that the collection of hazardous waste has occurred.

Waste Contractor – this is referring to the University's approved waste management contractor who is often also the waste carrier and consignee.

2 SCOPE

This Code of Practice explains the procedures for safely transferring hazardous waste from all University sites to approved waste carriers for final disposal/recovery. It also covers the process for "holding" (storage) of waste prior to collection.

This Code of Practice covers:

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- B i o l o i rta i n c c c a l l l formordac i l d ion sdnma b c wa s t r is or-tdoff t d i s o s a l s S af t
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This Code of Practice excludes:

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4.1 Staff and students

Staff and students that handle hazardous waste have the responsibility for safe and compliant segregation, handling, labelling, storing and transporting of hazardous wastes (e.g. laboratory chemicals) between point of production, and stores/point of removal by the University's approved waste contractor.

Staff and students **must** follow the procedures set out in this Code of Practice, as well as local rules, Area Health and Safety Codes etc. These internal processes help to ensure that individuals and the University are complying with relevant waste management legislation, and waste must be correctly transferred to the approved waste carrier. Individuals as well as the University can be prosecuted for failure to comply with the law.

4.2 Heads of Schools/ Functions

Heads of Schools/Functions are responsible for ensuring that:

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4.5 Estates and Facilities

Maintenance Services are responsible for;

- Maintaining of the infrastructure of facilities used for the storage of hazardous materials.

Sustainability Services are responsible for:

- Selecting competent and licenced waste management contractors, waste carriers and waste disposal services along with the Procurement Department
- Liaising with the approved waste contractor and arranging waste collections from departmental storage. This includes arranging for the waste contractor to provide packaging where appropriate.
- Checking the Waste Carrier Licences for all University approved waste contractors.
- Auditing, identifying corrective actions and supporting the improvement of hazardous waste management on campus. This includes assistance with identifying training needs, identifying suitable external training courses and provision of internal training based on the contents of this code of practice when resources allow and if requested.
- Registering the University as a lower tier waste carrier.

5 PRACTICAL HAZARDOUS WASTE MANAGEMENT

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5.1 Storage of hazardous waste

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5.1.1 Limits on storage

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e.g. hazardous properties. No hazardous waste should leave the University without the required information.

Flammable liquids

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6. Impermeability and resistance of the floor and other containment features to corrosion/ attack from materials stored
7. Fixed fire-fighting systems and fire water containment
8. Fire resistance, including the effects of fire on the containment (DSEAR)
9. Protection from vandalism, unauthorised use and arson
10. Protection from flooding.

5.2 Transport on the University estate

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Section 1) and the waste carrier. Please see the University's Waste Duty of Care Procedure for more information.

Waste must be sent to a facility that holds a suitable environmental permit or a registered exemption that authorises them to take that type of waste.

5.3.1 University hazardous waste disposal service

T o d i s o s o f an y
r r s n t a ta s i o t l v i n d who w ni l l l i a i
i o t i f S s t a y i na
f o l l ow i n s r v i c

<u>Biannual and Ad-hoc Liquid/Chemical Waste collections:</u>

Sustainability Services will provide a form to the waste producer, which needs to be completed before the collection is arranged. The form requires the followingTd 0 Td3 [((.)Tj 3.989 0 Td ()-13.79.25 0 Td (c

- Procedures for reporting and investigating the incident.
- Process for communicating and training the emergency procedures.
- The location of surface water and foul water drains should be noted when considering spills outside the building.

7 STAFF TRAINING

S a taff m s t ta at dl th fo d b , and w a i i n n i n r y b or nom i nat dr s on; y

- Id t i f s . y
- Hand and s th m s af l y
- Und s tand h l o c a l ha z
- Da l wh si th l l s of ha z ard s mat r i a i n s tr c m tt i on s rq i r and how to c mat r i a b rr s . q i m n t n d for a m s t c b k t rad l an l F n tran s p rt ha c z ard s l t i i q on s s d s rq i that t h i r s i l l r s on s ro b i l d i n .

8 LIQUID WASTE DISPOSAL VIA SINKS, DRAINS AND SURFACE WATER

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It is the responsibility of the Heads School or Function to ensure that discharges to drains complies with the points above. If they are undertaking activities which require a trade effluent consent it is the responsibility of the School or Function to notify the Sustainability Services so that suitable arrangements can be made.

8.1 Laboratory liquid waste

T h fo l l ow **strictly NOT permitted** t os t an da :s i n c d i s

- S **harmful** t o h man s b or th n v (iss t nd n)ti . c
- Solids, sludges or viscous substances .
- Grease or oil .
- Solid chemicals .
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Https://Www.Gov.Uk/Government/Publications/Waste-Classification-Technical-Guidance

Classification, Labelling and Packaging of Substances Regulations:
http://www.hse.gov.uk/chemical-classification/legal/clp-regulation.htm

National Guidance for Healthcare Waste Water Discharges:
Http://Www.Water.Org.Uk/Publications/Water-Industry-Guidance/National-Guidance-Healthcare-Waste-Water-Discharges

Management and Disposal of Healthcare Waste:
https://www.gov.uk/government/publications/guidance-on-the-safe-management-of-healthcare-waste

BS EN 12740:1999 Biotechnology -

Waste Mineral Oil	13 02 08*	Hazardous waste biannual collection or request an ad-hoc collection via Sustainability Services – waste@reading.ac.uk
Small mixed waste electricals containing hazardous components	20 01 35*	Please check items with Sustainability Services first, then log a disposal request via this link: http://edmsapp1:2000/_layouts/15/LogHelpDeskCall/Disposal.aspx
Waste chemicals and solvents	Various – see WM3 guidance	Hazardous waste biannual collection or request an ad-hoc collection via Sustainability Services – waste@reading.ac.uk. See also section 6.2.1 of this document.
Cytotoxic and cytostatic medicines	20 01 31*	Request assistance from Sustainability Services – waste@reading.ac.uk

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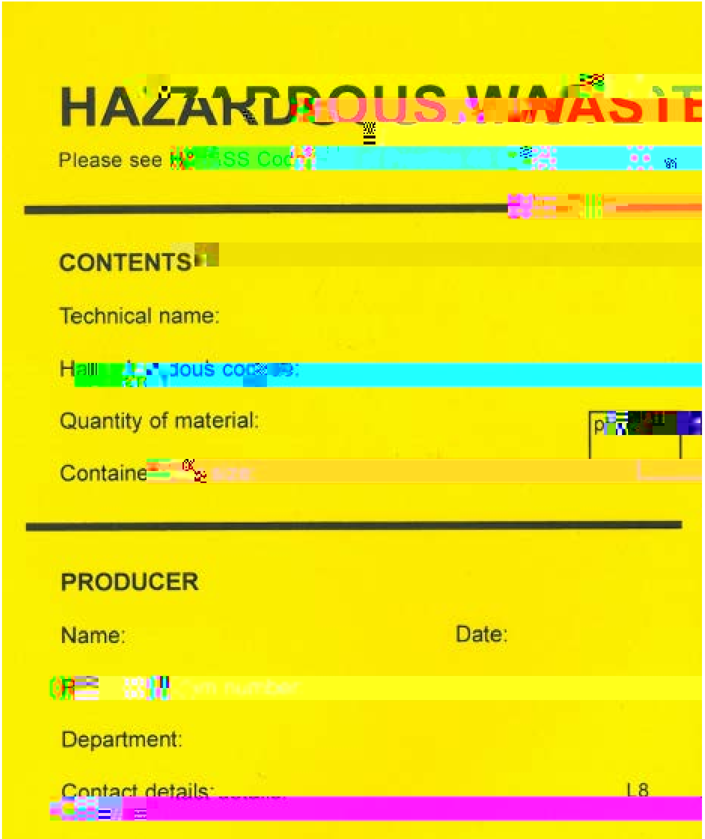
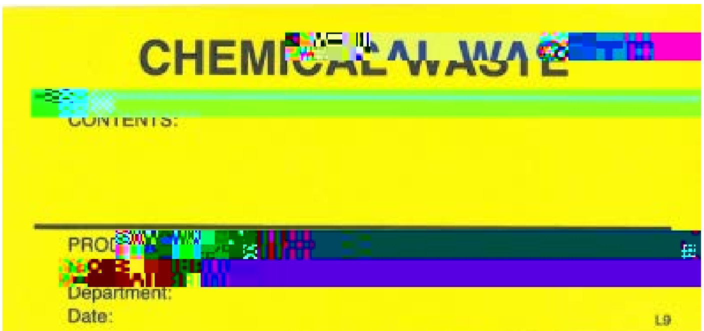
[redacted]

Appendix 3: Example of hazardous waste labels





Appendix 4: Prescribed substances that must not be discharged to drain

The European Commission 'Black List', from the Dangerous Substances Directive 76/464/EEC

Organohalogen compounds and substances which may form such compounds in the aquatic environment
Organophosphorus compounds
Organotin compounds
Substances in respect of which it has been proved that they possess carcinogenic in or via the aquatic environment
Mercury and its compounds
Cadmium and its compounds
Persistent mineral oils and hydrocarbons of petroleum origin, and (for the purpose of implementing Articles 2, 8, 9 and 14 of this Directive) persistent synthetic substances which may float, remain in suspension or sink and which interfere with any use of the water.

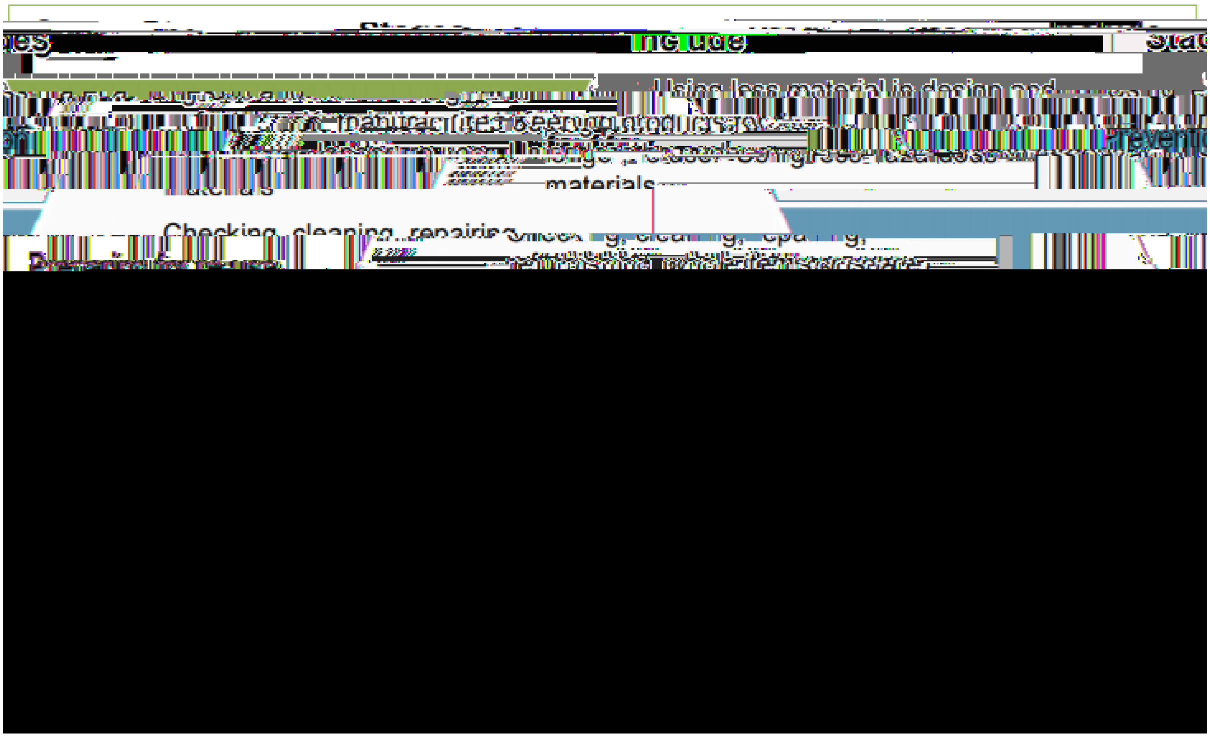
The "Red List" from the UK Trade Effluent (Prescribed Processes and Substances) Regs 1989

Mercury and its compounds
Cadmium and its compounds
gamma-Hexachlorocyclohexane
DDT
Pentachlorophenol
Hexachlorobenzene
Hexachlorobutadiene
Aldrin
Dieldrin
Endrin
Carbon Tetrachloride
Polychlorinated Biphenyls
Dichlorvos
1,2-Dichloroethane
Trichlorobenzene
Atrazine
Simazine
Tributyltin compounds
Triphenyltin compounds
Trifluralin
Fenitrothion
Azinphos-methyl
Malathion
Endosulfan

PLUS

Substances generated by:
any process for the production of chlorinated organic chemicals
any process for the manufacture of paper pulp
any industrial process in which cooling waters or effluents are chlorinated
any process for the manufacture of asbestos cement
any process for the manufacture of asbestos paper or board

Appendix 5: Waste hierarchy



Reference:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69403/pb13530-waste-hierarchy-guidance.pdf

Appendix 6: Version control

VERSION	KEEPER	REVIEWED