



## WASTE & RECYCLING POLICY STATEMENT

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### Objectives

Each member of the Air 3 Limited should take reasonable steps to minimise the waste they produce. Where there are materials that are no longer required the following hierarchy of options should be followed:

**Reduce** – Avoid the need to discard materials in general. Consider asking suppliers to take back any packaging or re-usable items.

**Re-use** – Just because you no longer need an item it does not mean another department or person can't make use of it. Consider passing on equipment to others before you dispose of it. (See university policy for the re-use/recycling of items)

**Recycle** – Segregation of materials for recycling is essential for the reduction of the waste at the university. For details of items that can be recycled please log on to

**Disposal** – Any disposal of waste must comply with the Environmental Protection Act 1990 Duty of Care and any university codes of practise as per the attached list.

### Organisation and Management

The responsibility for adhering to this policy will effect all staff.

Management will take responsibility for ensuring that appropriate waste management services are provided to the company through a registered and approved waste contractor.

Directors should ensure that their staff are equipped to implement this policy encouraging staff to co-operate with waste management and recycling in general.

Directors should take responsibility for ensuring that each site is compliant with the appropriate legislation and that procedures are prepared in accordance with the Duty of Care.

### Legislation

**The Environment Act 1995** - the Environment Agency has been made responsible for issuing waste management licenses and other aspects of waste regulation.

**The Environmental Protection Act 1990** - The majority of waste leaving the University of Derby is controlled waste. This is described in section 74(4) of the EPA 1990 as the waste arising from household, commercial or industrial premises. Controlled waste includes waste from offices, food handling, shops and other domestic activities.

**The Environmental Protection Act 1990, section 34** imposes a "Duty of Care" on producers and handlers of waste, "to take reasonable measures to prevent the unauthorised deposit, treatment or disposal of waste." This means the following:

- The Air3 must keep records of how much waste it is generating.
- The Air3 must ensure that a registered carrier collects their waste.
- The Air3 must ensure that all transfer notes are completed and filed detailing the type of waste for disposal. These must be kept for three years.
- Ensure that all waste is dealt with in accordance with the "Duty of Care".

### Waste Electrical and Electronic Equipment (WEEE) Regulations 2005

These regulations aim to ensure that waste electrical and electronic equipment is disposed in an appropriate environmentally suitable way at the end of its operational life.

The regulations aim to cover all electrical and electronic equipment used by consumers and professionals. The key principle of this directive is producer responsibility for disposal.

**The Health & Safety at Work Act 1974** does have implications for waste disposal as it imposes a statutory need to maintain and adhere to safe working practises when handling and disposing of waste

## **Water Industries Act 1991**

The Water Industries Act controls discharges to the sewerage system and the quality of water supplies. Dealing with the functions and duties of sewerage undertakers and the local authority who are responsible for the supply of water.

Under this act consent of the relevant water service company is required for discharge of trade effluent to the public sewer. Consents are given in relation to the quality and volume of the effluent. The regulatory body is the Environment Agency.

Any changes in the above legislation will be monitored and amended on a regular basis to ensure compliance at all times.

## **MISSION STATEMENT**

- Air3 will reduce waste arising from its operations and implement good waste management practises using the "cradle to grave" approach.
- Air3 will reduce its consumption of materials whenever practicable and encourage and enforce reuse and recycling by its staff.
- Air3 will encourage the use of Electronic communication where possible discouraging the printing of E-mails.
- Where practicable buy and promote the use of environmentally friendly products. This would mean avoiding using non-renewable resources or products that are polluting in their production and use.
- Trying to purchase items with minimal packaging and ensuring that the product is durable and repairable.
- Air3 will adhere to the "Duty of Care" as detailed in the Environmental Protection Act 1990 in respect of all controlled waste.
- Air3 will adhere to the Special Waste Regulations 1996 for all chemical/hazardous waste.
- Review the Waste Management Strategy annually setting targets for improvement and reduction.
- Encourage all staff to help in the implementation of this policy

Peter Morgan

Managing Director

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