

## **Environmental Management System – laboratory user (2015)**

The following summarises the key aspects related to environmental risks and impacts within the laboratory environment. Due to the diversity of laboratory types on campus please only refer to sections that relate to your role or responsibility.

### **Emergency preparedness and response**

All activities should be risk assessed for health & safety and environmental risks. Responsibilities and expectations are explained in the 'Emergency Preparedness and Response Procedure'.

### **The use of Hazardous Materials**

The 'Hazardous Substances Standard' and 'Management of Hazardous Substances' Procedure should be referred to.

Biological materials are covered by the 'Risk Management of Hazardous Biological Materials' and the 'Deliberate work with hazardous biological material' and 'Incidental contact with hazardous biological material' guidance.

Radioactive materials are covered by the 'Management of Sources of Ionising Radiation' Standard and the 'Management of Class 3B and 4 lasers' Standard, along with associated documentation.

The storage and delivery of oil is covered by the 'Oil delivery, storage and transfer guide'.

### **The disposal of Hazardous materials**

The following documents should be referred to when disposing of hazardous waste:

- Chemical Waste – 'Management of Hazardous Chemical Waste'
- Healthcare Waste – 'Management of Healthcare Waste Streams'
- Disposal to drain – 'Management of Waste Disposal to Drain'
- Radioactive Waste – 'Radioactive Waste Disposal'
- Waste Electrical and Electronic Waste – 'Waste Electrical and Electronic Waste Procedure'
- All other waste – see 'Reuse, Recycling and Waste Guide'

### **Reporting an incident or non-conformance**

If an accident happens please report it via Sentinel.

If reporting an observation or non-conformance any of the following methods can be used:

- Via an e-mail sent to [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk)
- Via EQMS issues manager
- Via Sentinel for environmental incidents only
- Through contacting the Estates help desk on x35555

### **Water and energy reduction**

The University has a target to reduce water use by 20% and CO<sub>2</sub> emissions by 35% by 2020/21. If you are aware of opportunities to reduce water or energy please contact [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk)