

## **Environmental Management System – reuse, recycling and waste (2015)**

The following summarises the key requirements and reference documents that must be followed by those who have responsibilities for disposing of items either for reuse, recycling, treatment or as waste.

The 'Reuse, Recycling and Waste Standard' explains the key principles and requirements for managing reuse, recycling and waste at the University.

The 'Reuse, Recycling and Waste Standard' is supported by the 'Reuse, Recycling and Waste Guide' and a series of procedures that explain the correct process for managing specific waste streams. The waste streams and reference documents are explained below.

### **General Waste**

All staff must look for opportunities to reuse materials and equipment before disposal. Available recycling facilities must be used.

The 'Reuse, Recycling and Waste Guide' explains how University waste types should be disposed of and should be your first point of reference.

### **Hazardous Waste**

For chemical waste you must refer to the 'Management of Hazardous Chemical Waste' Procedure. A limited amount of non-hazardous chemicals can be disposed of via drains and this is explained in the 'Management of Waste Disposal to Drain' Procedure.

For fluorescent tubes you must refer to the 'Fluorescent tubes & Lighting Disposal Procedure'.

For radioactive waste you must refer to the 'Radioactive Waste Disposal' Procedure.

For waste electrical and electronic waste you must refer to the 'Waste Electrical and 'Electronic Waste Procedure'.

The disposal routes for contaminated equipment, domestic and non-domestic batteries and metal waste is explained in the 'Reuse, Recycling and Waste Guide'.

### **Healthcare Waste**

For healthcare waste you must follow the 'Management of Healthcare Waste Procedure'.

### **Construction and Maintenance Waste**

For construction and maintenance waste you must follow the 'Construction and Maintenance Reuse, Recycling and Waste Procedure'.

This procedure also covers the waste created through emptying space/offices before moving or refurbishment.

## Reuse

Reuse should be prioritised above any other form of disposal. The [reuse@leeds.ac.uk](mailto:reuse@leeds.ac.uk) website should be used for re-usable items before using other methods.

The correct procedure of disposing of office equipment and furniture due to space clearance is explained in the 'Construction and Maintenance Reuse, Recycling and Waste Procedure'. Further details concerning adhoc reuse are contained in the 'Reuse, Recycling and Waste Guide'.

If considering the reuse of electrical or electronic items please refer to the 'Waste Electrical and Electronic Waste Procedure'.

**Document can be accessed at:** [universityofleeds.myeqms.com](http://universityofleeds.myeqms.com) (see EMS, waste or hazardous materials).

Practice will be audited internally and externally for evidence of compliance against the University Environmental Management System.