

Keep waste secure prior to disposal, to prevent unauthorised removal or access and to prevent pollution or littering.

Not leave waste, including old equipment and furniture, outside of buildings which may invite unauthorised removal by unpermitted individuals.

Contractors and suppliers must:

Make provisions for the disposal of all waste arising from operations and activities undertaken.

Only send waste to a suitable off site waste disposal facility, which has a valid Environment Agency Permit or Exemption for the waste types being transferred.

Not deposit any waste into bins belonging to the University unless they have written permission from Maintenance Services or Sustainability Services prior to depositing waste.

Not deposit liquid waste into any drains on University premises unless specific permission is provided in writing from the Energy and Sustainability Director (via the Project Manager).

Not burn waste on University land unless specific permission is provided in writing from the Energy and Sustainability Director (via the Project Manager).

Contractors and suppliers must:

Either register as an **Upper Tier Waste Carrier** if transporting waste off campus is the main duty and purpose of the contact i.e. a waste collection contractor, drainage clearance, clinical waste collector. Therefore, the University is the waste producer.

Or register as a **Lower Tier Waste Carrier**

or exemptions, and environmental good practice should also be applied.

Contractors should supply details of their waste management practices undertaken off site when requested to do so by the University.

Contractors and suppliers must:

Remove all waste arising from the work area and surrounding area, and dispose of waste in

Record the weight of waste arising under the following categories: re-use, recycling, composting, energy from waste, incineration, and landfill; and report this to the University. This is required for the annual Estates Management Record reporting.

If this procedure is not applied, it will result in:

A potential breach of legislation if waste is disposed of incorrectly, which could lead to contractors and the University incurring fines