

**May 2020**

# **Waste Management Policy**

**North West Cambridge Development  
Version 1.0**

# 1 Introduction

The North West Cambridge Development (NWCD) broadly adopts the waste management policy aims of the University of Cambridge<sup>1</sup>.

This policy is intended for both internal and external use and application. This policy will be made available on the Eddington website for the public to access. This policy will be reviewed periodically or in line with changes in relevant legislation and updated without notice.

## 1.1 Aims

In line with the University of Cambridge environment and energy policies, NWCD aims:

- To minimise and actively manage waste through elimination, reduction, reuse and recycling.
- To educate the NWCD/Eddington community to minimise waste and increase recycling.
- To provide residents and visitors the means to segregate waste effectively.
- To positively influence the sustainability performance of suppliers and the sustainability credentials of the goods and services that we purchase.
- To reduce the environmental sustainability impacts of estate management operations, construction and refurbishment projects.

## 1.2 Definitions

The following definitions apply in this policy:

Waste – any item for which the producer no longer has a use. The item may be capable of being reused or recycled.

Waste Hierarchy – the requirement to preferentially minimise the generation of waste, then to reuse or recycle it. When these options have been exhausted the waste should be disposed of with energy or material recovery. Landfilling and incineration without energy recovery are the least preferred disposal options.

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<sup>1</sup> <https://www.environment.admin.cam.ac.uk/policy>

## **2 Roles and Responsibilities**

All NWCD staff with responsibilities for waste management will undertake training suitable to their role to ensure waste is legally managed. Records of this training will be held on file.

### **2.1.1 NWCD Operations Director**

The NWCD Operations Director is responsible for:

- Ensuring that sufficient resources and support are provided to the NWCD Facilities Manager to deliver the requirements of this policy.
- Reporting monthly waste generation and recycling rates to ensure compliance with local authority agreements.
- Triggering the review of this policy where required.
- Review and, where necessary, respond to complaints in relation to this policy.

### **2.1.2 NWCD Facilities Manager**

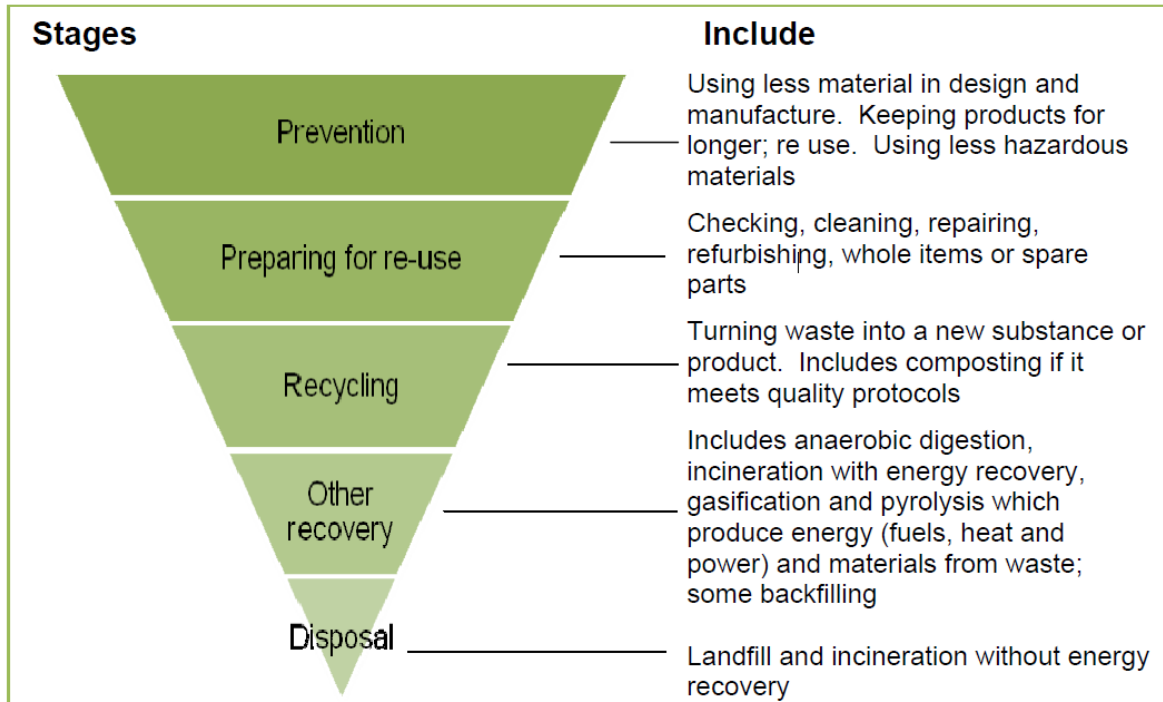
The designated Waste Manager within NWCD is the NWCD Facilities Manager. The Waste Manager is responsible for ensuring that:

- Arrangements for the management of hazardous and non-hazardous wastes are put in place, communicated and monitored.
- Competent persons are identified to implement the arrangements for the management of hazardous waste.
- Management of waste, including disposal, is considered in risk assessments and local procedures.
- Records of waste collection and disposal (waste transfer notes and consignment notes) are retained.
- Periodic 'duty of care' audits of licenced waste carriers are undertaken.

### 3 Waste Management

Sustainable waste management was a key design aspect of the Eddington development. This policy sets out the NWCD approach to waste management across the development.

The Waste Hierarchy is shown below<sup>2</sup>.



#### 3.1 Types of Waste

In general terms waste can be separated into hazardous and non-hazardous categories.

- Non-hazardous wastes include general waste such as contaminated packaging and food waste, and also recyclable materials including paper, cardboard, metals, wood and vegetation.
- Hazardous wastes can be harmful to human health or the environment. Hazardous wastes include fluorescent lighting, batteries, solvents, paints, oils, solvents and cleaning products, hygiene waste and clinical/biological wastes.

#### 3.2 Waste Storage

All waste must be stored in suitable containers in designated locations to await disposal by a licensed contractor.

Waste must not be stored in unauthorised areas such as plant rooms, blocking fire exits, footpaths or vehicle routes.

<sup>2</sup> Waste hierarchy image taken from Department for the Environment, Food and Rural Affairs publication – Guidance on applying the Waste Hierarchy, June 2011.

Across the Eddington development waste is segregated in specialised underground bins for truck collection. The storage bins provide safe and hygienic storage of waste.

It is prohibited to mix types of waste, with the exception of dry mixed recyclables (typically restricted to uncontaminated paper, cardboard, plastic, cans and foil). Hazardous waste must never be mixed with non-hazardous waste.

## **4 Operational waste management at Eddington**

### **4.1 Recycling, Waste and Composting**

NWCD promotes sustainable disposal methods and provides recycling and composting facilities to all residents.

Residents are provided with facilities to separate waste and recycling within their homes. There are facilities across Eddington for the separate collection of mixed recyclables, general waste and compostable wastes. Full details of the waste systems at Eddington are provided for residents on the Portal website ([portal.eddington-cambridge.co.uk](http://portal.eddington-cambridge.co.uk)).

Commercial users are required to maintain their own waste management facilities and contracts.

### **4.2 Fly-tipping**

Fly-tipping is a criminal offence, punishable by a fine of up to £50,000 and/or a 12-month imprisonment, although this is typically a £400 fine for small scale fly-tips.

Dealing with fly-tipping is a significant cost burden. NWCD will seek to identify the culprits behind fly-tipping and seek to recover disposal costs where appropriate.

In the event that fly-tipped waste is discovered, this should be reported via the Portal website or by calling 03332 079 501.

### **4.3 Estate Management Waste**

NWCD is committed to maintain the grounds and buildings of the Eddington estate in an environmentally sensitive way.

Recycling and recovery services for facilities management related wastes are provided, including:

- All grass clippings and other vegetation are composted or placed into a green waste skip to be collected as required.
- Lighting and other electrical equipment is collected into a Waste Electrical and Electronic Equipment (WEEE) skip, which is stored and collected quarterly.
- Scrap metal is collected as a segregated general waste.

Recycling rates are monitored to ensure that NWCD are meeting the targets set in consultation with the Greater Cambridgeshire Shared Waste Authority.

## **5 Licensing and Record Keeping**

NWCD has a legal duty to ensure that competent contractors are used in the transport and treatment of all waste for which it is responsible. It is also a requirement to ensure that the waste is successfully received at the final point of treatment/disposal. This is known as the waste 'Duty of Care'.

### **5.1 Waste Licensing**

#### **5.1.1 Waste contractors**

All waste contractors used by NWCD are checked for the correct permits and licensing prior to use. This will include, as a minimum, receiving copies of the following documents:

1. Waste carriers licence from the Environment Agency. This is typically valid for 3 years.
2. Evidence of current adequate public liability insurance. This is typically valid for 1 year.
3. Environmental Permit for facility receiving the waste (or a valid Exemption if applicable). While Environmental Permits do not have an expiry date, waste Exemptions are valid for 3 years.

#### **5.1.2 Waste storage and management**

As a general rule waste is not stored at NWCD managed facilities for longer than is necessary prior to collection by licensed waste contractors.

### **5.2 Waste Recording and Reporting**

#### **5.2.1 Waste records**

Non-hazardous wastes, including general waste and mixed recyclables, are typically covered on an Annual Waste Transfer Note.

Hazardous wastes must be stored separately in suitable containers labelled with their contents.

Waste contractors report on a monthly basis the quantities of waste removed from site and the ultimate disposal or recovery route.