

Guidance

G1340

Collection and disposal of waste

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1 Purpose

The purpose of this guidance is to ensure that waste generated by the departments activities is disposed of in the correct manner using approved waste contractors to ensure compliance with environmental legislation.

2 Scope

This guidance applies to managing and monitoring the collection and disposal of waste on behalf of Lifts, Escalators & Pumps.

3 Guidance

3.1 General waste collection

- 3.1.1 An approved contractor collects general waste (in wheelie bins) on a regular basis.
- 3.1.2 As the carrier, types of waste and disposal site remains the same, the Waste Transfer Note is a season ticket for a period of one year.

3.2 Control of Hazardous Waste

- 3.2.1 Hazardous waste is stored in an enclosed skip located in the Transept Street car park.
- 3.2.2 An approved contractor collects hazardous waste on a regular basis.
- 3.2.3 On arrival at Griffith House the driver of the collection vehicle will contact the Shift Manager.
- 3.2.4 The Shift Manager will ensure that the relevant documentation (Consignment Note) is completed and copies are distributed correctly.

NOTE: A waste category shall be recorded to indicate the waste types making up the consignment. A list of categories relevant to LU Lifts, Escalators & Pumps is attached.

- 3.2.5 Make certain that the skip is identified for the appropriate waste type.
- 3.2.6 One copy of the Consignment Note is held on file by the Maintenance System Development Manager.
- 3.2.7 One copy of the Consignment Note accompanies the waste to the disposal site.

3.3 Control of Waste Metals

- 3.3.1 Waste metals is stored in the mixed metal skip located at Transept Street car park.
- 3.3.2 Waste metals are disposed of in accordance with the Waste Management instruction PR0648.

3.4 Management of Waste Oils

- 3.4.1 Waste oils are managed in accordance with Work Instruction W0414.

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