

Guide to Waste Disposal Services

SERVICE LEVEL STATEMENT

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Mission statement

Facilities Services Mission Statement

To provide a robust, legally compliant, high quality, waste disposal service for the University community that supports all activities and functions of the University while seeking to minimise waste and apply the waste hierarchy.

1. Introduction

Waste disposal services are part of Facilities Services, one of 6 sections within the Estates and Facilities Directorate.

Waste disposal covers both non-hazardous and hazardous waste streams and includes the secure destruction of confidential paper and digital media. It includes waste from student residences, catering outlets, offices and labs. It does not include the disposal of radioactive materials or items which fall under the Deposit Returns Scheme (DRS) which are covered by separate arrangements. Waste disposal is predominantly from the main Kings College, Foresterhill and Hillhead campuses, but also outlying University buildings.

2. Waste Services – Key Contacts

Name	Contact no	Title	Area (base)
Christopher Osbeck	01224 272254	Facilities Manager – Transport & Waste	University Office
Waste enquiries	estates@abdn.ac.uk		
EFM helpdesk	01224 273333		

3. Scope of Service

The service comprises uplift and disposal of the following waste streams:

- Recyclate & residual waste (comprising; food, paper, plastic, metal, green, glass, wood)
- Confidential paper and digital media
- Sanitary waste
- IT, electrical and electronic waste (including batteries and lamps)
- Clinical waste
- Chemical waste

4. Service Periods

The information supplied is provided as *general* guidance on the main service activities and their frequency of uplift across the University.

<i>Recyclate and residual waste</i>	<i>- Monday – Saturday, 07:00 – 18:00</i>
<i>Confidential paper and digital media</i>	<i>- Monday - Wednesday, 08:30-17:00</i>
<i>Sanitary waste</i>	<i>- Monday – Friday, 08:00 – 17:00</i>
<i>IT, electrical and electronic waste</i>	<i>- Thursday, Fortnightly</i>
<i>Clinical waste</i>	<i>- Tuesday, 08:00 – 18:00</i>
<i>Chemical waste</i>	<i>- February, May, August, November - Quarterly</i>

The University is closed during the Christmas and New Year period and uplifts are not carried out during this time.

5. Outline Schedule of Service

The schedule of service is constantly reviewed to meet the changing needs of the University. Demand responsive waste collections occur across all waste streams and all buildings throughout the year. The following therefore represents the basic schedule and should be used as a guide rather than a definitive list.

Recyclate & Residual Waste	 EIS - 230221.xlsx
Confidential Paper & Digital Media	 ShredAll 230227.xlsx
Sanitary Waste	 PHS 221025.xlsx

IT, Electrical & Electronic Waste

IT, Electrical & Electronic Waste (+batteries) - Thursday, Fortnightly

Lamps - Arranged as required

Clinical Waste

Old Aberdeen

Cruickshank - Tuesday, Weekly
Meston - Tuesday, Weekly
Science Teaching Hub - Tuesday, Weekly
Zoology - Tuesday, Weekly

Foresterhill

IMS - Tuesday, Weekly
Liberty - Tuesday, Fortnightly
LSI - Tuesday, Fortnightly
MRF - Tuesday, Weekly

Chemical Waste

February, May, August, November - Quarterly

6. Exclusions

Our services do not include:

- Radioactive waste disposal
- Chemical decontamination prior to disposal
- Removing large or heavy items from buildings
- Furniture moves
- Segregating waste
- Identification of waste chemicals
- Items which fall under the Deposit Returns Scheme (DRS)

7. What you can do to help us

We want the University to be responsible and legally compliant with the waste we produce so that we create a clean and pleasant environment for everyone. Staff and students can play their part by following a few simple guidelines.

Please help us, by;

- Segregating your waste into the appropriate waste stream. Information on waste streams and disposal routes can be found online at:
<https://www.abdn.ac.uk/staffnet/working-here/Waste-and-Recycling-1210.php>

- Ensuring you do not contaminate waste streams, particularly with hazardous waste. If in doubt, contact: estates@abdn.ac.uk for advice.
- Reporting full, overflowing or damaged bins to the Estates fault desk.
- Sending waste transfer notes and waste consignment notes to Estates to be stored in accordance with SEPA regulations.
- Labelling chemicals accurately to aid identification during disposal.
- Storing chemicals in containers suitable for the nature of the chemical.
- Giving us adequate notice for exceptional or “out of the ordinary” requests (e.g. bulky waste / unusual hazardous waste). The more notice you can give us, the easier it is for us to complete the task.
- Letting us know when something is wrong as soon as possible, so that we can try and resolve the problem.

The Facilities teams all work within finite resources: occasionally, disruption to the level of service may be caused by factors out with our control, (e.g. lack of access to area, inclement weather or unplanned staff absences).

In this event temporary adjustments are made to provide the best service possible under the given circumstances.

8. Other Services Provided

Large and heavy waste

Large pieces of furniture or equipment sometimes need specialist uplifts to safely remove them. Transporting bulky or heavy items often need risk assessments before attempting removal and can involve specialist contractors, specialist equipment and modifications to doorways. Wherever possible the removal and disposal of large items that are being replaced (for example, a ULT freezer being replaced by another) should be arranged with the supplier of the new item (take back scheme). Specialist uplifts can be arranged but usually require a significant period of notice and may be chargeable.

Waste disposal advice

We are happy to provide advice on the segregation and disposal of unusual waste and on relevant waste legislation.

9. Arranging Additional or Specialist Services

Chemical testing and identification is the responsibility of individual schools or departments. We are happy to arrange chemical testing but this will be chargeable.

Large and heavy waste removal is assessed on a case by case basis and may be chargeable.

For any additional or specialist service, or for advice on waste disposal or waste regulations, please contact the Facilities Manager - Transport & Waste.

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We welcome the opportunity to talk with colleagues about their requirements and are grateful for consideration of balancing our daily workload and associated timescales with other priorities or work being requested.

*Petra Barber
Head of Facilities Services
Facilities Services*

March 2023