



Management of Hazardous Chemical Waste

Procedure

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Procedure for disposal of Hazardous Chemical Waste

Introduction

At the University all hazardous waste is either treated using recovery technologies (e.g. for solvent, some lab chemicals) or is incinerated by an Environment Agency licensed contractor.

Scope

This Procedure explains the steps which must be followed by **everyone disposing of hazardous chemical waste**.

Definitions

Hazardous Chemical Waste

Any waste that consists wholly or partly of the following:

Materials that have one or more of the hazardous properties (H1-H15) listed in the Hazardous Properties List.

Including the following:

- Laboratory and Workshop Chemicals
- Chemically contaminated Waste Electrical and Electronic Equipment (WEEE)
- Lead Acid and Lithium batteries
- Obsolete and Unreturnable Gas cylinders

Procedure

The following Procedure must be followed to ensure waste is handled and disposed of safely and in accordance with legal requirements.

Waste will be collected on a quarterly basis in line with the annually published schedule. Prior to collection nominated individuals will be contacted for the list of waste to be disposed of and whether a chemist is required for packing. Schools and faculties will only be allowed to pack their own waste following approval and training in correct procedures in line with the disposal company under contract.

The hazardous chemical waste disposal contract is managed by Health and Safety Services and a contribution towards disposal costs is provided (60% for lab smalls, 50% for cylinders). Please note the percentage subsidy may change but faculties and schools will be notified in advance of any changes.

Chemistry - Special Note

As Chemistry produce large quantities of waste solvent this is disposed of via a call off order, the procedure for disposal is however the same.

Clearance - Special Note

If a faculty, school or service is clearing out an area as part of a move, a refurbishment or as a result in change of use, a one off disposal can be arranged. Please contact the Environmental Compliance Manager to arrange this.

Step by Step Procedure for disposing of Hazardous Chemical Waste

1. On a quarterly basis, the nominated person is contacted by the Environmental Compliance Manager (ECM).
2. Nominated person returns the completed spreadsheet to the ECM by the identified date, with any requests for chemist packers.
3. The ECM checks the lists and sends information to the disposal company (approved contractor) for technical assessment and pricing.
4. The approved contractor returns the spreadsheets with the technical assessment and any questions to the ECM.
5. When the ECM authorises a faculty or school to pack, the ECM sends them the packing requirements and orders suitable packing materials to be delivered to them.
6. Any required packing by chemists from the approved contractor is scheduled by the ECM.
7. Approved contractor chemist packs the drums.
8. Purchase orders for hazardous chemical waste disposal are raised by Health and Safety Services; faculties and schools *cannot* raise these locally.
9. Two to three weeks later, the approved contractor collects the drums.
10. Each collection will have a consignment note which needs to be checked and signed by the individual supervising the collection (this may be the ECM or a local member of staff).
11. The individual supervising the collection (if it is a local member of staff) sends the original consignment note to the ECM who will keep them for three years.
12. Invoices are paid by Health and Safety Services and a subsidised recharge is made to the faculty/ school/ service disposing of the waste.

Any variation to this Procedure must be formally agreed in writing by the Head of Health and Safety or the University Environmental Compliance Manager.

If you need further advice support or guidance please contact University Environmental Compliance Manager on s.e.burdall@leeds.ac.uk or by tel: 0113 34 38042/ 30480, or call Health and Safety Services reception on 0113 34 34201.