

**SEPS Guidance Note**

(GN-ENV01/2021)

**Chemical Waste Users Guide**

**1 Introduction**

The University of Glasgow has a duty of care under the Environmental Protection Act 1990 to ensure that we store and dispose of our waste responsibly, using only authorised persons e.g. registered waste carriers or licensed disposal operators to handle any waste we generate. This duty of care begins with the person who generates the waste and it cannot be delegated to others, it is legally enforceable and breaches of this duty could lead to criminal prosecution. To ensure that we manage our waste correctly the University has appointed Tradebe UK (Trading As Avanti, Supplier number 42160) to undertake the carriage and disposal of the following types of waste:

* Laboratory chemicals
* Solvent waste (flammable and non-flammable)
* Waste oil
* Waste embalming fluid
* Mercury Waste
* Waste Silica (contaminated and uncontaminated)
* Items and equipment contaminated with chemicals (including paper, HEPA filters)
* Miscellaneous laboratory waste
* Mixed chemical / biological waste (where this cannot be disposed of as clinical waste)
* Compressed gas cylinders / lecture bottles (where the supplier cannot be identified)

**Note: Controlled drugs are treated as clinical waste for the purposes of disposal and should be disposed of via the University clinical waste disposal contractor (currently Stericycle). Further guidance on disposal of controlled drugs (and some precursor chemicals) can be found on the SEPS website by clicking on this link:** [**https://www.gla.ac.uk/media/Media\_613778\_smxx.pdf**](https://www.gla.ac.uk/media/Media_613778_smxx.pdf)

**2 Disposal Procedure**

Arranging for a chemical disposal is a straightforward procedure. However, different processes may be involved depending on the nature and quantity of the waste, the hazard it presents and whether these can be clearly identified. In each case the following steps should be taken:

**Obtaining a Quotation for Disposal of Chemical Waste**

1. The waste chemicals to be disposed of should be located by the user and a standard waste inventory form completed including the correct chemical name and description of each substance (physical form, concentration etc.) along with the number of containers and the size of each. All of the waste entered on the inventory should be clearly labelled to facilitate safe collection.
2. Where the identity of a substance is not known (or cannot be confirmed) the person arranging has two options:

Complete an unknown substance identification form **including details for each unknown substance** using the unknown substance identification form. This may involve carrying out some simple chemical tests where it is deemed safe to do so and should only be carried out by a competent person subject to risk assessment. Note that digital photographs of unknowns are often requested.

**OR**

Contact Tradebe (see appendix 1 for contact details) and arrange for a specialist chemist to come to site and complete the testing and inventory on their behalf. Use of this service will incur an additional cost from Tradebe which is usually calculated as an hourly rate. Please note that any substance which cannot be categorised may incur significant disposal costs (if indeed it can be removed at all) so every effort must be made to identify unknown substances.

1. The completed form(s) should be sent via e-mail to the supplier to request a quotation for the disposal which should be returned within 5 working days:

Uk.mts@tradebe.com

 This period may be extended if the supplier needs further information from the management unit to proceed. In some cases the supplier may need to visit the area where the waste is stored before a quotation can be provided. This is most commonly the case when unknown substances or contaminated equipment are involved.

1. Once the quotation has been received, and assuming the management unit wishes to proceed, the person organising the disposal should arrange a purchase order for the service and send this to Tradebe who will contact the responsible person to arrange collection.

**Arranging the Waste Disposal Service**

1. On receipt of the purchase order the supplier will contact the management unit to arrange a suitable date and time for the verification, packaging, uplift and transportation of the waste from campus. Tradebe will carry out scheduled monthly waste collections from the University and where practical waste collections should be arranged to coincide with these dates (this will help to reduce the need for additional collection / transport costings). To facilitate this and act as a reminder, Tradebe will contact individuals with responsibility for chemical waste management in advance of each scheduled collection. This will make it easier for users to add chemical waste to the usual collection “milk run”.
2. If an additional collection visit is required, the date offered for this step will usually be within 10 working days of receiving the purchase order although there are some exceptions to this:
	1. Where the offered timescale is too short for the management unit to ensure that all of the waste is ready for collection
	2. Where access to the collection point is restricted (e.g. due to ongoing building works)
	3. The supplier will offer the management unit the opportunity to delay the uplift process to allow it to coordinate the uplift to coincide with other planned uplifts within the University. The supplier may be able to provide information on the planned timetable of upcoming collections planned within the University. If a management unit is able to coordinate with others in arranging collections the cost of transport may then be shared resulting in a reduced cost to each management unit.
	4. In some cases e.g. where an item is large, unusual or otherwise awkward it may be necessary for the verification process to take place before the collection date can be confirmed. If this is necessary the supplier will confirm as soon as possible and agree a timescale with the management unit.
	5. Where the information provided to the supplier by the management unit is insufficient to classify some or all of the material(s) leading to a further investigation being required.
3. The supplier will prepare all of the statutory paperwork that is required for the process of uplift and disposal of the waste. It will also carry out any required pre-notification of the enforcing authority.

**Uplift and Disposal of Waste**

1. The supplier will verify the waste presented for uplift against the quotation list supplied by the management unit. If there is any waste presented which is of a type not mentioned on the quotation then the supplier will decline to uplift it. At the time of uplift the supplier is only legally permitted a variance of up to 10% on the quantity of waste originally quoted for.
2. The supplier will package the verified items of waste appropriately and will uplift these for removal from campus and subsequent disposal in accordance with the regulations.
3. At the time of uplift the supplier will request that the statutory paperwork is signed by a representative of the management unit that is disposing of the waste. The management unit **must** ensure that this statutory paperwork is fully completed and that the information contained is correct prior to the waste leaving the University.
4. The supplier will leave a copy of this paperwork with the representative of the management unit who must ensure that the copy is clear and legible. Management Unit copies of this statutory paperwork must be retained in such a way that they are readily accessible in the event of an internal audit (or an external audit conducted by the enforcing authority). Further information on the University’s duty of care as a producer of waste is available on the SEPS website.
5. The supplier will uplift and dispose of the waste on behalf of the management unit. When all items within the consignment have been disposed of the supplier will send a final disposal certificate to the management unit. It should be noted that in some cases the time between the uplift and final disposal can be many months.

**Note: The supplier is able to offer a range of suitable waste containers for the collection and disposal of various types of waste. Please contact the supplier for further details.**

**Note: For small chemical users (located on the Gilmorehill Campus only) it may be possible to arrange for small disposals of solvent waste via the School of Chemistry Stores saving the cost of collection. To make an enquiry please follow the guidance on the Chemistry Stores webpage:**

[**https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/chemistrystores/**](https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/chemistrystores/)

**4 Further Information and Guidance**

For the most part the uplift and disposal of waste is a straightforward process. For any minor issues or concerns surrounding the service that may arise on a day-to-day basis it is expected that the management unit will be able to address these directly with the supplier. Should any more serious (or persistent) issues arise then the management unit should contact the Environmental Adviser using the details below:

**General Office:** 0141 3305532

 Safety@glasgow.ac.uk

**Chemical Safety Adviser:**  0141 3302799

**Environmental Adviser:** 0141 3307105

**Appendix 1: Supplier Contact Details**

**Tradebe UK (Trading as Avanti, Supplier Number 42160)**

Atlas House

Third Avenue

Globe Business Park

Marlow, Buckinghamshire

SL7 1EY

**Contact Details**

General Enquiries (including quotation requests): UK.MTS@tradebe.com

Service Manager: gemma.ellis@tradebe.com

Telephone: 03332 404 065