Executive Summary

The College is committed to implementing sustainable waste management practices and reducing carbon emissions as detailed in the Sustainability Strategy 2011-14 and Carbon Management Plan 2010-20.

With this in mind the Premises Team, through the new waste management contract, have introduced a "one stop shop” approach which brings the 18 waste streams generated by the College under a single contract. This contract has clearly defined deliverables and KPIs which seek to improve recycling and reuse rates and has already ensured that none of the College's waste is sent to landfill.

Waste is a far reaching subject area affecting every staff member, student and visitor. Through our delivery and management of the waste contract we will be able to provide focus and direction on the importance of following the principles of the waste hierarchy. Our aim is to show a step change in behaviour and encourage reuse and recycle of the maximum amount of waste possible and contribute to the sustainability and carbon emissions targets set by the College.

The success of this is dependent upon the inclusion of every member of the college community. This will be achieved through information, guidance, first class recycling facilities and delivery of initiatives throughout the academic year to encourage and reward good waste management practices.
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1. **Strategic Context**

The Royal Holloway Strategic Plan 2013-2020 has a focus on the environmental sustainability and clearly states that the College should seek to raise awareness of the environmental impact of all our activities, including transport. This is supported by a number of documents which seek to improve the impact of our activities in terms of sustainability and carbon management.

The Sustainability Strategy 2011-14 provides targets for waste reduction, reuse and recycling using a base line year of 2007/8. Progress against these targets is positive and can be seen in the chart below.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Baseline</th>
<th>Baseline Year</th>
<th>Target</th>
<th>Deadline</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste Reduction</td>
<td>976 tonnes</td>
<td>2007/8</td>
<td>10% reduction per student (2% per year)</td>
<td>2014</td>
<td>1090 tonnes of waste in 2012/13</td>
</tr>
<tr>
<td>Reuse</td>
<td>3 tonnes of items reused</td>
<td>2007/8</td>
<td>5 tonnes (10% increase per year)</td>
<td>2014</td>
<td>5 tonnes during 2012/13</td>
</tr>
<tr>
<td>Recycling</td>
<td>25% of waste recycled</td>
<td>2007/8</td>
<td>50%</td>
<td>2020</td>
<td>30% achieved Jul – Jan 2013/14</td>
</tr>
</tbody>
</table>

The College generates large amounts of waste; approximately 1,090 tonnes during the 2012-13 academic year. The disposal of waste has an array of environmental impacts. In order to minimise these impacts we need to do the following; reduce the amount we generate, reuse when possible, recycle if appropriate and use landfill only as a last resort. In addition to this we need to ensure that the College is legally compliant when dealing and disposing of its waste and that this disposal is considered value for money.

The waste hierarchy is the cornerstone for European best practice for waste management and is the approach used to implement recent improvements in the way the College disposes of its waste.

The waste hierarchy prioritises options according to their environmental and economic impact, where the prevention of waste is seen as the most favourable management option whilst disposal to landfill is deemed the least favourable option.
Prevention
The College is in the early stages of developing a sustainable procurement plan which will require supplier engagement to minimise the waste generated at source. Absolute prevention of waste is unrealistic but it is our intention to prioritise prevention as much as possible.

Reuse
The re-use of products or materials that would otherwise become waste provide a range of social, economic and environmental benefits. The College works with the British Heart Foundation to ensure items that would otherwise be disposed of are reused or resold, with the revenue generated given to the charity. The College also seeks to re-use furniture and other items and stores items for future use.

Recycle
Recycling is a way in which every member of the College community can contribute and help the environment every day. During 2012/13 the College achieved a recycling rate of 23%. This has increased in the first half of 2012/13 to 32% and we have agreed with our waste management contractors a target achievement of 50% by the end of 2015. The College will work with our contractors to raise awareness through consistent messages and initiatives and encourage all our students, staff and visitors to appropriately use the recycling facilities available across the campus.

Recover
Efficient energy recovery from residual waste delivers environmental benefits and reduces carbon impacts. With the support of our contractors we aim to get the most energy out of any waste that cannot be reused or recycled. With effect from May 2014, all of the residual waste generated by the College is sent to an energy recovery plant where it is incinerated to generate energy. Food waste is segregated and sent to an anaerobic digestion plant where it also generates energy and soil conditioner.
Disposal
Since May 2014, the College no longer sends its waste to landfill and uses alternative methods as detailed above to manage all of its waste.

2. Progress to date

The Waste Disposal contract for general waste and recycling was due for renewal during 2013. This renewal presented an opportunity to review all of the college waste streams and bring them together under a single contract. This would allow for the accurate recording of data on the amount of waste produced by the college by type and location, the disposal and recycling routes used and the carbon emissions produced.

The data will be used to measure Scope 3 carbon emissions in line with the Higher Education Funding Council for England (HEFCE) requirements as detailed in the College’s Carbon Management Plan. It will also enable us to measure progress against targets and provide information to the wider college community of the success of any initiatives put in place to improve recycling and reuse. It will also enable the College to manage the cost of waste disposal.

Following a rigorous tender process Veolia were selected to work with the College over the next 5 years to manage the disposal of all our waste streams and ensure they are disposed of and recycled in the most efficient and effective way.

As a result of the review and introduction of the new contract the College no longer sends any of its waste to landfill. General waste is sent to an Energy Recovery Facility where it is incinerated to generate energy. The College Catering teams no longer dispose of food waste through macerators or the general waste bins and instead segregate it to disposal by anaerobic digestion which also generates energy.

Each waste stream has been identified and the correct method of removing it identified on the College website these are detailed in Appendix A.

3. Key Performance Indicators

The targets set out in the College’s sustainability strategy require updating and therefore the Key Performance Indicators set for the start of the new waste contract, which are detailed below, will be regularly reviewed and updated.

- 100% of waste is diverted from landfill from commencement of the contract
- 50% of waste will be recycled by April 2015
- 60% of waste will be recycled by April 2016
- Contractor will provide one new initiative to improve reuse and recycling rates per year
- Contractor will participate in college events to increase awareness and change behaviour – 5 days during Welcome Week and 2 further events during the year.
4. Delivery Plan

In addition to the contract KPIs the Premises team have identified some key deliverables that will assist the College to improve recycling and reuse rates.

- We will ensure that internal recycling areas are available in all buildings
- A consistent message will be displayed to improve recycling and reuse
- External bin areas will be fit for purpose with improved aesthetics
- Re-use bins will be provided year round with enhanced facilities at the end of term
- Food segregation will be introduced into offices and halls of residence
- Training will be provided for housekeeping and portering teams on the correct process to be used for each waste stream
- We will implement at least 2 initiatives each year aimed at improving recycling rates
- Reports on volumes of waste produced and disposal routes will be available every month
- We will provide students with information on recycling and sustainability at welcome week and at two other events during the year.
Appendix A: Recycling & Waste Disposal

With effect from 28th April 2014 Royal Holloway entered into a waste disposal contract with Veolia which ensured that all of the waste produced on Campus would be recycled, reused or converted into energy. This ensures that none of our waste is sent to landfill.

We need to continually increase recycling rates and by thinking carefully about how you dispose of your waste you will help us to help the environment and find savings for the College by reducing the costs of converting waste into energy.

If you have any questions about recycling and waste disposal, please contact the Premises Team on ext. 3748 or 3586 or email us recycle@royalholloway.ac.uk

The following guide will help you to discover how to recycle or dispose of your waste.

Mixed Recycling
You can put paper, cardboard, plastic, tins, cans, small amounts of glass, domestic aerosols cans, clean food packaging and containers in these bins.

Aerosols
All aerosols cans containing non-hazardous materials, i.e. deodorant, air fresheners etc can be recycled. Please put them in the mixed recycling bins.

Cans that contain hazardous materials, i.e. paints, adhesives, insecticides etc must be treated as hazardous waste and should either be taken to the recycling area in the Maintenance Yard.

Batteries
Battery recycling boxes are available in most buildings. If you cannot find one please send them via the internal mail to Premises Coordinator, The Hub.

Lithium batteries and larger batteries (i.e. car batteries) must be taken to the recycling area in the Maintenance Yard.

Confidential Waste
Confidential waste is defined as material containing personal or business sensitive data which requires destruction to ensure their contents remain private in order to comply with the Data Protection Act.

They should not be used for general paper recycling.

Confidential waste bags should be used for paper, CDs and videos that require destruction. If you require these bags please email recycle@royalholloway.ac.uk.

Cans and Foil
This includes drinks cans, food cans, aluminium trays and foil. These can be placed in the mixed recycling bins.
Electrical and Electronic Equipment (WEEE)
WEEE waste includes all redundant electronic or electrical equipment including IT equipment (when not removed by the IT team), Cables, fax machines, photocopiers, toasters, microwaves and other general electrical equipment.

WEEE waste should be taken to the recycling area in the Maintenance Yard and a list of asset numbers sent to recycle@royalholloway.ac.uk. If you require assistance with moving large amounts of WEEE waste please let us know by using the same email address.

Fridges and Freezers
These require specialist disposal and should be taken to the recycling area in the Maintenance Yard. If you require assistance please email recycle@royalholloway.ac.uk.

Furniture
If you have office furniture you no longer need please ask around your own department to see if anyone else can make use of it. If it cannot be reused in your own department please email porters@royalholloway.ac.uk who will advise if it can be used elsewhere.

If you do need to dispose of furniture please email recycle@royalholloway.ac.uk.

Food Waste
From 28th April there will be a phased introduction of segregating food waste across the Campus. Caddies will be provided for the disposal of food waste.

Paper and cardboard
This includes coloured paper, newspapers, envelopes (with or without windows) books, magazines, brochures, catalogues, directories etc. These can all be placed in the mixed recycling bins.

If you have large amounts of any of the above to dispose of please email recycle@royalholloway.ac.uk. Do not put them in your office bins or in the external bins as they become too heavy to lift.

Glass
Glass bins are located around the campus for the disposal of large amounts of glass bottles and jars. If you only have one or two bottles these can be place in mixed recycling bins. Glass recycling bins can be found in the external waste collection areas of the following buildings; Founders West, Students Union, Reid, Butler, Runnymede, Medicine Bar, The Hub, Gower, Penrose, Highfield and Kingswood.

Plastics
This includes plastic cups, tetra paks, bottles, sandwich boxes, mild cartons and yogurt pots etc. These can be placed in the mixed recycling bins.

Hazardous Waste
There is a separate process for the disposal of clinical and chemical waste and most producers of this type of waste are aware of it. If you have any hazardous clinical or chemical waste to dispose of please email recycle@royalholloway.ac.uk.
Oils
Used cooking oil is collected from catering areas for recycling. Other oils should be taken to the recycling area in the Maintenance Yard.

Paint Tins
These should be taken to the recycling area in the Maintenance Yard.

Wood
Any wood should be taken to the recycling area in the Maintenance Yard and placed in the wood recycling skip.

Pallets
Please ask your suppliers to take their pallets and any other packaging away with them. If this is not possible, pallets should be taken to the recycling area in the Maintenance Yard and placed in the wood recycling skip.

Metal
Any metal should be taken to the recycling area in the Maintenance Yard and placed in the metal recycling skip.

Takeaway Hot Drinks Cups
Starbucks takeaway cups and Tchibo cups are recyclable and when empty should be placed in the mixed recycling bins.

Other cups used at the college currently are not recyclable and should be placed in the general waste bins.

Printer and Toner Cartridges
These should be put in the Toner Recycling Boxes which can be found in most of the buildings and will be collected on a regular basis.

What we can’t recycle
Sweet and chocolate wrappers, crisp packets, polystyrene, some takeaway hot drinks cups cannot be recycled and should be placed in the general waste bins.