



## **CONFIDENTIAL WASTE DISPOSAL PROCEDURE**

### **Scope**

The University has contracted Restore PLC the approved suppliers for the disposal of paper and confidential waste. This procedure gives instructions to University staff on the process for the disposal of confidential waste.

### **Responsibilities**

Each School/Service Area identifies a contact whom will link with their local Campus Facilities Information Hubs for Confidential waste disposal.

[cityfacilitieshub@wlv.ac.uk](mailto:cityfacilitieshub@wlv.ac.uk)

[walsallhub@wlv.ac.uk](mailto:walsallhub@wlv.ac.uk)

[telfordhub@wlv.ac.uk](mailto:telfordhub@wlv.ac.uk)

[UWSPfacilitieshub@wlv.ac.uk](mailto:UWSPfacilitieshub@wlv.ac.uk)

The representative identifies the departmental locations for bins. Containers will only be made available to those offices that are accessible by lift or are based on the ground floor. The container must be clearly marked on the top of the bin with the relevant Work Order.

Confidential waste bags can be provided for remote areas or for larger clear outs of an individual's office or store room. All bags used must have a work order number clearly written on them; otherwise they will not be accepted. In most cases, there is an expectation that staff will take their confidential waste directly to their school/dept confidential waste disposal bin.

If a School, or department opts to have waste bags instead of containers, Schools and departments need to ensure that they have sufficient space to store full bags securely until collection by the company. Under no circumstances is confidential waste to be left in unsecured areas such as corridors. This could make the University legally vulnerable under the Data Protection Act for failing to exercise duty of care.

The contract charges for waste disposal are priced on a per kilo basis. The company will attend site and remove and shred the documents either on the premises or at the depot. For each and every bag or container, a weight will be recorded. Any costs incurred will be automatically directly coded to your work order and charged via management accounts.

On each campus, the Facilities Information Hubs will be the point of contact. They will send the relevant paperwork over to Business Support to make contact with the

waste disposal company. The company will attend site about every 6 weeks to remove waste from containers. Further requests for the collection of full containers or large one off collections are to be directed to the Facilities Information Hub and they will arrange disposal when the volume of waste makes it economic to do so.

All communication with the company needs to go through the Facilities Information Hub and the Business Support Team. The volume of waste for a viable uplift is in the region of 200kgs. This is the equivalent of two full wheelie bins or 18 full confidential waste sacks.

### **For one- off or additional collections**

The Facilities Information Hubs will raise a schedule of collection based on

- the location point
- the work order to be recharged
- the number of containers/sacks

Additional services are available for Magnetic Waste i.e. CDs, DVDs, USBs etc. Uniform, these must be stored/bagged separately to the paper waste and annotated on the waste collection sheet.

The schedule is emailed to the Business Support Team whom will liaise with the contractor who will confirm the service date and access needs.

A certificate of destruction will be provided at the end of each destruction service. This is signed by a member of Facilities staff. The certificate is retained on file for a two year period, with a copy forwarded to the Business Support Department, Housman Building, City Campus.

When the invoice is received, the costs of service will be cross checked against the certificate details and recharged directly through account management to participating cost centres.

**Please note that lever arch files and plastic sleeves need to be removed from any confidential waste prior to disposal; otherwise it will contaminate the load and prevent it from being recycled.**

Version	1	Author	Facilities Business Support Manager/Operations Manager
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