

CONFIDENTIAL WASTE DISPOSAL PROCEDURE

Scope

The University has contracted PHS Datashred the approved suppliers for the disposal of paper and magnetic 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 who will link with Operations on Confidential waste disposal.

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 Cost Centre

Any one off purchase for bin provision is to be paid up front.

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 cost centre 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 new contract charges for waste disposal on a price 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 cost centre and charged. A copy of the total amount collected will be provided at the end of each quarter.

On each campus, the Campus Operations Manager will be the point of 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 Campus Managers 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 Campus Manager's offices. 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 Campus Manager will raise a schedule of collection based on

- the location point
- the cost centre to be recharged
- the number of containers/sacks

The schedule is emailed to 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 Operations staff. The certificate is retained on file for a two year period, with a copy forwarded to the Environment & Contracts Administrator, Stacy Davies, Telford 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.

Magnetic Waste

Magnetic media covers items such as CD's, DVD's, floppy disks, memory sticks and VHS tapes. Do not mix magnetic media with the paper waste. It will contaminate the load and we may incur contamination charges, as the waste will only be fit for landfill.

Magnetic media is chopped up and sent to landfill.

To safely dispose of magnetic waste, select a dedicated collection point – like a secure filing cabinet drawer. When a waste collection is scheduled, bring the waste to the vehicle and provide your cost centre number. The waste will be weighed and the charge incurred will only be for the weight destroyed.

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