

General Waste Operating Procedure

1. Scope

This operating procedure covers the general waste stream on all campuses and sites of The University of Queensland unless details are specified in a separate EMS manual.

2. Objectives

- To avoid risk to health and safety;
- To ensure the University grounds are aesthetically pleasing;
- To avoid incidence of littering;
- To ensure that the waste is disposed of in an environmentally acceptable manner; and
- To avoid waste to landfill and associated CO_{2e} emissions.

3. Procedures

3.1 *Waste Minimisation Strategies*

A recycling scheme is in place.

For further information, please refer to the [Recycling procedure, Section 10H](#).

3.2 *Sorting*

It is the responsibility of the individual users to sort and dispose of their waste thoughtfully. There are appropriate bins for the general waste stream placed throughout the grounds and inside buildings.

3.3 *Collection from Source*

It is the responsibility of the Cleaning Services of the Property and Facilities Division to ensure: the following:

- That the general wastes are collected in 240 litre wheelie bins or other appropriate waste bins;
- That the general wastes collected are taken to a kerbside position for collection by contractors; and
- Upon servicing, the bins are returned from the kerbside to their original position.

3.4 *Collection for Disposal*

It is the responsibility of the Cleaning Services of the Property and Facilities Division to ensure the following:

- That contractors collect the wastes from wheelie bins placed on the kerbside as per contractual arrangements;
- That the general wastes are disposed of in landfills approved by Local Authorities; and

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- That the contractors' environmental licences and any other licences to dispose of general wastes have been approved by the Administering Authorities.

3.5 Disposal Frequency

3.5.1 Public Areas

Public and student related areas are cleaned and general waste removed **every day Monday to Friday**.

3.5.2 Offices

Most **general offices** are scheduled to be cleaned and general waste removed **once per week**. The disposal of garbage such as food scraps which occupants do not wish to keep in their office bin until the scheduled cleaning day, should be placed in dedicated wheelie bins that are located within buildings.

If office occupant's bins become full prior to the day of collection, the occupant can empty their office bin into the wheelie bins located within their building.

3.5.3 Contractor Collection

The disposal frequency for general wastes for all University's campuses is as follows:

Table 1.0 - General waste stream disposal frequency.

Campus	Frequency	Days	Notes
St Lucia	5 days per week	week days	except holidays
Indooroopilly Mine	1 day per week	Wednesday	except holidays
Dental School	5 days per week		except holidays
Pinjarra Hills	5 days per week		except holidays
University Lease Hospitals	5 days per week	week days	except holidays
Gatton College	5 days per week	week days	except holidays

4. Equipment

The equipment for collection of general wastes consists of:

- Small desk waste bins for general office use;
- 240 litre wheelie bins for collection of waste by cleaners;
- 240 litre wheelie bins located around the grounds for waste collection; and
- Cylindrical bins located around the grounds for waste collection.

Please note wheelie bins only are supplied by Property and Facilities Division. Small desk bins are the responsibility of University departments and centres.

5. Enquiries

Any enquiries regarding the management of the general waste stream should be addressed to personnel as follows:

Table 1 - Contact personnel per campus.

Campus	Department	Contact	Telephone
St Lucia Indooroopilly Mine University Hospitals Dental School Pinjarra Hills Farm	Property and Facilities Division	Manager Cleaning	(07) 336 <u>52177</u>
St Lucia (sporting ground wastes only)	Property and Facilities Division	Senior Supervisor Grounds	(07) 336 <u>52747</u>
Gatton	Property and Facilities Division	Gatton Assistant Supervisor Cleaning	(07) 546 01131 or ext. 50131

6. Definitions

6.1 *Waste*

Under Section 13 of the *Environmental Protection Act, 1994* **waste** is defined as “any gas, liquid, solid or energy (or a combination of wastes) that is surplus to, or unwanted from, any industrial, commercial, domestic or other activity, whether or not of value.”

6.2 *General Waste Stream*

It is the stream that contains wastes of domestic characteristics which are solid and inert in nature.

7. References

- Environmental Protection Act 1994
- Environmental Protection (Waste Management) Policy and Regulation 2000
- Queensland’s Waste Reduction and Recycling Strategy 2010-2020
- Health Act 1937
- Workplace Health and Safety Act 1995 and Regulations 2008