

# Maintenance Waste Operating Procedure

## 1. Scope

This policy will apply to all the maintenance waste generated at The University of Queensland campuses.

## 2. Objectives

- To promote resource conservation and minimise environmental impacts through waste management principles;
- To ensure that the maintenance waste generated is disposed in an environmentally sound manner;
- To comply with environmental legislation and waste disposal regulations; and
- To avoid risk to health, safety and the environment.

## 3. Procedures

### 3.1 *Waste Minimisation Strategies*

The following waste management strategies are used to reduce the volumes of waste going to landfill from workshop operations.

#### 3.1.1 Sale and/or Auction

Machinery and material which has no further operational value should be sold and/or auctioned if feasible.

#### 3.1.2 Recycling

Any materials that can be reused or reprocessed should be recycled.

#### 3.1.3 Disposal

Disposal of maintenance waste occurs when the waste cannot be auctioned or re-used or recycled for technological and/or economic reasons.

### 3.2 *Application*

Table 1 suggests methods for disposal of various types of common waste materials from workshops. This table is not exhaustive and there will be certain exceptions from the methodology suggested. All workshops should attempt to adhere to these guidelines, but should set their own procedures for maintenance wastes not included in the table or those that need to be handled differently to that suggested.

Unless otherwise stated in Table 1, it is the school or centre of generation who is responsible for the handling of maintenance wastes.

**Table 1 Disposal of Maintenance Wastes**

Waste Material		Handling
Concrete (slabs, offcuts, etc)		Disposed of in general waste skips or bulk bins and sent for recycling or to landfill as appropriate
Scrap Metal	Recyclable	To scrap dealers.
	<ul style="list-style-type: none"> <li>• Non-Recyclable</li> <li>• Small pieces</li> </ul>	Disposed of in general waste, skips or bulk bins as appropriate.
Fill Material		Disposed of in general waste, skips or bulk bins and sent for recycling or to landfill as appropriate
Building Materials (Including sheet glass, carpets, etc.)		Disposed of into skips or bulk bins as appropriate and sent for recycling or to landfill as appropriate
Timber Offcuts		Disposed of into skips or bulk bins as appropriate and sent for recycling or to landfill as appropriate
Obsolete plant and equipment	Worthless	Disposed of in general waste, skips or bulk bins or disposal direct to transfer station/landfill as appropriate
	Valuable/reuseable	<ul style="list-style-type: none"> <li>• Can be offered to other schools and centres within the University.</li> <li>• Sold by various means including, but not limited to tender and auction.</li> <li>• If not sold, and if applicable, can be disposed of as recyclable metal (refer to scrap metal above).</li> </ul>
Electrical Equipment	Recyclable	To scrap dealers.
	Worthless	Disposed of into skips or bulk bins as appropriate and sent for recycling or to landfill as appropriate
	Valuable/reusable	As obsolete plant and equipment
Batteries		Disposed of as chemical waste (refer to chemical waste procedure)
Hazardous wastes	Asbestos or material containing asbestos	Contact Property and Facilities to collect and dispose of. Do not break up, damage, cut or in anyway impact on the asbestos material.
	CFC containing equipment (fridges, air conditioners, etc)	Contact Property and Facilities to collect and dispose of. Do not release any gases from any equipment.
	PCB insulating liquids	If small volumes, contact Chemical Store <a href="http://chemstore.science.uq.edu.au">http://chemstore.science.uq.edu.au</a> (as per chemical waste procedure in this manual) and check if volumes can be handled through Chemical Waste System. Otherwise, contact Property and Facilities to collect and dispose of.

### 3.3 Special Wastes

Several wastes generated in schools and centres will be of a specialised nature and not fit in the categories in the table above. This may include oil and other chemical wastes. Other waste procedures should be consulted for handling these wastes. If unclear on how to handle these wastes contact The Property and Facilities Division (refer to contacts below).

## 4. Waste Process Responsibilities

Table 2 lists the responsibilities of individuals within the University.

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**Table 2. Responsibilities**

Responsibility of	Duties
Schools and Centres	<ul style="list-style-type: none"> <li>Ensuring maintenance waste is disposed of in accordance with this operating procedure.</li> <li>Develop own procedures for exceptions to this procedure.</li> </ul>
Property and Facilities	<ul style="list-style-type: none"> <li>Provide disposal services, where defined.</li> <li>Same responsibilities as schools and centres.</li> </ul>

## 5. Enquiries

Any enquiries with respect to the management of the maintenance waste stream shall be addressed to personnel as listed in Table 3.

**Table 3 - Contact Personnel per campus**

Campus	Department	Contact	Telephone
St Lucia Experimental Mine site University Hospitals Herston site / Medical School Dental School Pinjarra Hills Farm Mt Cotton Farm Redland Bay Farm Other sites as required	Property and Facilities Division	Maintenance Officer St Lucia	(07) 336 <b>59148</b>
		Manager Sustainability	(07) 336 <b>51587</b>
Gatton Ipswich	Property and Facilities Division	Maintenance Officer Gatton/Ipswich	(07) 54601 <b>545</b> Ext. <b>50545</b>
		Manager Sustainability	(07) 336 <b>51587</b>

Activity	Department	Contact	Telephone
UQ Grounds maintenance	Property and Facilities Division	Senior Supervisor Grounds	(07) 336 <b>52747</b>
Storage	P&F Riverside Compound	Manager Sustainability	(07) 336 <b>51587</b>
Glasshouses/ Laboratories	Central Glasshouse Services	Technical Officer, School of Land and Food	(07) 336 <b>53027</b>
UQ Sport Grounds maintenance	UQ Sport	Facilities Manager	(07) 336 <b>56612</b>

## 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 Maintenance Waste

Any waste generated during maintenance which is considered to have no further economic value or operational use including the following:

- Obsolete machinery;
- Scrap metals;
- Concrete slabs;
- Filling material;

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- Timber cuts; and
- Electrical equipment and wires.

## 7. **References**

- Environmental Protection Act, 1994
- Environmental Protection (Waste Management) Policy and Regulation 2000
- Queensland's Waste Reduction and Recycling Strategy 2010-2020, Queensland Government

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