



**SAFETY SERVICES**  
**Level 7, The Arts Tower**  
**Western Bank, Sheffield**  
**S10 2TN**

## Service Level Agreement

Service Name	<b>SPECIALISED WASTE DISPOSAL (February 2011)</b>
Description of Service	➤ Central disposal service for chemical, solvent, oil and radioactive waste according to legal requirements
Client Groups/ Eligibility for Services	<ul style="list-style-type: none"> <li>➤ University Departments</li> <li>➤ Hospital Departments for radioactive wastes</li> <li>➤ Companies associated with the University</li> </ul>
Provider Responsibility – ionising radiations	<ul style="list-style-type: none"> <li>➤ Collate information for items requiring disposal</li> <li>➤ Check for immediate hazards</li> <li>➤ Coordinate a cost effective load</li> <li>➤ Ensure legal documentation is in place</li> <li>➤ Liaise with contractors and authorities</li> <li>➤ Attend collection (where appropriate)</li> <li>➤ Check carrier authorisation plus final destination suitability</li> <li>➤ Maintain radioactive waste stores in good condition</li> </ul>
User Responsibility	<ul style="list-style-type: none"> <li>➤ Provide details of items for disposal – nature and quantity</li> <li>➤ Provide hazard information for non-standard substances</li> <li>➤ Store safely in appropriate and clearly marked containers</li> <li>➤ Package in an approved manner</li> <li>➤ Attend collection and sign for waste collected at departmental level (if appropriate)</li> </ul>
Availability of Service	<ul style="list-style-type: none"> <li>➤ 0900 hours to 1700 hours - All working days for notification of any items for disposal</li> <li>➤ Collections to be arranged</li> <li>➤ Access for departments to local stores for radioactive substances at all times</li> </ul>
Service/Statistics /Output/Measures	<ul style="list-style-type: none"> <li>➤ Statistics collated for each disposal operation</li> <li>➤ Statistics reported to Health and Safety Committee</li> <li>➤ Notification to statutory enforcing bodies</li> </ul>
Dependencies	<ul style="list-style-type: none"> <li>➤ External contractors</li> <li>➤ Enforcing Authorities</li> <li>➤ Campus Services</li> </ul>
Feedback/ Monitoring	<ul style="list-style-type: none"> <li>➤ Receipt provided to Departments for all materials collected</li> <li>➤ Receive disposal report from incineration operator (radioactive waste)</li> <li>➤ Waste transfer documents</li> </ul>
Benchmarking	<ul style="list-style-type: none"> <li>➤ Waste Management Regulations</li> <li>➤ Hazardous Waste Regulations 2005</li> <li>➤ Environmental Permitting Regulations 2010</li> <li>➤ Carriage of Dangerous Goods Regulations 2009</li> </ul>
Exclusions	➤ General household type waste

	<ul style="list-style-type: none"> <li>➤ Non-radioactive clinical and most biological waste</li> <li>➤ Non-radioactive sharps bins</li> </ul>
Location of Service	<ul style="list-style-type: none"> <li>➤ Safety Services</li> </ul>
Contact Details	<ul style="list-style-type: none"> <li>➤ Specialised waste – Anne Willcox - Ext 26100 (a.willcox@)</li> <li>➤ Radioactive waste – Trevor Moseley - Ext 26190 (t.j.moseley@)</li> <li>➤ Safety Services' Office - Ext 26198</li> <li>➤ Out of hours emergencies via University Control Centre</li> </ul>
Charges	<ul style="list-style-type: none"> <li>➤ Full cost recovery to University Departments and hospital Department for all wastes</li> <li>➤ Emergency situations dealt with according to risk assessment but may incur charges</li> <li>➤ Contingency funding required as one emergency item could cost several thousands of pounds</li> </ul>
Other	<ul style="list-style-type: none"> <li>➤ None</li> </ul>