

## **NTU Confidential Waste Procedure**

The University's contracted supplier Enva (formerly known as Wastecycle) provide this service for us through an NTU approved sub- contract with Shredall. Please read this procedure in full before contacting the supplier.

### **Collection of confidential waste:**

City collections will take place **every two weeks** on a **Tuesday**. Clifton collections take place **every two weeks** on a **Friday**. Please refer to the collection calendar for specific dates. Brackenhurst collections are ad hoc. Your request will be booked onto the next available collection by Enva. They will then provide you with a specific day of collection.

Confidential Shredding takes place **on campus**. Shredall will collect your waste on the confirmed day and provide you with a receipt. Upon completion of the destruction of confidential waste you will be provided with a destruction certificate. If you do not receive a destruction certificate you **must** ensure you contact Enva as soon as possible to request the destruction certificate. The destruction certificate must match the receipt on collection of your bags.

A colleague within your area should be responsible for:

- ensuring the responsibilities below are followed
- should be available when Shredall collect the bags of confidential waste
- are responsible for ensuring that the receipt matches the number of bags collected
- the destruction certificate is received, and that the destruction certificate provides the tag serial numbers which match the bags collected by Shredall.

### **Arranging a confidential waste service:**

Professional Services and Schools are required to arrange for their own confidential waste disposal independently, as required and as approved through Professional Services/School processes.

Please e-mail: [East.MidlandsUniversities@enva.com](mailto:East.MidlandsUniversities@enva.com) when arranging a service quoting the following account number: "NOT117".

**For a delivery of bags and tags, please provide ALL of the following:**

- **A contact name**
- **A contact telephone number**
- **A contact email address**
- **Number of bags and tags required**
- **Delivery address including the room number**

**Your bags will be delivered by courier within 3 days of the order being confirmed. On delivery, please check inside the bags for the numbered tags.**

**Please note: this is the only way to ensure that you receive the numbered tags in addition to the confidential waste bags.**

When ready for a collection (please see collection calendar below) please e-mail: [East.MidlandsUniversities@enva.com](mailto:East.MidlandsUniversities@enva.com) and provide ALL the following:

- **A contact name**

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- **A contact telephone number**
- **A contact email address**
- **Number of bags to be collected**
- **A purchase order number** (you will be charged for the number of bags that are collected. The price per bag is £8.31 plus VAT)
- **The name and e-mail of the person responsible for creating the GRN**
- **Collection address including the room number**

This information is required for invoicing. Invoices are sent to central finance in the first week of each month and then passed on to the relevant departmental contact for payment.

The invoice **must** be authorised and passed for payment within **30 days**.

You will not be able to book your collection without a purchase order number in the format of ABC/123456. Enva will not accept a purchase/credit card number or budget code for this service.

### **Confidential waste bag contents and responsibilities:**

1. Any documentation which contains personal data or confidential business information must be disposed of confidentially whether by shredding, where your area/department has a shredder, or by confidential waste disposal via the University's contracted supplier, Enva.
2. Where you are disposing of confidential waste by using the services of the University's contracted supplier, you must retain the following records:
  - a. Number of bags;
  - b. The serial number of the tag.
3. The staff member is responsible for filling the bags, tagging them and recording the serial number of the tag.
4. **Staff must witness the transfer of waste from its collection point in the building, to the shredding vehicle waiting outside. This will give assurance that the waste has been disposed of correctly. Shredall staff should always be supervised by an NTU member of staff.**
5. You must retain the above details with the receipt number and the **destruction certificate**.
6. Records should be retained by the area for a period of 3 years.
7. Please do not place non-confidential material in a confidential waste bag as the Professional Service/School will incur unnecessary costs. The University has recycling bins placed in each building for recycling of non-confidential materials.
8. Please store any bags **responsibly** and **securely** before they are collected i.e. in a manned office or locked cupboard.
9. NTU staff not adhering to the confidential waste procedure will need to attend a face to face training session.

### **Confidential Waste Consoles**

Areas generating regular amounts of confidential waste can have lockable consoles provided. These lockable cupboards are for internal use only and are approx. H-95cm, W-55cm, D-44cm, with a letterbox opening. They are emptied on a regular fortnightly basis. Prices start at £45.50 per collection (inclusive of 4 units).

Consoles **should not** be in any public areas and should ideally be placed in locked, staff access only rooms. For further information please contact: [East.MidlandsUniversities@enva.com](mailto:East.MidlandsUniversities@enva.com)

All NTU branded uniform should be disposed of via confidential waste. Branded uniform should not be placed in textile banks, nor should it be placed in the general waste or recycling bins. Please contact [East.MidlandsUniversities@enva.com](mailto:East.MidlandsUniversities@enva.com) to discuss collection and disposal.

**Office Shredders**

Where relatively low volumes of confidential waste are generated (for examples approximately 2500-5000 sheets of A4 paper per week), it may be economically advantageous to purchase a shredder for your area /department. Shredders must conform to DIN 32757 which is the European standard for paper shredder security. Shredders can be purchased via our contracted stationery supplier – Office Depot and should be Level 4 DIN as a minimum.

If you wish to investigate shredder purchase in more detail, please contact the Procurement Department [ntuprocurement@ntu.ac.uk](mailto:ntuprocurement@ntu.ac.uk) for further advice and information on costs and latest models available.

**Assistance and guidance**

If you require assistance regarding the application of this procedure, please contact the NTU Sustainability Team [sust.dev@ntu.ac.uk](mailto:sust.dev@ntu.ac.uk)

Scheduled Service Dates for 2023																												
<b>January</b>							<b>February</b>							<b>March</b>							<b>April</b>							Purple - City Green - Clifton
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4						1		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29	
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