

# Environmental Management System

## 8.1.9 Waste Management Operational Procedure

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**DO NOT PRINT THIS PROCEDURE UNLESS NECESSARY**



# Management of Waste

## 1 Purpose

This document sets out how the University will manage the storage, transfer, re-use and disposal of its waste, including control of relevant waste documentation. It;

- address the risks and opportunities associated with the waste aspect;
- outlines how waste documentation is stored and maintained;
- outlines the storage and transfer of waste to authorise person/businesses without harming the environment
- describes the compliance with relevant environmental legislation

## 2 Definitions

**Senior Management** – person or group of people who direct and control an organisation at the highest level.

**Risks and Opportunities** – potential adverse effects (threats) and potential beneficial effects (opportunities).

**Process** – Set of interrelated or interactive activities which transform inputs into outputs.

## 3 Responsibilities

<p><b>Corporate Responsibility team</b></p>	<p>Provide templates to support the waste management practices within the University. Provide information and guidance on all matters related to waste management, internal or external to Swansea University operations.</p> <p>Offer members of staff and students support, as required</p>
<p><b>Waste &amp; Recycling Officer</b></p>	<p>Coordinate and develop waste management and recycling services across all Swansea University sites. Responsible for ensuring waste is collected by licenced contractors and disposed of at authorised facilities, and ensure waste transfer and consignment notes are stored as required. Development of waste strategy, raising awareness and promoting waste and recycling services, and compliance.</p>

<b>Environment Manager</b>	Ensuring compliance & deployment through the University's EMS.
<b>Head of Campus Operations</b>	Primary budget holder for the University waste management contract and the development of waste management into the Sustainability strategy.
<b>Mitie/ Veolia (main waste contractor)</b>	The daily collection of on-campus waste and its transfer to off-site licenced facilities for processing in line with the requirements of the waste hierarchy. The provider of specialist waste services as an when required to the University as contracted. Provision of all duty of care waste documentation e.g WTN, structured invoicing for services, and weight collection data.
<b>Mitie waste operatives</b>	Coordinating and overseeing daily on campus waste bin collections. Coordinating all campuses skip collections and deliveries. Maintaining and cleaning all waste compounds. Servicing all external quad bins at Bay Campus, and 10 at Singleton and collection of any loose waste found across the campuses whilst carrying out duties. Completing all internal waste works requests as contracted. Facilitate access to the primary compounds, as and when required.
<b>Grounds Staff</b>	Maintenance of university grounds including; litter picking, and the collection of any loose waste found across the campuses, located outside the primary vicinity of the campuses dedicated waste compounds. Taking said waste to the nearest, or primary waste compound for recycling by Veolia. Substantive collections of waste due to 'fly tipping' will be removed by Veolia via a Works Order request.
<b>Mitie Cleaning Staff</b>	Removal of waste from all internal bins and transfer to wheelie bins in the waste compounds.
<b>All staff</b>	Ensure all waste streams are disposed of in the correct bins and/or alternative approved manner.

## 4 Related documents

- **Aspects and Impacts Register:** Relevant environmental aspects and associated environmental impacts are detailed within the University and/or College/PSU Aspect & Impacts Register
- **Waste Transfer Notes (WTN)/Waste Consignment Notes (WCN):** Waste transfer notes and consignment notes are official documents that record the movement of waste from the University site and are stored by the Waste & Recycling Officer or relevant departmental officer.

- **Waste Management Guidance Notes (WMGN):** Waste Management Guidance Notes are succinct guides to describe how a waste should be managed throughout its lifecycle (generation to disposal).

## 5 Process

### 5.1 Waste Hierarchy

The Waste Hierarchy must be considered when deciding what the best option is to manage a waste stream. This is a mandatory requirement of the Waste (England & Wales) Regulations 2011. It places more emphasis on waste prevention, and requires organisations to consider preparing waste for reuse, then opportunities for recycling, before options such as energy recovery. By law, we need to apply the Waste Hierarchy to ensure we minimise the impacts of our waste activities.



Figure 1: Waste Hierarchy Triangle

The University has committed to segregating its waste at source and focusing on separating key recycling streams; cans, paper, plastics, food and glass. Segregation at source improves recycled quality and the principle is in line with the Waste Regulations (England and Wales) 2011 and The Waste Separation Requirements (Wales) Regulations 2023. The Regulations stipulate that materials such as paper, metal, plastic and glass must be collected separately if it is necessary to encourage high quality of the recycling of the material.

### 5.2 Waste Segregation and Disposal

All waste prior to reuse, recycling or disposal should be held in secure, designated areas. All waste must be pre-treated (where required), segregated, clearly labelled and held in areas to prevent escape. Storage facilities for waste must be;

- Safe and secure from unauthorised entry
- Robust
- Covered and locked

Waste must only be transported off site by a registered waste carrier and disposed of at a licensed waste disposal site. The Sustainability team can advise if a contractor is authorised for the proposed workstream. Dangerous and hazardous waste materials are to be disposed of in accordance with the Hazardous Waste Regulations 2005.

Hazardous and non-hazardous waste must not be put in the same receptacle

### 5.3 Waste Receptacles

#### 5.3.1 External Waste Receptacles

Across the University campus inhabiting all communal areas, high foot falls areas and entrance ways ‘quad’ bins have been installed to enable the segregation of waste and recycling. Only metal, top-opening quads/duos with black bin bags for non-recycling and clear bags for recycling streams (paper & card, plastic & cartons and cans & foil & aerosols) are to be used externally to the specification captured in Figure 1. Figure 2 highlights other external waste receptacles that are utilised by the University for other recycling streams.



Figure 2 – Swansea University external ‘quad’ bin



Figure 3 – Swansea University external waste bins

### 5.3.2 Internal waste receptacles

#### (A) Communal areas and office work spaces

All communal and high-foot fall areas are supplied with internal quad bins (see Figure 4). Offices and shared work spaces that host 10 or more staff will be provided with a quad bin. For offices that host less than 10 staff quads and duos will be located in the immediate area within external corridors, offering a recycling point for office waste. Individual offices will not be supplied with quads or duo bin however bins will be located in the immediate area within external corridors, offering a recycling point for office waste.

Desk bins are not supplied as they are not conducive to improving recycling rates, and those in current circulation will not be serviced by cleaning staff. Staff can request desk bin removal by placing a works order via the helpdesk system.

#### (B) Teaching spaces - Lecture halls and class rooms

Teaching spaces, such as lecture halls hosting more than 100 seats, will have a quad bin located within the space. Teaching spaces hosting less than 100 seats will

have quad and duo bins located outside the spaces located in the immediate area within external corridors, offering a recycling point for staff & student waste.



Figure 4 – Swansea University indoor recycling bins.

#### (c) Laboratory and Workshops

For Health & Safety purposes, it is imperative University laboratories and workshops purchase and install waste bins that are adequate for the waste streams produced, whether this be chemically contaminated wastes, or clinical health waste. Having the correct type of bin improves laboratory and workshop safety, as well as cleanliness. The University now has a specification for metal fire retardant, clinical waste grade bins, which are designed for specialist working areas. Further guidance can be found [here<sup>1</sup>](#) on bin sizes and costs. For safety and to eliminate contamination quad bins should not be placed into laboratories or workshops.

<sup>1</sup> Compliant Waste Bins for Chemically Contaminated and Clinical specification guide available from <https://staff.swansea.ac.uk/media/compliant-chemically-contaminated-and-clinical-waste-bins.pdf>


<p><b>80Litre Metal Sackholder</b></p> 	<ul style="list-style-type: none"><li>• Metal</li><li>• Pedal operated</li><li>• Hands free</li><li>• Front opening</li><li>• Fire retardant</li><li>• Easy clean</li><li>• Anti-bacterial</li></ul>
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Figure 5 – Example of laboratory and workshop compliant bins

All laboratory and workshop bins must have clear labels, to ensure compliance and correct waste segregation.

Quad and duo bins **must not** be placed into laboratories or workshops.

#### 5.4 Waste Management Guidance Notes (WMGN)

A range of Waste Management Guidance Notes have been developed to provide guidance on a wide range of controlled, and hazardous wastes generated by the University. All guidance notes are reviewed every two years (or earlier if required) and updated in line with changes to waste regulations, and operational controls. Each guidance notes outlines; waste duty of care requirements, EWC code, waste description, internal storage requirements, and confirms the correct disposal procedure. All guidance notes have been developed in line with current waste regulations. The core WMGN are outlined below but the current list can be found on the Sustainability pages on the University website<sup>2</sup>.

##### Non-Hazardous

- WMGN01 Non-Recycling
- WMGN02 Plastic, cans and cartons
- WMGN03 Paper and cardboard
- WMGN04 Food
- WMGN05 Confidential Waste

<sup>2</sup> <https://www.swansea.ac.uk/sustainability/waste/#waste-management-guidance-notes=is-expanded>



- WMGN06 Cardboard
- WMGN07 Glass
- WMGN08 Wood
- WMGN09 Metal



- WMGN11 Plasterboard
- WMGN12 Stationary
- WMGN13 Used Cooking Oil

#### **Hazardous WEEE**

- WMGN14 Toner Cartridges
- WMGN15 Batteries
- WMGN16 Lightbulbs/Fluorescent Tubes
- WMGN17 WEEE
- WMGN18 Paint
- WMGN19 Aerosols

#### **Chemical Waste**

- WMGN20 Chemical Waste Classification
- WMGN21 Chemically Contaminated Laboratory Solid Waste (Red Bag)
- WMGN22 Laboratory and Workshop Sharps
- WMGN23 Laboratory and Workshop Glass and Glass Sharps

#### **Clinical and Healthcare hazardous and Non-hazardous Waste**

- WMGN24 Anatomical Waste – Human & Animal; Non-chemical & Chemically Preserved (Red)
- WMGN25 Infectious Clinical Waste (Orange Bag)
- WMGN26 Infectious and Chemically Contaminated Solid and Sharps Waste (Yellow bag/box)
- WMGN27 Infectious Solid and Sharps Cytotoxic & Cytostatic Waste (Purple)
- WMGN28 Other Medicine Waste (Blue)
- WMGN29 Offensive Waste (Black/Yellow)
- WMGN30 Biological

#### **Engineering**

- WMGN31 Oil-Contaminated Solid Waste
- WMGN32 Oil Waste

If you have a waste stream not included in the above, please contact [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk).

## 5.5 Waste Licenses and Permits

Any activity involving the; storage, use, treatment or disposal of waste on University grounds requires either;

- an Environmental Permit from the Environmental Regulator, and/or:
- to register an Exemption with the Environmental Regulator, and/or:
- to comply with other terms and conditions where the above are not required

As the volume of hazardous waste produced by the University exceed the Natural Resources Wales threshold of 500kg, each campus has been registered as a producer of hazardous waste. The annual registration will be renewed by the Sustainability Team. For further details regarding waste permits and exemptions, if you are responsible for storing, or processing any waste ready for disposal, please contact; [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk).

The University sites are also registered as a Lower Tier Waste Carrier/Broker/Dealer. These licences will last indefinitely, unless revoked or withdrawn. Each site is registered; this allows the University to transfer its own non-hazardous waste in University-owned vehicles, only, between sites. If you carry waste on the public highway, you must carry a license in your vehicle. These can be obtained from; [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk).

## 5.6 Authorised Waste Carrier

Veolia is the main waste contractor for Swansea University; Veolia manage and are responsible for further sub-contractors. All waste contractors must be authorised as registered carriers of controlled waste. The University annually checks the certificates of registrations and their expiry dates for all of the waste contractors associated with the waste management contract. Evidence of registrations and permits are stored centrally by the Sustainability Team.

## 5.7 European Waste Catalogue (EWC) Code

All wastes produced will have a corresponding EWC code. It is a legal requirement that any waste produced sent for recycling, or disposal must be correctly classified using a EWC code. A EWC is a code used to identify waste, as listed in the European Waste Catalogue, also referred to as List of Waste (LoW) or [Waste Classification Code](#).

The European Waste Catalogue is made up of roughly 650 codes divided across 20 chapters. Each chapter of the catalogue is subdivided into categories. The EWC code itself is consists of six digits. Whereas an asterisk next to the code denotes that the waste is considered as hazardous.

At the University EWC codes for controlled waste are identified by the Sustainability Team and applied to by the appointed contractor to all Duty of Care documentation. For chemical waste disposal, the EWC is determined by the contractor-appointed chemist prior to disposal. University staff are not permitted to coordinate waste disposals independently outside of the remit of the current Veolia contract. Staff must not apply EWC directly but contact [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk) for guidance.

## 5.8 Transfer of Waste: Transfer and Consignment Notes

All waste movements must be recorded on a Waste Transfer Note or Hazardous Waste Consignment Note (where applicable for hazardous waste). All Waste Transfer Notes (WTN) must be retained for two years, and include the following information;

- A written description of the waste
- Our SIC Code (85.42/1: Higher Education)
- The 6 digit Waste Code (see EWC list)
- Quantity to be removed and collection address
- Confirmation that we have applied the Waste Hierarchy

All Hazardous Waste Consignment Notes (HWCN) must be retained for three years, and include the following information;

- A written description of the waste
- Our SIC Code (80.30/2: Higher Education)
- The 6 digit European Waste Catalogue (EWC) Code (see EWC list)
- University Hazardous Waste “Premises Code”
- Quantity to be removed and collection address
- [Part E: Consignee Certificate](#)<sup>3</sup> (this must be returned to the University on completion for the document to be compliant and auditable)
- Confirmation that the Waste Hierarchy has been applied

An invoice is **NOT** a Waste Transfer Notes or Hazardous Waste Consignment Notes.

Figure 6 shows an example of a WTN (other examples of [Waste Transfer Notes](#) are available via the Government website<sup>4</sup>). Section A and B are to be completed by the University, whilst Section C and D are to be completed by the appointed waste management company.

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<sup>3</sup> link

<sup>4</sup> <https://www.gov.uk/government/publications/duty-of-care-waste-transfer-note-template>

**Duty of care: waste transfer note** Keep this page and copy it for future use. Please write as clearly as possible.

**Section A – Description of waste**

A1 Description of the waste being transferred  
 \_\_\_\_\_  
 \_\_\_\_\_  
 List of Waste Regulations code(s)  
 \_\_\_\_\_

A2 How is the waste contained?  
 Loose  Sacks  Skip  Drum   
 Other  \_\_\_\_\_

A3 How much waste? For example, number of sacks, weight  
 \_\_\_\_\_

**Section B – Current holder of the waste – Transferor**  
 By signing in Section D below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 Yes

B1 Full name  
 \_\_\_\_\_  
 Company name and address  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_ SIC code (2007) \_\_\_\_\_

B2 Name of your unitary authority or council  
 \_\_\_\_\_

B3 Are you:  
 The producer of the waste?   
 The importer of the waste?   
 The local authority?   
 The holder of an environmental permit?   
 Permit number \_\_\_\_\_  
 Issued by \_\_\_\_\_  
 Registered waste exemption?   
 Details, including registration number  
 \_\_\_\_\_  
 A registered waste carrier, broker or dealer?   
 Registration number \_\_\_\_\_  
 Details (are you a carrier, broker or dealer?)  
 \_\_\_\_\_

**Section C – Person collecting the waste – Transferee**

C1 Full name  
 \_\_\_\_\_  
 Company name and address  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

C2 Are you:  
 The local authority?

C3 Are you:  
 The holder of an environmental permit?   
 Permit number \_\_\_\_\_  
 Issued by \_\_\_\_\_  
 Registered waste exemption?   
 Details, including registration number  
 \_\_\_\_\_  
 A registered waste carrier, broker or dealer?   
 Registration number \_\_\_\_\_  
 Details (are you a carrier, broker or dealer?)  
 \_\_\_\_\_

**Section D – The transfer**

D1 Address of transfer or collection point  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Date of transfer (DD/MM/YYYY) \_\_\_\_\_

D2 Broker or dealer who arranged this transfer (if applicable)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Registration number \_\_\_\_\_  
 Time(s) \_\_\_\_\_

Transferor's signature \_\_\_\_\_ Transferee's signature \_\_\_\_\_


Figure 6 – Example Waste Transfer Note

Figure 7 shows an example of a WNC (other example of Hazardous [Waste Consignment Note](#) are available via the Government website<sup>5</sup>). The consignment note has 5 parts (A to E). The waste producer or holder completes parts A, B and C. The consignor (the waste collector) will check Part A,B,C and will complete Part D. Part E will be completed by the consignee (the person receiving the waste) and will return the completed form to the waste producer, which must be retained for 3 years.

<sup>5</sup> <https://www.gov.uk/government/publications/hazardous-waste-consignment-note>

Form HWCN01v112

**The Hazardous Waste Regulations 2005: Consignment Note**

 Environment Agency

**PRODUCER'S/HOLDER'S/CONSIGNOR'S COPY** (Delete as appropriate)

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**PART A Notification details**

1 Consignment note code:  /

2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):

3 The waste will be taken to (name, address and postcode):

4 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):

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**PART B Description of the waste** If continuation sheet used, tick here

1 The process giving rise to the waste(s) was: \_\_\_\_\_

2 SIC (2007) for the process giving rise to the waste:  /

3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)

Description of waste	List of wastes (EWC code)(6 digits)	Quantity (kg)	The chemical/biological components in the waste and their concentrations are:		Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size
			Component	Concentration (% or mg/kg)			

The information given below is to be completed for each EWC identified

EWC code	UN identification number(s)	Proper shipping name(s)	UN class(es)	Packing group(s)	Special handling requirements

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**PART C Carrier's certificate** **PART D Consignor's certificate**

(If more than one carrier is used, please attach schedule for subsequent carriers. If schedule of carriers is attached tick here. )

I certify that I today collected the consignment and that the details in A2, A3 and B3 are correct and I have been advised of any specific handling requirements.

Where this note comprises part of a multiple collection the round number and collection number are:  /

1 Carrier name:  
On behalf of (name, address, postcode, telephone, e-mail, facsimile):

2 Carrier registration no./reason for exemption:

3 Vehicle registration no. (or mode of transport, if not road):

Signature: \_\_\_\_\_  
Date:  /  /  Time:  :  :

I certify that the information in A, B and C has been completed and is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

1 Consignor name:  
On behalf of (name, address, postcode, telephone, e-mail, facsimile):

Signature: \_\_\_\_\_  
Date:  /  /  Time:  :  :

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**PART E Consignee's certificate** (where more than one waste type is collected all of the information given below must be completed for each EWC)

Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)

1 I received this waste at the address given in A3 on: Date  /  /  Time  :  :

2 Vehicle registration no. (or mode of transport if not road): \_\_\_\_\_ Name: \_\_\_\_\_  
On behalf of (name, address, postcode, telephone, e-mail, facsimile):

3 Where waste is rejected please provide details:

I certify that waste permit/exempt waste operation number: \_\_\_\_\_  
authorises the management of the waste described in B at the address given in A3.

Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:

Signature: \_\_\_\_\_  
Date:  /  /  Time:  :  :

Figure 7 – Example of Hazardous Waste Consignment Note

A copy of all Waste Transfer Notes or Hazardous Waste Consignment Notes received must be sent to [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk).

### 5.8.1 Document Retention

All WTN/HWCN are retained centrally by the University's appointed Waste and Recycling Officer. Other documentation to be collated and held with the Sustainability team include;

- Secure destruction certificates for confidential waste collections
- Electronic WEEE collection
- Radioactive waste disposal

## 5.9 Waste Monitoring & Reporting

The University's Waste and Recycling Officer collects and collates the University's waste and recycling data on a monthly basis from all waste contractors. Data is reported annually to HESA and is available for the Green League scoring. All Colleges/PSUs are required to support the collation and submit data and documentation promptly to the Sustainability team to ensure compliance and support the review and continual improvement of waste management practices.

## 5.10 Contractors

Only approved contractor waste management companies can be used to dispose of University waste. Further details about these contractors can be found by contacting the Sustainability team: [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk). The Waste and Recycling Officer ensures that all relevant licences are held by the contractors and that duty of care requirements are upheld. Refer to **8.1.10 Needs and expectations from Contractors** for further guidance.

The University contractors are subject to frequent duty of care audit in order to review compliance.

## 5.11 University's Waste Contract Management

The University's main waste contract with Veolia is managed and coordinated on a daily basis by the Sustainability Team, with monthly contracts meeting held to evaluate service provision, and key deliverables. Invoices, monthly waste data collection reports, and Duty of Care documentation are supplied by the contract to the Waste and Recycling Officer. All data and invoices are validated, and waste recharges applied via Estates Finance. All WMGN identify if charges are incurred for the disposal for a specific waste stream.

University staff are directed through the WMGN to utilise the Help desk system for certain waste collection and disposal services. These works orders will be directed to the Sustainability Team for action with the appropriate contractor.

The Sustainability Team coordinates the University waste budget, which covers the daily and route waste services however for specialist and bespoke waste

arrangements charges apply. For further information please see the relevant WMGN or contact [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk).

## 5.12 Waste Management for University Events

The University hosts hundreds of events on both Singleton and Bay campus every year. The Sustainability Team attend weekly operational event management meetings, and ensure provision of additional collections, events bins, as well as waste collection operatives for all large scale events such as Open Days and Varsity.

To arrange additional waste and recycling services for an event, please email [estates-waste@swansea.ac.uk](mailto:estates-waste@swansea.ac.uk).

## 5.13 Waste Management Plan

The University's current Waste Management Plan is available from the Sustainability Team webpages on the website. The purpose of the Waste Management Plan is to support implementation of the University's Sustainability Strategy 2020-2025, in particular addressing the objectives and targets identified. The plan sets out SMART objectives and targets for waste management-related actions, tracking progress annually to measure impact and supporting continual improvement under our ISO14001:2015 certified environmental management system.

## 5.14 Waste Management Communication

Amendments to this document, or any other waste operational, and guidance document resulting from changes to legislation will be communicated via the Corporate Responsibility Committees, University website, email and posters where appropriate.

## 6 Effects and actions of non-conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements of EcoCampus and the ISO 14001:2015 standard.

Departure from this procedure is addressed in the procedure **10.1 Nonconformity and Corrective Action**

## 7 Version control

Date	Version	Update
28/02/2019	1.0	New document

29/05/2019	2.0	Significant expansion of waste management practices
16/09/2019	3.0	Transfer to accessible format and minor admin changes
18/06/2020	4.0	Roles and Responsibility update; inclusion of Veolia Operatives and Ground staff descriptions.
01/05/2024	5.0	Update subject to changes brought in by the Welsh Government The Waste Separation Requirements (Wales) Regulations 2023