

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

Please e-mail: 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.

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

- **A contact name**
- **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 £7.69 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. You must retain the above details with the receipt number and the destruction certificate.
5. Records should be retained by the area for a period of 3 years.
6. Please do not place non-confidential material in a confidential waste bag as the Professional Service/College will incur unnecessary costs. The University has recycling bins placed in each building for recycling of non-confidential materials.
7. Please store any bags **responsibly** and **securely** before they are collected i.e. in a manned office or locked cupboard.

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). For further information please contact: East.MidlandsUniversities@enva.com

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.

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

Confidential waste collection calendar

2019

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 Cut off for collection bookings

 City Centre Collection Dates

 Clifton Campus Collection Dates

**The cut-off for collection bookings is 12pm on the Thursday prior to collection week.
Bookings received after the cut-off will be added to the list for the subsequent collection week.**

Assistance and guidance

If you require assistance with regard to the application of this procedure, please contact the NTU Sustainable Development Team sust.dev@ntu.ac.uk

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