Estates
Sustainability

RE-USE PROCEDURE REF W9

Purpose

This Procedure expands on the University's Environment & Energy Policy to address the issue of waste minimisation through the re-use of resources, and supports the University's Waste and Resource Use Strategy 2021-30, which can be viewed at www.reading.ac.uk/sustainability/policies-and-strategies.

Objectives

1. Increase re-use

The University aims to make it easier to appropriately reuse items which are still fit for purpose, whilst maintaining compliance with relevant waste management legislation and other applicable requirements. This will help minimise the impact on the environment and reduce costs by ensuring resources are in use for longer.

2. Change culture

The University aims to embed an environmentally and socially responsible culture of considering re-use rather than disposal, whilst recognising that disposal may sometimes be the lowest impact option. The University will demonstrate that increasing re-use provides opportunities to save finite natural resources, save money and improve public relations.

3. Create benefit

The University aims to give the benefits of offering items for re-use to both the University and the wider community, ensuring that in addition to environmental and economic benefits, the social benefits are explored. This will boost the University's reputation of being a good and responsible employer, as well as working with the local community.

Applying a re-use hierarchy

The University will promote re-use of items that are still fit for purpose and in good condition. This includes re-use of components of an item where appropriate and safe to do so. This is as a preferred alternative to disposal/recycling, and as an environmentally friendly alternative to buying new. The following re-use hierarchy should be applied, whilst recognising that disposal may sometimes be the option with the lowest environmental impact.

When arranging removal of unwanted items, sufficient time must be given by Schools and Directorates to apply this hierarchy. Storage and transport resources are limited, and therefore Schools and Directorates are encouraged to plan ahead where possible. Early advertisement of items known to be unwanted in the near future (e.g. as the result of an office move) can in some cases help to manage storage and transport requirements. For example, items can be moved directly to the recipient at a mutually agreed date rather than needing to find storage space.

1. <u>Internal re-use within the University has priority</u>

Staff should in the first instance make reasonable efforts to offer unwanted items for re-use within their own School or Directorate, and then advertise items on the University's Warp-it portal (not for electrical equipment). If this is not possible or practical, staff should investigate internal re-use by other routes (e.g. direct contact with relevant staff in other Schools or Directorates, email distribution lists). As a guide, items should typically be advertised for a minimum of one month.

2. Re-use within the local community

If items are not claimed internally, staff should consider if it is practical to release assets in good condition to schools, charities, or other organisations for re-use, and can contact the Sustainability team for more information. Ideally these charities and organisations should be in the local community. Where items are not of interest to the first charity or organisation contacted, they should be offered to other groups (typically three in total) before moving on to the third stage in the hierarchy (personal use by staff and students). Charities and organisations should be given a reasonable length of time to respond (typically 2 weeks).

The Procurement Team's procedure for release of assets **must** be followed; for more information on this contact procurement@reading.ac.uk. Note that items must not be hazardous to health nor the environment, and that all data-holding items are expressly excluded from being offered to third parties.

3. Re-use by staff or students for personal use

Staff may express an interest in re-using items for personal use, or believe that items may be of use to other staff or students in their School or Directorate. If items cannot be re-used within the University, or by the local community in line with points 1 and 2 above, then assets can be released for personal use. In this case, the School or Directorate should advertise the surplus items appropriately.

The Procurement Team's procedure for release of assets **must** be followed; for more information on this contact procurement@reading.ac.uk. Note that items must not be hazardous to health nor the environment, and that all data-holding items are expressly excluded from being offered for personal use.

Final disposal

If reasonable efforts in line with the steps above have been made to re-use items without success, staff must follow disposal procedures as outlined on the Sustainability website.

All data-holding items must be handled correctly to comply with the University's information compliance policies, in particular the IT Equipment Disposal Policy. University-owned and/or managed IT equipment must only be disposed of via the IT Equipment Reuse & Recycle Service operated by DTS, which runs in conjunction with the University's contracted company for the disposal of IT equipment. This ensures that data holding components are securely wiped to limit the risk of unauthorized access to data.

The University's information compliance policies and procedures are available on the Information Management & Policy Services webpage at www.reading.ac.uk/imps/information-compliance-policies. Information about the disposal of IT and data-holding equipment is available on the DTS Reuse & Recycle Service webpage at https://www.reading.ac.uk/digital-technology-services/it-help-and-support/buying-computer-hardware/reuse-and-recycle

Second chances

When staff dispose of items and Portering Services are asked to collect them, at Portering's discretion furniture that is still in good condition may be stored in partnership with Sustainability and re-advertised on Warp-it. This gives items a second chance to be re-used. Retention times and management of stored furniture is controlled through internal Portering and Sustainability operational procedures in compliance with the re-use hierarchy above.

Office moves, clearances & refurbishments

Projects out of scope – less than 10 items:

- If a project has less than 10 items of surplus furniture for disposal, the Project Manager should ensure an Online Disposal Request form is completed. However, please consider if it is possible to re-use items via Warp-it first, rather than send via disposal.

Projects in scope – more than 10 items:

- If a project has 10 or more items of surplus furniture, please ensure the following sections of this document are followed.

Before moving any furniture or other similar items

Action	Responsibility
Ideally provide a minimum of 3 weeks' notice to Sustainability and Portering of the clearance date for the project. This allows time for arranging on-going storage of furniture, or re-use within the local community or to staff, or allocating space in skips.	Project Manager
Highlight any specific requirements relating to dates, access constraints etc. to Sustainability and Portering.	Project Manager
Identify which items are suitable for re-use (including on Warp-it), and what may require disposal. Send details to waste@reading.ac.uk. If help is needed to arrange disposal, please ask Sustainability.	Project Manager, assisted by Sustainability and Portering
Upload details of the re-usable items to Warp-it (more information here about Warp-it) as soon as possible, ideally with items left in-situ until the clearance date. This ensures that the furniture has the best chance of being claimed and re-used. Note that it is possible to also advertise items as only being available from a certain date.	Sustainability

Please note: Once furniture or other items are uploaded to Warp-it, they will be actively advertised. Items are claimed on a "first come, first served" basis. If the project decides later that it would like to retain certain items, these must be claimed (if they are still available) by the Project Manager or other relevant staff via Warp-it to ensure the portal remains up to date.

Removal and storage of furniture or similar items

Action	Responsibility
On the clearance date, any items that have not been claimed via Warp-it must be removed by the Project, either for on-going storage, or for disposal, as previously agreed with Sustainability. Removal to storage/ skips can be pre-arranged via Portering, or via a removals company.	Project Manager
Confirmation of the quantity of each type of furniture removed to storage/skips, and the locations, should be confirmed to Sustainability as soon as the removal has been undertaken.	Project Manager
Details of the re-usable items in storage will be uploaded to Warp-it as soon as possible.	Sustainability

Please note: Storage of furniture will be subject to space and the Porters' discretion. Charges for accepting furniture into store/disposal will be calculated from the log as set out below.

Recharging

Service	Charges
Disposal (skips)	Sustainability will calculate the disposal cost that will be re-charged to the project for the disposal of items via skips.
Storage for re-use (Elmhurst Barn and advertising on Warp-it)	Sustainability will be able to calculate a fee to be re-charged to the project for items put into storage. This fee covers storage and advertisement for re-use via Warp-it, and any final disposal, if any items cannot be re-used/re-homed.
Assistance with furniture removal	The Portering team can assist with removing furniture for smaller projects. Portering standard charges apply. Contact Portering to discuss feasibility and charges. For larger projects, one of the University's approved removals contractors may be needed.

Claiming and re-using items for a project

Furniture from storage can be claimed via Warp-it for free (although removal costs need to be paid). Viewings and access to the storage (including collection of claimed items by removals contractors) are by appointment only via Portering.

Contacts

Portering: porters@reading.ac.uk x8417

Sustainability: waste@reading.ac.uk x6968/6837

Version control

VERSION	KEEPER	REVIEW FREQUENCY	APPROVED BY	APPROVAL DATE
1.0	Sustainability	Every three years or as necessary	Energy & Sustainability Director	22/01/26
2.0				
3.0				