

RE-USE POLICY

Objective

The University aspires to be a leader in reducing its impacts on the local as well as global environment, by embedding a culture of sustainability throughout its teaching, research and operations.

This Policy expands on the University's Environmental Policy to address the issue of waste minimisation through re-use of resources. This Re-use Policy supports the work of the University's Waste Strategy 2021 which can be viewed at www.reading.ac.uk/sustainability/policies-and-strategies.

Policy commitments

1) Increase reuse

The University will 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 will 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 will investigate 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 Functions to apply this hierarchy. Storage and transport resources are limited, and therefore Schools and Functions 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 finding a storage space.

1) Internal re-use within the University has priority

Staff should in the first instance make reasonable efforts to advertise items on Warp-it for internal re-use. If this is not possible or practical, staff should investigate internal use by other routes (e.g. direct contact with relevant staff in other Schools or Functions, 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 Sustainability Services 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 all data holding items are expressly excluded from being offered to third parties and must be securely disposed of via Sustainability Services to comply with the University's data protection policies, in particular the IT Equipment Disposal Policy. These policies are available on the Information Management & Policy Services webpage:

<https://www.reading.ac.uk/internal/imps/policiesdocs/imps-policies.aspx>. Information on disposal of IT equipment is available on the Sustainability Services webpages:

<https://sites.reading.ac.uk/sustainability/recycling/dispose/>

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 Function. 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 Function 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 all data holding items are expressly excluded from being offered to third parties and must be securely disposed of via Sustainability Services to comply with the University's data protection policies, in particular the IT Equipment Disposal Policy. These policies are available on the Information Management & Policy Services webpage:

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4) 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 Services website.

5) Second chances

When staff dispose of items and Portering Services are asked to collect them: At Portering's discretion items still in good condition may be stored in partnership with Sustainability Services 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 Services operational procedures in compliance with the re-use hierarchy above.

Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
1.0	Sustainability Services	Every four years or as necessary	ESC	04/12/17
