



**VEHICLE WASHING  
OPERATIONAL PROCEDURE**

Swansea University  
Sustainability Team  
Singleton Park  
Swansea  
SA2 8PP

Tel 01792 60 2589  
Fax 01792 295820

## Vehicle/Grounds Machinery Washing at Badwin's Bridge

<b>Author:</b>	<b>Ambreen Jahangir &amp; Paul Edwards</b>
<b>Approved by:</b>	<b>Heidi Smith</b>
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### Purpose

This document is to explain how vehicle/Grounds' machinery washing is managed at Swansea University in order to:

- address the risks and opportunities associated with aspect 'Vehicle Washing';
- minimise discharges to water;
- ensure compliance with the University's effluent discharge authorisations and relevant environmental legislation.

### Scope

This procedure only covers discharges from vehicle/grounds' machinery washing to foul drains at Badwin's Bridge.

### Definitions (ISO 14001:2015)

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

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

### Responsibilities

Maintenance Department	Responsible for managing the University's surface water and foul drain system.
Maintenance Department	Responsible for maintaining and conducting minor repairs to the University's surface water and foul drain system.
Grounds Team (Singleton, Sports Centre and Bay) & Pottering Team	Responsible for ensuring compliance with the University's trade effluent discharge authorisation and this procedure.
Sustainability Team	Responsible for review and communication of this procedure in line with the legal and other requirement

### Related Documents

Relevant environmental aspects and associated environmental impacts are detailed within the [Aspects and Impacts Register](#).

### Process

**Vehicle/Grounds' Machinery Washing Discharge Authorisation Letter:**

1. The maximum volume of wastewater discharge should not exceed 1 cubic meter per day at a flow rate of no greater than 0.5 cubic meter per sec. This authorisation is only issued for Badwin’s Bridge site.

***Vehicle washing is strictly prohibited within the University premises (Singleton, Bay Campus and Hendrefoilen) unless a designated area has been allocated for this purpose by Estates.***

2. If you use detergents, choose biodegradable and phosphate-free products as they are less harmful to the environment. Minimise the amount of detergent used for washing vehicle.
3. Only use the available pressure washing system to avoid water wastage.
4. The discharge from vehicle washing is to be made to foul sewer only and that there is no risk of contamination of the surface water drainage.
5. It is the responsibility of the person washing the vehicle to log the following information in the available log at the site

VEHICLE REGISTRATION NUMBER	DATE	START TIME	FINISH TIME	DRIVER NAME PRINT	DRIVER NAME SIGN
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6. The water used for washing per day will be recorded through the water meter twice a month by the Grounds Supervisor or as designated by the Grounds Manager. The monitoring record are sent to the Environment Officer on a monthly basis.
7. In the case of a breach of authorisation the Grounds Manager is responsible for:
  - a. determining the root cause of the breach;
  - b. liaising with the Sustainability Team;
  - c. implementing corrective action.
8. The letter of the authorisation by Welsh Water and monitoring of water consumption records are stored in S:\ESTATES\Sustainability\Workstream 7 EMS and risk\EMS Documents and [Records\3.0 Records\4.0 Monitoring and measuring\Water\Vehicle washing.](#)
9. Train all the relevant staff to follow the vehicle cleaning procedures. Display details of the procedures along with the log in the washing area so staff can check them easily.

**Emergency response**

10. Spill kits are located in the stores of Badwin’s Bridge.
11. Any chemical/oil spills at this site should be dealt with in line with 8.1.3 Spill Response Procedure.

**Effects and Actions on 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 Non Conformance, Corrective and Preventive Action**.

**Version Control**

<b>Date:</b>	<b>Version:</b>	<b>Author:</b>	<b>Authorised by:</b>
27/07/2017	1	Ambreen Jahangir & Paul Edwards	Heidi Smith