

**AZERBAIJAN STATE
UNIVERSITY OF
ECONOMICS (UNEC)
WASTE MANAGEMENT POLICY**

Waste Management Policy

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Section 1. Introduction

The Azerbaijan State University of Economics (UNEC) recognizes the critical importance of environmental sustainability and its role in shaping a greener future. Effective waste management is essential not only for maintaining a clean and healthy campus but also for educating students to adopt sustainable practices throughout their lives.

This Waste Management Policy establishes a comprehensive framework designed to minimize waste generation, ensure safe disposal of hazardous materials, and promote a culture of environmental responsibility. The policy reflects UNEC's commitment to national environmental objectives and global sustainability standards.

Section 2. Purpose and Objectives

The primary purpose of this policy is to guide UNEC in implementing environmentally responsible waste management and creating a zero-waste educational environment.

Core Objectives:

1. Implement the 3R Program - Reduce, Reuse, Recycle across all UNEC premises.
2. Achieve maximum recycling and annual reduction of plastic waste.
3. Ensure proper handling of all waste through partnerships with licensed organizations.
4. Establish safe and compliant procedures for hazardous and toxic waste.
5. Foster strong environmental awareness among students, academic staff, and stakeholders.

Section 3. Policy Scope and Applicability

This policy applies to all:

- UNEC campuses (main and satellite)
- Faculties, administrative departments, research laboratories, and student dormitories
- Students, academic personnel, administrative staff, contracted workers
- On-campus vendors, cafeterias, and event organizers

All individuals on campus share responsibility for waste reduction and correct segregation.

Section 4. Guiding Principles

UNEC adopts the following sustainability and waste hierarchy principles:

4.1 Reduce

- Prevent unnecessary waste generation, especially single-use materials.
- Encourage digital tools to replace printed documents where possible.
- Promote sustainable procurement policies prioritizing long-lasting products.

4.2 Reuse

- Establish systems to reuse office supplies, furniture, and lab equipment.
- Promote the reuse of items in student dormitories, including textile reuse drives.

4.3 Recycle

- ✓ Provide recycling bins for plastic, paper, metal, and glass across campuses.
- ✓ Partner with licensed recycling organizations to ensure responsible processing.

These principles contribute to UNEC's long-term zero-waste target.

Section 5. Waste Categories and Management Standards

UNEC generates multiple waste streams, each requiring specific handling.

5.1 Plastic Waste Management

Plastic materials (bottles, packaging, disposable cutlery, etc.) represent one of the largest waste streams on campus.

UNEC commits to:

- ❖ Annual reduction in plastic waste generation through targeted strategies.
- ❖ Banning/restricting single-use plastics in cafeterias and university events.
- ❖ Increasing awareness about plastic alternatives (glass, metal, biodegradable items).
- ❖ Installing water refill stations to reduce bottled water use.

Plastic waste will be sorted at source and periodically transferred to certified recycling providers.

5.2 Paper and Cardboard Waste

UNEC is actively transitioning to digital systems and online learning platforms.

Actions include:

- Default double-sided printing policies
- Electronic submission of coursework and academic documentation
- Central collection points for paper recycling

- Staff training in office paper reduction practices

5.3 Organic Waste

Organic waste includes food scraps from canteens, biodegradable materials from student dorms, and landscaping waste.

UNEC will:

- ❖ Introducing separate organic waste bins in food service areas
- ❖ Collaborate with Express Temizlik LTD for composting or eco-friendly processing
- ❖ Encourage food waste minimization initiatives (portion control, donation of surplus food where legal)

5.4 Hazardous and Toxic Waste

Certain academic and research activities generate hazardous waste:

- Chemicals, solvents, laboratory waste
- Electronic waste (e-waste)
- Biomedical and toxic waste
- Batteries, fluorescent lights, toners

Such waste requires secure collection, specialized containment, and licensed disposal.

UNEC will collaborate with:

- Ministry of Health
- BT Texno Servis
- Az Logistics

All processes will comply with national environmental and public health safety requirements.

5.5 Metal and Glass Waste

- Segregated recycling bins will be established for metal cans and glass bottles
- Partnerships with approved recycling facilities will ensure safe processing

5.6 Construction and Maintenance Waste

During repairs or building works:

- ✓ Waste must be minimized through reuse of materials, when possible, Contractors are responsible for safety and legal disposal

Section 6. Implementation Strategy

To reach its waste reduction targets, UNEC will adopt:

1. Centralized Waste Sorting System Clearly labeled bins for each waste category in all buildings.
2. Standard Operating Procedures (SOPs) Documentation for staff, students, cleaning teams, and laboratory personnel.
3. Collaborative Waste Collection Schedule Regular collection and monitoring with partner organizations.
4. Sustainable Procurement Preference for recyclable, refillable, or durable products.

Section 7. Roles and Responsibilities

Waste management is a shared responsibility:

Stakeholder	Responsibilities
UNEC Administration	Policy oversight, funding, annual review
Environmental Sustainability Office	Planning, reporting, training
Facilities & Maintenance Dept.	Daily waste handling and bin infrastructure
Academic Departments	Safe hazardous waste practices
Students	Compliance with waste sorting and anti-littering rules
Cafeterias & Vendors	Reduction of single-use items, correct sorting
Contractors	Legal disposal of all construction waste

Section 8. Education, Training & Awareness

UNEC will incorporate sustainability into campus culture by:

- Organizing annual Zero-Waste Awareness Week
- Conducting seminars and recycling workshops for students
- Integrating sustainability topics into relevant curriculum areas
- Providing multilingual signage and informational posters
- Encouraging student organizations to launch green campaigns

Section 9. Monitoring, Evaluation & Reporting

Progress will be tracked through:

- ❖ Quarterly waste quantity measurements
- ❖ plastic reduction metrics
- ❖ Recycling participation rates
- ❖ Vendor compliance audits

An Annual Sustainability Report will be presented to university leadership and published for transparency.

Performance indicators may include:

- ✓ % reduction in plastic waste annually
- ✓ % of total waste successfully recycled
- ✓ Number of awareness programs conducted
- ✓ Compliance percentage of campus units

Continuous improvement will be ensured through feedback processes and updated action plans each year.

Section 10. Legal Compliance

UNEC adheres to:

- National environmental laws of the Republic of Azerbaijan
- Regulations regarding hazardous materials and public health
- Certifications and licensing requirements for waste partners
- Violations may result in disciplinary actions consistent with university and national regulations.

UNEC shall align this policy with future amendments to national environmental legislation.

Section 11. Partnerships and Collaboration

To enhance environmental stewardship, UNEC will strengthen partnerships with:

- Government authorities
- State-approved recycling facilities
- NGOs promoting sustainability
- Student Environmental Clubs

These collaborations expand UNEC's role as a national leader in sustainable education.

Section 12. Continuous Commitment to Sustainability

UNEC acknowledges that sustainability is a long-term responsibility. Through this policy, UNEC commits to:

- ✚ Innovation in waste management technologies
- ✚ Climate-smart campus operations
- ✚ Future sustainability certifications or green campus rankings

This policy will be reviewed every five years to align with evolving sustainability standards.

Section 13. Waste Reduction Targets and KPIs

UNEC establishes measurable waste-reduction targets to ensure accountability and performance tracking.

Key Performance Indicators include:

- 10% annual reduction in total campus waste generation
- 60% recycling rate by 2030
- 80% reduction in single-use plastic consumption by 2028
- 100% hazardous waste compliance rate
- Waste diversion rate from landfill exceeding 70% by 2032

Targets may be adjusted based on operational capacity and technological feasibility. Progress shall be reviewed annually and publicly reported.

Section 14. Digital Waste Tracking System

To improve efficiency and transparency, UNEC will implement a digital waste monitoring system that:

- ✓ Tracks waste quantities by building and department
- ✓ Generates automated sustainability dashboards
- ✓ Identifies high-waste units for targeted intervention
- ✓ Supports data-driven decision-making

Section 15. Emergency Waste Management

In cases of laboratory accidents, chemical spills, or hazardous incidents:

- ❖ Immediate containment procedures must be followed
- ❖ Authorized safety officers must be notified
- ❖ Emergency disposal contractors must be contacted

- ❖ Incident reports must be documented within 24 hours

Section 16. Incentive and Accountability Mechanism

To encourage participation:

- ✚ Departments with highest recycling performance will receive recognition awards
- ✚ Vendors violating waste rules may face contract penalties
- ✚ Students may participate in green volunteer programs for certificates or credits

Section 17. Green Procurement Integration

UNEC procurement decisions shall prioritize:

- Recyclable and biodegradable materials
- Minimal packaging suppliers
- Certified eco-friendly vendors
- Refillable and long-life products

Procurement contracts must include environmental compliance clauses.

Section 18. Audit and Compliance Review

Internal environmental audits shall be conducted annually to:

- ✚ Verify waste segregation practices
- ✚ Evaluate contractor compliance
- ✚ Assess infrastructure adequacy
- ✚ Identify improvement opportunities

External audits may be conducted every three years.

Section 19. Policy Governance and Revision Authority

This policy shall be:

- ✓ overseen by the Environmental Sustainability Office
- ✓ reviewed every five years
- ✓ updated based on legislation, technology, or institutional priorities

Amendments require approval from university leadership.

Approval & Effective Date

This Waste Management Policy becomes effective upon approval by the UNEC Administration.

Approved by: Office of Environmental Sustainability and Campus Operations Azerbaijan State University of Economics (UNEC)

