BAKU
SLAVIC
UNIVERSITY



WASTE MANAGEMENT AND HAZARDOUS WASTE DISPOSAL POLICY

Suleyman Rustam 33
(+994 12) 599-08-61
www.bsu-uni.edu.az

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DOCUMENT CONTROL

Item	Details
Document title	Waste Management and Hazardous Waste Disposal Policy
Document code	BSU-SQA-POL23-2025-01
Policy owner	Strategy and Quality Assurance Team of BSU
Issued date	14 June 2025
Next review	1 October 2028
Review cycle	Annual monitoring; formal review every three years, or earlier if required
Scope	All BSU campuses, academic and administrative units, and relevant contractors
Related SDG	SDG 12 – Responsible Consumption and Production

SECTION 1.

1.1. PURPOSE

Baku Slavic University (BSU) manages waste in a manner that protects human health, prevents pollution, reduces unnecessary resource consumption and supports responsible consumption and production (SDG 12). This policy establishes institution-wide requirements for waste prevention, segregation, safe storage, collection, transfer, recycling, treatment, documentation and oversight.

1.2. OBJECTIVES

- Prevent waste at source and encourage reuse before disposal.
- Keep hazardous waste separate from general municipal waste.
- Use specialised and legally authorised operators for waste streams requiring controlled treatment.
- Maintain traceable records and review waste-management performance.

SECTION 2.

2.1. SCOPE AND APPLICABILITY

This policy covers waste generated through teaching, research, offices, facilities management, maintenance, student activities, events, catering where applicable, and contracted services. It applies to staff, students, contractors and service providers while undertaking activities on BSU premises.

2.2. LEGAL PRECEDENCE

Relevant national legislation and applicable contractual requirements prevail where they impose stricter obligations. No provision of this policy authorises the University to handle or treat hazardous waste without the required permissions.

SECTION 3.

3.1. WASTE HIERARCHY

BSU applies the following order of preference where safe and feasible:

Priority	Level	Practice at BSU
1	Prevention	Avoid generating waste through planning, digital workflows and responsible purchasing.
2	Reduction	Reduce quantities of materials, packaging and single-use items.
3	Reuse and repair	Extend the life of equipment and furniture before declaring them waste.
4	Recycling and recovery	Collect recyclable streams separately for authorised recovery.
5	Treatment and disposal	As a last resort, lawful treatment and disposal through authorised services.

3.2. WASTE CLASSIFICATION

Waste is classified according to its characteristics and applicable legal requirements. The categories below are operational examples and are not a substitute for formal hazardous-waste classification.

- Paper and cardboard; plastics and packaging; glass and metals where generated.
- Food and other biodegradable waste from relevant facilities or events.

- Residual non-hazardous municipal waste.
- Waste electrical and electronic equipment (WEEE), including obsolete computers and peripherals.
- Used batteries, accumulators, lamps and other potentially hazardous components.
- Chemical, laboratory, cleaning or medical waste only where actually generated; each stream is assessed for hazard and handled under applicable specialist rules.

SECTION 4.

4.1. WASTE PREVENTION AND RESPONSIBLE PURCHASING

Units reduce unnecessary printing and single-use products where practicable, prioritise durable and repairable equipment, use digital workflows when appropriate, and coordinate purchases to limit excess packaging. Equipment is assessed for reuse or repair before being declared waste, subject to data-security and asset-control requirements.

4.2. MINIMISATION OF PLASTIC USE

BSU is committed to progressively minimising plastic consumption, particularly single-use plastics, across its academic, administrative and operational activities. The University shall:

- reduce procurement and consumption of single-use plastic bottles, bags, cups, straws, cutlery and packaging;
- promote reusable, recyclable and environmentally responsible alternatives, including refillable drinking-water facilities;
- prioritise suppliers offering reduced or plastic-free packaging where feasible;
- promote plastic reduction at meetings, conferences, catering services and student activities;
- monitor plastic consumption and identify opportunities for further reduction.

These requirements apply to University departments, campus facilities and relevant contracted service providers, subject to essential health, safety and accessibility requirements.

4.3. MINIMISATION OF DISPOSABLE ITEMS

BSU is committed to reducing the procurement and use of disposable items across all academic, administrative and operational activities, regardless of material. The University shall:

- prioritise reusable and durable alternatives to disposable products;
- reduce disposable cups, plates, cutlery, containers, paper products and unnecessary packaging;

- promote digital documentation and paperless administrative processes;
- encourage reusable tableware and refillable products in catering facilities and at University events;
- incorporate disposable-item reduction requirements into relevant procurement and service contracts;
- monitor consumption patterns and identify opportunities for waste prevention and resource efficiency.

Exceptions are permitted where disposable items are necessary for health, hygiene, safety, accessibility or other essential operational requirements.

SECTION 5.

5.1. SEGREGATION AT SOURCE

Waste is separated at or near the point of generation using suitable designated containers and clear labels. Staff and service providers avoid mixing recyclable material with residual waste and never place suspected hazardous waste in ordinary bins.

5.2. COLLECTION AND TEMPORARY STORAGE

Temporary storage areas are kept secure, accessible to authorised personnel, protected from weather and accidental damage as appropriate, and arranged to prevent leaks, breakage, fire or contact between incompatible materials. Containers are closed and labelled where required.

5.3. UNSAFE OR UNIDENTIFIED MATERIALS

Broken, leaking, unidentified or otherwise unsafe materials are isolated where it is safe to do so and referred promptly to the responsible facilities or safety personnel. Staff and students must not dismantle hazardous components or improvise disposal.

SECTION 6.

6.1. HAZARDOUS WASTE MANAGEMENT AND DISPOSAL

At BSU, used batteries, obsolete electronic equipment and other hazardous waste are transferred to a specialised waste management organisation rather than disposed of with general municipal waste. The University formalises this practice through the controls set out in this section.

Hazardous materials are identified and segregated by relevant staff before collection. Appropriate packaging, handling and temporary storage methods are selected according to the material and applicable safety requirements.

6.2. TRANSFER TO AUTHORISED OPERATORS

Transfer is arranged through a suitably authorised specialised organisation. Before engagement or renewal, the responsible unit verifies relevant permits or authorisations where legally required. Waste is handed over with records sufficient to identify the type, approximate quantity, transfer date and recipient.

The University does not describe transfer to an external operator as proof of recycling or final destruction unless the operator's documentation confirms the treatment method and outcome.

6.3. STREAM-SPECIFIC REQUIREMENTS

Waste stream	Required handling
Used batteries and accumulators	Collect separately in suitable containers; protect damaged units against leakage and short-circuit risks; arrange specialised transfer.
Electronic equipment (WEEE)	Follow asset-disposal and information-security procedures; remove or securely erase institutional data before transfer when applicable; avoid unauthorised dismantling.
Lamps and other potentially hazardous items	Prevent breakage and arrange collection appropriate to their composition.
Chemical or medical waste, if generated	Apply stream-specific risk assessment, labelling, containment, handling and specialist disposal rules; do not presume such waste is present at BSU without records.

SECTION 7.

7.1. RECYCLABLE WASTE

Paper, plastic and other recyclable waste are collected separately where collection infrastructure and downstream recycling arrangements are available. Units coordinate collection and record quantities where possible.

7.2. ORGANIC MATERIALS

Organic waste from relevant food-service or landscaping activities is managed through appropriate collection, treatment or authorised transfer arrangements. Composting or biological treatment is reported as such only when verified by operational records.

7.3. RESIDUAL WASTE

Residual waste is transferred through appropriate municipal or contracted waste services. BSU does not classify ordinary collection as recycling without documentary support.

SECTION 8.

8.1. CONTRACTORS AND EXTERNAL WASTE OPERATORS

Contracts and service arrangements reflect applicable waste-handling, occupational safety and environmental obligations. The responsible unit checks the suitability and authorisation of operators for controlled waste streams and retains relevant agreements, receipts, manifests, certificates or handover records.

External service providers operating on campus comply with segregation and storage requirements. Where subcontractors are used, responsibility for legal compliance and documentation is addressed in the relevant agreement. Relevant procurement and service contracts also incorporate the plastic and disposable-item minimisation requirements set out in Sections 4.2 and 4.3.

SECTION 9.

9.1. ROLES AND RESPONSIBILITIES

Role	Responsibilities
University leadership	Approves the policy, assigns responsibilities and reviews material compliance issues.
Facilities and administrative management	Coordinates bins, storage, collection schedules, external operators and routine operational records.
Procurement and finance functions	Incorporate relevant waste-management requirements into contracts and maintain associated procurement documentation.
ICT and asset custodians	Oversee inventory control and secure disposal of electronic equipment and data-bearing devices.
Academic units and laboratories	Where relevant, identify and safely manage specialised waste arising from their activities.
Strategy and Quality Assurance Team	Consolidates verified indicators for institutional sustainability reporting and recommends improvements.
Staff, students and contractors	Follow segregation instructions and promptly report unsafe waste conditions.

SECTION 10.

10.1. MONITORING, RECORDS AND REPORTING

The responsible units maintain records proportionate to each waste stream, including collection and transfer information, contractor documentation, incident records and corrective actions. Annual institutional reporting consolidates available figures and identifies data gaps.

BSU systematically monitors waste quantities and verified treatment destinations in accordance with Section 10.2. Reporting distinguishes measured amounts from estimates and separates transfer from confirmed final treatment.

Previously reported UI GreenMetric waste figures may be used as historical context only after reconciliation with underlying records and reporting-period definitions.

10.2. MEASUREMENT OF WASTE SENT TO LANDFILL AND RECYCLED

BSU shall systematically measure, record and monitor the amount of waste generated, sent to landfill and recycled across all University premises. Annual records shall include:

- total waste generated (kg or tonnes);
- total waste sent to landfill;
- total waste verified as recycled;
- total waste diverted from landfill through reuse, recovery or other verified treatment, without double counting;
- hazardous waste transferred for specialised treatment;
- annual recycling and landfill-diversion rates, calculated against total waste generated.

Responsible administrative units shall collect and verify data using weighing records, documented estimates, contractor reports and transfer documentation. Measured quantities and estimates shall be reported separately; unknown destinations shall be recorded as unknown rather than assumed. The Strategy and Quality Assurance Team shall consolidate the data for annual sustainability reporting and continuous improvement.

SECTION 11.

11.1. HEALTH, SAFETY AND INCIDENT RESPONSE

Personnel handling waste use appropriate protective measures and receive role-appropriate instructions. In the event of a spill, leakage, damaged battery, broken lamp or suspected exposure, individuals keep others away, avoid untrained clean-up and promptly contact the responsible campus unit or emergency services as appropriate.

Incidents are documented, reviewed and followed by proportionate corrective action. Applicable emergency procedures and legal reporting obligations are followed.

SECTION 12.

12.1. AWARENESS AND CONTINUOUS IMPROVEMENT

BSU communicates waste-segregation expectations through staff briefings, student orientation, signage and sustainability activities. Training needs, infrastructure gaps and opportunities to reduce waste are reviewed during institutional monitoring.

SECTION 13.

13.1. COMPLIANCE

The University implements this policy in line with applicable legislation of the Republic of Azerbaijan and institutional regulations. Suspected non-compliance is referred to the responsible administrative unit for assessment and corrective action.

13.2. APPROVAL AND REVIEW

This policy takes effect upon formal approval by the authorised University body. Implementation is monitored annually, with a formal review every three years, or earlier when operational or regulatory changes warrant revision. The original approval date and each subsequent revision date are recorded without backdating.

Issued by: Strategy and Quality Assurance Team of BSU
Issued Date: 14 June, 2025
Next Review: 1 October, 2028