

## ISTANBUL TECHNICAL UNIVERSITY

### WASTE MANAGEMENT DIRECTIVE

#### SECTION ONE

##### Purpose, Scope, Basis and Definitions

###### Purpose

**Article 1.** The purpose of this Directive is to regulate the principles regarding the separate collection, the safe temporary storage, transportation and final disposal of wastes generated as a result of education, training, research, production and service activities within the scope of responsibility and authority of the ITU Rectorate at the places where they are produced

###### Scope

**Article 2.** In all the processes from the production of primarily chemicals, medical, biological and radioactive waste, then waste generated in education-training / production, service units and research laboratories, office waste, electrical and electronic waste to their disposal; this directive covers the legal, administrative and technical principles, the bases and regulations for the development of policies and programs in line with these bases, and the provisions for their implementation regarding the below-mentioned subjects :

- a) Awareness and fulfillment of responsibilities by the waste generators in terms of identification of wastes, appropriate disposal methods, appropriate storage methods and minimization of waste generation
- b) Prevention of direct or indirect discharge of wastes to the receiving environment, separate collection of wastes at source without causing harm to human health and environment, safe and functional transportation within the university, temporary storage and ensuring their disposal via safe transportation out of the university

###### Basis

**Article 3.** This directive has been written on the basis of the Environmental Law No. 2872 and the "Waste Management Regulation" legislation coming into force after being published in the Official Gazette dated April 2, 2015 and numbered 29314.

###### Definitions

**Article 4.** In this directive, the below-mentioned expressions refer to the ensuing definitions:

- a) **Ministry:** Ministry of Environment and Urbanization;
- b) **University:** Istanbul Technical University;
- c) **Units:** Faculties, Institutes, Research and Application Centers and other units of the University;
- d) **Unit Supervisor:** Administrative manager of the units specified in clause "c";
- e) **Unit Emergency Planning and Waste Management (EP and WM) Commission:** Commission consisting of representatives of unit sub-committees;
- f) **Unit Sub-Committees:** EP and WM Commission established within the sub-units in the unit;

- g) **Wastes:** Primarily chemicals, medical, biological and radioactive waste as well as wastes generated in the education-training/production, service units and research laboratories, office waste and electronic waste;
- h) **Waste Generators:** Personnel involved in education, training, research, production and service activities in the units.

## **SECTION TWO**

### **General Principles, Management Units, Duties and Obligations**

#### **General Principles**

**Article 5.** Waste generated at areas within the university's responsibility and jurisdiction is managed in accordance with the following principles:

- a) It is essential to comply with the provisions of the Environmental Law No. 2872 and the relevant Regulations in the collection and disposal of waste;
- b) It is essential to prevent the generation of waste unless it is necessary;
- c) It is essential to implement waste management in a way that will minimize the harmful effects of wastes on human health and the environment.

#### **Principles of Execution**

**Article 6.** Waste Management is conducted under the coordination of ITU Waste Management Commission. Relevant work is executed by the personnel to be assigned by the Rectorate/Dean's Office/Directorate.

#### **Management Units**

**Article 7.** Management Units:

- a) **Waste Management Commission:** The commission consisting of two academic members appointed by the Rector, the Secretary General, the Deputy Secretary General, the ITU Disaster and Emergency Management Coordinator and two members recommended by the ITU Disaster Management Center;
- b) **President of Waste Management Commission:** A faculty member appointed by the Rector among the members of the Waste Management Commission;
- c) **Waste Advisory Board:** The committee consisting of four principal and four substitute members, consisting of experts on the subject from within and/or outside of ITU, upon the recommendation of the Waste Management Commission and the approval of the Rectorate;
- d) **Waste Inspection Board:** The board consisting of four members elected from the members of the Waste Management Commission;
- e) **Unit Commissions:** The commissions consisting of the unit supervisor and the assistants working in the EP and WM Commissions established within the units specified in Article 4 (c); The Faculty Secretary in the Faculties, The Institute Secretary in the Institutes, the Center Managers in the Centers and the Unit Building Supervisors are the full members of the commissions; other members are determined by the Unit dispatcher according to unit needs/capacity;

- f) **Unit Supervisors:** The EP and WM Commission presidents/executives of the units specified in Article 4 (c);
- g) **Unit Sub-Commissions:** The EP and WM commissions consisting of sub-unit supervisors determined within the sub-units specified in Article 4 (f);
- h) **Sub-Unit Supervisors:** The EP and WM Commission presidents/executives of the units specified in Article 4 (f);
- i) **Waste Supervisors:** People appointed as the waste supervisors of student laboratories, research laboratories, other laboratories and enterprises in the relevant unit or sub-unit by the managers specified in Article 4 (c).

## **Responsibilities, Duties and Obligations**

### **Waste Management Commission**

**Article 8.** Waste Management Commission is responsible of the issue that the work of the units is carried out in coordination and that the Regulation and Directive is implemented correctly and effectively in all processes related to the separate collection at the places produced, safe temporary storage, transportation and the final disposal of wastes generated as a result of education, training, research, production and service activities within the responsibility and authority of the ITU Rectorate. The Commission fulfills this responsibility with the authority it receives from the Office of the Rector. The duties and responsibilities of the commission are stated below.

- a) Identifying the difficulties encountered in the execution of the Directive, proposing and producing solutions to overcome the difficulties, and determining the Implementation Principles of this Directive;
- b) Reviewing and updating the Directive in case of changes in the legislation specified in Article 3 or in other cases where necessary;
- c) Ensuring that the units prepare their own Waste Management Plans and following the update of these plans;
- d) Organizing trainings and information meetings at the level of the Units;
- e) Providing information, technical support and consultancy services to the University's senior management and Units on waste and waste management, when necessary;
- f) Inspection of units;
- g) Monitoring and implementing changes in relevant laws and regulations.

### **President of the Waste Management Commission**

**Article 9.** The President of the Waste Management Commission is responsible for

- a) Representing the Waste Commission;
- b) Organizing the work of the Waste Commission;
- c) Inviting the unit supervisors of the Emergency Planning and Waste Commission to the meeting;
- d) Ensuring the necessary coordination for the regular and effective operation of all units, commissions and administrative personnel involved in the Waste Management process

### **Unit EP and WM Commissions**

**Article 10.** Unit EP and WM Commissions are responsible for

- a) Functional execution of the Waste Management Directive;
- b) Preparation of Waste Management Plans;
- c) Determining the needs related to Waste Management;
- d) Collecting the waste records and waste declaration forms from the sub-units, keeping the record, following up and sending them to the relevant unit of the Rectorate regularly;
- e) Conducting inspections and information meetings in the Units with the Waste Management Commission.

### **Unit Supervisors**

**Article 11.** Unit Supervisors are responsible for

- a) Ensuring the fulfillment of the principles of the “Waste Management Directive” in their units and sub-units;
- b) Notifying the “Waste Supervisors” determined in the sub-units of the unit to the Waste Management Commission;
- c) Inspection of the collection of the wastes within the Unit in accordance with the Directive and their transport to temporary storage;
- d) In case of temporary storage of wastes in research and production units/facilities in accordance with the provisions of this Directive, ensuring the safe storage/storage of wastes and informing the Waste Management Commission with the data provided by the Unit Sub-Commissions.

### **Unit Sub-commissions**

**Article 12.** Unit Sub-commissions consists of the waste supervisors of the Sub-Units and are responsible for

- a) Preparation of the Waste Management Plan specific to sub-unit
- b) Organizing trainings and information meetings at the level of sub-units;
- c) Submission of all information and statistics on waste generated, transported and stored in the sub-unit to the Unit Commission in the form of a monthly statement;
- d) Inspection of the transportation of the wastes from the temporary waste storage areas to be created in the sub-units to the central temporary storage area of the unit

### **Waste Supervisors**

**Article 13.** Waste Supervisors are responsible for

- a) Identifying and monitoring activities that have the potential to generate waste in sub-units under their responsibility,
- b) Taking necessary measures to minimize the waste generation in Units and Sub-units,
- c) Ensuring that the wastes are properly packaged and labeled in a way that will eliminate or minimize the harmful effects on human health and the environment,
- d) Ensuring that the wastes are stored in the Temporary Waste Storage Areas to be created in the subunits and transported from there to the central temporary storage area of the unit,
- e) Keeping records of the waste produced in the Sub-Unit, first temporarily stored in the Sub-Unit, then transported and stored to the central temporary storage area of the Unit,

transmitting all information and statistics to the Unit Sub-Commission and the Unit Supervisor,

- f) Announcement of the details of waste management foreseen in the Directive, including waste collection dates, in their own sub-units,
- g) Providing necessary information so that each individual working in the sub-units is aware of the "Waste Management" policy and Directive of the University;
- h) Performing necessary inspections within the sub-unit.

### **Waste Generators**

**Article 14.** Waste generators are responsible for

- a) Complying with the guidelines and application principles;
- b) Preventing the generation of waste, if not possible, minimizing the amount of waste generation;
- c) Recovering the waste content and reducing/eliminating the hazard content where possible, and finally making the appropriate storage;
- d) Keeping records of the waste produced, packaging and labeling in accordance with internationally accepted standards;
- e) Ensuring occupational and environmental safety in the storage of wastes at the production site;
- f) Filling in the Waste Declaration Forms in accordance with the relevant regulations and the Implementation Principles of this Directive and submitting them to the Sub-unit Waste Supervisor.

### **Decision Making Process of the Waste Management Commission**

**Article 15.** The Commission consists of seven (7) members specified in Article 7 (a), meets with the absolute majority of the total number of members and takes decisions with one more than half of the number of people attending the meeting.

The commission holds its regular meetings at the beginning of each academic year and may convene extraordinarily, if necessary, upon the call of the president. It may also hold extended meetings attended by representatives of the Units.

### **Enforcement**

**Article 16.** This directive enters into force on the date approved by the University Senate and is executed in accordance with the implementation principles given in the appendix.

### **Execution**

**Article 17.** The Rector executes the provisions of this directive.