AZERBAIJAN TECHNICAL UNIVERSITY

Waste Management and Recycling Policy

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1 CONTEXT AND PURPOSE

Azerbaijan Technical University (hereinafter “AzTU”) is committed to reducing waste, conserving resources and protecting human health and the environment. This Waste Management and Recycling Policy (hereinafter “the Policy”) establishes institutional requirements for preventing waste, supporting reuse and recycling, and ensuring the safe collection, storage, transfer, treatment and disposal of waste generated through University activities.

The Policy gives effect to the waste management and circular economy commitments in AzTU’s Environmental Policy and complements the Sustainable Food Sourcing Policy. It supports responsible consumption and production, pollution prevention and a resource-efficient campus.

AzTU shall apply the waste hierarchy in the following order: prevention and reduction; preparation for reuse and repair; recycling and appropriate organic recovery; other suitable recovery; and safe disposal where higher-priority options cannot be used. Health, safety and environmental protection shall govern decisions at every stage.

Implementation shall comply with applicable environmental, waste management, occupational health and safety, procurement and data protection requirements of the Republic of Azerbaijan. This Policy shall take effect upon approval by the University Council. The approval date and next review date shall be entered in the controlled document register.

2 KEY TERMS AND DEFINITIONS

Waste means a substance, material or item discarded, intended to be discarded or required to be discarded. Waste prevention means avoiding or reducing waste before it arises, including through purchasing decisions, product durability and efficient use of materials.

Reuse means using a product or component again for a suitable purpose after any necessary checks or repair. Recycling means processing waste into materials or products. Separate collection does not, by itself, demonstrate that recycling has occurred. Circular economy means maintaining the value of products and materials through responsible design, reduced consumption, reuse, repair and recovery.

Hazardous waste means waste classified as hazardous under applicable requirements because of properties such as toxicity, flammability, corrosivity, reactivity or infectiousness. Electronic waste means discarded electrical or electronic equipment and components. Organic waste includes food scraps and biodegradable garden materials. Residual waste means waste remaining after appropriate separation for reuse and recovery.

3 APPLICABILITY

This Policy applies to all campuses, buildings, grounds and facilities owned, leased or operated by AzTU, and to teaching, research, administration, laboratories, workshops, catering, maintenance, construction, renovation and University events. It applies to staff, students and visitors. Contractors, tenants and service providers shall comply with the requirements incorporated into their agreements and campus operating conditions.

The Policy covers non-hazardous and hazardous waste from the point of generation to its final treatment or disposal. Wastewater discharges shall follow the University's applicable water quality and discharge requirements; liquid hazardous waste remains subject to this Policy and shall not be disposed of through ordinary drainage.

4 GOVERNANCE AND RESPONSIBILITIES

The University Council shall approve the Policy and review overall performance. The Rectorate shall oversee implementation, allocate resources and ensure that waste management requirements are included in operational planning and relevant contracts.

The Law Office shall maintain the controlled Policy document and coordinate review of applicable legal requirements. The Sustainability Working Group shall coordinate implementation plans, consolidate performance information and submit an annual assessment to the University Council.

The Facilities Management Department shall organise collection and storage arrangements, maintain the waste register, oversee waste contractors and retain transfer and treatment records. The designated health and safety function shall approve risk controls and procedures for hazardous waste and coordinate incident response.

Academic departments, laboratories and operational units shall identify their waste streams, nominate responsible personnel and maintain local records. Procurement staff shall include waste requirements in relevant purchases and contracts. The IT function shall oversee equipment reuse and data security. Catering operators shall implement food waste controls. All campus users shall follow segregation instructions and report unsafe practices.

5 WASTE MANAGEMENT PRINCIPLES AND INSTITUTIONAL STANDARDS

5.1. Waste prevention and responsible purchasing

AzTU shall assess need before purchasing and prioritise durable, repairable, reusable and refillable products. Procurement specifications shall reduce unnecessary packaging and require supplier take-back where suitable. The University shall minimise plastic use and all unnecessary disposable items, including plastic and paper cups, plates, cutlery, containers, bags and event materials. Reusable alternatives shall be prioritised. Essential exceptions for hygiene, safety or accessibility shall be documented and reviewed.

University units shall reduce paper consumption through electronic communication, digital records and double-sided printing where printing is necessary. Stock control and shared use of equipment shall prevent unnecessary purchases. Service providers and event organisers shall plan material use and waste collection before activities begin.

5.2. Reuse, repair and redistribution

Furniture, equipment and other usable materials shall be assessed for internal redeployment, repair or approved donation before recycling or disposal. Transfers shall follow asset management procedures and include safety and suitability checks. Equipment containing personal or confidential information

shall undergo documented data sanitisation or secure destruction before leaving University control. Contaminated or unsafe items shall be excluded from general reuse arrangements.

5.3. Separate collection and recycling

The Facilities Management Department shall provide clearly labelled collection points for paper and cardboard, accepted packaging materials, residual waste and other streams required by local activities. Glass, food waste and specialist waste shall have separate arrangements where generated and where an appropriate treatment route exists. Signage shall identify accepted materials and common contaminants, using consistent labels and accessible pictograms.

Waste shall remain separated during internal collection, storage and contractor transfer. Recyclables shall be protected from contamination. Packaging shall be described as recyclable or compostable only where a suitable collection and processing route is available. Contaminated or rejected loads shall be recorded and corrective action taken. Materials shall be counted as recycled only when the destination and treatment outcome are supported by evidence.

5.4. Food and organic waste management

Catering services shall prevent food waste through demand-based purchasing, effective stock rotation, appropriate storage, menu planning and portion control. Safe, edible surplus food shall be prioritised for redistribution where suitable arrangements exist and food safety requirements can be met. Catering operators shall record preparation waste, unserved surplus and plate waste separately where practicable.

Unavoidable food and garden waste shall be separately collected and directed to composting or other appropriate biological recovery where suitable facilities are available. Used cooking oil shall be stored separately for collection through an authorised route. Containers and collection frequencies shall control odours, pests and leakage. On-campus composting shall require an approved site, risk assessment, operating procedure and designated supervision.

5.5. Hazardous waste management

Laboratories, workshops and other generating units shall identify and classify hazardous waste before handling or disposal. Waste assessments shall use process information, safety data sheets and competent advice. Relevant streams may include chemicals, solvents, oils, paints, contaminated materials, batteries, mercury-containing lamps and infectious waste where generated. Unknown materials shall be isolated pending assessment.

Hazardous waste shall be kept in compatible, intact and closed containers labelled with contents, hazards, generating unit and accumulation date. Incompatible substances shall be stored separately. Liquid waste shall have appropriate secondary containment. Storage areas shall have controlled access, suitable protection from weather and runoff, and risk-based ventilation, fire protection and spill response provisions. Storage limits and inspections shall follow applicable requirements and approved procedures.

Hazardous waste shall not be mixed with general waste, diluted to avoid controls, burned in the open or discharged to soil, drains or water bodies. Only trained and authorised personnel shall handle it. Sharps and infectious materials shall follow dedicated containment and treatment procedures where relevant. Suspected asbestos, radioactive materials and other specialist hazards shall be referred to competent personnel under separate approved arrangements.

Generating units shall request collection through the Facilities Management Department, identifying waste type, quantity, hazards and container condition. Unsafe containers shall be assessed before movement. Transfer shall use contractors and receiving facilities authorised for the specific waste. Records shall identify the carrier, receiving facility, date, quantity and final treatment or disposal outcome.

5.6. Electronic waste and batteries

Electronic equipment shall be assessed for safe repair and reuse before recycling. Electrical items, batteries and lamps shall not enter general waste containers. The IT function and Facilities Management Department shall coordinate secure storage, data sanitisation, asset records and specialist collection. Damaged batteries and equipment containing hazardous components shall follow risk-specific handling and storage procedures. Treatment evidence shall be retained.

5.7. Construction waste and contractor controls

Construction, renovation and maintenance projects shall have a proportionate waste plan identifying expected streams, reuse opportunities, segregation arrangements, hazardous materials, responsible personnel and receiving facilities. Contractors shall provide quantities and destination records. Residual waste shall be sent to an appropriate disposal facility after feasible recovery options have been assessed.

These waste prevention, plastic reduction, disposable item reduction and disposal requirements shall extend to outsourced campus services and suppliers of goods. New and renewed catering, cleaning, facilities, equipment, stationery and construction contracts shall include applicable obligations, reporting and verification requirements. Providers shall communicate relevant requirements to their subcontractors and suppliers. Authorisations and destinations shall be checked before appointment and on change; failures shall trigger corrective action and applicable contractual remedies.

5.8. Education, research and campus participation

AzTU shall integrate waste prevention and circular economy principles into campus awareness, staff induction and relevant educational activities. Green Mission and DISC-related initiatives shall support supervised recycling education, reuse and circular design projects. Participation in educational activities shall be recorded separately from operational recycling results. Students and untrained participants shall not handle hazardous waste.

6 IMPLEMENTATION

The Rectorate shall approve an action plan specifying responsibilities, resources, collection arrangements, targets and deadlines. Within three months of approval, the Facilities Management Department and Sustainability Working Group shall map waste sources, inspect storage and collection conditions, verify contractors and compile baseline data.

Within six months, responsible units shall establish waste procedures, collection maps, record templates and training. Annual targets shall reflect the verified baseline, infrastructure and budget. Existing agreements shall be reviewed for lawful opportunities to incorporate requirements; new and renewed contracts shall include applicable obligations.

Spills, unsafe storage and suspected improper disposal shall be reported immediately through the University's designated incident channel. Untrained persons shall avoid exposure and notify responsible personnel. Approved response procedures shall define isolation, notification, competent response and any required external reporting. Incidents shall be investigated and corrective actions assigned to a responsible person and deadline.

7 MONITORING AND PERFORMANCE INDICATORS

The Facilities Management Department shall maintain a consolidated register measuring waste generated, recycled and sent to landfill across the whole University in metric tonnes. Records shall identify the waste stream, hazardous status, collection date, carrier, receiving facility and verified treatment outcome. Recycled waste and landfilled waste shall each be identifiable subsets of total waste generated for the same scope and period. Weighbridge tickets, contractor statements and receiving-facility records shall support quantities; estimates shall disclose methods and limitations.

Monitoring shall also cover waste per full-time-equivalent campus user, reuse, food waste, organic recovery, other recovery routes, hazardous waste transfers, contamination and corrective actions. Landfill disposal shall be distinguished from incineration, energy recovery and other treatment. The reporting period, campus coverage, exclusions and population denominator shall be stated. Records shall be reconciled to prevent double counting and retained under applicable requirements and the University's records schedule.

The non-hazardous material recycling rate shall equal verified non-hazardous waste recycled divided by total non-hazardous waste generated, multiplied by 100. Composting, other biological recovery, and energy recovery shall be recorded separately to enable transparent reconciliation with the definitions of each external reporting framework. Energy recovery shall not be labelled as material recycling. Quantities with unknown destinations shall remain disclosed as unverified and shall not be counted as verified recycling.

Operational units and relevant contractors shall submit data at least quarterly. The Sustainability Working Group shall review waste performance annually and submit the results to the University Council, comparing outcomes with approved reduction and recycling targets and identifying corrective actions. AzTU shall publish an annual waste performance summary stating total waste generated, recycled and sent to landfill, the reporting scope, methods and limitations, subject to confidentiality and data protection requirements. Evidence of implementation shall be retained alongside the approved Policy.

8 POLICY EVOLUTION

The Sustainability Working Group shall coordinate review every two years, or earlier following regulatory changes, significant incidents or performance findings. Reviews shall involve the Law Office, Facilities Management Department, relevant units and service providers.

The University Council shall approve revisions, which shall be communicated to affected users and contractors. The Law Office shall retain approved and superseded versions, approval records and review dates. Operational procedures shall be updated as needed.

AZTU

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SUSTAINABLE DEVELOPMENT GOALS

