

**ALTINBAS UNIVERSITY ZERO
WASTE DIRECTIVE**

PART ONE

Purpose, Scope, Basis and Definitions

Objective

ARTICLE 1 - (1) The purpose of this Directive is to regulate the procedures and principles regarding the reduction of all wastes generated as a result of education, training, research, production and service activities in Altınbaş University units by aiming to protect the environment, human health and natural resources at the source, reuse if it cannot be reduced and/or separate collection according to their types at the source of generation, temporary storage of collected wastes in a safe manner, delivery to licensed waste processing facilities, final disposal of wastes that cannot be reused, and implementation of the Zero Waste Management System.

Scope

ARTICLE 2 - This Directive covers all processes until the prevention, reduction, reuse, recycling, reuse, recycling and final disposal of the wastes generated as a result of use or consumption in Altınbaş University units during production and the duties, powers and responsibilities of the commissions and officials assigned within this scope and the provisions regarding the way of working.

Basis

ARTICLE 3 - This Directive has been prepared based on the Environmental Law No. 2872, the Waste Management Regulation published in the Official Gazette dated 02 April 2015 and numbered 29314, the Zero Waste Regulation published in the Official Gazette dated 12 July 2019 and numbered 30829, and the Regulation Amending the Zero Waste Regulation published in the Official Gazette dated 9 October 2021 and numbered 31623.

Definitions

ARTICLE 4 - (1) In this Directive; University:

Altınbaş University

Rector: Altınbaş University Rector, Senate:

Altınbaş University Senate,

Zero Waste Commission: The commission where all kinds of works related to the implementation of the Zero Waste Directive of our university are carried out,

Commission Chairperson The Chairman of the Zero Waste Commission,

Campus: Mahmutbey, Bakırköy and Gayrettepe campuses of our university,

Zero Waste Management Coordinator: The person responsible for coordinating the processes of the administrative and academic units at the University for the execution of the tasks specified in this directive and reporting the coordination process to the chairman of the Commission,

Campus Zero Waste Officer: The person or persons responsible for all waste processes and coordination of the campus,

Waste Wastes that are generated in education, training, production, service units and research laboratories at our university and cannot be consumed or used as a result of use, and all kinds of wastes that are foreseen to be released to nature as a result of use or consumption,

Waste Generators: Persons, institutions, organisations and real or legal persons who cause waste generation at our university,

means.

PART TWO

General Principles, Management Units, Duties and Obligations

ARTICLE 5 -

(1)

a) To ensure that the provisions of the Environmental Law No. 2872, the Waste Management Regulation published in the Official Gazette dated 2 April 2015 and numbered 29314, the Zero Waste Regulation published in the Official Gazette dated 12 July 2019 and numbered 30829, and the Regulation Amending the Zero Waste Regulation published in the Official Gazette dated 9 October 2021 and numbered 31623 are implemented at our University,

b) To take measures to minimise waste production at the university,

c) To ensure that the wastes generated at the university are collected, temporarily stored and sent to licensed enterprises and disposal facilities in accordance with the type of waste in a way to minimise their environmental damage,

ç) To carry out activities to raise awareness of university academic and administrative staff and students on zero waste management,

d) Determining waste officers and their duties in universities

Executive Guidelines

ARTICLE 6 - (1) Waste management within the scope of the Zero Waste Directive is carried out by the AU Zero Waste Commission. The execution of the works and processes related to the subject is ensured by the personnel to be assigned by the Rectorate.

Management Units, General Issues, Duties and Obligations Zero

Waste Commission

ARTICLE 7 - (1) The Zero Waste Commission consists of at least six academic and/or administrative personnel under the chairmanship of a member appointed by the Rector. The Head of the relevant Commission shall serve as the chairman of the Zero Waste Commission during his/her term of office. Members are appointed for 3 years. The member whose term expires can be reappointed in the same manner. The Commission convenes at least twice a year based on the call of the Chairman or the agenda to be created by the members. When the Commission convenes, the necessary task distributions are made among the members. Decisions are taken by open voting and majority of votes.

Duties, Authorities and Responsibilities of Zero Waste Commission

ARTICLE 8 - (1) The Zero Waste Commission shall fulfil the following duties, powers and responsibilities.

- (a) It is responsible for the coordination of the work of the units in all processes related to ensuring that the wastes generated as a result of education, training, research, production and service activities within the responsibility and jurisdiction of the University are collected separately in the places where they are produced, stored safely in a temporary place, transported and finally disposed of, and for the correct and effective implementation of the relevant Law and legal legislation in force. The Commission fulfils this duty through the University Waste Management Coordinator.
- (b) The Commission holds its ordinary meetings twice a year. If deemed necessary, the Chairman may call for an extraordinary meeting of the Commission or campus waste managers.
- (c) To fulfil the continuous improvement and development targets in Zero Waste related studies under the guidance of the conditions for obtaining Zero Waste certificate specified in the Zero Waste Regulation. To update and ensure improvement and development targets with the contribution, participation and suggestions of university academic, administrative staff and students.
- (d) To create useful products from the wastes collected at the University and to work to provide income to the University where possible.
- (e) In all units of the university that generate waste, cafeteria, canteen, etc. Ensuring that articles containing the definition and description of the responsibilities of waste disposal and delivery to licensed recycling companies are added to the term contracts made with subcontractors
- (f) To organise trainings to raise awareness and raise awareness about the AU Zero Waste Directive and its implementation.
- (g) To work in coordination with relevant institutions outside the university and to carry out activities that contribute to the development of the system.
- (h) To plan the situation determination and needs analyses in order to implement the Zero Waste Directive in the most effective way at the university.

- a) To carry out monitoring studies on the implementation of the Zero Waste Directive at regular intervals. To take precautions for the failing issues and to make updates when necessary.
- b) To carry out studies to bring Zero Waste Certificate to the university.
- c) To fulfil the continuous improvement and development targets in Zero Waste related studies under the guidance of the conditions for obtaining Zero Waste certificate specified in the Zero Waste Regulation. To update and ensure improvement and development targets with the contribution, participation and suggestions of university academic, administrative staff and students.

Duties and Responsibilities of the Commission Chairman

ARTICLE 9 - (1) The duties and responsibilities of the President are as follows.

- a) To carry out the programmes and activities of the Zero Waste Commission in line with the Directive and Commission decisions,
- b) To organise and chair the meetings of the Commission.
- c) To ensure communication and coordination between the Commission and the University units,
- d) To inform the Rector and the relevant Vice Rector about the activities of the Coordination Office,
- e) To fulfil the duties assigned by the Rector or the Vice Rector assigned by the Rector on other issues related to the Zero Waste system.

Duties and Responsibilities of the Zero Waste Coordinator

ARTICLE 10 - (1) The duties of the coordinator are as follows;

- a) To carry out the programmes and activities of the Zero Waste Coordinatorship in line with the Zero Waste Directive and Commission decisions,
- b) To organise the meetings of the Commission and to chair the Commission at the request of the chairman or in his absence,
- c) To ensure communication and coordination between the Commission and the University campuses,
- ç) To inform the chairman of the Commission about the work of the Coordinatorship,
- d) To ensure that the "University Year-End Zero Waste Management Report" is prepared by the end of January every year,
- e) To act as a rapporteur in the commission.

Campus Zero Waste Responsible and their duties

ARTICLE 11 - (1) The duties of the Campus Zero Waste Officer are as follows;

- a) To carry out the University Zero Waste Directive in a functional manner,
- b) To meet the needs of the campus regarding zero waste management,

- c) To notify the Zero Waste Management Commission of the zero waste officers assigned on campus,
- d) To follow the regulations and practices related to zero waste management at national and international level, to ensure or encourage the implementation of exemplary practices on campus,
- e) To carry out or have waste audits carried out at periodic intervals,
- f) To perform the duties assigned by the University Zero Waste Management Commission and Zero Waste Management Coordinator.
- g) To ensure that the wastes generated in all units of the campus are collected and classified separately and at source as specified in this directive, that the necessary signs are placed in appropriate places and that the collected wastes are reported according to their qualities.

Waste generators and their responsibilities

ARTICLE 12 - (1) Waste generators are the staff and students working at the University and the staff and guests working on behalf of contractors at the University campuses.

(2) The responsibilities of waste generators are as follows;

- a) To comply with the application principles determined by the Directive,
- b) To comply with and implement the instructions of the relevant zero waste commission and those responsible,
- c) To take necessary measures to prevent waste generation, and if this is not possible, to minimise the amount of waste generation,
- d) To leave the waste in the collection, storage and storage units located within the University, taking into account the waste content in order to recover the waste content and reduce/eliminate the hazardous content,
- e) To use the most harmless products in the products to be used in daily life and working life, to use the most harmless products that are released to nature after use,
- f) To be sensitive to prevent wastes from being left indiscriminately in nature, to follow the developments on waste prevention, to convey their thoughts and suggestions to the unit waste responsible,

PART THREE

Final Provisions

Cases Not Provided

ARTICLE 13 - In cases where there is no provision in this Directive, the Senate decision and the provisions of the relevant legislation are applied.

Enforcement

ARTICLE 14 - This Directive enters into force on the date of its adoption by the Senate.

Execution

ARTICLE 15 - The provisions of this Directive are executed by the Rector.

Legal Basis on which the Directive came into force		
Relevant Board	Decision Date	Number of Decision
Senate	24.08.2023	2023/09
Board of Trustees	23.11.2023	2023/08
Legal Basis for the Amendment to the Directive		
Relevant Board	Decision Date	Number of Decision