

# WASTE MANAGEMENT DIRECTIVE

## FIRST PART

### Purpose, Scope, Basis, and Definitions

#### **Purpose**

**Article 1-** (1) The purpose of this Directive is to manage the processes between the generation and disposal of waste resulting from education, research, production, and service activities within the responsibility and authority area of the Rectorate of Marmara University in a manner that does not harm human and environmental health, in accordance with the relevant legislation, and to identify other issues related to waste management practices.

#### **Scope**

**Article 2-** (2) This Directive covers the procedures and principles related to the management of all types of waste produced by the University, the individuals responsible for waste management, their authority, and duties.

#### **Basis**

**Article 3-**(1) This directive is based on the Environmental Law No. 2872 and the "Waste Management Regulation" published in the Official Gazette No. 29314 on April 2, 2015.

#### **Definitions**

**Article 4-** (1) In this Directive, the following terms are defined as:

- a) Waste: Waste generated in educational, production, service units, and research laboratories, including chemicals, medical waste, experimental animals and other biological wastes, radioactive wastes, office wastes, and electronic wastes.
- b) Waste Advisory Board: A board consisting of four principal and four alternate members, including experts from within and/or outside the University, proposed by the Waste Management Commission and approved by the Rectorate.
- c) Waste Administrative Unit: A unit consisting of permanent or contracted personnel appointed by the Rector responsible for waste management.
- d) Waste Coordinators: Individuals appointed by unit managers as the waste responsible person for the relevant sub-unit (department, main discipline, etc.).
- e) Waste Coordination Office: The Environmental Problems Application and Research Center of M.U.
- f) Waste Responsible Person: An individual responsible for students, research laboratories, and businesses within the relevant unit or sub-unit.
- g) Waste Producers: Personnel involved in educational, research, production, and service activities in the units.
- h) Waste Management: Activities such as the prevention of waste generation, reduction at the source, reuse, separation according to its nature and type, collection, temporary storage, interim storage, transportation, recycling, energy recovery, final disposal, monitoring, control, and supervision after disposal.
- i) Waste Management Commission: A commission consisting of six faculty members appointed by the Rector.
- j) Waste Management Plan: A plan containing short and long-term programs and policies prepared to ensure environmentally compatible waste management.
- k) Ministry: The Ministry of Environment and Urbanization.
- l) Units: Faculties, Vocational Schools, Institutes, Application and Research Centers, and other units affiliated with the Rectorate of the University.
- m) Sub-Unit Boards: Boards consisting of waste coordinators within the units.

- n) Unit Responsible: The managers of the units.
- o) Rector: The Rector of Marmara University.
- p) University: Marmara University.
- q) Regulation: The "Waste Management Regulation" published in the Official Gazette No. 29314 on April 2, 2015.

## **SECOND PART**

### General principles

#### **General Principles**

**Article 5-** (1) The management of waste generated within the responsibility and authority areas of the University is carried out in accordance with the Waste Management Implementation Principles annexed to this Directive based on the Environmental Law No. 2872 and relevant legislation.

(2) In this context, it is essential to prevent/reduce the generation of waste unless mandatory and to ensure that waste management is implemented in a manner that minimizes the harmful effects of waste on human health and the environment.

## **THIRD PART**

### Waste Management Units, Duties, and Authorities

#### **Waste Management Commission**

**Article 6-**(1) The Waste Management Commission is responsible for coordinating the work of units in all processes related to the collection, temporary storage, transportation, and final disposal of waste generated within the Rectorate's responsibility and authority area, and for ensuring the correct and effective implementation of the Regulation and Directive.

(2) The duties and responsibilities of the Commission are as follows:

- a) Identifying difficulties encountered in the implementation of the Directive and producing solutions with solution proposals,
- b) Proposing changes to the Application Procedures and Principles stated in Article 5 of the Directive regarding Waste Management,
- c) Ensuring that units prepare their own Waste Management Plans and monitoring the updates of these plans,
- d) Organizing information and training meetings in 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) Inspecting units, monitoring relevant legislation changes, and ensuring their implementation.

#### **Chairman of the Waste Management Commission**

**Article 7-** (1) The Chairman of the Waste Management Commission is appointed from among the faculty members of the Waste Management Commission by the Rector.

(2) The duties and responsibilities of the Chairman of the Waste Management Commission are as follows:

- a) Representing the Commission,
- b) Organizing the work of the Commission,
- c) Calling units and Waste Commission responsible persons to meetings,
- d) Ensuring necessary coordination for the regular and effective functioning of all units, commissions, and administrative personnel involved in the waste management process,
- e) Preparing annual reports on waste management activities carried out throughout the University and sharing them with relevant units.

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

**Article 8-** (1) The Waste Management Commission convenes with the absolute majority of its members and takes decisions with the majority of those present.

(2) The Commission holds regular meetings at the beginning of each academic term; however, it can convene extraordinarily at the call of the Chairman if necessary. The Chairman can organize extended meetings with the participation of unit representatives when necessary.

### **Waste Administrative Unit**

**Article 9-** (1) The Waste Administrative Unit consists of permanent or contracted personnel appointed by the Rector responsible for the functioning of the Directive. The unit includes a secretary assigned by the Rector to the Environmental Problems Application and Research Center and personnel trained in environmental issues in the Directorate of Construction Works.

(2) The duties and responsibilities of the Waste Administrative Unit are as follows:

- a) Preparing Waste Management Plans and the waste management budget request,
- b) Ensuring the collection of waste records, waste declaration forms from sub-units, and maintaining records and monitoring the process, as the Waste Coordination Office will act as the Environmental Problems Application and Research Center,
- c) Organizing information meetings in units together with the Waste Management Commission,
- d) Handling official correspondence and related official transactions and submitting them for the Rector's approval,
- e) Submitting annual hazardous waste declarations to the Ministry,
- f) Monitoring changes in relevant laws and regulations and ensuring their implementation.

### **Unit Responsible Persons**

**Article 10-** The duties and responsibilities of Unit Responsible Persons are as follows:

- a) Ensuring the implementation of the principles of the "Waste Management Directive" in their units and affiliated sub-units,
- b) Reporting "Waste Responsible Persons" identified in affiliated sub-units (departments, main disciplines) to the Waste Management Commission,
- c) Monitoring the collection and transportation of waste in compliance with legislation within their units,
- d) Ensuring the safe storage/deposit of waste temporarily stored in research and production units/facilities in compliance with legislation and informing the Waste Management Commission with data obtained from Sub-Unit Commissions.

### **Sub-Unit Commissions**

**Article 11-** (1) Sub-Unit Commissions consist of waste responsible persons selected from among academic or administrative personnel appointed by unit responsible persons within units.

(2) The duties and responsibilities of Sub-Unit Commissions are as follows:

- a) Preparing the Waste Management Plan specific to the sub-unit,
- b) Organizing information and training meetings at the sub-unit level,
- c) Submitting all information and statistics related to the waste produced, transported, and stored in the sub-unit as a monthly declaration to the Unit Commission,
- d) Supervising the transportation of waste from the temporary Waste Storage Areas to the unit's central temporary storage area.

### **Waste Responsible Persons**

**Article 12-** The duties and responsibilities of Waste Responsible Persons are as follows:

- a) Identifying and monitoring activities with waste generation potential in their sub-units,

- b) Taking necessary measures to minimize waste production in units and sub-units,
- c) Ensuring that waste is properly packaged and labeled to eliminate or minimize its harmful effects on human health and the environment,
- d) Ensuring the safe storage of waste in temporary Waste Storage Areas in sub-units and its transportation to the unit's central temporary storage area,
- e) Keeping records of waste produced, temporarily stored in sub-units, transported to the unit's central temporary storage area, and providing all information and statistics to the Sub-Unit Commission and unit responsible,
- f) Announcing waste collection dates, relevant technical information on waste management in accordance with legislation, and informing sub-unit employees about the University's waste management policies and regulations,
- g) Conducting necessary internal audits within the sub-unit.

### **Waste Producers**

#### **Article 13-**

(1) The obligations of waste producers are as follows:

- a) Complying with the Directive and implementation principles,
- b) Ensuring the prevention of waste generation and minimizing the amount of waste produced,
- c) If possible, ensuring the recovery of the waste content and reducing/eliminating its hazardous content, providing appropriate storage and deposition,
- d) Keeping records of waste produced, packaging, and labeling them in compliance with internationally accepted standards,
- e) Ensuring occupational and environmental safety during the storage/deposit of waste produced at the production site,
- f) Filling out Waste Declaration Forms in compliance with relevant legislation and established application principles and delivering waste to sub-unit Waste Responsible Persons.

### **Enforcement**

**Article 14-** This directive enters into force on the date it is accepted by the Senate.

### **Execution**

**Article 15-** The provisions of this directive are executed by the Rector.

## **MARMARA UNIVERSITY WASTE MANAGEMENT DIRECTIVE IMPLEMENTATION PRINCIPLES**

### **Purpose and Scope**

**Article 1-** These Implementation Principles, 1.1.Ü. Waste generated in education, training, research, production and service units within the responsibility area of the Rectorate (chemicals, medical waste, primarily biological wastes and radioactive wastes, wastes generated in education-training/production, service units and research laboratories, office wastes, electrical and It has been prepared to collect and dispose of electronic waste in a way that does not harm human and environmental health.

### **Duties and obligations**

**Article 2 -** Each unit responsible defined in Article 3 of the Directive shall have the duties specified in Articles 11 and 12 titled "Waste Responsibles" and "Waste Producers" of the "Waste Management Regulation", which came into force after being published in the Official Gazette dated 2 April 2015 and numbered 29314. and fulfills its obligations completely.

### **Detection and Identification of Waste**

**Article 3-** Identification of wastes is based on the definitions given in the Annex-4 list of the Regulation and It is essential that it is done according to coding. In this context, the general battery list is given below. (Table 1), for waste types not included in this list, the relevant waste types in the Annex-4 list of the regulation other definitions are considered

### **Temporary Storage of Waste**

**Article 4-** Wastes are stored temporarily in the place where they are produced, in accordance with the criteria determined according to their type. In this way, hazardous or It contains the phrase non-hazardous waste, waste code, amount of stored waste and storage date. Wastes are stored in a way that they do not react with each other and do not harm human and environmental health.

### **Waste Collection**

**Article 6-** Teams to be assigned by the university administration to collect waste will be done by, waste will be separated according to their type and stored appropriately. It is the responsibility of their units. The wastes that the units are responsible for collecting are primarily from education, training/production, chemicals, crude oil, petroleum produced in service units and research laboratories stones, rocks, cement, etc. that have undergone derivatives and structural changes. floor supplies, medical waste, biological waste, radioactive waste, electrical and electronic waste.

Table I: General waste list (Official Gazette dated 2 April 2015 Number: 29314 Waste Management Regulation Annex-4)

20

20 01

20 01 01

20 01 02

**MUNICIPAL WASTE INCLUDING 20 SEPARATELY COLLECTED FRACTIONS  
(COMMERCIAL AND SIMILAR COMMERCE FROM HOMES,  
INDUSTRIAL AND INSTITUTIONAL WASTES)**

**Separately Collected Fractions (Excluding 15 01)**

Separately Collected Fractions (Excluding 15 01)

Glass

20 01 08	biodegradable kitchen and canteen waste
20 01 10	Clothes
20 01 11	Textile products
20 01 13*	Solvents
20 01 14*	Acids
20 01 15*	alkalines
20 01 17*	Photochemicals
20 01 19*	pesticides
20 01 21*	fluorescent lamps and other waste containing mercury
20 01 23*	discarded equipment containing chlorofluorocarbons
20 01 25	Edible oils and fats
20 01 26*	Oils and fats other than 20 01 25
20 01 27*	* paints, inks, adhesives and resins containing dangerous substances
20 01 28	paints, inks, adhesives and resins other than those mentioned in 20 01 2'7
20 01 29*	detergents containing dangerous substances
20 01 30	deterians other than 20 01 29
20 01 31*	Cytotoxic and cytostatic drugs
20 01 32	Medicines other than those mentioned in 20 01 31
20 01 33	batteries and accumulators falling under 16 06 01, 16 06 02 or 16 06 03 and the
20 01 34	unclassified mixed batteries and accumulators containing batteries
	Batteries and accumulators other than those mentioned in 20 01 33
	containing dangerous parts (6) other than those mentioned in 20 01 21 and 20
	carded
20 01 35*	electrical and electronic equipment
20 01 36	Disposal electrical and electronics other than 20 01 21, 20 01 23 and 20 01 35 e
20 01 37*	Products containing dangerous substances
20 01 38	wood other than 20 01 37
20 01 39	plastics
20 01 40	metals
20 01 41	waste from chimney cleaning
20 01 99	fractions not otherwise specified
<b>20 02</b>	<b>Garden and Park Waste (Including Cemetery Waste)</b>
20 02 01	biodegradable wastes
20 02 02	Earth and stones
20 02 03	Other non-biodegradable waste
<b>20 03</b>	<b>Other municipal waste</b>
20 03 01	mixed municipal waste
2003 02	Waste from markets
20 03 03	street cleaning work
20 03 04	septic tank sludge
20 03 06	wastes from sewage cleaning
20 03 07	bulky wastes
20 03 99	municipal waste not otherwise specified

(\*) : hazardous waste

(<sup>6</sup>) : Hazardous parts from electrical and electronic equipment may include batteries and batteries falling under 16 06 and mercury switches marked as hazardous on the waste list, glass of cathode ray tubes and other activated glass and the like.