

AL AHLIYYA AMMAN
UNIVERSITY



جامعة
عمان الأهلية

AL-AHLYIYYA AMMAN UNIVERSITY WASTE MANAGEMENT POLICY

2019-2024



جامعة عمان الأهلية
أول جامعة خاصة في الأردن



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AL-Ahliyya Amman University

AL-Ahliyya Amman University is a leading, internationally recognized higher education institution whose core business is the generation and spreading of knowledge. As a higher education institution, we are committed to making a positive impact through outstanding environmental sustainability performance. We transform our own university to be both prosperous and sustainable, and to produce new generations of graduates and staff that are ambassadors of positive social and environmental change.

Al-Ahliyya Amman University realizes that sustainable and holistic waste management are essential in reducing its environmental footprint and providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors.

The University has a duty to ensure that all the campus wastes are disposed of responsibly by using proper waste segregation mechanism at the source and if possible, converting it into value added environment friendly product. Furthermore, the medical and other hazardous waste should be disposed or managed by government approved, registered waste contractors.

AAU **Waste Management Policy** supports the delivery of our Strategic Plan (2018 – 2023) and applies to all activities and services carried out by AL-Ahliyya Amman University, across our campus we will involve environmental principles into our operations, wherever applicable and possible.

Policy Statement

The Waste Management Policy has been produced to affirm Al-Ahliyya Amman University commitment to safe and efficient waste management, to reduce and recycle waste produced and to ensure compliance with and exceed all legal requirements relating to waste management. It also promotes environmental and recycling issues as an integral element of its activities and demonstrates its commitment to continual improvement in environmental practices.

This Policy provides procedures for Al-Ahliyya Amman University staff in dealing with waste and recycling issues.

Waste Management Strategy

This policy is applicable on all **University Council** members, staff members and students, suppliers, partners, contractors and tenants

The University undertakes to:

- Follow efficient waste management and recycling procedures throughout the University and use recyclable and recycled materials whenever appropriate.

- Promote a purchasing policy that will give preference, where practicable, to those products and services which cause least harm to the environment.

3. Implementation of the Waste Policy

3.1. Waste Hierarchy

The strategy uses the principle of the waste hierarchy:

1. REDUCE – the best approach to waste is to reduce it at source.
2. REUSE – if you cannot reduce it, then try to re-use it.
3. RECYCLE – if you cannot reuse it, then try to recycle it.

3.2. Implementation

The key to successful recycling and reduction in landfill is to collect at source and segregate. A number of contracts with waste management and recycling firms have been established in order to provide the means to implement the waste policy.

The following items are all recyclable:

- Paper and envelopes (excluding paper hand towels, carbon paper and plastic), Cardboard, Wood, Metal, Redundant CDs, Plastic bottles, cups and drinks cans, Glass
- Organic waste from the grounds (converted into fertilizer)

3.3. Purchasing

The purchasing function has a real impact on the quantity and recyclable value of waste. Choosing and buying recycled products is part of an overall waste reduction strategy. As source reduction is an issue that often gets overlooked the Purchasing Department consider the following activities as part of its function:

- To cut down on over packaged products - is packaging reusable?
- To purchase refillable or reusable products e.g. printer or toner cartridges
- To use or lease equipment that has waste reduction features e.g. photocopiers, email etc.
- To use durable items where relevant, not one-trip disposable items
- To buy equipment that can easily be mended or has interchangeable parts
- To specify/buy items made with recycled materials
- To check stationery supplier catalogues for recycled items
- To consider using cost savings from waste reduction activities, e.g. photocopiers set to double-sided, to pay for activities that may cost a little more until economies of scale come in to play.
- To investigate the options for centralized purchasing between organisations. Bulk buying cuts costs and gives more negotiating power with the supplier

These examples are by no means comprehensive but, in general, when buying materials, the Purchasing Department should consider if the product is reusable and has been or can be recycled.

4. Procedures for Recycling and Disposal

4.1 Confidential paper

Small quantities of confidential data should be destroyed in the local shredding machines and will be removed by the service staff from waste collection points. Large quantities of confidential paper that are not feasibly destroyed using the local shredders can be destroyed off site. At AAU, please put the paper in yellow bin liners and place them at your waste collection point (if you are concerned about security, retain the bags in your office and inform the AAU Waste Management team who will advise the service staff accordingly). The paper will then be stored securely on campus until it is destroyed off site. Regionally, contracts exist with paper processing companies whereby confidential waste can be stored in specific bins around the office until collection is made.

4.1.2 Non confidential waste paper

This should be placed in one of the many green recycling bins around the campus which are lined with clear plastic bags. There are also desk trays available where you can place your waste paper pending placing in the central recycling bins. Do not allow the recycling bins to become overfilled. Filled sacks should then be left for collection at your local waste collection point.

4.1.3 Magazines, Journals etc.

These can also be recycled but are too heavy for the plastic liners. Please place in cardboard boxes and clearly label 'RECYCLING' for collection by service staff from your waste collection point.

4.1.4 Cardboard

Cardboard should be flattened and placed at your collection point.

4.1.5 Cans, Plastic Bottles and Cups

At each catering outlet there are specific containers for cans, plastic bottles and plastic cups. Please ensure they are deposited into the correct containers.

4.1.6 Wood & Metal

Contact the AAU Waste Management team to arrange for its collection and subsequent recycling.

4.1.7 Redundant CDs, Audio and Video Tapes

Contact the AAU Waste Management team to arrange for recycling.

4.2 Non-recyclable office waste

There should be very little waste from your office that is not recyclable. Food waste must always be placed in kitchen/pantry bins, anything else should be placed in your office desk bin. This is emptied by the cleaners and goes to landfill.

Please note that glass must not be put in your office bin or kitchen bin. The waste is compacted on campus and glass could be extremely dangerous to the operator. For larger collections of non-recyclable office waste, use black bin liners and place at your waste collection point.

4.3. Hazardous Waste

4.3.1 Clinical Waste

Is collected on a regular monthly basis from specific designated areas.

4.3.2 Chemical

Prior to collection, chemicals are stored in a secure storage area. Access to the store can be arranged through the AAU Waste Management Team. A comprehensive list of chemicals that require storage must be supplied, a blank form, to provide this information, can be obtained from the AAU Waste Management office. A technician, from the AAU Waste Management office building, will sign the collection docket from the waste carrier. No-one else is authorized to do so.

4.3.3. Batteries

Should be sent to AAU Waste Management office building for appropriate disposal.

4.3.4 Radioactive waste

Radioactive waste is dealt with through the Occupational Health Department, contact them for advice.

4.4 Waste Electrical and Electronic Equipment

The intention of the Waste Electrical and Electronic Equipment (WEEE) Directive is to ensure manufacturer and importer compliance in the treatment of waste, whilst encourage reuse and recycling. However, the majority of IT equipment is supplied through dealerships, as an outcome this transfers some of the responsibility to the dealer, but primarily compliance rest with the product consumer. The consumer, in this case, AAU must ensure that equipment is disposed of via a licensed Authorized Treatment Facilitator.

4.5 External Waste

4.5.1. Construction Waste

All contractors employed by the University must demonstrate they are minimizing waste by offsite manufacture where practical and while on site must segregate all waste generated into recycling streams where possible. All waste disposal will be logged with waste disposal notes to authorized sites.

4.5.2. Litter picking and external litterbins

This is the responsibility of Facility Maintenance staff at AAU. The work is carried out every day. If you wish to report a problem, please call the Facility Support Office.

As a general reminder, the sack colors for wastes are as follows:

Black: General waste, including food

Clear: Shredded paper waste or any other office paper for recycling

Yellow: Un-shredded confidential paper waste

4.5.3 General Safety Precautions

- All bags, containers and sharp boxes must not be filled more than three quarters full to enable safe handling, to prevent excessive weight and to avoid splitting the containers.
- All clinical waste bags, sharps containers or boxes containing glass must be securely fastened before removal and marked to indicate the content and with the department of origin.

- Filled sharps containers or boxes containing glass must never be subsequently placed into any other waste bag or container before disposal.
- Bags must be inspected by staff for adequate sealing and for no sharps protruding before handling.
- Staff must handle bags by the neck of the bag and keep the bags clear of the body to minimize risk of sharps' injury. If this is exceptionally not possible to do, and staff have to hold the base of the bag, extra care must be taken to examine the bag for sharps before doing so.
- Bring to the attention of your supervisor any bag that is hazardous because of sharps protruding, excessive weight or visible contamination on the external surface.

5. Procedures for ongoing monitoring and updating

It is the responsibility of AAU Waste Management Team, to ensure that changes in legislation in relation to waste and its derivatives are adhered to and that all affected units within the University are advised accordingly.

Regular communication between relevant units is essential and links will be maintained with relevant staff, particularly those mentioned within this document.