



BAKI ALI NEFT MƏKTƏBİ

BAKU HIGHER OIL SCHOOL

Waste management policy

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1. Purpose

The primary objective of this policy is to provide a structured approach to minimize waste generation, promote recycling, and ensure the safe and responsible disposal of all waste types. This procedure aims to support environmental sustainability, comply with relevant legislation, and foster a culture of waste reduction and environmental responsibility among staff, students, contractors, and visitors at Baku Higher Oil School (BHOS).

2. Scope

This policy extends to all university facilities, including administrative, academic, and research areas, and covers the management of all categories of waste—general, recyclable, hazardous, electronic, organic, construction, and special. It ensures full compliance with national legislation and international standards, involving all relevant stakeholders such as staff, students, contractors, and visitors. The policy promotes waste minimization, recycling, and the safe disposal of hazardous materials, supported by appropriate infrastructure, including designated collection points and segregation systems. Additionally, it mandates regular monitoring, reporting, and auditing to ensure adherence to legal and sustainability objectives.

3. Disclosures and Definitions

3.1 Waste refers to residual substances resulting from any desired materials, industrial by-products, or unwanted forms during specific processes. This includes any substance or object that is worn out, contaminated, or damaged, and requires disposal. However, not every unnecessary item is classified as waste. Once an item is identified as waste, it must be treated as such.

3.2 At Baku Higher Oil School (BHOS), all industrial waste is categorized as "controlled waste" and is divided into the following three groups:






- **Recyclable Waste** - includes materials such as metal, wood, plastic, cardboard, and paper that can be reused after recycling.
- **General Waste** - refers to all non-hazardous and non-reusable controlled waste streams.

- Special Waste - refers to waste with dangerous properties that are harmful to the environment and human health, such as cartridges, chemical waste, and batteries.

3.3 Waste is sorted and disposed of according to BHOS's Waste management procedures. Designated waste bins are placed in the corridors throughout the BHOS Campuses, where the following types of waste are primarily generated during daily operations:

- Paper waste
- Food waste
- Glass waste
- Plastic waste
- Used incandescent or luminescent lamps
- Cartridges
- Waste Organization

3.4 Containers in the Campuses are categorized by color to separate waste types as follows:

	Oily waste
	Solid household waste
	Plastic and medical waste
	Metal and glass waste
	Chemical and rubber waste

3.5 Food and household waste are primarily disposed of in green containers, plastic waste in yellow containers, and glass waste in blue containers. Since oily, chemical, and rubber waste are not generated within the building, paper waste is placed in black and red containers. Used incandescent or luminescent lamps, cartridges, and other organizational waste are stored in a specially designated area and periodically transferred to the Waste Center for proper disposal.

3.6 The following types of waste are generated during production processes at BHOS:

- Printer waste
- Domestic sewage
- Scanner waste
- Miscellaneous rubber waste

- Toner cartridges
- Black metal waste
- Solid household waste
- Non-ferrous metal waste
- Cellulose waste (paper and cardboard)
- Computer parts
- Monitors and TVs
- Polymer-based and plastic waste

4. Procedure

4.1 Waste Generation and Collection

All types of waste generated at BHOS—including paper, plastics, glass, metals, batteries, fluorescent lamps, electronic waste, and food waste—are collected in clearly designated containers throughout campus facilities. Collection, transportation, and disposal are managed by contracted, licensed waste management organizations under formal agreements with the university. Monthly reports on waste generation are prepared and reviewed by the Senior Engineer for Labor Protection and Technical Safety.

4.2 Waste Handling and Segregation

Waste is segregated according to type to facilitate recycling, reuse, and safe disposal. Procedures include:

- Domestic wastewater directed to municipal treatment systems.
- Rubber, polymer, and plastic wastes, along with electronic components, stored in designated areas and transferred to licensed recycling facilities.
- Solid household and office waste collected and sent to authorized disposal providers.
- Ferrous and non-ferrous metals stored separately and sent to certified recycling organizations.
- Paper and cardboard collected in designated containers and sent to recognized recycling organizations.
- Batteries and items with galvanic cells collected and processed through certified recycling programs.
- Chemical waste from laboratories handled, transported, and processed by licensed providers.



4.3 Waste Processing and Reporting

All collected waste is processed by certified organizations in accordance with national legislation, international standards, and the university's sustainability goals. Reports on the collection, recycling, and disposal of waste are submitted periodically to ensure transparency, compliance, and continuous improvement.

4.4 Surplus Food Management

Surplus food is distributed to students and staff from low-income households. Food that is no longer suitable for human consumption is safely repurposed as feed for domestic animals within the university premises.

4.5 Waste Diversion and Sustainability Practices

BHOS ensures that all waste generated is diverted from landfills to the maximum extent possible through recycling, reuse, and other sustainable practices. Food, plastic, glass, metal, and paper wastes are managed in line with environmental sustainability goals, promoting a culture of responsible resource use across the university.

4.6 Waste Hierarchy & Targets

The university follows a waste hierarchy approach prioritizing **prevention, reduction, reuse, recycling, and safe disposal**. Targets are set annually for waste reduction, recycling rates, and diversion from landfills, with progress monitored and reported to the Administrative and General Services Affairs Department.

4.7 Key Performance Indicators (KPIs) and Targets

KPIs are established to measure performance in areas such as:

- Quantity of waste generated per campus area

- Recycling and recovery rates for paper, plastic, glass, and metals
- Reduction in single-use plastics
- Compliance with hazardous waste handling procedures
Targets are reviewed and updated annually to align with sustainability goals.

4.8 Monitoring, Verification & Internal Audit

Regular internal audits are conducted to verify compliance with the policy, assess the effectiveness of segregation and disposal processes, and ensure that contractors follow contractual obligations. Findings are documented and corrective actions implemented to maintain continuous improvement.

5. Responsibilities

5.1 Management Representative

- Ensure the implementation of the Waste Management Policy across all university facilities.
- Allocate resources and provide oversight to support effective waste management activities.
- Conduct periodic reviews, audits, and assessments of waste management practices to identify improvement opportunities.
- Facilitate training and awareness programs for all staff, students, and contractors.

5.2 BHOS Employees

- Comply with segregation and disposal guidelines for all types of waste.
- Use designated bins and containers for specific waste streams.
- Report any incidents of non-compliance or unsafe waste handling practices.
- Participate in training and awareness initiatives aimed at promoting sustainability and proper waste management.

5.3 Senior Engineer for Labor Protection and Technical Safety

- Monitor and assess safety risks related to waste handling, storage, and disposal.
- Ensure hazardous waste is safely collected, transported, and processed in compliance with regulations.
- Develop and implement safety protocols for waste management operations.
- Conduct staff training on safe handling and environmental best practices.
- Report safety incidents related to waste management to management representatives.

5.4 Contracted Waste Management Organizations

- Collect, transport, and dispose of waste in accordance with contractual agreements, national legislation, and environmental standards.

- Maintain documentation for all waste disposal activities for compliance purposes.
- Provide feedback to BHOS regarding waste management practices and suggest improvements.
- Ensure ethical and environmentally responsible handling of all waste streams.

5.5 University-wide Commitment

All stakeholders, including staff, students, contractors, and visitors, are expected to support the implementation of this policy by minimizing waste, properly segregating materials, and actively participating in sustainability initiatives.

5.6 Supply Chain and Outsourced Service Compliance

The University requires all contractors, suppliers, and service providers to adhere to the waste management policy, including responsible disposal, segregation, recycling, and reduction of single-use items. Ethical and environmentally responsible practices are mandatory, and compliance is monitored through periodic reporting and audits.

6. Use Minimisation of Plastic and Non-Sustainable Materials

BHOS is committed to reducing the use of plastic and non-sustainable materials across its campus as part of its environmental sustainability initiatives. This commitment involves implementing practices and promoting behaviours that minimize the reliance on single-use plastics and encourage the use of environmentally friendly alternatives. BHOS encourages the adoption of reusable items such as glass, metal, or biodegradable materials for academic, administrative, and everyday activities. Additionally, awareness campaigns and training programs are organized to educate staff, students, and visitors about the importance of reducing plastic usage. The institution aims to foster a culture that prioritizes sustainability by integrating these practices into daily routines and operations, thereby contributing to long-term waste reduction goals.

7. Compliance and Oversight

7.1 All waste management activities at the university must adhere to national legislation and international standards, such as ISO 14001. This ensures that waste is handled, stored, and disposed of in a manner that minimizes environmental impact and meets legal requirements.

7.2 Compliance oversight extends to all outsourced services and suppliers, ensuring that sustainability and waste management standards are applied throughout the supply chain.

7.3 A structured system for monitoring waste generation and disposal is in place. Detailed records are maintained, and periodic reports are submitted to relevant authorities to ensure transparency and compliance with waste management regulations.

8. Training and Awareness

Regular training sessions will be conducted for all employees on waste management policies, procedures, and best practices to promote understanding and compliance. Initiatives will be organized to raise awareness among staff and students about the importance of waste segregation, recycling, and responsible waste disposal. Additional training will be provided for staff involved in waste handling, focusing on specific protocols for managing hazardous materials and compliance with safety regulations. Training effectiveness will be assessed through evaluations, and feedback will be collected to continuously improve the training programs.

9. Enforcement

The university will enforce waste management policies through regular monitoring and compliance checks, ensuring that all staff and students adhere to established procedures. Non-compliance will result in appropriate disciplinary actions, reinforcing the commitment to responsible waste management practices.

10. Policy Review

The waste management policy will be reviewed annually to assess its effectiveness and alignment with current regulations and best practices. Any necessary updates or revisions will be implemented to ensure the policy remains relevant and effective in promoting sustainable waste management at the university.