



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 Paper waste, batteries, cartridges, fluorescent lamps, plastic, and glass containers are primarily generated at Baku Higher Oil School (BHOS) during routine activities. The transportation, placement, and disposal of these various waste types in designated waste disposal sites are conducted by the Ecology Department of SOCAR, in accordance with a mutually agreed-upon contract. The report of the waste generated in BHOS is made monthly by the Senior Engineer for Labor Protection and Technical Safety based on the special form of SOCAR.

4.2 In general, waste management is carried out as follows:

4.2.1 Domestic wastewater generated in the administrative building of BHOS is discharged to the District Water Canal Administration in accordance with established contracts.

4.2.2 Various rubber wastes, polymer-based and plastic wastes, computer parts, monitors, TVs, printers, scanners, toner cartridges, and used incandescent or luminescent lamps produced in offices and enterprises are stored in specially designated areas and periodically disposed of in compliance with the regulations set by the Department of Ecology of ECOL Engineering Services CSJC and Garadagh Waste Recycling Center. These items are then handed over to the appropriate waste management center.

4.2.3 Solid household waste is collected in designated containers and periodically transferred to "Kasco Waste Servis Az-F" LLC and "Communal Services Enterprise" LLC for disposal.

4.2.4. Ferrous and non-ferrous metal waste is collected and stored in designated warehouses within the offices and enterprises and is subsequently transferred to relevant recycling organizations

4.2.5 Cellulose waste (paper and cardboard) is collected in containers specifically designated for this type of waste and periodically handed over to either the Waste

Center or the International Dialogue for Environmental Action (IDEA) Public Union. International Dialogue for Environmental Action Public Union is a national organisation based on the principles equipping a generation to create positive and sustainable environmental change.

4.2.6 Batteries and other associated equipment, along with all other goods containing galvanic cells, are gathered, and disposed of appropriately by the IDEA Public Union. When the designated containers are filled, they are gathered every six months.



4.2.7 Chemical waste created during laboratory classes is transported to ECOL Engineering Services CJSC.

4.3 Paper and other galvanic cells wastes are collected for recycling by IDEA Public Union and processed in accordance with its internal procedures.

4.4 As the volume of accumulated waste reaches up to 24m³ on a monthly basis, it is collected by the Department of Ecology of ECOL Engineering Services CJSC under the

terms of the contractual agreement and processed in accordance with their internal protocols and standards.

4.5 Waste management practices including composting and incineration are not practiced on Baku Higher Oil School property.

4.6 There are no radiological wastes generated or handled at BHOS, as the nature of academic and research activities conducted does not involve radiological materials.

4.7 Surplus food are distributed to students from low-income families residing in the dormitories, as well as to staff members from low-income families. In cases where the food is completely dry and unsuitable for consumption, it is provided as feed for domestic animals, such as chickens and cattle, within the premises.

4.2.8 Baku Higher Oil School ensures that all waste generated is diverted from landfills through comprehensive recycling and repurposing practices. By effectively managing waste types such as food, plastic, glass, and paper, the university upholds its commitment to environmental sustainability.

5. Responsibilities

5.1 Management Representative:

- Oversee the implementation and adherence to the waste management procedure across all university facilities.
- Ensure compliance with applicable national legislation and international waste management standards.
- Allocate necessary resources for effective waste management activities.
- Conduct periodic reviews and audits of the waste management system to identify areas for improvement.
- Facilitate training and awareness programs for all staff and students regarding waste management practices.

5.2 BHOS Employees:

- Adhere to waste segregation and disposal guidelines as specified in the waste management procedure.

- Utilize designated waste bins and containers for the appropriate disposal of various waste types.
- Report any issues or non-compliance related to waste management to the relevant authorities.
- Participate in training sessions and initiatives aimed at promoting effective waste management.

5.3 Senior Engineer for Labor Protection and Technical Safety:

- Monitor and assess safety risks associated with the handling, storage, and disposal of waste materials.
- Ensure the safe collection and disposal of hazardous waste in compliance with safety regulations.
- Develop and implement safety protocols and procedures for waste management operations.
- Provide training on safe waste management practices to university staff and contractors.
- Report any safety incidents related to waste management to the management representative.

5.4 Contracted Organization Responsible for Waste Transportation:

- Collect, transport, and dispose of waste in accordance with contractual agreements and legal requirements.
- Ensure compliance with regulations governing the transportation and disposal of various waste types, including hazardous and recyclable waste.
- Maintain documentation of all waste disposal activities for record-keeping and compliance purposes.
- Provide feedback to the university on waste management practices and suggest improvements as necessary.

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 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.