

*Document uncontrolled when  
printed*



# **POLICY ON WASTE MANAGEMENT (UCSI GROUP)**

**Document Control**

<b>Version:</b>	<b>Date:</b>	<b>Approved By:</b>	<b>Remark:</b>
00	1 Aug 2023	Tan Sri Zakri Abdul Hamid	New document

**Responsibility**

<b>Policy Owner:</b>	<b>UCSI GROUP – GROUP SUSTAINABILITY OFFICE</b>
<b>Managed by:</b>	<b>INTERNAL AUDIT OFFICE</b>

# INTRODUCTION

Effective waste management policy is essential for universities to promote environmental sustainability, reduce costs, and create a culture of responsible waste disposal among students, faculty, and staff. Universities generate a wide variety of waste, from food and paper to hazardous materials in labs. This policy outlines guidelines for waste generation, collection, sorting, recycling, and disposal within the university campus.

## Objectives

Promote waste reduction through education, awareness campaigns, and efficient resource utilization and encourage recycling and composting of recyclable materials to divert waste from landfills. It is also required that proper disposal of non-recyclable and hazardous waste is in accordance with environmental regulations. By implementing the guidelines, it is envisaged that reduction in waste disposal costs is obtained by optimising recycling and waste management practices.

The local campus retailers are required to comply with this policy to align with the organization's sustainability standards.

# POLICY

## 1.0 Waste Management Practices

### 1.1 Waste Education:

- **Education and Awareness:** Conduct regular educational programmes to raise awareness about waste reduction and proper waste disposal.
- **Resource Conservation:** Promote resource conservation practices, such as reducing paper consumption, using energy-efficient equipment, and minimising water usage.
- **Composting:** Promote composting programmes to divert organic waste from landfills.

### 1.2 Waste Segregation:

- **Sorting Bins:** Implement clear, accessible bins for separating recyclables (paper, plastics, metals, glass), organics, and general waste, especially at high-traffic areas like cafeterias, dorms, and classrooms.
- **Labelling:** Clearly label the bins to guide users on proper waste disposal.

### 1.3 Recycling and Composting:

- **Recycling Partnership:** Establish efficient recycling channels for recyclable materials, including paper, cardboard, glass, plastic, and metal.
- **Composting Facilities:** Set up composting facilities on campus to process organic waste.

### 1.4 Hazardous Waste Management:

- **Proper Storage:** Proper disposal protocols to be in place according to regulations to prevent accidents and environmental harm.
- **Disposal:** Contract with licensed hazardous waste haulers for proper disposal.
- **Training:** Regularly train lab personnel and students on handling, storing, and disposing of hazardous materials.

### 1.5 E-Waste Management:

- **Collection Programmes:** Organise e-waste collection programmes to recycle electronic devices.
- **Proper Disposal:** Ensure that e-waste is disposed of in accordance with environmental regulations to prevent hazardous materials from entering the environment.

## 1.6 Waste Disposal:

- **Licensed Haulers:** Contract with licensed waste haulers for the disposal of non-recyclable and hazardous waste.
- **Compliance:** Ensure compliance with all relevant environmental regulations and permits.
- **Measurement and Reduction:** Disposal wastes are weighed and aimed to be reduced periodically.

## 1.7 Reduce Single-Use Plastics:

- **Ban Single-Use Plastics:** Implement policies to reduce or eliminate single-use plastics in food services (e.g., cutlery, straws, water bottles). Promote the use of reusable alternatives.
- **Install water refill stations** around campus to reduce bottled water use.

## 2.0 Enforcement and Monitoring

- **Regular Inspections:** Conduct regular inspections of waste disposal areas to monitor compliance with the policy.
- **Enforcement:** Take appropriate disciplinary action for non-compliance with the policy.
- **Data Collection:** Collect data on waste generation, recycling rates, and disposal costs to track progress and identify areas for improvement.

## 3.0 Review and Updates

- **Periodic Review:** Review the policy periodically to ensure its effectiveness and alignment with evolving environmental regulations and best practices.
- **Updates:** Make necessary updates to the policy as needed to address changing circumstances.

By implementing the waste management policy, we can significantly reduce our environmental impact, conserve resources, and create a more sustainable campus environment.