

 ISTANBUL OKAN UNIVERSITY	WASTE MANAGEMENT DIRECTIVE	Document Code: YG.OKN.063
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FIRST PART

Purpose, Scope, Basis and Definitions

Aim

ARTICLE 1 – (1) The purpose of this Directive is to collect the wastes generated as a result of education, training, research, production and service activities within Istanbul Okan University campuses separately according to their recycling types in the places where they are produced, to temporarily store the collected wastes safely, to transfer them outside the university. It is to regulate the procedures and principles regarding the transportation of waste and, if possible, primarily converting it into reusable products in recycling facilities or ensuring the disposal of wastes that cannot be converted into new products.

Scope

ARTICLE 2 – (1) This Directive covers all processes from production to recycling or final disposal of all kinds of waste, especially chemical, medical, biological and radioactive wastes that arise as a result of use or consumption in Istanbul Okan University units, by the commission appointed in this context. It includes the provisions regarding the duties, powers and responsibilities of the officers and the way they work.

Rest

ARTICLE 3 – (1) This Directive has been prepared based on the Zero Waste Regulation No. 30829 dated 12.07.2019 and its annexes.

Definitions

ARTICLE –(1) The terms mentioned in this directive are defined as;

- a. Rector:** Rector of Istanbul Okan University,
- b. Senate:** Istanbul Okan University Senate,
- c. University:** Istanbul Okan University,
- d. Zero Waste Management System:** The management system for establishing a zero waste system in Istanbul Okan University campus buildings and obtaining a basic zero waste certificate for each campus.
- e. Zero Waste Board of Directors:** The board that carries out, monitors and controls the Zero Waste Program and its practices consists of the General Secretary, Deputy Secretary General, Administrative Affairs Specialist, OHS Specialist, Cleaning Company Representative and Environmental Consultant.)
- f. Declaration:** A written commitment signed by the officials of the operating companies to comply with the rules, order and instructions of the Zero Waste Management System,

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g. Zero Waste Certificate (Basic Document): The Zero Waste Certificate to be obtained by establishing a Zero Waste Management System in accordance with the Zero Waste Regulation, which came into force by being published in the Official Gazette No. 30829 dated 12.07.2019 by the Ministry of Environment and Urbanization,

h. Zero Waste Management System Coordinator: Defines the person responsible for establishing a zero waste system in Istanbul Okan University campus buildings and obtaining a basic zero waste certificate for each campus.

SECOND PART

General Principles Regarding Zero Waste Management System

ARTICLE 5 – (1) To ensure that the Environmental Law No. 2872 and the legal regulations issued pursuant to this law and internationally accepted waste regulations are implemented at the University.

(2) To ensure that preventive measures are taken at the highest level to prevent waste generation in university units unless necessary.

(3) To ensure that the wastes generated at the university are converted into usable products, if possible, and that the wastes that cannot be recycled are stored or disposed of in a way that minimizes their harmful effects on human health and the environment.

(4) To ensure that University staff, students and subcontractors have zero waste awareness in their lives inside and outside the University.

(5) To determine zero waste responsible and their duties in university units.

THIRD PART

Zero Waste Management Procedures

University Zero Waste Board of Directors and Duties

ARTICLE 6 – (1) University Zero Waste Management Board; It consists of the General Secretary, Deputy Secretary General, Administrative Affairs Specialist, OHS Specialist, Cleaning Company Representative and Environmental Consultant.

(2) Wastes generated as a result of education, training, research, production and service activities within the responsibility and authority of the university; It is responsible for carrying out the work of the units in coordination in all processes related to their separate collection at the places where they are produced, their safe temporary storage, transportation and final disposal, and the correct and effective implementation of the relevant Law and the legal legislation in force.

(3) The Board holds its ordinary meetings in the first week of each month. If deemed necessary, the President may call the Board or unit waste managers to an extraordinary meeting.

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(4)The duties and powers of the Board are as follows;

- a. To determine the implementation of the Environmental Law No. 2872 and the legal legislation issued pursuant to this Law and internationally accepted waste regulations at the University, the execution of this Directive and the detection of problems encountered during execution, the production of solution proposals for the problems and the application principles of this Directive,
- b. To follow the current legal legislation within the scope of this Directive and to ensure its implementation at the University,
- c. To approve the university zero waste management plan, to ensure that the units contribute to the zero waste process and to follow the implementation and updating of these plans,
- d. Organizing training and information meetings in units on zero waste,
- e. To provide information and technical support services to the senior management and units on waste generated in University units and University zero waste management, when necessary,
- f. To carry out or have inspections carried out in units on behalf of the President regarding zero waste,
- g. To monitor the changes in the relevant law and the waste legislation in force and to convey the implementation to the units,

University Zero Waste Management Coordinator and Duties

ARTICLE 7 – (1) University Zero Waste Management Coordination is the unit established under the Rectorate and where all processes related to the implementation of the University's zero waste management system are coordinated.

(2) University Zero Waste Management Coordinator is appointed by the President from within the University. The coordinator's term of office ends with the appointment of a new coordinator or resignation.

(3) The duties of the coordinator are as follows;

- a. To fulfil and follow the decisions taken by the President and the Board,
- b. To ensure that the legal legislation regarding zero waste management is implemented at the University,
- c. To prepare university zero waste management plans and submit them to the approval of the Board,
- d. To periodically inform the Board about the zero waste management plan in force,
- e. To make recommendations to the Board regarding zero waste management,
- f. Organizing in-house information and awareness-raising trainings,
- g. To ensure the necessary coordination with the Ministry of Environment and Urbanization, Istanbul Provincial Directorate of Environment and Urbanization, other public institutions and organizations and private sectors,
- h. To follow national and international developments regarding zero waste management and to ensure their implementation at the University,
- i. To ensure that waste is delivered to waste collection and recycling facilities within or outside the institution and, if possible, converted into usable products,

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j.To call the board to meetings, to determine the meeting agenda items and to fulfill the duty of rapporteur at the meetings.

Waste Generators and Their Responsibilities

ARTICLE 8 – (1) Waste producers are University staff and students and businesses serving on University campuses.

(2) The responsibilities of waste producers are as follows;

- a.** To comply with the principles of practice determined by the directive,
- b.** To comply with and implement the instructions of the relevant zero waste commission and those responsible,
- c.** To prevent waste generation, or if this is not possible, to take the necessary measures to minimize the amount of waste production,
- d.** In order to recover the waste content and reduce/eliminate the hazardous content, leaving it to the collection, storage and storage units located within the University, taking into account the waste content (a dual collection system will be applied within the University. Packaging waste (recyclable waste) in waste collection stations, and organic waste according to location. There will be a waste or non-recyclable waste bin. The colors and indicators in Picture 3 below must be followed.

Identification of Waste (Non-hazardous)

Plastic	Wood
Paper	Textile
Pine	Organic
Metal	Non-Recyclable
Composite	Bulky Waste

Identification of Waste (Hazardous)

Waste oil	Home Appliances
Waste Engine Oil	Contaminated Diaper, Rag
Vegetable Waste Oil	Television, Monitor
Medical waste	Pressure vessels

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Medical Cutter - Drill

Information Technology and Technological Devices

Lighting

Battery and Accumulator

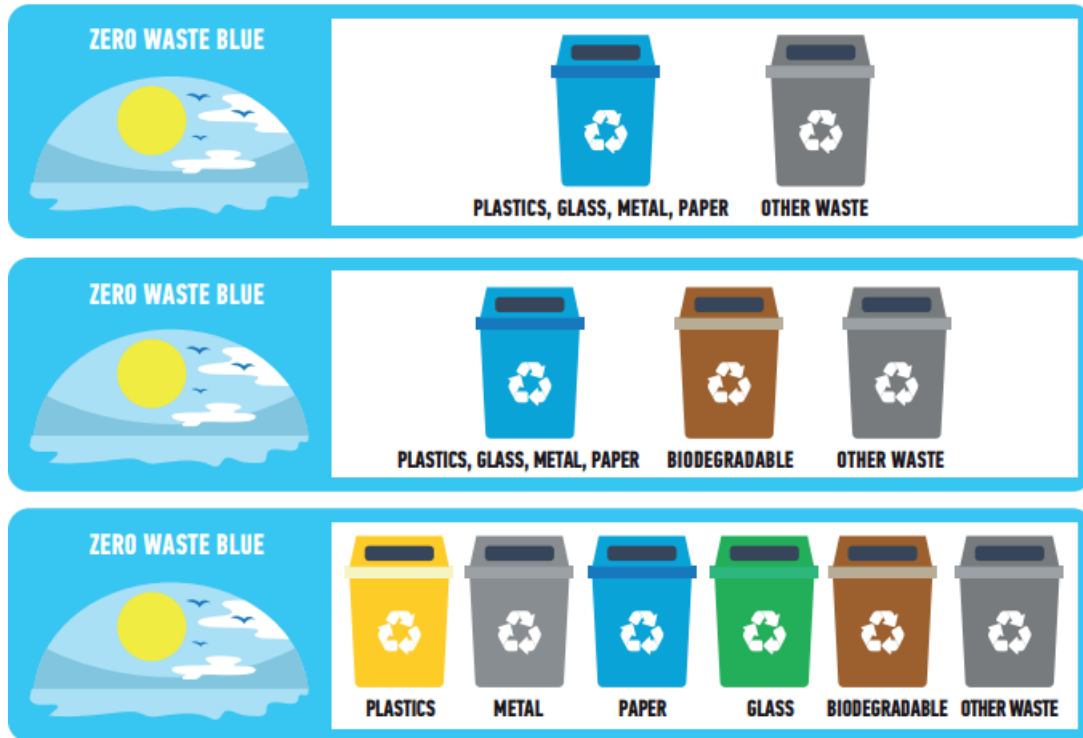
Waste Medicine

Cartridge, Toner

Contaminated Packaging

Oil Filters

Color Scale



Picture-1: Color Scale

- To use the products that are most harmless to the environment after use in products to be used in daily and working life,
- To be sensitive so that wastes are not released to nature haphazardly, to follow the developments in waste prevention, to convey their thoughts and suggestions to the unit waste manager, and to report them to sifiratik@okan.edu.tr.

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- c. Businesses serving on university campuses must fully comply with the Zero Waste Management System and comply with the written and verbal instructions given by the University,
- d. Cleaning companies serving on university campuses carry out the process of transporting waste collected separately at the source to the waste storage area and ensuring that the information given in the zero waste training given to cleaning personnel is implemented.

Duties and Responsibilities of Waste Collectors

ARTICLE 9 – (1) The task of collecting recycled or non-recyclable waste from the piggy banks or containers at the waste stations in the Faculty buildings within the university campuses and taking them to the temporary waste storage area belongs to the personnel of the cleaning company.

(2) Disposal of all kinds of organic waste in the building and facilities is carried out in the canteen, cafeteria, restaurant, etc. in that building. It belongs to the operating personnel.

(3) Packaging wastes will be placed in the money boxes at the waste stations. Blue and non-recyclable wastes will be placed in black bags, which will be provided by the University Administration. Organic wastes will be placed in canteens, cafeterias, restaurants, etc. It will be placed in brown bags provided by business owners.

(4) Medical waste will continue to be disposed of in red bags. Responsible personnel in the infirmary will deliver the waste accumulated in medical waste bins to İstaç A.Ş., the company responsible for collecting medical waste of IMM.

(5) Each waste taken to the temporary waste storage by Cleaning and Operation personnel will be left in its own compartment and the wastes will not be mixed with each other.

(6) If the temporary waste tank is full, the authorized person will be notified.

Authorized Person: Warehouse Manager (Ext: 2113)

(7) Cafe, restaurant, canteen etc. The waste vegetable oils produced in the enterprises will be given to a licensed vegetable waste oil recycling company by the enterprise authorities. After each waste delivery, the transportation form and delivery note received via Motat (Mobile Waste Tracking System of the Ministry of Environment and Urbanization) will be submitted to the Zero Waste Management Coordinatorship.

(8) Hazardous wastes generated at the Faculty of Medicine are collected by the trained certified personnel of the faculty (BSA personnel) and transferred to the hazardous waste temporary storage area. Medical wastes are; It will be delivered to İstaç A.Ş.

(9) Hazardous waste generated in the laboratories of faculties, institutes and colleges other than the Faculty of Medicine will be taken to the hazardous waste temporary storage area by laboratory managers.

(10) Battery, electrical and electronic waste and cartridge-toner waste will be delivered to the relevant institutions by the warehouse manager. Batteries will be given to the Portable Waste

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Battery Association (TAP), electrical and electronic waste will be given to the municipality, and cartridge toner waste will be given to a licensed company.

(11) Fluorescent waste will be thrown into the waste fluorescent box in the temporary waste storage area by the personnel performing the change.

(12) A black bag should be used for the "used mask and glove box". Mask and glove wastes will be left in their bags to the hazardous waste collection point by the cleaning staff. After being kept at the hazardous waste collection point for 72 hours, they will be thrown into the household waste container.

Waste Collection and Storage Points/Stations

ARTICLE 10 – (1) Rectorate, faculty buildings, dormitories, student centers, sports halls, conference halls, etc. Waste collection stations will be placed at points deemed necessary within all closed areas.

(2) There will be temporary waste storage areas within the university campuses, consisting of two main sections: hazardous and non-hazardous. (Its location in the sketch is given in Annex-1)

(3) The waste collection vehicle belonging to the municipality or the recycling company will collect the waste from the temporary waste storage area.

(4) The municipality or recycling company will provide a compass containing quantity information for each waste received from the University.

CHAPTER FOUR

Final Provisions

Situations Not Provisioned in the Directive

ARTICLE 11 – (1) In cases where there is no provision in this Directive, the relevant legislative provisions and the Board's decisions shall be applied, provided that they do not contradict the provisions of the legislation.

(2) Board; Provided that it does not contradict the zero waste legislation and the provisions of this Directive, the Zero Waste Commission may make internal regulations and determine principles regarding its work.

Validity

ARTICLE 12 – (1) This Directive enters into force on the date it is accepted by the University Senate.

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Executive

ARTICLE 13 – (1) The President shall enforce the provisions of this Directive.

REVISIONS

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APPENDIX-1



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