

	<b>T.C.</b> <b>GEBZE TECHNICAL UNIVERSITY</b> <b>WASTE MANAGEMENT POLİCY</b>	Document No	<b>YÖ-0072</b>
		Publish Date	<b>05.10.2020</b>
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## Chapter One

### Purpose, Scope, Basis and Definitions

#### Purpose

**Article 1** – The purpose of this Policy is to determine the general principles and principles regarding the establishment, dissemination, development and monitoring of the “Waste Management System” aiming to protect all resources together with the environment and human health in line with the principles of sustainable development in the processes of collection, separation, recycling and disposal of wastes generated as a result of education, training, research, production and service activities in Gebze Technical University (GTU) units, as well as to reduce the use of disposable products, plastic and packaging.

#### Scope

**Article 2** – This Policy covers all processes, from the generation to the recycling of waste produced through consumption or utilization in GTU units, including the determination and measurement of the amount of waste recycled and disposed of, as well as the duties, powers, and responsibilities of the commissions and officials assigned within this scope, and the provisions regarding their working methods.

#### Basis

**Article 3** - This Policy has been prepared based on the “Waste Management Regulation” which entered into force after being published in the Official Gazette dated 02/04/2015 and numbered 29314 and the “Zero Waste Regulation” prepared by the Republic of Türkiye Ministry of Environment, Urbanization and Climate Change and entered into force after being published in the Official Gazette dated 12.07.2019 and numbered 30829 and the Waste Management Regulation which entered into force after being published in the Official Gazette numbered 29314.

#### Definitions

**Article 4-** The terms in this Policy:

**a) Waste:** Wastes (plastic, paper, packaging, glass, metal and hazardous waste, etc.) that are generated in the education, training, production, service units and research laboratories at GTU and cannot be consumed or used as a result of use, and all kinds of substances that are foreseen to be released to nature as a result of use or consumption,

**b) Waste Unit Responsible:** Responsible persons assigned to GTU's administrative and academic units to carry out the duties specified in this Policy,

**Waste Commission:** The Waste Commission established within the administrative and academic units of GTU in order to carry out the duties specified in this Policy,

**ç) Waste Producers:** GTU's staff, students, contractors, students, contractors working in the units of the University on behalf of the University, and guests of the University,

**c) Ministry:** Republic of Türkiye Ministry of Environment, Urbanization and Climate Change,

**d) Unit Waste Plan:** The waste plan prepared by the waste unit responsible,

**e) Head of Environmental Management Unit:** The Head of GTU Environmental Management Unit,

**f) Environmental Management Unit Officer:** GTU Environmental Management Unit Officer,

**g) Rector:** Rector of GTU,

**h) Senate:** GTU Senate,

**ı) University:** Gebze Technical University (GTU).

## CHAPTER TWO

### General Guidelines

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### General Principles

**Article 5** – (1) To ensure that the provisions of the Environmental Law No. 2872 dated 09.08.1983 and numbered 2872, the Waste Regulation published in the Official Gazette No. 29314 and the Zero Waste Regulation published in the Official Gazette dated 12.07.2019 and numbered 30829 are implemented at the University,

(2) To ensure that preventive measures are taken at the highest level to ensure that waste is not generated in university units unless it is mandatory,

(3) To ensure that the wastes generated at the University are converted into usable products if possible and the amount of waste recycled is measured; to ensure that the wastes that cannot be recycled are stored, transported and disposed of in a way that minimizes the harmful effects on human health and the environment,

(4) To ensure that University employees, students and campus stakeholders have environmental and waste management awareness in their lives inside and outside the University and to provide trainings,

(5) To determine the waste managers and their duties in the units of the University,

To minimize the use of disposable products (plastic, paper, packaging, etc.) in the university and the university supply chain (outsourced).

### CHAPTER THREE

#### Duties, Authorizations and Responsibilities

##### Purpose of the Waste Commission

**Article 6-** To implement the “Waste Management System” to be established within GTU and to ensure its cooperation and coordination with the University administration.

##### Governing Bodies of the Waste Commission

**Article 7-** Governing Bodies of the Waste:

- Head of the Environmental Management Unit,
- Members of the Waste Commission,
- Waste Unit Officers.

##### Determination of the Head of the Environmental Management Unit

**Article 8-** (1) The Head of the Environmental Management Unit is appointed by the Rector.

(2) The mandate ends when a new The Head of the Environmental Management Unit is appointed or when the current The Head of the Environmental Management Unit resigns.

##### Duties, Authorities and Responsibilities of the head of the Environment Management Unit

**Article 9** – Duties, Authorities and Responsibilities:

- To carry out the programs and activities of the Waste Commission in line with the policy and commission decisions,
- Organizing meetings of the Waste Commission,  
To inform the Rector and the relevant Vice Rector about the work of the commission,
- To fulfill the duties assigned by the Rector or the Vice Rector assigned by the Rector on other issues related to the Waste Management System,
- To implement the decisions of the Waste Commission on Waste Management issues,
- To ensure the necessary coordination with the Ministry, Kocaeli Provincial Directorate of Environment, Urbanization and Climate Change, other public institutions and organizations and private sectors
- Organizing in- institutional information and awareness raising trainings,
- Ensuring that waste is delivered to waste collection and recycling facilities inside or outside the organization and, if possible, converted into usable products,

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g) To fulfill other duties assigned by the Vice Rector assigned by the Rector.

### **Duties, Authorities and Responsibilities of Environmental Management Unit Responsible**

**Article 10** – Duties, Authorities and Responsibilities of Environmental Management Unit Responsible:

- a) to fulfill the duties and responsibilities assigned by the Head of the Environmental Management Unit,
- b) To deputize the Head of the Environmental Management Unit in his/her absence and to ensure the functioning.

### **Identification of Waste Unit Officers**

**Article 11** – Waste Unit Officers consist of members appointed by the Rectorate from the academic and administrative units of the University to work together with the Waste Commission.

### **Duties of Waste Unit Officers**

**Article 12** – Duties of Waste Unit Officers:

- a) To carry out the Waste Policy in a functional manner in their units,
  - b) To prepare waste management plans,
  - c) Determining the needs of the unit related to waste management and ensuring that these needs are met,
  - d) Keeping the waste records sent by the relevant unit managers and regularly forwarding the information to GTU Environment Unit,
  - e) To identify and monitor activities that have the potential to generate waste in the unit and to carry out activities to reduce these wastes,
  - f) To work to minimize the waste of disposable products (plastic, paper, packaging, etc.) on campus,
  - g) To ensure that wastes are properly packaged and labeled in a way that eliminates or minimizes their harmful effects on human health and the environment, and to take the necessary measures to minimize waste generation,
  - h) To temporarily store the wastes generated within the unit in an area allocated by the senior manager of the unit in accordance with the provisions of this Policy, to ensure that the wastes are periodically transported to the waste collection depots designated by the Rectorate and to keep records of these transactions,,
  - i) To announce the decisions stipulated in the Policy regarding waste management, including waste collection dates, to unit staff, students and other relevant persons,
- To provide information and organize trainings for the necessary unit staff and students at regular intervals in order to raise waste awareness at the university,
- 1) To implement the decisions of the University Waste Management Board, to provide all kinds of support in the audits carried out by the University Waste Commission in the unit..

### **Establishment of the Waste Commission**

**Article 13** – The Waste Commission consists of waste unit managers determined by the academic and administrative units of the University and appointed by the Rectorate. The Waste Commission is obliged to fulfill the duties specified in the Policy.

### **Duties, Authorities and Responsibilities of the Waste Commission**

**Article 14** - The University Waste Commission is the unit established under the Rectorate and coordinates all kinds of processes related to the implementation of the University's Waste Management System and its responsibilities are as follows:

- a) To ensure the implementation of the provisions of the Environmental Law No. 2872 dated 09/08/1983 and numbered 2872, the Waste Regulation published in the Official Gazette No. 29314 and the Zero Waste Regulation published in the Official Gazette dated 12.07.2019 and numbered 30829 at the University, the execution of this Policy, the identification of the problems encountered during the execution, the

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generation of solutions to the problems, the implementation of these solutions and the implementation of the Policy,

b) To follow the current legislation within the scope of the Policy and ensure its implementation at the University,

To approve the University Waste Management Plan, to ensure that units prepare their own waste management plans, and to monitor the implementation and updating of these plans,

c) To organize trainings and informative meetings on waste in the units.

### **Duties, Authorities and Responsibilities of Waste Producers**

**Article 15 - Duties, Authorities and Responsibilities of Waste Producers:**

a) To comply with the practices and principles determined by this Policy,

b) To comply with and implement the instructions of the relevant Waste Commission and unit managers and supervisors,

To prevent waste generation, if this is not possible, to take necessary measures to minimize the amount of waste generation, to ensure that the use of disposable products (plastic, paper, packaging, etc.) is minimized or prevented.

ç) To leave the waste in collection, conservation and storage units within GTU, taking into account the waste content, in order to recover the waste content and reduce and eliminate the hazardous content,

c) To use the most harmless products that are released into the nature after use in products to be used in daily life and working life,

d) To be sensitive in order not to leave wastes to the nature, to follow the developments on waste prevention, to convey their thoughts and suggestions to the Unit Waste Officer.

## **CHAPTER FOUR**

### **Miscellaneous and Final Provisions**

#### **Cases Where There is No Provision**

**Article 16-** In cases where there is no provision in this Policy, the provisions of the relevant legislation are applied with the decision of the Senate.

#### **Legislation Repealed**

**Article 17-** As of the effective date of this Policy, the “Zero Waste Directive” dated 27.08.2020 and numbered 2020/17-02 has been repealed.

#### **Enforcement**

**Article 18-** This Policy enters into force as of the date of its adoption by the GTU Senate.

#### **Execution**

**Article 19-** This Policy is executed by the Rector.

<b>Senate Adoption of the Directive</b>	
<b>Date</b>	<b>No</b>
27.08.2020	2020/17-02
<b>Senate Decision Making Change</b>	
17.10.2024	2024/26-02