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		Revision No	00
		Issue Date	01.03.2022


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1. PURPOSE

The purpose of this Procedure is to regulate the process of non-hazardous waste management resulted from activities undertaken at Qatar University. Identify roles, responsibilities and specify compliance of the stakeholders to ensure the implementation and monitoring of the non-hazardous waste management process which shall result into generation minimization, recycling maximization to minimize the impact on the environment.

2. FIELD OF APPLICATION

The requirements outlined in this Procedure are applicable to all QU employees, students, contractors, who are working for QU, and/or conducting work on QU premises.


3. REFERENCES AND ASSOCIATED DOCUMENTS

The standards or documents listed below are considered as references to this procedure:

Document Code	Document Designation
-	ISO Standard 14001:2015
QU-MNL-01	EMS Manual


4. DEFINITIONS AND ABBREVIATIONS

Abbreviation/Words	Definition
QU	Qatar University
EMS	Environmental Management Systems
ES Specialist	Environmental and Sustainability Specialist
FGSD	Facilities General Services Department

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5. RESPONSIBILITY

Title	Responsibilities
ES Specialist	<ul style="list-style-type: none"> - coordinate with Recycling Partners for the collection of the paper waste - direct supervision of waste paper hauling from outdoor collection dumpsters - adjust routine hauling schedule in accordance with waste paper generation drop/increase - coordinate special direct hauling from buildings whenever required - provision of effective paper waste segregation and expanding of paper recycling opportunities - collect the fertilizer out of bio-waste dehydrators and handover to FGSD Landscape Section - periodically inspect QU students' housing Catering Contractor - fill in "Food waste management inspection form" - provision of effective food waste segregation and expanding of food recycling opportunities for the QU Food Court and cafeterias - compile related zero-waste policy data and prepare a preliminary poster - approve the final design of the poster and send it to IT Services Department and Communications and Public Relations Department for the further announcement
Housekeeping Team	<ul style="list-style-type: none"> - collection of paper waste from small desk-side boxes as well as the 80 liters bins and transfer it to nearest outdoor collection dumpster
Recycling Partners	<ul style="list-style-type: none"> - waste paper hauling from outdoor collection dumpsters - provide the data on quantities collected/recycled from the QU facilities to the ES Specialist
Logistics Section	<ul style="list-style-type: none"> - documents destruction (i.e. shredding)
Catering Contractor	<ul style="list-style-type: none"> - collect the food leftovers and place it into both bio-waste dehydrators - fill in "Food waste recycling form" and send it to ES Specialist

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Landscaping Maintenance Contractor	- transfer all green waste generated at QU campus for off-site recycling (e.g. composting) at a licensed facility - submit records of recycled quantities to ES Specialist
Communications and Public Relations Department	- adjustment of the poster design related to zero-waste policy data

6. PROCEDURE

QU is focused on zero-waste waste policy which targets the most common waste streams in QU.

To achieve the policy aim the standard waste hierarchy shall be followed:

- Prevention,
- Reuse,
- Recycling,
- Safe disposal.

6.1. Classification


This procedure is based on four primary non-hazardous solid waste streams generated as a result of QU operations:

1. paper,
2. plastics,
3. food,
4. green wastes.

6.2. Management and Disposal

6.2.1. Waste Prevention

QU has adopted multiple practices to prevent non-hazardous solid waste generation as mentioned below:

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6.2.1.1. Paper

1. Digitalization of paper-based communication, reporting, archiving, etc.
2. Limiting access to printing equipment by authorization, customizing the setting to prevent excessive printing.
3. “Paper Waste Prevention Form” (QU-EMS-ESS-FRM-38) is used for evaluation of paper waste prevention.

6.2.1.2. Plastic


1. Replacing single-use plastic bottles with 5 gallons containers with dispensers.
2. Encouraging suppliers to minimize plastic packaging of materials delivered to QU.
3. Installing wall-mounted dispensers within the campus. Some models include displays which show plastic reduction by avoiding single-use plastic water bottles to motivate QU community members for using reusable water bottles.
4. “Plastic Waste Prevention Form” (QU-EMS-ESS-FRM-41) is used for evaluation for plastic waste prevention.

6.2.1.3. Food

1. Amounts of food required to satisfy the operational requirements are calculated by the contractor to prevent the waste generation.
2. Food which remains in the students housing is redistributed among service personnel.
3. “Food Waste Prevention Form” (QU-EMS-ESS-FRM-36) is used for evaluation of food waste prevention.

6.2.2. Waste Recycling


6.2.2.1. Paper

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1. QU three buildings are equipped with small desk-side boxes in close proximity to employees alongside the 80 liters cylindrical bins placed beside photocopiers and other paper waste hotspots such as the library and reading rooms to facilitate the separate collection of paper waste.
2. The housekeeping team is responsible for collection of paper waste from small desk-side boxes as well as the 80 liters bins on a weekly basis and transfer it to nearest outdoor collection dumpster for further coordination with paper recycling partners for the final collection.
3. QU facilities are additionally equipped with external waste paper dumpsters to facilitate the separate collection of paper waste.
4. Recycling Partners are responsible for waste paper hauling from outdoor collection dumpsters under direct supervision of the ES Specialist.
4. ES Specialist shall coordinate with Recycling Partner for the collection of the paper waste once a week (or when the capacity of collection point exceeds 75%).
5. ES Specialist shall adjust routine hauling schedule in accordance with waste paper generation drop/increase along the different periods of the academic year e.g. breaks, holydays, exams seasons, etc.
6. Recycling Partner shall provide the data on quantities collected/recycled from the QU facilities to the ES Specialist by e-mail using “Paper waste recycling form” (QU-EMS-ESS-FRM-39) on a weekly basis for the further reporting, awareness and further decision-making purposes.

DISCLAIMER:

1. ES Specialist shall coordinate special direct hauling from other buildings with the Recycling Partner whenever a request is received by the ES Section to collect big quantities of waste paper i.e. 3 carton boxes $\geq 4 \text{ m}^3$.
2. Special collection request shall be placed by email to QU Sustainability account: sustainability@qu.edu.qa. The request shall contain confirmation that no sensitive materials are included e.g. exam papers, confidential documents, etc., otherwise the request shall be sent to the FGSD Logistics Section for documents destruction (i.e. shredding).

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DISCLAMER: ES Specialist is responsible for provision of effective paper waste segregation and expanding of paper recycling opportunities.


6.2.2.2. Food

1. QU students' housing is equipped with two bio-waste dehydrators to promote zero food waste generation.
2. Catering Contractor shall collect the food leftovers and place it into both bio-waste dehydrators.
3. ES Specialist shall collect the fertilizer out of bio-waste dehydrators and handover to FGSD Landscape Section when 75% storage bins capacity is reached inside the waste room.
4. Catering Contractor shall fill in "Food waste recycling form" (QU-EMS-ESS-FRM-37) and send it by e-mail to ES Specialist monthly for the further reporting, awareness and further decision-making purposes.
5. Once a month ES Specialist shall inspect QU students' housing Catering Contractor to ensure proper food waste segregation and collection and shall fill in "Food waste management inspection checklist" (QU-EMS-ESS-FRM-35). If non-compliance is detected, ES Specialist shall fill in "Environmental Alert Form" (QU-EMS-ESS-FRM-33) and "Corrective Action Request Form" (QU-EMS-ESS-FRM-34) and send it by e-mail for the notification of Catering Contractor' Management and FGSD Food Services Section for the rectification. In case of 3 consecutive non-compliance are detected, ES Specialist shall coordinate with FGSD Food Services Section for the penalties against Catering Contractor implication.

DISCLAMER: ES Specialist is responsible for provision of effective food waste segregation and expanding of food recycling opportunities for the QU Food Court and cafeterias.

6.2.2.3. Green wastes

1. The landscaping maintenance contractor shall transfer all green waste generated at QU campus for off-site recycling (e.g. composting) at a licensed facility.

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- Records of recycled quantities shall be submitted to ES Specialist on a monthly basis by filling the Green Waste Recycling Form (QU-EMS-ESS-FRM-40).

6.3.Awareness

- Quarterly ES Specialist shall compile related zero-waste policy data and prepare a preliminary poster to be shared with the QU community,
- ES Specialist shall send by e-mail the preliminary poster to Communications and Public Relations Department for further adjustments of the poster design,
- Communications and Public Relations Department shall provide feedback to ES Specialist within 2 weeks,
- Within 3 working days ES Specialist shall approve the final design and send it by e-mail to:
 - IT Services Department for publishing on land-line phone displays within QU Campus (within 5 working days),
 - Public Relations Department for e-mail broadcasting and publishing on different social media platforms (within 5 working days).

7. RECORD

S. No.	Record Name	Reference	Custodian
01	Environmental Alert Form	QU-EMS-ESS-FRM-33	ES Specialist
02	Corrective Action Request Form	QU-EMS-ESS-FRM-34	ES Specialist
03	Food Waste Management Inspection Checklist	QU-EMS-ESS-FRM-35	ES Specialist

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04	Food Waste Prevention Form	QU-EMS-ESS-FRM-36	ES Specialist
05	Food Waste Recycling Form	QU-EMS-ESS-FRM-37	ES Specialist
06	Paper Waste Prevention Form	QU-EMS-ESS-FRM-38	ES Specialist
07	Paper Waste Recycling Form	QU-EMS-ESS-FRM-39	ES Specialist
08	Green Waste Recycling Form	QU-EMS-ESS-FRM-40	ES Specialist
09	Plastic Waste Prevention Form	QU-EMS-ESS-FRM-41	ES Specialist