

# WASTE MANAGEMENT POLICY

EDISI PERTAMA

2025

#### POLICY ON WASTE MANAGEMENT UNIVERSITI SELANGOR

## 1. Introduction

The University of Selangor (UNISEL) is committed to practicing sustainable environmental practices and ensuring a cleaner and greener campus for all campus community members and visitors. The purpose of this Waste Management Policy is to minimise waste generation, maximise recycling, and reduce the environmental impact of waste generated on campus. This policy is aligned with UNISEL's commitment to sustainability and responsible resource use and supports national and international environmental goals.

## 2. Policy Statement

UNISEL is Committed To:

I. Reducing the quantity of waste generated on campus.

II. Promoting a recycling and reuse culture among students and staff.

III. Ensuring proper disposal and treatment of all types of waste.

IV. Complying with local and international environmental regulations.

3. Objectives

I. Minimising waste generation through efficient resource use.

II. Encourage recycling and waste separation.

III. Ensure proper waste disposal, especially of hazardous and non-recyclable waste.

IV. Raise awareness and foster a culture of environmental responsibility within the university community.

V. Comply with all laws and regulations related to waste management.

VI. Monitor and report on waste management progress for continuous improvement.

4. Scope

This policy applies to:

I. All academic and non-academic staff, students, and visitors to the UNISEL campus.

II. All departments, including administrative offices, laboratories, workshops, and food facilities.

III. All kinds of waste generated on campus, including solid waste, electronic waste, hazardous waste, organic waste, and recyclable materials.

5. Responsibilities and Roles

I. University Management: Ensure this policy is implemented effectively, allocate resources for waste management, and foster a culture of sustainability at UNISEL.

II. Campus Facilities and Maintenance Department: Oversee the correct collection, storage, and disposal of waste on campus. Ensure that necessary waste separation bins are available and that staff are trained in waste management procedures.

III. Waste Management Team: Coordinate recycling programmes, ensure proper disposal of hazardous and non-recyclable materials, and monitor waste management activities across the campus.

IV. Academic Staff: Educate students about sustainable waste management practices and promote responsible resource use.

V. Students and Staff: Participate in waste segregation, recycling, and responsible consumer practices. Report any issues or hazards related to waste management.

VI. External Contractors (if applicable): Make efforts to ensure compliance with UNISEL's waste disposal standards and local regulations.

# 6. Waste Separation and Collection

6a. To enhance recycling efforts, waste must be segregated into the following categories:

I. Recyclable Materials: Paper, cardboard, plastic, glass, metal, wood, and electronic waste.

II. Organic Waste: Food waste, biodegradable waste from dining areas, and garden waste.

III. Hazardous Waste: Chemicals, batteries, electronic waste, and medical waste from related departments.

IV. General Waste: Items that cannot be recycled and cannot be composted.

6b. Separate waste collection bins will be placed in strategic locations across the campus and clearly labeled. Signage and educational materials will be provided to guide proper waste segregation.

#### 7. Waste Reduction

UNISEL will promote the following practices to reduce and minimise waste:

I. Promoting Digitalisation: Reducing paper use by promoting digital records, email, and online submission.

II. Purchasing Efficient Resources: Purchasing long-lasting, reusable products and those packaged in environmentally friendly materials.

III. Promoting Reuse and Repair: Encouraging students and staff to reuse materials and repair usable items.

IV. Food Waste Reduction: Promoting a culture of moderate eating in dining locations and reducing food waste through the distribution of excess food to those in need.

The university is committed to:

I. Minimizing waste generation through the implementation of strategies that prioritize waste reduction, reuse, and recycling.

II. Ensuring proper disposal of waste to prevent adverse environmental impacts.

III. Encouraging active participation from the entire university community in waste reduction efforts.

IV. Continuously monitoring and improving waste management practices.

#### **Guidelines for Enhancing Sustainability and Empowering Waste Reduction Practices at the University**

I. Implementing Waste Reduction Strategies:

a. Reduce the use of single-use items, such as plastic bottles, straws, and packaging.

b. Encourage the use of digital communication and document management to reduce paper consumption.

c. Support double-sided printing and reuse of paper for drafts.

II. Segregate and Dispose of Waste Properly:

a. Segregate recyclable materials (such as paper, glass, metals, and plastics) from non-recyclable waste and organic waste.

b. Provide special bins for hazardous waste with proper handling and disposal.

III. Promoting Reuse Practices:

a. Encourage the use of reusable items, such as water bottles, containers, and bags.

b. Establish donation centers for items such as clothing, electronics, and furniture.

IV. Engaging the University Community:

a. Organize awareness campaigns on waste reduction and sustainable practices.

b. Provide training and resources to encourage students, staff, and faculty to adopt eco-friendly behaviors.

V. Work with an external partner:

a. Collaborate with waste management companies and recycling programmes to improve waste disposal efficiency and recycling.

b. Engage in community cleaning projects and sustainability initiatives with local organizations.

#### VI. Monitor and report progress:

a. Monitor the generation and reduction of university waste on a regular basis.

b. Publish an annual report on the achievements of waste reduction and the improvements required.

VII. Promoting Green Initiatives:

a. Support research and projects that focus on solutions in waste management and sustainability.

b. Introduce a composting programme for the residual organic material produced on campus.

#### 8. Recycling and reuse programme

I. Recycling Bins: Recycling bins will be provided for paper, plastic, glass, and metal in all faculty buildings, student common areas, and dining areas.

II. Electronic Waste Collection: Periodic collection and disposal of electronic waste, such as computers, printers, and other electronic equipment, through collaboration with licensed electronic waste dealers.

III. Composting: Establishing an organic waste composting programme across the campus to manage food waste and garden waste. The resulting compost is used for campus landscaping.

#### The university is committed to:

I. Enhancing Recycling Efforts: Encouraging higher recycling rates by emphasizing source reduction, reuse of materials, and systematic recycling practices.

II. Establishing a Recycling Programme: Developing recycling initiatives across the university that cover all recyclable materials, with active involvement from the university community.

III. Ensuring Proper Recycling Practices: Facilitating the collection and disposal of recyclable materials, such as paper, plastic, glass, and metal, to reduce environmental impact. IV. Educate and Engage Yourself: Raise awareness among university members about the importance of recycling and inspire them to actively participate in recycling efforts.

V. Evaluate and Improve: Conduct regular assessments of the recycling programme to measure its success and identify areas for improvement.

### **Guidelines for Enhancing Sustainability and Empowering Recycling Practices at the University**

I. Effectively Separate Waste: Ensure that recyclable materials such as glass, plastic, paper, and metal are separated from nonrecyclable materials, including food waste and hazardous substances.

II. Use Clearly Marked Recycling Stations: Place the designated recycling bins for each waste category in strategic and accessible locations. Ensure that the bins are clearly labeled to avoid confusion.

III. Encourage Active Participation: Educate and encourage students, staff, and lecturers to participate in recycling activities by highlighting their benefits to the environment.

IV. Handle Hazardous Waste Responsibly: Ensure proper disposal for hazardous materials such as batteries, light bulbs, and chemicals to protect the environment and human health.

V. Collaborate with Waste Management Services: Collaborate with accredited waste management organizations to ensure that recycled materials are collected, transported, and processed properly.

**VI.** Assess and Improve Periodically: Periodically review the recycling programme to measure its effectiveness and identify improvement opportunities to increase yields.

# 9.Education and Awareness

I. Awareness Campaign: Periodic campaigns will be organized to educate students and staff on proper waste management practices. This includes posters, workshops, seminars, and campaigns held on important events such as Earth Day and World Environment Day.

II. Training: Staff involved in waste management will receive training on separation, recycling, and safe disposal procedures.

# **10. Hazardous Waste Management**

Hazardous waste, including chemicals, medical waste, and electronic waste, will be managed in accordance with local environmental and health regulations. In this regard, UNISEL will:

I. Maintain records of hazardous waste.

II. Provide proper storage and labeling for hazardous waste.

III. Ensure hazardous waste is disposed of through licensed and certified contractors.

The university is committed to:

I. Identifying, handling, and disposing of toxic waste in a way that protects the environment and public safety.

II. Providing adequate training and resources to individuals responsible for managing toxic waste.

III. Periodically evaluating toxic waste management practices and implementing improvements when necessary.

IV. Complying with all legal requirements and regulations related to toxic waste.

#### **Guidelines for Managing Toxic Waste at the University**

I. Identification and Classification of Toxic Waste:

a. Definition: Toxic waste includes hazardous chemicals, biomedical waste, radioactive materials, and other substances that are dangerous to human health or the environment.

b. Inventory: Maintain detailed records of all toxic waste generated, including the type, quantity, and source.

c. Labeling: All containers must be clearly labeled with the type of waste and its hazards.

II. Handling and Storage:

a. Use suitable containers to prevent leaks and spills.

b. Ensure the storage area is equipped with safety features, such as ventilation and spill containment structures.

c. Segregate incompatible waste materials to avoid chemical reactions.

III. Training and Awareness

a. Provide mandatory training for all individuals handling toxic waste on safety protocols and emergency response.

b. Post signs and guidelines at waste generation and storage locations.

IV. Collection and Transportation:

a. Assign a specific day for waste collection and ensure that waste is removed promptly.

b. Use a licensed waste transporter to move toxic waste off-site.

V. Treatment and Disposal:

a. Provide on-site treatment facilities such as neutralization or incineration.b. Collaborate with a certified waste management company for disposal.

VI. Emergency Response and Spill Management:

a. Equip all facilities with spill kits and personal protective equipment (PPE).

b. Develop an emergency response plan that includes transfer procedures and first-aid steps.

VII. Compliance and Record-keeping:

a. Maintain detailed records on the handling of toxic waste, including disposal certificates and training logs.

b. Conduct an internal audit to ensure compliance with regulations.

VIII. Continuous Monitoring and Improvement: Monitor the quantity and types of toxic waste generated to identify trends and reduction opportunities.

# **11. Waste Audit and Monitoring**

The Waste Management Team will conduct regular audits to assess waste generation, separation efficiency, recycling rates, and overall policy compliance. The data collected will be used to identify areas for improvement and ensure UNISEL continues to progress towards its sustainability goals.

# **Quality Policy**

I. Enables the company to monitor Unisel's performance levels against established standards.

II. Addressing any weaknesses in performance.

III. Ensuring continuous improvement to the services provided.

#### **Standards and Indicators**

I. Monthly waste accumulation rate as scheduled.

- II. Monthly waste movement rate as scheduled.
- III. Monthly recycling rate

# 12.Compliance and Legislation

UNISEL will comply with all local, national, and international waste management and environmental regulations. This includes adhering to guidelines from the Department of Environment and other relevant regulatory bodies.

# **13. Reporting and Continuous Improvement**

I. Annual Report: An annual report will be prepared to document waste management activities, including waste generation data production, recycling rates, and regulatory compliance.

II. Feedback Mechanism: Students, staff and other stakeholders are encouraged to provide feedback on waste management, contributing to continuous improvement

By adopting this policy, the university demonstrates a commitment to sustainability by advancing recycling efforts, minimising waste, and moving towards a future that is environmentally responsible.

# 14. Conclusion

Effective implementation of a waste management policy requires cooperation from all members of the UNISEL community. Through waste reduction, separation, and proactive recycling efforts, UNISEL, as a higher education institution, aims to contribute to environmental sustainability in Selangor and Malaysia.

Prepared by the UNISEL Waste Management Policy Committee.

Approved by the UNISEL Executive Committee on 23 December 2024 and Effective from 2 January 2025.