

POLICY DOCUMENT

WASTE MANAGEMENT AND RECYCLING POLICY

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The purpose of this Policy is to provide a comprehensive and structured framework for managing waste in an efficient, responsible, and environmentally sustainable manner at Mingachevir State University. Emphasis is placed on minimizing waste generation, increasing recycling rates, and reducing the overall environmental impact of university operations.

Effective resource management lies at the core of this approach. Through the promotion of responsible consumption practices, reuse of materials, and reduction of unnecessary waste, the Policy supports a transition towards more sustainable operational behavior across all academic and administrative units.

A systematic approach to waste segregation, collection, storage, and disposal is implemented to ensure proper handling of all waste types in line with environmental and safety requirements, with particular attention to recyclable and hazardous materials.

Awareness-raising and active engagement of students, academic and administrative staff, as well as service providers, are promoted to strengthen environmentally responsible behavior and participation in recycling initiatives.

Compliance with national regulations and international sustainability principles is supported through continuous monitoring, evaluation, and data-driven improvement of waste management practices.

Overall, the Policy aims to reduce the University's environmental footprint and support long-term sustainability through efficient and coordinated waste management.

MINGACHEVIR STATE UNIVERSITY
WASTE MANAGEMENT AND RECYCLING POLICY
 A cleaner campus. A greener future. Our responsibility.

“Small actions today, a sustainable tomorrow.”

At Mingachevir State University, we are committed to promoting a clean, healthy, and sustainable environment. Our Waste Management and Recycling Policy aims to minimize waste generation, encourage recycling, and foster responsible environmental behavior across our campus community.

- REDUCE WASTE**
We promote mindful consumption and encourage the university community to reduce waste generation at the source.
- REUSE RESPONSIBLY**
We encourage the reuse of materials whenever possible to extend their life and minimize environmental impact.
- RECYCLE EFFECTIVELY**
We provide accessible recycling facilities and ensure proper segregation and recycling of paper, plastic, glass, and other recyclable materials.
- SAFE DISPOSAL**
We ensure the safe collection and disposal of non-recyclable and hazardous waste in compliance with environmental standards.
- AWARENESS AND EDUCATION**
We raise awareness through training, campaigns, and events to build a culture of environmental responsibility.
- CONTINUOUS IMPROVEMENT**
We continuously monitor our practices, set targets, and strive for innovation to improve waste management and reduce our environmental footprint.

REDUCE REUSE RECYCLE RESPONSIBLE DISPOSAL COMMUNITY INVOLVEMENT SUSTAINABLE FUTURE

TOGETHER, WE CAN CREATE A CLEANER CAMPUS AND A SUSTAINABLE WORLD FOR FUTURE GENERATIONS.

MINGACHEVIR STATE UNIVERSITY

In the context of ongoing transformation in the global higher education landscape, universities are increasingly expected to demonstrate quality, relevance, and impact across teaching, research, and institutional management. International benchmarks and comparative assessment frameworks are widely used to evaluate institutional performance, promote transparency, and support continuous improvement. For Mingachevir State University (MSU), adapting to these evolving expectations is essential for strengthening its academic profile and ensuring alignment with modern higher education standards.

As a public higher education institution operating within the system of the Ministry of Science and Education of the Republic of Azerbaijan, MSU is committed to contributing to national development priorities while expanding its academic and research capacity. This requires a systematic approach to improving teaching quality, increasing research productivity, and fostering innovation, all while maintaining compliance with national regulations and quality assurance requirements.

The University recognizes the growing importance of international engagement and collaboration in enhancing academic excellence. Strengthening partnerships with foreign universities, supporting academic mobility, and participating in joint research initiatives are key components of this approach. At the same time, MSU seeks to improve the overall student experience and graduate outcomes by aligning its educational practices with contemporary pedagogical standards and labor market needs.

This Policy reflects MSU's commitment to adopting a strategic, coordinated, and evidence-based approach to institutional development. It emphasizes the importance of reliable data, performance measurement, and internal coordination in achieving sustainable progress. By integrating these elements into its core activities, the University aims to enhance its institutional effectiveness, increase its visibility, and strengthen its position within both the national and broader academic environment.

Key Definitions

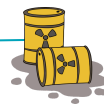
Waste Management: The systematic process of collecting, sorting, transporting, treating, and disposing of waste materials in a manner that minimizes environmental impact and complies with national regulations and institutional procedures.



Recycling: The process of converting waste materials into reusable resources, thereby reducing the consumption of raw materials, energy use, and environmental pollution.



Waste Segregation: The practice of separating waste at the source into different categories (e.g., paper, plastic, organic, hazardous) to facilitate proper handling, recycling, and disposal.



Hazardous Waste: Waste materials that pose potential risks to human health or the environment due to their chemical, biological, or physical properties, including laboratory waste, electronic waste, and certain chemical substances.



Sustainable Resource Use: The efficient and responsible utilization of materials and resources to minimize waste generation, reduce environmental impact, and support long-term environmental sustainability within institutional operations.

Scope of application

Environmental responsibility at Mingachevir State University (MSU) is integrated across all academic, administrative, and operational settings where waste is generated or managed. The provisions of this Policy are intended to support consistent and environmentally sound practices throughout the University's daily functioning and long-term campus operations.

Coverage includes all physical locations under University control, such as lecture halls, laboratories, administrative buildings, student residences, service areas, and outdoor spaces. Each of these environments may generate different types and volumes of waste depending on the nature of activities carried out within them.

Waste streams addressed under this Policy encompass general, recyclable, organic, electronic, and hazardous materials. Proper handling procedures are defined for each category, including minimization, separation at source, safe collection, internal movement, temporary storage, recycling where applicable, and final disposal in line with environmental requirements.

Effective implementation relies on the active participation of the entire University community. Academic staff, administrative employees, technical personnel, and students are expected to observe established rules and integrate responsible waste practices into their routine activities, while relevant training and guidance support consistent application.

Contracted service providers, suppliers, and other external parties working on campus are also required to comply with the University's environmental standards. This shared responsibility ensures that waste management practices remain coordinated, transparent, and aligned with sustainability principles across all levels of institutional activity.

Environmental Responsibility

Ensuring that all institutional activities are carried out with due consideration for environmental protection, pollution prevention, and responsible resource use.

Waste Minimization

Prioritizing practices that reduce waste generation at the source through efficient consumption, reuse of materials, and optimization of operational processes.

Separation and Proper Handling

Promoting systematic segregation of waste types to ensure safe collection, appropriate treatment, and environmentally sound disposal.

Compliance with Standards

Adhering to relevant national environmental legislation, health and safety requirements, and institutional regulations governing waste management activities.

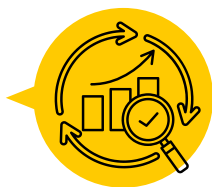
Efficiency and Resource Optimization

Encouraging the effective use of materials, energy, and operational resources to reduce environmental impact and improve sustainability outcomes.

Continuous Improvement

Supporting regular review and enhancement of waste management practices through monitoring, training, awareness-raising, and adoption of best available practices.

Strategic Objectives



Continuous enhancement of academic quality: through the modernization of curricula, application of innovative teaching methods, and systematic development of academic staff competencies.



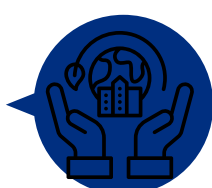
Strengthening research capacity and visibility: by supporting scientific initiatives, increasing publication activity, and encouraging participation in collaborative research projects.



Expansion of institutional cooperation networks: with national and international higher education institutions through academic exchange, joint programs, and strategic partnerships.



Improved institutional governance and coordination: ensured via effective planning systems, strengthened internal communication, and evidence-based decision-making processes across all units.



Greater integration of sustainability principles: into university operations, academic programs, and research activities, with emphasis on environmental and social responsibility.

Key Performance Indicators (KPIs)

Objective	Indicator (KPI)	Baseline (2024)	Target (2027)	Timeline	Responsible Unit
Reduction of total waste generation	Reduction of total campus waste (%)	20%	55% reduction	2024–2027	Department of Facilities and Technical Procurement
Strengthening recycling system	Share of waste directed to recycling (%)	15%	40%	2024–2027	Department of Facilities and Technical Procurement
Improvement of waste segregation	Level of correct source segregation (%)	35%	60%	2024–2027	Department of Facilities and Technical Procurement
Management of hazardous waste	Compliance rate for safe hazardous waste disposal (%)	15%	35%	2024–2027	Department of Facilities and Technical Procurement
Awareness and training activities	Number of waste management training sessions (annually)	55%	85%	2024–2027	Strategic Development Department
Student and staff engagement	Participation rate in environmental activities (%)	47%	70%	2024–2027	Student Affairs Department

Implementation Mechanism

Effective implementation of this Policy is ensured through a coordinated system of operational, technical, and managerial measures applied across all relevant units of Mingachevir State University (MSU). The approach is designed to ensure that waste management and recycling practices are consistently applied in daily university operations.

Integration of environmental requirements into existing administrative and operational procedures forms the basis of implementation. Waste management responsibilities are embedded within the routine activities of faculties, departments, and service units, ensuring that environmental practices are not treated as separate processes but as part of standard institutional functioning.

Annual action plans are developed by responsible structural units to define specific activities, timelines, and expected outcomes related to waste reduction, segregation, recycling, and disposal. These plans support the practical execution of policy objectives and allow for systematic progress tracking.

A centralized monitoring and reporting system is maintained to collect data on waste generation, recycling rates, and compliance with established procedures. This system ensures transparency, improves data accuracy, and supports evidence-based decision-making at institutional level.

To support effective implementation, training and awareness activities are organized for academic staff, administrative personnel, and service workers. These initiatives aim to strengthen knowledge of proper waste handling practices and promote environmentally responsible behavior across the University community.

Coordination among structural units is maintained through regular communication and review meetings. This ensures consistency in implementation, timely identification of challenges, and continuous improvement of waste management practices across all campus operations.

Governance and Responsibilities

Structure / Role	Responsibilities
Economic Affairs Advisor	Provides overall leadership and strategic direction for waste management practices; approves policy implementation measures; ensures alignment with institutional priorities and regulatory requirements.
Facilities Management and Technical Procurement Department	Coordinates day-to-day waste collection, segregation, storage, and disposal processes; ensures proper maintenance of waste infrastructure; oversees contracts with external waste service providers.
Facilities Management and Technical Procurement Department	Develops operational procedures for recycling and waste reduction; monitors implementation of environmental standards; prepares periodic reports on waste management performance.
Faculties and Academic Departments	Ensure proper waste segregation within academic buildings and laboratories; promote environmentally responsible behavior among staff and students; support awareness-raising activities.
Internal Control Department	Conducts periodic compliance checks and internal audits; identifies gaps in implementation; provides recommendations for continuous improvement of waste management practices.

Monitoring and Evaluation

Monitoring processes at Mingachevir State University (MSU) are implemented through a structured system of data collection, verification, and analysis. Relevant information is gathered continuously from faculties, administrative units, laboratories, and support services to ensure accurate tracking of waste generation, segregation practices, recycling rates, and compliance with established procedures.

Internal review activities are carried out periodically to assess the effectiveness of policy implementation at operational level. These reviews include inspections of campus facilities, evaluation of waste handling practices, and assessment of adherence to environmental and safety requirements. The process also helps ensure consistency across different units of the University.

Performance assessment is strengthened through annual evaluation reports prepared by the responsible structural units. These reports provide an overview of progress against defined indicators, highlight key achievements, and identify areas requiring improvement. Quantitative data is combined with qualitative observations to support a balanced evaluation approach.

Findings from monitoring and evaluation activities are used to improve operational efficiency and update internal procedures where necessary. Identified gaps are addressed through corrective actions, while successful practices are documented and replicated across relevant units to ensure continuous improvement.

Results are formally communicated to the University's senior management and relevant governance bodies. This ensures transparency in decision-making and supports evidence-based planning for future environmental and institutional development activities.

Stakeholder Engagement

Engagement with internal and external stakeholders is considered an essential component of effective environmental management at MSU. The University fosters collaboration among students, academic staff, administrative personnel, and service providers to ensure shared responsibility in implementing sustainable waste practices.

Active participation of students and employees is encouraged through awareness campaigns, training sessions, and environmental initiatives conducted across campus. These activities aim to strengthen understanding of waste reduction, recycling, and responsible resource use in daily university life.

Feedback mechanisms are established to collect input from various stakeholder groups, including alumni, employers, and external partners. Information is gathered through surveys, interviews, focus groups, and formal consultation processes, ensuring that diverse perspectives are taken into account.

Collected feedback is analyzed and used to improve institutional practices, particularly in areas related to environmental performance and operational efficiency. This allows the University to adapt its procedures based on practical experience and stakeholder expectations.

Collaboration with external partners, including local organizations and service providers, further supports the development of effective waste management solutions. These partnerships contribute to knowledge sharing, capacity building, and the strengthening of the University's overall sustainability approach.

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Alignment with Sustainable Development Goals

SDG 12 – The University supports efficient resource use through waste reduction, segregation, and recycling practices that promote sustainable consumption patterns on campus.

SDG 13 – Waste management initiatives contribute to lowering environmental impact by reducing landfill use and supporting emission reduction through improved recycling processes.

SDG 11- Structured waste collection and recycling systems enhance campus environmental quality and contribute to cleaner and more sustainable community surroundings.

Evidence and Reporting

A structured documentation system is maintained at Mingachevir State University (MSU) to ensure that all waste management and recycling activities are properly recorded and verifiable. Operational data is collected from responsible units on a regular basis, including information on waste generation volumes, segregation practices, recycling rates, and disposal methods applied across campus facilities.

Accuracy of information is ensured through internal verification procedures involving relevant departments such as facilities management, laboratories, and administrative units. Cross-checking of records, physical inspections, and reconciliation of reports help maintain consistency between reported data and actual operational practices.

Supporting documentation is systematically archived in both electronic and physical formats to ensure traceability and transparency. These records include waste transfer logs, service provider reports, inspection checklists, and internal communication records related to waste handling activities. Such documentation is retained in accordance with institutional record-keeping requirements.

Periodic internal reports are prepared to summarize environmental performance and identify operational trends. These reports are primarily used for internal review purposes, enabling responsible units to assess effectiveness, address identified issues, and improve existing procedures where necessary.

Communication of findings is carried out through established internal reporting channels to the University's management and relevant structural units. This ensures that decision-making is based on reliable information and that improvements in waste management practices are continuously supported by documented evidence.