



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

## POLICY AND PROCEDURES

Date: 01.09.2019

Revision: 3

**ADM-GEN-014**

<b>DEPARTMENT : ADMINISTRATION</b>	
<b>Effectivity: 15.09.2019</b>	<b>Supersedes: 2</b>
<b>Review Date: 20.08.2024</b>	<b>No. of Pages: 3</b>

1. **TITLE:** WASTE DISPOSAL POLICY

2. **PURPOSE:**

- 2.1. Imam Abdulrahman Bin Faisal University is an ecofriendly university that advocates and practices sustainable development at all levels.
- 2.2. IAU aims at promoting waste disposal and management procedures in collaboration with other government organizations as part of its efforts to build a safe, green campus.

3. **DEFINITIONS:**

- 3.1. **Waste Disposal** - the process of disposing or throwing away waste materials.
- 3.2. **Waste Management** - the collection, transportation, and processing of waste products in order to decrease the impact on health, the environment, aesthetics, and amenity.
- 3.3. **Medical Waste** - is a component of waste collected in health care institutions such as hospitals, doctors' offices, dentistry clinics, blood banks, and veterinary hospitals/clinics, as well as medical research facilities. Medical waste, also known as regulated medical waste, is defined as healthcare waste that has been polluted by blood, mucous membranes, or other potentially contagious items.
- 3.4. **Solid Waste** - In practice, substantial waste refers to waste, refuse, sludges, and other wasted solid materials generated by residential, industrial, and commercial activities. This word mainly refers to used oil.
- 3.5. **Sharps waste** - which includes syringes, needles, lancets, shattered glass, and any other objects that can pierce the skin, is a subset of infectious waste.
- 3.6. **Universal Waste** - is a type of waste that is classified as "hazardous waste," but contains components that are quite common.
- 3.7. **Chemical Waste** is defined as any superfluous, useless, or undesirable chemical, particularly those that harm humans or the environment.

4. **POLICY:**

- 4.1. IAU is committed to safeguarding the health, safety, and welfare of its employees and contractors involved in waste disposal, as well as those who may very well be harmed by waste generated by its operations. It is meant to allow for the processing, storage, and disposal of waste while protecting personnel and all other persons.
- 4.2. Ensure that all waste is safely collected, separated, and disposed of in compliance with regulatory standards, best practices, and procedures.



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- 4.3. Ensure that almost all containers are properly kept, locked, and labeled in compliance with IAU procedures.
- 4.4. Provide relevant information, instruction, and education to staff to ensure that the IAU's waste management policy and procedures are understood and followed.
- 4.5. Identifying the risks posed by waste and enabling the facilities and resources for its adequate and safe treatment and disposal.
- 4.6. IAU guarantee that waste is disposed of in a manner that has the least amount of environmental impact.

### 5. PROCEDURES:

- 5.1. Monitoring waste control and segregation in departments and ensure that waste is collected at regular intervals in the departments
- 5.2. Providing advice and guidance on safe methods and techniques as needed. Staff training, when needed, to deal with waste safely and responsibly.
- 5.3. Report any negative incidents or "near misses" related to waste disposal in accordance with the policy and procedure.
- 5.4. Staff who handle clinical waste and other hazardous materials will be given waste management information.
- 5.5. All containers must be properly identified and labeled.
- 5.6. Waste Disposal Methods:
  - 5.6.1. **Recycling** - relates to both reusing of used products (e.g., used garments and operational components taken from used cars) and remanufacturing, which is the recuperation of raw materials from waste.
  - 5.6.2. **Down cycling** - is the process of converting waste into products of lower grade than the original material.
  - 5.6.3. **Incineration** - the process of eliminating pollutants by burning harmful materials at high enough temperatures.
  - 5.6.4. **Chemical-physical and biological treatment** - is to allow for the removal of contaminants from waste or its proper disposal.
  - 5.6.5. **Landfills** - Fragments from burning waste or debris that is not fit for material rehabilitation or thermal degradation are placed in legally required landfills. If the waste cannot be disposed of in a landfill, it ought to be pre-treated.
  - 5.6.6. **Collection and logistics** - Their responsibilities include waste collection at the source (industry, commerce, and residences), intermediate storage, and handover to waste disposal operations. Effective operations are required for



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effective waste disposal. In the event of hazardous waste, the transition must be documented in compliance with the policy.

### 6. RESPONSIBILITIES:

- 6.1. All staff, students, and contractors/vendors
- 6.2. All Departments in the university (such as: Environmental, Infection Control, Procurement, etc.)

### 7. ATTACHMENTS: N/A

### 8. DISTRIBUTION:

- 8.1. This policy shall be distributed university wide.
- 8.2. Signed original copy is maintained in IAU Documentation Department.
- 8.3. Available in the IAU website.

### 9. REFERENCES: