

T.R.

NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY

ZERO WASTE MANAGEMENT COORDINATORSHIP DIRECTIVES

FIRST PART

Objectives, Scope, Basis and Definitions

Objective

ARTICLE 1 - (1) The purpose of this Directive is to regulate the procedures and principles regarding the implementation of the "Zero Waste Management System" in the campuses of Nevşehir Hacı Bektaş Veli University.

Scope

ARTICLE 2 - (1) This Directive covers the provisions regarding the duties and works of Nevşehir Hacı Bektaş Veli University Zero Waste Management Coordinator, Zero Waste Coordination Board, Zero Waste Unit Boards.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on the Waste Management Regulation dated 02/04/2015 and numbered 29314 and the Zero Waste Regulation dated 12/07/2019 and numbered 30829 prepared by the Ministry of Environment and Urbanization.

Definitions

ARTICLE 4 - (1) this Directive expresses the units as follows ;

- a) Waste Producers: Personnel and students working in education, training, research, production and service activities in the units, people working in Nevşehir Hacı Bektaş Veli University units on behalf of the contractor companies and their incoming guests,
- b) Ministry: Ministry of Environment and Urbanization,
- c) Unit Board: Zero Waste Unit Board established within the administrative and academic units of Nevşehir Hacı Bektaş Veli University,
- ç) Coordination Board: The Zero Waste Coordination Board established within the Nevşehir Hacı Bektaş Veli University Zero Waste Management Coordinatorship in order to carry out the duties specified in this Directive,
- d) Assistant Coordinator: Nevşehir Hacı Bektaş Veli University Zero Waste Management Assistant Coordinator,

- e) Coordinator: Nevşehir Hacı Bektaş Veli University Zero Waste Management Coordinator,
- f) Coordinator: The coordinator of Nevşehir Hacı Bektaş Veli University, where all kinds of works related to the implementation of the zero waste management system are carried out,
- g) Rector: Rector of Nevşehir Hacı Bektaş Veli University,
- ğ) Senate: Nevşehir Hacı Bektaş Veli University Senate,
- h) University: Nevşehir Hacı Bektaş Veli University.

SECOND PART

Duties, Authorities and Responsibilities

The purpose of the coordinatorship

ARTICLE 5 - (1) The purpose of the coordinatorship is to provide the University's Zero Waste Management System, implement the decisions of the Coordination Board and ensure cooperation and coordination.

Management bodies of the Coordinatorship

ARTICLE 6 - (1) The bodies of the coordinatorship are:

- a) Coordinator
- b) Assistant Coordinators
- c) Coordination Board
- ç) Unit Boards

ARTICLE 7 - (1) The Coordinator is appointed by the Rector from among the academic staff of the university for 2 (two) years.

(2) The term of office of the coordinator ends with the appointment of the new coordinator or with the resignation for any reason.

(3) The Deputy Coordinator is appointed by the Rector with the recommendation of the Coordinator, with a maximum of 2 (two) faculty members of the University. When the duty of the coordinator ends, the term of duty of the assistants ends.

The duties, powers and responsibilities of the Coordinator

ARTICLE 8 - (1) The duties, powers and responsibilities of the coordinator are as follows:

- a) To carry out the programs and activities of the Coordinatorship in line with the relevant legislation and the decisions of the Coordination Board,

- b) To organize the meetings of the Coordination Board and to chair the Coordination Board upon the request of the relevant Vice Rector who chaired the Board or in his absence,
- c) To ensure communication and coordination between the Coordinator and University units,
- ç) To inform the Rector and the relevant Vice Rector about the Coordination activities,
- d) To fulfill the duties assigned by the Rector or the Vice Rector he appointed in other matters concerning the Zero Waste system,
- e) To implement the Zero Waste Management Board decisions on Zero Waste Management issues,
- f) To provide the necessary coordination with the Ministry, Nevşehir Provincial Directorate of Environment and Urbanization, other public institutions and organizations and the private sector,
- g) To organize in-house information and awareness raising trainings,
- ğ) To prepare the University Zero Waste Management report until the end of January of each year and submit it to the University Zero Waste Commission for approval,
- h) To ensure the wastes are delivered to waste collection and recycling facilities inside or outside the institution and, if possible, converted into usable products,
- i) To fulfill other duties assigned by the Rector and the Vice Rector he appointed.

The duties, powers and responsibilities of the Assistant Coordinator

ARTICLE 9 - (1) The duties, powers and responsibilities of the deputy coordinator are as follows:

- a) To represent the Coordinator at the request of the Coordinator and in his absence,
- b) To act as a reporter in the Coordination Board,
- c) To assist the coordinator in their work,
- ç) To help prepare the meeting agenda by cooperating with the coordinator,
- d) To perform other duties assigned by the coordinator.

Establishing the Unit Board

ARTICLE 10 - (1) The Unit Board consists of the Faculty / School Secretaries and one member, under the chairmanship of the Vice Dean / Deputy Director assigned by the unit supervisor in the University academic units, and 3 (three) members, one of which is the manager in administrative units. If deemed appropriate, sub-commissions may be established. The decision-making processes regarding the working periods and schedules of the unit board and any sub-commissions established are determined by the unit chief. Unit Board is obliged to fulfill the duties stated in this directive regarding its unit.

Duties, powers and responsibilities of the Unit Board

ARTICLE 11 - (1) The duties, powers and responsibilities of the Unit Board are as follows:

- a) To follow up and carry out the works and procedures given by the Coordinatorship and Coordination Board that are necessary for the implementation of the Zero Waste Management System in their own units
- b) Ensuring that the wastes generated in the units are collected separately and at the source as specified in this directive and classified, the necessary signs are placed in appropriate places and the collected wastes are reported according to their qualities,
- c) To inform units about Zero Waste and to raise awareness,
- ç) To submit a report to the Coordinator regarding the waste management of the unit,
- d) To announce the decisions regarding waste management stipulated in the Directive, including the waste collection dates, to the unit staff, students and other relevant persons.

THIRD PART

Zero Waste Management procedures and the constitution of the Coordination Board

ARTICLE 12 - (1) The Coordination Board consists of at least 6 (six) academic and / or administrative staff under the chairmanship of the Rector or a Vice Rector appointed by the Rector and is appointed for 2 (two) years.

(2) The Rector or the Vice Rector appointed by him shall be the chairman of the Coordination Board during his term of office. The member whose term has expired is re-appointed with the same procedure. The Assistant Coordinator acts as a reporter for the Coordination Board.

(3) The Coordination Board convenes at least 2 (two) times a year upon the call of the Coordinator. When the Coordination Board convenes, the necessary task distribution is made among the members. Decisions are taken by majority vote. The secretariat of the Board is carried out by the Department of Administrative and Financial Affairs. The duties, powers and responsibilities of the Coordination Board

ARTICLE 13 - (1) The duties, powers and responsibilities of the Coordination Board are as follows:

- a) To plan for the collection of paper, glass, metal, plastic and composite wastes separately from other wastes,
- b) To plan for separate collection of batteries, vegetable oil, electrical and electronic equipment and other recyclable wastes,
- c) To plan for the separate collection of hazardous wastes and medical wastes,

- ç) Organic wastes and food residues; Planning to collect them separately at points such as tea shops, cafeterias, dining halls,
- d) To ensure that the color criteria are followed in the collection equipment and that the informative signs or writings that are suitable for the type of waste are on them,
- e) To ensure that all waste collection equipment is in the correct volume, quantity and characteristics by analyzing the situation throughout the university,
- f) To plan the collection of the collected wastes in the temporary storage area established to be delivered to the licensed waste processing facilities / municipal collection system,
- g) To make the necessary planning for the disposal and / or recycling of the wastes collected throughout the university to companies that comply with the conditions specified in the legislation,
- ğ) To create useful products from the wastes collected at the University and carry out studies in order to generate income for the University whenever possible,
- h) To organize trainings in order to raise awareness regarding the Zero Waste Management System,
- ı) To work in a coordinated manner by cooperating with relevant institutions outside the university and to engage in activities that contribute to the development of the system,
- i) To carry out studies for the University to gain a Zero Waste Certificate.

Waste producers and their responsibilities

ARTICLE 14 - (1) The duties, authorities and responsibilities of waste producers are as follows:

- a) To comply with the practices and principles determined by the directive,
- b) To comply with the instructions of the relevant Coordination Board and follow their instructions ,
- c) To prevent waste generation, if this is not possible, to take the necessary measures to minimize the amount of waste generation,
- ç) To leave the waste content into the collection, storage and storage units placed throughout the University campus in order to recycle the waste content and reduce / eliminate the hazardous content, taking into account the waste content,
- d) To choose the most harmless ones of the products which are thrown into the nature after they are used in daily and working life,
- e) To be sensitive about not releasing the wastes to the nature randomly, to follow the developments in the prevention of wastes, to share their opinions and suggestions with the unit waste officer.

CHAPTER FOUR

Miscellaneous and Final Provisions, Cases without Provisions

ARTICLE 15 - (1) In cases where there is no provision in this Directive, the provisions of the legislation related to the decision of the Senate are applied.

Validity

ARTICLE 16 - (1) This Directive takes effect on the date of its acceptance by the Senate of Nevşehir Hacı Bektaş Veli University.

Executive

ARTICLE 17 - (1) The provisions of this Directive are executed by the Rector.

The decision of the Senate regarding this Directive	
Date	No
31.12.2020	2020.38.180.