# NGU Disposable Items Minimization Policy

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| **Policy Name** | Disposable Items Minimization Policy |
| **Effective Date** | January 2025 |
| **Review Cycle** | Every 2 years |
| **Approved By** | NGU University Council |

## 1. Overview

Newgiza University (NGU) uses many disposable items every day, such as paper and plastic cups, plates, napkins, cutlery, take-away packaging, printing paper, office supplies, cleaning materials, and laboratory and clinical consumables. Most of these items are used once and then thrown away. Disposable items waste raw materials, water, and energy, add to the waste that NGU sends to landfill, and cost the University money. NGU is therefore committed to minimizing the use of disposable items across the University, choosing reusable, durable, and refillable alternatives, and ensuring that disposable items that cannot be avoided are recycled or composted.

## 2. Purpose and Scope

This policy aims to:

- Reduce the number of disposable, single-use items bought and used by NGU
- Replace disposable items with reusable, durable, refillable, or repairable alternatives wherever they are available and practical
- Make sure that disposable items that cannot be avoided are made from recycled, recyclable, or compostable materials
- Reduce the amount of waste that NGU sends to landfill and the cost of buying and disposing of disposable items
- Encourage staff, students, suppliers, and contractors to adopt reuse habits

This policy applies to:

- All NGU campuses, schools, offices, laboratories, NGU Hospital, clinics, student housing, sports facilities, and events
- All purchases of goods and services by or for NGU
- All catering outlets, canteens, cafés, and vending machines operating on campus
- All staff, faculty, students, researchers, visitors, and contractors, including catering, cleaning, and event contractors, and their subcontractors

This policy works together with the NGU Plastic Minimization Policy, which sets out specific measures for single-use plastic items.

## 3. Definitions

### 3.1 Disposable Item

Any item that is designed to be used once, or for a short time, and then thrown away, whatever material it is made of, including plastic, paper, cardboard, foam, aluminium foil, and wood.

### 3.2 Single-Use Item

A disposable item that is used only once before it is thrown away, such as cups, plates, cutlery, napkins, take-away containers, sachets, bottles, bags, and wrapping.

### 3.3 Reusable Item

An item that is designed to be used many times for the same purpose, such as ceramic mugs, glass bottles, metal cutlery, cloth bags, refillable pens, and washable containers.

### 3.4 Essential Disposable Item

A disposable item that is needed for health, safety, hygiene, sterility, or accessibility reasons, for example, in clinical care, infection control, and laboratory work, and for which no safe reusable alternative currently exists.

## 4. Policy Statement

NGU will minimize the use of disposable items by following the order: avoid, reduce, reuse, replace, and recycle. Disposable items will be bought and used only where no practical reusable alternative exists. Where disposable items cannot be avoided, NGU will choose items made from recycled, recyclable, or compostable materials and ensure they are separated for recycling or composting. Essential disposable items needed for health and safety will continue to be used, but carefully and without waste.

## 5. Disposable Item Minimization Measures

### 5.1 Catering, Canteens, and Cafés

- Take-away packaging is made from recyclable or compostable materials
- Sugar, sauces, and condiments are served from bulk dispensers instead of individual sachets
- Paper napkins are provided from dispensers on request rather than placed automatically on trays

### 5.2 Offices and Administration

- Ceramic mugs, glasses, and water jugs are used in offices and meeting rooms instead of disposable cups
- Printing is reduced by using electronic documents, e-signatures, and digital forms; double-sided printing is the default setting on all printers
- Refillable pens and markers, reusable folders, and refillable printer cartridges are preferred
- Office furniture and equipment are bought for durability and are repaired, reused, or shared across departments before being replaced

### 5.3 Teaching and Student Activities

- Course materials, handouts, and assessments are provided in digital form wherever possible
- Students are encouraged to use reusable bottles, cups, and lunch boxes
- Student clubs are supported to run waste-free activities

### 5.4 Meetings and Events

- Digital invitations, programs, and name lists replace printed materials where possible
- Name badges, lanyards, banners, and signs are collected and reused
- Event giveaways are avoided or limited to useful, durable items

### 5.5 Laboratories, NGU Hospital, and Clinics

- Essential disposable items needed for safety, sterility, and infection control continue to be used in line with clinical and laboratory requirements
- Reusable glassware, instruments, and equipment that can be safely washed or sterilized are used instead of disposables where this is safe and practical
- Disposable consumables are ordered in the quantities needed, and stock is rotated to avoid items expiring unused
- Personal protective equipment that can be reused safely, such as safety glasses and laboratory coats, is reused
- Uncontaminated packaging and disposable items are separated for recycling

### 5.6 Cleaning, Washrooms, and Facilities

- Hand dryers or roll towels are used in washrooms where suitable, and paper towels are made from recycled paper
- Reusable microfiber cloths and mops are used instead of disposable wipes
- Cleaning products are bought in concentrated form and in refillable containers

## 6. Procurement

- Before buying any disposable item, buyers check whether a reusable alternative is available
- Specifications and tender documents give preference to reusable, durable, repairable, and refillable products, and to suppliers that take back packaging and used products
- Where disposable items are needed, preference is given to items made from recycled, recyclable, or compostable materials
- Contracts with catering, cleaning, and event contractors include clauses requiring them to comply with this policy

## 7. Recycling and Composting

- Recycling bins for paper, cardboard, cans, and plastics are provided in all buildings
- Compostable food packaging and food waste from catering outlets are collected separately for composting where possible

- The weight of waste recycled and composted is measured and recorded in line with the NGU Waste Measurement, Recycling, and Landfill Diversion Policy

## 8. Responsibilities

### 8.1 University Council

- Approve this policy, provide the resources needed to apply it, and review the annual report on its implementation

### 8.2 Sustainability Committee

- Lead the application of this policy, set annual targets for reducing disposable items, monitor progress, and run awareness campaigns

### 8.3 Procurement Department

- Apply this policy in all purchasing and contracts, and work with suppliers to offer reusable and lower-impact alternatives

### 8.4 Facilities Management

- Provide dishwashing facilities, water dispensers, and recycling bins, manage on-campus contractors, and monitor their compliance

### 8.5 Schools, NGU Hospital, and Offices

- Reduce disposable items in their daily work, meetings, and events, and name a contact person to support this policy

### 8.6 Staff, Faculty, Students, and Visitors

- Choose reusable items, avoid unnecessary disposable items, and use recycling bins correctly

### 8.7 Contractors and Suppliers

- Comply with this policy, offer reusable alternatives, and reduce disposable items and packaging

## 9. Training and Communication

- This policy is published on the NGU website and shared with all schools, offices, suppliers, and contractors
- Signs at outlets, offices, and recycling points encourage reusable choices
- Awareness campaigns, such as reuse weeks and "bring your own cup" days, are held each year
- New staff and students are introduced to this policy during induction

## 10. Monitoring and Reporting

The Sustainability Committee reports each year to the University Council:

- The quantities of the main disposable items bought, such as cups, plates, cutlery, and printing paper, compared with the previous year

- The disposable items that have been replaced by reusable alternatives
- The weight of waste recycled and composted
- Progress against targets, and the actions planned for the following year

**11. Review**

This policy will be reviewed every two years, taking into account monitoring data, new reusable alternatives, changes in Egyptian law, and feedback from staff, students, suppliers, and contractors, to ensure that NGU continues to reduce its use of disposable items.

This policy is applied in line with Environment Law No. 4 of 1994, Waste Management Regulation Law No. 202 of 2020, and their Executive Regulations, as amended. Where the law sets a stricter requirement than this policy, the law applies.