NGU Waste Measurement, Recycling, and Landfill Diversion Policy

Policy Name	Waste Measurement, Recycling, and Landfill Diversion Policy
Effective Date	January 2025
Review Cycle	Every 2 years
Approved By	NGU University Council

1. Overview

Newgiza University (NGU) generates waste every day from its teaching and research activities, NGU Hospital and clinics, offices, student housing, catering outlets, grounds, and construction and maintenance works. Waste that is sent to landfill wastes valuable resources, takes up land, and can pollute soil, water, and air. NGU is therefore committed to measuring all the waste it generates, how much of it is recycled, and how much is sent to landfill, and to using these measurements to reduce waste and to divert as much of it as possible from landfill.

2. Purpose and Scope

This policy aims to:

- Measure, in metric tons, the total amount of waste generated across the whole University each year
- Measure, in metric tons, the amount of waste recycled, composted, or recovered, and the amount sent to landfill
- Use this data to set targets, track progress, and reduce the amount of waste sent to landfill
- Follow the waste hierarchy: prevent, reduce, reuse, recycle, recover, and only then dispose
- Report waste data openly to the University community and the public

This policy applies to:

- All NGU campuses, buildings, and facilities, including schools, laboratories, NGU Hospital, clinics, offices, student housing, sports facilities, catering outlets, grounds, and construction sites
- All types of waste, including general, recyclable, organic, construction and demolition, electronic, and hazardous waste
- All staff, faculty, students, researchers, and visitors
- All contractors and service providers whose work on NGU premises generates or handles waste, including cleaning, catering, landscaping, construction, and waste collection contractors

3. Definitions

3.1 Waste

Any material, substance, or by-product that is eliminated or discarded as no longer useful or required after the completion of a process.

3.2 Waste Recycled

Waste that is converted into new materials and objects, that is, reprocessed into products, materials, or substances for the original or other purposes. It includes paper, cardboard, plastics, glass, metals, organics, construction materials, appliances, and electronics collected for recycling, waste that is composted, and waste that is converted into energy.

3.3 Waste Sent to Landfill

Waste that is collected and placed in a landfill or disposal site without being recycled, composted, or recovered.

3.4 Landfill Diversion Rate

The percentage of all waste generated that is recycled, composted, or recovered rather than sent to landfill.

3.5 Waste Register

The central record kept by Facilities Management of the weight of every type of waste generated on campus and where it was sent.

4. Policy Statement

NGU will measure and record the weight of all waste generated across the whole University, and the weight of the waste that is recycled and the waste that is sent to landfill. All waste streams will be weighed or reliably calculated, recorded in metric tonnes, checked, and reported each year. NGU will use this data to prevent waste at source, increase reuse and recycling, and reduce the amount of waste sent to landfill year on year.

5. Waste Measurement

5.1 What Is Measured

For every waste stream, NGU records:

- The total weight of waste generated
- The weight recycled, composted, or recovered as energy
- The weight sent to landfill
- The weight of hazardous waste sent for specialist treatment, which is managed under the NGU Hazardous Materials Waste Disposal Policy

5.2 How Waste Is Measured

- Waste is weighed when it is collected from each building or central collection point, using calibrated scales on campus or the weighbridge records of the waste contractor
- Where direct weighing is not possible, weight is calculated from the number and volume of bins or containers collected, using agreed conversion factors that are documented and reviewed each year

- Every collection is recorded with the date, waste stream, weight, contractor, and destination (recycling facility, composting, energy recovery, or landfill)
- Waste contractors must provide monthly reports and receipts showing the weight of waste collected and the facility it was delivered to

5.3 Waste Streams

Waste is separated and measured in streams. Each building has clearly labeled bins for general waste and for recyclables, and separate collection is arranged for organic, construction and demolition, electronic, and hazardous waste.

5.4 Data Quality

- Facilities Management enters all data in the Waste Register each month
- The Sustainability Committee checks the data each quarter against contractor reports and receipts

6. Reducing Waste Sent to Landfill

NGU reduces the amount of waste sent to landfill by:

- Preventing waste at source through careful purchasing, buying durable and reusable products, and avoiding unnecessary packaging and single-use items
- Providing separate recycling bins for paper, cardboard, plastics, and metal cans across campus
- Composting garden waste and suitable food waste from catering outlets, and using the compost on NGU grounds
- Reusing furniture, equipment, and materials across schools and offices, and donating usable items
- Collecting electronic waste, batteries, and printer cartridges for recycling through licensed recyclers
- Requiring construction and demolition contractors to separate and recycle materials such as concrete, metals, and wood
- Moving towards paperless administration and digital teaching materials

7. Contractors and Outsourced Services

- Waste collection contractors must hold valid licenses from the competent Egyptian authorities and must deliver waste only to licensed recycling, treatment, or disposal facilities
- Contracts require contractors to weigh or reliably calculate every collection, to state the destination of each load, and to submit monthly weight reports and receipts
- Catering, cleaning, landscaping, and construction contractors must separate waste at source and use NGU recycling systems
- NGU has the right to audit contractor records and to end contracts for serious or repeated breaches

8. Responsibilities

8.1 University Council

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

8.2 Facilities Management

- Manage waste collection and contractors, measure and record all waste streams, keep the Waste Register, and prepare the annual waste report

8.3 Sustainability Committee

- Check waste data, set annual targets for reducing landfill waste and increasing recycling, and promote waste reduction across the University

8.4 Schools, NGU Hospital, and Offices

- Separate waste correctly, support recycling and reuse, and name a contact person for waste matters

8.5 Procurement Department

- Include waste reduction, packaging, and take-back requirements in purchasing and contracts

8.6 Staff, Faculty, Students, and Visitors

- Reduce waste, use the correct bins, and take part in recycling and awareness activities

8.7 Contractors and Service Providers

- Comply with this policy, provide accurate weight records, and deliver waste only to licensed facilities

9. Training and Communication

- This policy is published on the NGU website and shared with all schools, offices, and contractors
- Clear signs on bins and in buildings show what goes in each bin
- New staff and students are introduced to NGU waste separation during induction, and awareness campaigns are held each year

10. Reporting and Monitoring

Facilities Management reports each year to the University Council:

- The total amount of waste generated, in metric tons
- The amount of waste recycled, composted, or recovered, in metric tons
- The amount of waste sent to landfill, in metric tons
- The landfill diversion rate and the amount of waste by stream
- Progress against targets and the actions planned for the following year

11. Review

This policy will be reviewed every two years, taking into account waste data, progress against targets, changes in Egyptian law, and feedback from staff, students, and contractors, to ensure that NGU continues to measure its waste accurately and to reduce the amount sent to landfill.

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.