I. General provisions

1. The rules regulate the collection, sorting, transport, recycling and disposal of waste (‘waste management’) in the buildings and on the territories of the University of Tartu (‘university’) and the planning of waste management to ensure a clean and healthy environment for work and study.

2. Unless provided otherwise in these rules, the definitions of the Waste Act apply.

3. For these rules, a producer of waste is a structural unit of the university whose activities produce waste or result in a change in the nature or composition of the waste.

II. Responsible persons

4. The head of the Estates Office is responsible for the general coordination of waste management. The manager of the building or territory (‘building manager’) (or, in the absence of such person, the head of the structural unit managing the building or territory) is responsible for waste management in the building or on the territory.

5. The head of structural unit is responsible for waste management in the unit.

5.1. For these rules, the head of structural unit is the head of an institute, the director of a college, the director of a non-faculty institution of the university, the head of a dean’s office and the head of a support unit. [effective as of 07.01.2016]

6. The student must comply with the requirements arising from these rules according to waste management instructions visible in the building and on the territory and to means created for the collection and sorting of waste.

7. The employee of the university must comply with the requirements and instructions arising from these rules in addition to waste management instructions visible in the building and on the territory and to the means created for the collection and sorting of waste.

8. The head of the Estates Office appoints a person to coordinate practical waste management activities, give advice on waste management and verify compliance with waste management requirements at the university. [effective as of 07.01.2016]

9. The producer of waste must be aware of the types, quantities and origin of the waste in their possession and produced during the activities of the unit, of the properties of waste relevant in terms of waste handling and concerning the hazards resulting from the waste to health or the environment. The producer of waste is required to

9.1. apply all suitable measures to prevent waste generation or reduce the quantity or harmfulness of the waste;

9.2. plan their waste-producing activities in cooperation with the Estates Office to minimise the quantity and harmfulness of the waste and maximise the recycling of the produced waste;

9.3. sort, collect and/or pre-treat waste, recycle and/or hand the waste over to a waste management operator for handling following applicable legislation, these rules and the requirements and instructions established on their basis;
9.4. report on their waste-related activities to the building manager and the person appointed by the head of the Estates Office. [effective as of 07.01.2016]

10. Before an asset is considered as waste, the person responsible for asset management must write off the asset according to the procedure provided in the Internal Accounting Rules of the university.

11. The head of structural unit verifies compliance with waste management requirements at a unit as a part of the internal control of working environment according to the rules in force at the university. The head of structural unit submits proposals on changing waste management activities to the building manager and the person appointed by the head of the Estates Office. [effective as of 07.01.2016]

IV. General requirements for the collection, marking, packaging, sorting and transporting of waste

12. The requirements for the sorting, collection, marking and packaging of waste ('waste management requirements') are approved by a directive of the Director of Administration based on the proposal by the person appointed by the head of the Estates Office. Among other issues, waste management requirements regulate the location of and access to waste containers, bins and other means for collecting waste. [effective as of 07.01.2016]

13. The means for sorting and collecting waste in the building or on the territory are provided by the building manager, in the absence of such person, by the head of the structural unit managing the building or territory in compliance with these rules and any requirements and guidelines established on their basis.

14. The building manager (or in the absence of such person, the head of the structural unit managing the building or territory) is responsible for the maintenance of the waste container and its surroundings.

15. The person appointed by the head of the Estates Office, in cooperation with the building manager or, in the absence of such person, the head of the structural unit managing the building or territory, organises the compilation of a plan for the storage and elimination of waste in the building, on the territory or in the structural unit or waste management guidelines ('guidelines'), if such obligation arises from national legislation or the specificity or needs of the structural unit. The head of structural unit must help the person appointed by the head of the Estates Office in collecting data needed for the compilation of the guidelines, provide oral and written explanations and ensure the person appointed by the head of the Estates Office can access the necessary rooms. [effective as of 07.01.2016]

16. The head of the Estates Office approves the guidelines about a building or territory based on a proposal by the person appointed by the head of the Estates Office; guidelines about a structural unit are approved by the head of structural unit. [effective as of 07.01.2016]

V. Reporting

17. The structural unit of the producer of waste must submit information on the types and quantity of waste produced, collected, stored or temporarily stored, transported, recycled or disposed of in the course of their activities in the format and by the date established by the person appointed by the head of the Estates Office.

18. The person appointed by the head of the Estates Office collects, verifies, compiles and forwards reports related to waste management to corresponding authorities according to procedures established in legislation. [effective as of 07.01.2016]

VI. Application of the rules

19. The application of these rules upon letting a building, room or territory of the university to persons outside the university is agreed in the contract of use.

20. When maintenance and cleaning services are contracted for buildings and territories, the service provider must comply with these rules and any requirements and guidelines established on their basis. This obligation must be included in the service contract.

21. When construction works are done in the university buildings or on territories, the
requirements for managing waste produced during the construction works are agreed in the contract between the university and the construction company.

VII. Implementing provisions

22. Costs related to waste management are covered by the structural unit of the producer of waste.

23. The head of the Estates Office is responsible for making the guidelines mentioned in clause 15 of these rules available on the intranet.

24. Compliance with the requirements arising from these rules, the Waste Act and legislation established in its basis, including waste handling rules of the local government the university building or territory is located in, is monitored by the person appointed by the head of the Estates Office. [effective as of 07.01.2016]

25. The director of administration is responsible for the performance of this decree.

26. This decree takes effect on 1 January 2012.