



## Policy on the Use and Reuse of Paper and Plastic within the University Campus

### 1. Introduction

In line with the university's commitment to sustainable development principles and its efforts to minimize the environmental impact of campus operations, this policy aims to regulate the use, reuse, and recycling of paper and plastic materials, while fostering a culture of environmental responsibility across the university community.

### 2. Objectives

1. To reduce paper and plastic consumption in academic and administrative activities.
2. To promote environmental awareness among students, staff, and faculty members.
3. To enhance resource efficiency and waste management in accordance with the United Nations Sustainable Development Goal 12 (Responsible Consumption and Production).
4. To support research and student initiatives related to environmental sustainability.

### 3. Scope

This policy applies to all faculties, departments, administrative units, centers, cafeterias, and facilities within the university campus, and is binding for all staff, faculty members, students, and visitors.

### 4. Paper Management Practices

#### **a. Rational Use**

- Adopt electronic systems as alternatives to paper-based communication and documentation.
- Replace paper-based examinations with electronic ones whenever possible
- Set double-sided printing as the default setting on all printers.
- Minimize unnecessary printing and encourage electronic reading and submissions.
- Limit the number of printed copies for meetings and official reports.

#### **b. Reuse**

- Provide collection boxes for single-sided used paper to be reused as drafts or for internal purposes.
- Encourage the use of recycled paper for non-confidential administrative printing.



**c. Recycling**

- Install separate bins for paper waste in all academic and administrative buildings.
- Partner with authorized recycling companies or NGOs for periodic paper collection and recycling.

**5. Plastic Management Practices**

**a. Reduction of Use**

- Ban single-use plastic cups, bags, and utensils in university cafeterias and events.
- Encourage the use of reusable cups, bottles, and food containers.
- Provide water refill stations throughout the campus to reduce bottled water consumption.

**b. Reuse**

- Distribute reusable water bottles and cups to students and staff.
- Utilize reusable plastic containers in laboratories, storage areas, and offices.

**c. Recycling**

- Set up color-coded bins for different types of plastic waste.
- Collaborate with certified recycling facilities to ensure proper disposal and recycling.
- Support student and community projects that creatively reuse or upcycle plastic materials.

**6. Awareness and Participation**

- Organize regular awareness campaigns and workshops on sustainable consumption.
- Display educational posters and signage across campus promoting eco-friendly practices.
- Integrate environmental sustainability concepts into courses and extracurricular activities.
- Encourage student competitions and innovative projects focused on reducing waste.



### 7. Monitoring and Evaluation

- Establish a **University Sustainability Unit or Committee** responsible for:
  - Overseeing the implementation of this policy.
  - Collecting data on paper and plastic usage and recycling.
  - Preparing an **annual sustainability report** highlighting progress and recommendations.
- Key performance indicators (KPIs) include annual consumption levels, recycling rates, and participation in awareness activities.

### 8. Incentives and Recognition

- Provide recognition certificates or awards to departments and individuals achieving outstanding waste reduction results.
- Support research or student projects that promote reuse, recycling, or waste minimization.

### 9. General Provisions

- This policy shall be reviewed annually to ensure alignment with current environmental standards and technological developments.
- Compliance with this policy is mandatory for all university units and shall be supervised by the Vice President for Community Service and Environmental Affairs.



University President

Prof. Dr. Mandouh Mostafa Ghorab