

VOLTA RIVER AUTHORITY

OFFICE WASTE SEGREGATION POLICY & GUIDELINES

1 PREAMBLE

The “**Corporate Environmental Policy**” (2013) commits the Volta River Authority (VRA) to focus on activities that lead to pollution prevention and waste reduction and these dovetails with the “**Responsible Production & Consumption Goal**” of the Global Goals for Sustainable Development (Goal 12). Under the Goal 12, member countries are required to reduce substantially, waste generation through prevention, reduction, recycling and reuse by 2030, and encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle.

In a related action, the Environmental Protection Agency (EPA) launched a “**National Waste Segregation Programme**” to encourage segregation at source by Ministries, Departments and Agencies in order to promote a clean environment and to lessen the burden of diseases on the citizenry. The national programme is to be done through the minimization of the amount of waste that is to be landfilled and to gain value from secondary raw materials.

This “**Office Waste Segregation Policy**” is aimed at reducing the total volume of office waste generated at VRA Offices and disposed of at landfills. The policy also seeks to address the control, management and disposal of electrical and electronic waste on the operations of the Authority as required by the Hazardous and Electronic Waste Control and Management Act, 2016 (Act 917).

The policy has immense local and global environmental benefits as it forms part of the VRA Carbon Footprint Management Programme as well as mitigation measures outlined under the nationally determined contributions policy action of the National Climate Change Policy for the reduction of Greenhouse Gases.

2 POLICY STATEMENT

The Volta River Authority is committed to pollution prevention and waste reduction in all its operations to minimize the overall levels of waste generated and disposed off at landfill sites. In this regard, VRA shall implement systems and mechanisms to minimize waste using strategies such as reduction, re-use, recycling and recovery of materials wherever practicable. All staff are expected to abide by the procedures and co-operate with Management in the execution of this policy.

3 SCOPE

This procedure describes the process of disposal for office waste streams, namely office paper wastes and e-wastes (toners, cartridges) and applies to office waste generated within VRA offices and any other identified institution.

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4 RATIONALE

The Policy is intended to affirm VRA's commitment to safe and efficient waste management, to reduce, re-use, recover and recycle waste produced and to ensure compliance with and exceed all legal requirements relating to waste management. It also promotes environmental and recycling issues as an integral element of VRA's activities and demonstrates commitment to continual improvement in environmental practices.

To achieve its specific objectives, VRA is committed to:

- a) Prevent pollution and to maximise the efficient use of materials and energy;
- b) Reduce the total volume of office waste disposed at landfills;
- c) Make monetary gains from the office waste recycling programme;
- d) Reduce financial burden of the Authority through effective resource utilization;
- e) Review its activities and identify issues which could have a significant impact on the waste production; and
- f) Provide the necessary awareness and training to enable staff at all levels to understand and contribute to the implementation of this policy.

This Policy provides the procedures for VRA staff in dealing with office waste and recycling issues. All staff are supported and encouraged to participate in waste management. All subsidiary VRA companies are encouraged to participate in the "**Office Waste Segregation Programme**".

5 DECISION RULES

- a) The types of office waste materials for recycling are papers and electronic wastes (toners, cartridges).
- b) Separate, labeled and colour coded bins shall be made available for segregating office waste paper.
- c) Food and other organic waste generated at the offices are to be placed in rubbish bins and sent to landfills.
- d) Participating offices shall be all VRA offices within its operational areas.
- e) Director, E&SDD shall be responsible for ensuring compliance with the office waste segregation programme at all participating VRA facilities.
- f) Heads of Departments are to appoint "**Recycling Coordinators**" to be directly responsible for implementing the office waste segregation programme in their respective operational areas of their directorates.

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- g) All VRA staff and contractors are to comply with the office waste segregation programme.
- h) The Executive shall give approval for engaging waste companies in the Authority's office waste segregation programme.
- i) VRA shall enter into a Memorandum of Understanding (MOU) as well as a Non-Disclosure Agreement, or any other Agreement as may be relevant, with waste companies engaged in the office waste segregation programme.
- j) VRA Subsidiary companies should be encouraged to participate in the programme.

6 Exceptions

None

7 Specific Circumstances: N/A

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GUIDELINES FOR DEPARTMENTS

1. RESPONSIBILITIES

1.1 Director, Environment & Sustainable Development Department (E&SDD) shall be responsible for the coordinating and reporting of the implementation of the Office Waste Segregation Programme within the Authority. In this regard, Director, E&SDD shall:

- a) Coordinate the procurement of the services of waste management companies that VRA will collaborate with and seek relevant approval for such collaboration in line with the Public Procurement Act, 2003 (Act 663), as amended by the Procurement Amendment Act, 2016 (Act 914).
- b) Draft key Agreements/Memorandum of Understanding to be entered with selected waste management companies.
- c) Coordinate the collation of office waste paper from all operational areas of the Authority as well as any other identified areas as well as the final storage prior to disposal.
- d) Directly undertake the exchange of office waste paper with selected waste management companies.
- e) Make available the exchanged material to the relevant departments for corporate use.
- f) Monitor the implementation of the Office Waste Segregation Programme within all VRA facilities.
- g) Undertake annual audits of the programme and submit recommendations to Executive for implementation.
- h) Submit annual reports for input into the Corporate Greenhouse Gas Inventory Reports as well as Sustainability Reports.
- i) Undertake educational awareness of staff on the Office Waste Segregation Programme.

1.2 Director, Procurement shall be responsible for coordinating the disposal of all the e-waste materials under the Office Waste Segregation Programme. In this regard, Director, Procurement shall:

- a) Directly be responsible for disposal of all e-waste materials in line with the corporate policy for disposal of such materials.
- b) Directly undertake the waste exchange of toners and cartridges with selected waste management companies.
- c) Fill and sign agreed Waste Transfer Notes for toners and cartridges prior to waste collection and submit same to Director, E&SDD for records.

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1.3 All Heads of Departments/Sectional Heads are directly responsible for implementing the office waste segregation programme in their respective directorates/sections. In this regard, he/she shall:

- a) Appoint “**Recycling Coordinators**” to be directly responsible for implementing the office waste segregation programme in their respective operational areas of their directorates.
- b) Ensure that the waste materials are segregated in their respective offices as required.
- c) Make provision in annual recurrent budgets for required logistics under the program which shall include but not limited to:
 - Office Paper Shredders
 - Waste Bins for office waste paper
 - Waste bins for food consumables
 - Sacks for bagging shredded office waste paper
- d) Responsible for delivery of office waste papers and e-waste to respective office areas for disposal, as required.
- e) Advise Director, E&SDD on progress of the programme as and when necessary and ensure that issues of concern when “flagged” are reported to the Director, E&SDD for remedy.

1.4 Appointed **RECYCLING COORDINATORS** shall be responsible for the following among others:

- a) Coordination of the office waste paper segregation program in the respective outfit, involving but not limited to:
 - Awareness creation amongst staff
 - Ensuring availability of required logistic requirements
 - Ensuring collation, shredding and storage of office waste papers prior to disposal.
 - Ensuring timely transportation of office waste papers to identified collation centers using the “Mail Van” or any other available transportation suitable for such purpose.
- b) Coordination of e-waste harvesting program for recycling in the respective outfit, involving but not limited to:
 - Ensuring computer waste and accessories are sent to the respective Management Information Systems Department’s Office in the location.
 - Ensuring that used cartridges or toners are sent to Procurement Department for recycling purposes

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- c) Prepare topical reports on the program for inclusion in departmental reports.
 - d) Develop strategies for continuous improvement of the program in the respective outfits.
- 1.5 All staff and contractors are to comply with the office waste segregation programme. In this regard, all are to:
- a) Avoid printing of unnecessary documents/emails.
 - b) Re-use the reverse side of paper where applicable.
 - c) Separate paper waste for recycling.
 - d) Dispose of paper through burning or to the landfill.
 - e) Place solid waste materials in appropriate waste bins.

2. OFFICE PAPER RECYCLING

- 2.1 Paper products that are listed in the **“INCLUDE”** column of the table below is to be placed in the designated office bins and those listed in the **“KEEP OUT”** column are to go into the black rubbish bins.

INCLUDE	KEEP OUT
All office papers Fax and photocopy paper Photocopy paper wrappers Paper Binder Dividers White Envelopes Manilla Folders Phone Books Brown Envelopes Shredded paper Magazines and Brochures	Carbon Paper Thermal Fax Paper Paper towels Facial Tissues Waxed paper (lunch wrappers) Tissue Paper Metal and Plastic Report Binders Newspapers, Cardboard Boxes

- 2.2 All A4 papers are to be shredded before disposing off in the bins. The shredding can be done preferably by machine or by hand.
- 2.3 Recycling Coordinators are to collect and bag shredded office waste papers and convey such materials to the Director, E&SDD for collation and transmission to designated waste management companies.
- 2.4 Director, E&SDD should record data on office waste generated on an agreed Waste Transfer Note and signed off prior to collection by the waste management companies.

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3. ELECTRONIC WASTE RECYCLING

3.1 Electronic waste includes:

- a. Waste generated from the products used for data processing such as computers, computer devices like monitor, speakers, keyboards, printers etc.
- b. Electronic devices used for entertainment like TV, DVDs, and CD players.
- c. Equipment or devices used for communication like phones, landline phones, fax etc.
- d. Household equipment like vacuum cleaner, microwave ovens, washing machines, air conditioners etc.
- e. Audio, visual components such as VCRs, Stereo equipment etc.

3.2 MIS Office in the various locations are responsible for disposal of e-waste (except toners and cartridges) in line with corporate policy on disposal of such items.

3.3 All VRA operational areas are to send empty toners and cartridges directly to the respective Area Procurement Offices for collation.

3.4 Area Procurement Offices are to make available all toners and cartridges to the central Procurement Department at Tema for disposal purposes.

3.5 At the central Procurement Department at Tema, data on e-waste generated should be recorded on an agreed Waste Transfer Note and signed off prior to collection by approved waste management companies.

3.6 Copies of signed Waste Transfer Notes of the e-waste are to be made available to Director, E&SDD.

4. MONITORING & REPORTING

4.1 Director, E&SDD or representative shall be responsible for completing all Waste Transfer Notes on shredded office waste paper for records.

4.2 Director, Procurement or representative shall be responsible for completing all Waste Transfer Notes on e-waste prior to waste collection and submit same to Director, E&SDD for records.

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- 4.3 Director, E&SDD or representative shall undertake annual audits of the Office Waste Segregation Programme at all VRA operational areas and submit recommendations to Executive for consideration.
- 4.4 Director, E&SDD or representative shall prepare and submit reports on the Office Waste Segregation Programme as part of the departmental reports.
- 4.5 Director, E&SDD or representative shall make available reports on the Office Waste Segregation Programme for input into the Corporate Greenhouse Gas Inventory Reports as well as Corporate Sustainability Reports.

APPROVED BY:
CHIEF EXECUTIVE

DATE: 15/5/17