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Ministry of Public Administration,
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Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Formalizing the waste management process of public institutions

With the increase in the generation of waste in the face of the growth of population, waste management has become a huge challenge and under such circumstance all citizens, as well as government and non-government institutions have to bear responsibility as the waste generators to ensure proper management in the disposal of waste. Therefore, it is highly essential to conform to the sustainable waste management practices by all government institutions in line with the national policies on waste management in order to face successfully with the challenges in waste management.

02. Most of the government institutions are located in urban areas and it is highly essential to follow a proper system for the management of waste generated by a large number of public servants, who come to such institutions daily. All the government institutions are covered by this circular and those institutions should be adhered to the following manner paying thorough attention in this regard.

2.1 Adhering to 3R concept by all government institutions. (Reducing, Reusing and Recycling)

Strategies to be followed to adhere to 3R concept

2.1.1 Minimizing as far as possible the usage of papers in office functions

To make the staff aware to use digital media as far as possible for communication purposes and using both side of papers in printing in order to minimize the waste of paper in daily office functions.

2.1.2 To discourage single-use plastic and minimize the usage of plastic by way of substituting environmental friendly alternatives

Since action has been taken by the Gazette notification No 2341/30 dated 19 July 2023 issued by the Central Environmental Authority to prohibit the usage of 09 items fallen under the single –use plastic category, all the Heads of Institutions should take action to avoid the usage of any type of single-use plastic at the office premises and further to encourage the staff for the use of

alternative practices. For this purpose attention should be drawn to following measures,

- To encourage the use of biodegradable food wrappers or reusable lunch boxes.
- To pay attention for making arrangements to minimize the distribution of plastic water bottle at meetings/ workshops/ conferences.
- To take measures to minimize the usage of plastic bottles and food wrappers in the canteens of government institutions.
- To encourage using of environmental friendly materials and methods in making banners and boards for ceremonies held at institutions for various purposes.

2.1.3 To implement procurement policies, which prioritize the environmental friendly and recyclable products

Procurement Committees and Bid Evaluation Committees should be made aware in procurements to give priority for the purchase of environmental friendly and recyclable products adhering to existing provisions and further to include relevant criteria in the procurement notifications.

2.1.4 To follow sustainable consumption practices

To make the whole staff aware to follow sustainable consumption practices in consumption, encouraging them to follow such practices, and take action to transform all office premises to the areas devoid of waste.

2.2 Collection and disposal of waste on-site

2.2.1 Collection of waste in the proper manner

In terms of the National Policy for Waste Management, an arrangement should be made to collect waste, which is generated in office premises, in separated bins whilst paying attention for the disposal of waste after segregating them properly

i.e.;

- Biodegradable waste (e.g.: food waste, waste in parks)
- Recyclable items (e.g.: paper, plastic such as PET, metallic ,glass)
- Non-recyclable items (e.g.: porcelain , fiber)
- Hazardous waste (e.g.: electronic waste, clinical waste)

2.2.2 Disposal of waste in the proper manner

To take action for the disposal of waste following environmental friendly methods by way of maintaining coordination with Local Government Institutions or licensed waste collecting companies for collection of waste systematically.

2.2.3 Encouraging on-site composting of organic waste

To pay attention to take action for applying on-site composting process using compost bins in order to minimize environmental pollution and the direct effects of generation of greenhouse gases such as methane, since more percentage of waste generated daily are fallen under organic waste category.

- 2.2.4 To promote recycling process working together with licensed recycling companies

To promote recycling by way of separating properly the recyclable waste, and providing them to the licensed recycling companies through Local Government Institutions. Under such measure, all the institutes will have opportunity to sell recyclable waste generated within their premises to recycling companies.

- 2.2.5 To dispose hazardous and electronic waste safely following regulatory guidelines

It should be ensured that hazardous waste, especially the electronic waste generated in government institutions are disposed of following guidelines in the proper manner.

2.3 Awareness, capacity building and follow up actions

- 2.3.1 To make the staff aware in this regard

3R concept should be implemented by way of conducting training and awareness programmes to the staff of the institution on sustainable waste management depending on the requirements.

- 2.3.2 Supervising the waste management processes

An officer should be nominated by every institution and such officer should be made responsible for the supervision of measures taken to ensure the sustainability of those measures taken for waste disposal and further the progress of the process should be reviewed within appropriate time frames.

- 2.3.3 To make the recipients aware in this regard

All the Heads of Institutions should ensure that their service recipients are also adhering to the waste management process applied in the institutions by way of informing them through the notifications displayed at suitable places on institution's waste management measures.

03. A proper waste management plan should be developed and implemented at the institution within a period of 06 months from the effective date of this circular. For this purpose, all the officers and employees should prepare a proper plan with timeframes by way of making links

with relevant Local Government Institution and licensed recycling company. In the meantime, such plan should be implemented along with an arrangement for the supervision of the sustainability of the plan.

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