| Landfill Policy | Effective Date: 12/12/2018 |
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| | Reviewed (Ver 3.0): 30/06/2026 |

## 1.0 Purpose

1.1 In line with Sunway University's Sustainability 2030 Strategy, the University has made a commitment to divert 40% of its waste from landfills by 2030. To attain this goal, the University has made considerable strides to reduce the overall volume of waste generated and increase the proportion of waste that is recycled so it can be diverted from landfills. This commitment also supports the national direction set out in the Circular Economy Blueprint for Solid Waste in Malaysia (2025–2035).

1.2 Waste production is minimised by the University through active advocacy of responsible consumption behaviours on campus supported by proper infrastructure for waste separation. Examples of responsible consumption include promoting the use of non-disposable food containers, promoting bring-your-own water tumblers and water bottles, banning the use of single-use plastic such as straws and plastic cutlery and imposing a charge on disposable food packaging sold by vendors.

1.3 The University also endeavours to reuse and recycle materials by purchasing recyclable materials, opting for minimal or bulk packaging, and choosing recyclable packaging where available. Clothes and shoes are recycled or donated through the bins available around campus and E-waste is collected through vendors licensed by the Department of Environment (DOE), as set out in Section 4.0.

1.4 Waste separation methods assist the University to not only track how much waste is being generated but also helps the institution make a conscious effort to reduce the amount of waste entering limited landfill space. The University records the quantity of waste sent to landfill and the quantity diverted through reuse, recycling and composting.

1.5 The correct process to separate different categories and types of waste is followed by the Sunway community to facilitate a habit of recycling and responsible patterns in consumption.

1.6 This Policy applies to all staff, students, contractors, vendors, tenants and visitors on Sunway University premises.

1.7 The University manages its waste in accordance with applicable national and state laws, including the Environmental Quality Act 1974 [Act 127] as amended by the Environmental Quality (Amendment) Act 2024 [Act A1712], the Environmental Quality (Scheduled Wastes) Regulations 2005, the Solid Waste and Public Cleansing Management Act 2007 [Act 672] upon its adoption and enforcement in Selangor, and the requirements of the relevant local authority.

## 2.0 Organic Waste

2.1 The management of organic waste primarily focuses on food waste generated from eateries on campus. In its commitment to reduce food waste ending up in landfills, the University has implemented food composting programmes on campus. Unusable food waste is turned into organic compost within the University compound and used as fertilisers for campus gardening needs. Food scraps are repurposed into edible items through innovative recipes.

2.2 Food and beverage vendors operating on campus shall separate food waste at source and channel it to the University's composting programmes.

## 3.0 Inorganic Waste

3.1 Residual waste is collected by the authorised local municipal council or its appointed waste collector, and uncontaminated recyclable waste such as metal, paper, plastic and glass is collected by registered recycling centres. Sunway University involves all individuals in the Sunway campus community to separate waste into their respective categories by placing recycling bins across the campus.

## 4.0 Scheduled Waste

4.1 Sunway University facilitates scheduled waste management by packaging, labelling and storing of chemical waste and other scheduled wastes, including E-waste. These guidelines are in accordance with the requirements of Regulation 8 (responsibility of waste generator), Regulation 9 (storage), Regulation 10 (labelling), Regulation 11 (inventory) and Regulation 12 (information to be provided, through the DOE Electronic Scheduled Waste Information System, eSWIS) of the Environmental Quality (Scheduled Wastes) Regulations 2005 which came into force since 15th August 2005.

4.2 Scheduled wastes shall be stored at designated storage areas for no longer than the period and quantity permitted under the Regulations, and shall only be transported, treated and disposed of by contractors and facilities licensed by the DOE. Scheduled wastes shall not be placed in general waste or recycling bins.

## 5.0 Compliance and Enforcement

5.1 The Facilities Services Department in collaboration with Office of the Pro Vice-Chancellor (Research & Sustainability) is responsible for this Policy, for monitoring the University's landfill diversion performance and for reporting it annually through the University's Sustainability Report.

5.2 The department responsible for campus facilities shall provide waste separation infrastructure, manage waste collection contractors, maintain waste and scheduled waste records, and conduct periodic waste audits and bin checks to verify compliance with this Policy.

5.3 Compliance with this Policy shall be included in the contracts and tenancy agreements of vendors, tenants and contractors. Non-compliance may result in a written warning, charges as provided in the contract or agreement, or termination.

5.4 Non-compliance by staff or students shall be handled in accordance with the University's existing disciplinary procedures.

**6.0 Awareness and Training**

6.1 Waste separation and responsible consumption shall be introduced to all new staff and students during orientation, supported by clear and consistent signage at all waste and recycling points.

6.2 Staff and students who generate or handle scheduled waste shall complete scheduled waste training before handling such waste, with periodic refresher training.

6.3 The University shall conduct regular awareness campaigns and share waste diversion performance with the campus community, and shall brief vendors, tenants and contractors on the requirements of this Policy.

This document was first adopted on 12 December 2018, reviewed on 15 August 2022 and last reviewed on [30 July 2026]. It shall be reviewed every three (3) years or earlier upon any change in the applicable laws, and should be read together with the University's policies on

1. Environmental Sustainability
2. No Single-Use Plastic
3. Hazardous Waste