



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

UNIVERSITY OF PRETORIA

STANDARD OPERATING PROCEDURES ON ENVIRONMENTAL MANAGEMENT



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A. Background and purpose

The standard operating procedures for the environment at the University is based on the Environmental Policy of the University of Pretoria. The policy defines that a system for managing the entire environmental field at the University be put into place to achieve governance, control and compliance to environmental statutory and other regulations. The standard operating procedures will apply to all the relevant stakeholders at the University and their respected places of business belonging to, owned or managed by the University.

The standard operating procedures:

- Will promote good governance.
- Will help the University to meet the requirements for external accreditation by professional and international bodies.
- Will ensure compliance to the minimum requirements and/or legislation regarding Environmental Management in South Africa.

B. Mandate for managing the environment at the University

The mandate to manage and control all Environmental matters at the University of Pretoria will fall under the Department of Facilities Management. The responsible person will be the Environmental Manager.

C. Defining the environment

C. Definitions and Abbreviations

- a. Conservation – will include protection, maintenance, preservation and sustainable use of all the environmental elements, objects and places, as to safe guard their significance and well being.
- b. General waste – is a generic term used to categorize waste that does not pose a significant threat to public health and the environment if properly managed.
- c. Hazardous waste – is waste, which has the potential, even in low concentrations, to have a significant adverse effect on public health and the environment because of its inherent toxicological, chemical and physical characteristics.
- d. Heritage – meaning any place or object with historical significance, it can include but is not limited to cultural, architectural, fauna, flora and spatial framework.
- e. Illegal dumping – any discarding, placing, fixing to and or dumping of any form or kind of material or waste without the prior consent of the applicable persons or entities, or not complying to rules and regulations of the applicable person's or entity's rules on waste and waste control, will be seen as illegal dumping.
- f. Landfill site – the site or area, referring to the depositing of waste on land.
- g. Littering – is the unlawful discarding of any form of waste, it can be but is not limited to paper, cardboard, plastic, glass, iron, wood, building rubble, containers and food.
- h. Media – means any form of written or photographic communication, it can be but is not limited to paper, cardboard, wood, plastic, glass, compact disc and/or any substance/material used to affix these products to a host.
- i. Natural water – referring to water that does not get supplied by a board or council, it is found in dams, rivers, streams, boreholes, the aquifer, rain, condensation, snow and urban runoff.
- j. Physical environment – the environment consisting of the natural elements, earth, water and air.

- k. Polluter pays – an entrenched principle in environmental practices and law, related to the risk involved in polluting the environment and the liability resting on the polluter, the person or entity responsible for the pollution, to pay to rectify the damage.
 - l. Pollution – means any change to the environment caused by substances, radio active waves or noise, odours, dust or heat, emitted from any activity, including the storage of waste, substances, construction and provision of services, whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or well being or on the composition, resilience and productivity of natural or managed ecosystems, or on materials useful to people, or will have such effect in the future.
 - m. Recycling – any form of waste that is being accumulated with the purpose of reusing either in current form or by molding and or combining with other elements, it could be for economical or other benefits
 - n. Waste – an undesirable or superfluous by-product, emission, residue or remainder of any process or activity, any matter, gaseous, liquid or solid or any combination thereof, which is discarded by any person or accumulated with the purpose of eventually discarding
 - o. University – meaning the University of Pretoria
- a. DWAF – The National Department of Water affairs and Forestry
 - b. NEMA – National Environmental Management Act, no107 of 1998
 - c. SANS – South African National Standards

D. Standard operating procedures

D.1. Waste, waste control and recycling

D.1.1 General Waste

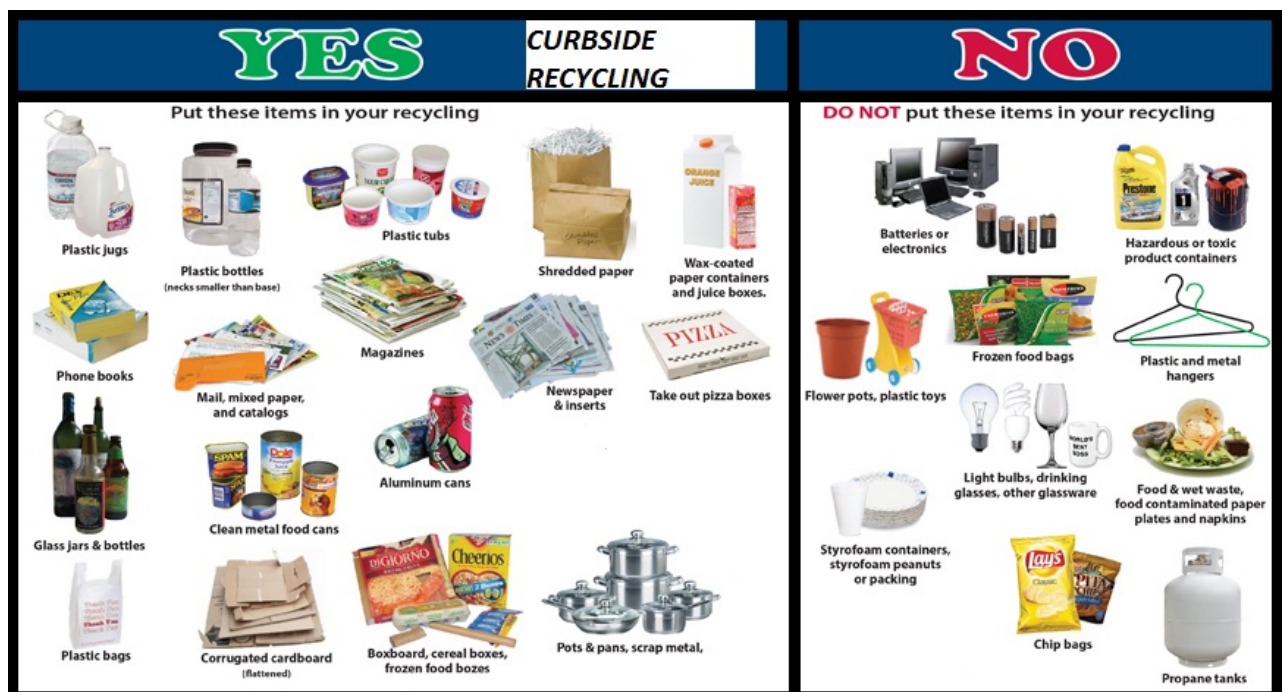
1. The removal of waste is not a core business activity of the University, external contractors provide this service.
2. The division Waste and Environmental Management will be responsible for compiling of service level specifications and the contractual agreements.
3. The division Waste and Environmental Management will appoint contractors to provide the service of removal, handling and transportation of general waste.
4. Removal, transportation and handling of daily generated general waste will be done by the contractor responsible for maintenance of the campus grounds.
5. Removal, transportation and handling of out of the ordinary, additional general waste that is generated on premises belonging to or under control of the University, needs to be handled as a separate request. Separate requests to be made to the Environmental manager.
6. Only the Environmental manager will handle separate requests, placing of mass waste containers and additional orders to the contractor.
7. No University staff, contractor or student will engage in any form of communication, giving of orders and/or placing of mass waste containers without the consent of the Environmental manager.
8. The placing of any form of mass waste containers on any premises of the University of Pretoria will only be done with the consent of and under the guidance of the Environmental manager.
9. The University of Pretoria will adhere to any and all National Legislation with regards to the removal, transportation and handling of general waste

D.1.2 Hazardous Waste.

1. The person responsible for the management and compliance to all statutory rules and regulations of the removal, transportation and handling of hazardous waste at all the campuses of the University will be the Environmental Manager.
2. The Environmental Manager will be responsible for the statutory record keeping of any and all hazardous waste destruction- and safe disposal certifications.
3. The removal of hazardous waste is not a core business activity of the University, external contractors provide this service.
4. The division Waste and Environmental Management will be responsible for the compilation of service level specifications and the contractual agreements.
5. Campus Services will appoint contractors to provide the service of removal, handling and transportation of hazardous waste.
6. Removal, transportation and handling of hazardous waste will be done by a specialized contractor that will comply with all the relevant rules and regulations governing the function of removal, transportation and handling of hazardous waste in South Africa (National Environmental Management: Waste Act (Act 59 of 1998)).
7. Removal, transportation and handling of hazardous waste, needs to be handled as a special request, special requests to be made to the Environmental manager.
8. The request will follow the steps set out in the Hazardous waste procedure
9. Only the Environmental manager will handle special requests, placing of hazardous waste containers and additional orders to the contractor.
10. No University of Pretoria staff, contractor or student will engage in any form of communication, giving of orders and/or placing of hazardous waste containers without the consent of the Environmental manager.
11. The placing of any form of hazardous waste containers on any premises of the University of Pretoria will only be done by and with the consent of the Environmental manager.
12. Any and all hazardous waste that is generated on premises that belongs to, or, is under the control of the University of Pretoria, needs to be placed in applicable hazardous waste containers and must not be allowed to contribute to any form of pollution or environmental degradation, as set out in NEMA, chapter 7, section 1,2a-b,3a-e, any group or person not complying with this rules and regulations could be subject to not complying to an act of Government and will be held liable and/or will/can be prosecuted.
13. No illegal dumping of hazardous waste, may take place on any premises that belongs to, or is under the control of the University of Pretoria. NEMA, chapter 7, section 1, 2a-b, 3a-e states that any person, group or entity that contributes to any form of pollution, (illegal dumping) will be held liable and/or will be prosecuted in a court of law.
14. The University of Pretoria will adhere to any and all National legislation with regards to the removal, transportation and handling of hazardous waste and will comply to the: Minimum Requirements for the Handling, Classification and Disposal of Hazardous Waste – DWA 1998 and to the National Environmental Management: Waste Act (Act 59 of 1998).
15. The polluter pays principle will be adhered to at all times, any person, group and/or entity responsible for any form of environmental degradation (with regards to waste) will be held liable for the rectifying, restoring and rehabilitating of the applicable area.

D.1.3. Recycling.

1. The person responsible for the management of all recycling and recycling initiatives at all the campuses of the University of Pretoria will be the Environmental Manager.
2. The recycling of waste is not a core business activity of the University of Pretoria, external contractors provide this service.
3. The division Waste and Environmental Management will be responsible for compiling of service level specifications and the contractual agreements.
4. The division Waste and Environmental Management will appoint contractors to provide the service: Recycling of Waste.
5. Recycling of waste will be done by a specialized contractor that will comply with all the relevant rules and regulations governing the function.
6. Only general waste, consisting of paper, cardboard, glass, cans, wood, garden trimmings and plastic will be recycled – no Hazardous material may be recycled.
7. All the Waste that is being generated at the University of Pretoria and all of its campuses, where the University is responsible for the payment of the contractor to remove such Waste, belongs to and is under the control of the University of Pretoria.
8. No recycling initiative may be undertaken without the consent of the Environmental manager.
9. Any request to recycle, must be made to the Environmental manager.



D.2 Pollution and pollution prevention

D.2.1 Pollution – prevention and rectifying

1. The person responsible for managing the function of pollution and pollution control at the University of Pretoria will be the Environmental Manager.
2. The University of Pretoria will adhere to any and all National Environmental Legislation pertaining to Pollution.
3. The University of Pretoria will not disregard any form of pollution and/or environmental degradation and will restore / rectify / rehabilitate any pollution that has / may occur on any and all of its estate.
4. Compliance to all minimum standards pertaining to pollution control will be adhered to.
5. Any and all forms of pollution is strictly prohibited and the rules and regulations will include, but is not limited to:
 - a. any substances/materials that can/may be detrimental or harmful to the environment
 - b. any placing of media that does not comply to the University of Pretoria standards
 - c. no water pollution (natural- and other water)
 - d. no air pollution (including dust, radio waves, smoke, odors and heat)
 - e. no ground / soil pollution (including fauna and flora)
 - f. no noise pollution (the University of Pretoria will adhere to SANS standards)
 - g. no littering on any campus or area under the University of Pretoria management
6. The polluter pays principle will be the guiding principle regarding pollution at the University of Pretoria.
7. Transgressions and non compliance to any rules and regulations by staff, students, contractors and visitors may/can lead to prosecution.

D.3 Natural water

D.3.1 Natural water and the use and/or misuse there off

1. The person responsible for managing natural water and water utilization at the University of Pretoria will be the Environmental Manager.
2. The Environmental manager will be responsible for the registration and statutory record keeping of all natural water resources (boreholes, dams and other) at the University of Pretoria.
3. The Environmental manager will certify any and all usages of natural water recourses (boreholes, dams and other) at the University of Pretoria.
4. The University of Pretoria will adhere to all National Water Legislation and International conventions signed by Government.
5. The University of Pretoria will abide by all rules and regulations, as set out by Provincial and Municipal legislation and by laws.
6. The rules pertaining to natural water and water utilization on all the campuses and areas belonging to and /or owned by the University of Pretoria would be, but is not limited to:
 - a. Entry to and use of the University of Pretoria natural water recourses is limited and will be managed by the Environmental manager
 - b. Pollution of the natural water (aquifer, borehole, stream, dam) is prohibited

- c. Complying to National and municipal water standards by testing natural water on a regular basis
 - d. Complying to municipal bylaws for the release of contaminated water
 - e. The wasting of all forms of water is prohibited
- 7. Transgressions and non compliance to these rules and regulations by staff, students, contractors and visitors may/can lead to prosecution.

D.4 Heritage

D.4.1 Heritage protection

1. The person responsible for managing the function of heritage protection at the University of Pretoria will be the Environmental Manager.
2. The University of Pretoria will adhere to all National Legislation pertaining to the protection of heritage and International conventions signed by Government.
3. The University of Pretoria will abide by all rules and regulations, as set out by Provincial and Municipal legislation and laws.
4. The rules pertaining to heritage protection on all the campuses and areas belonging and/or owned by the University of Pretoria would be, but is not limited to:
 - a. The University of Pretoria will protect and conserve all physical heritage
 - b. The University of Pretoria will not disregard any culture and or group's physical heritage
 - c. Heritage is not limited to physical structures, but can include the cultural, historical, architectural, fauna, flora and spatial framework heritage
5. Transgressions and non compliance to these rules and regulations by staff, students, contractors and visitors may/can lead to prosecution.

D.5 Conservation

D.5.1 Conservation and protection

1. The person responsible for managing the function of conservation at the University of Pretoria will be the Environmental Manager.
2. The University of Pretoria will adhere to all National Legislation pertaining to conservation and International conventions signed by Government.
3. The University of Pretoria will abide by all rules and regulations, as set out by Provincial and Municipal legislation and laws.
4. The rules pertaining to conservation on all the campuses and areas belonging to and /or owned by the University of Pretoria would be, but is not limited to:
 - a. No fauna and flora, including their habitat may be damaged, harmed or removed
 - b. The University of Pretoria will protect and conserve all indigenous fauna and flora
 - c. The University of Pretoria will protect and conserve all habitat for indigenous fauna and flora
 - d. The University of Pretoria will protect and conserve all natural water and waterways
 - e. The University of Pretoria will protect and conserve all ground and soil by not allowing any form of erosion and other forms of environmental derogation

- f. No open fires, except in designated areas
 - g. No fire works
 - h. Any and all energy is to be used wisely and will not be allowed to be wasted this would include but is not limited to any form of electricity and/or other substance used in combustion to create energy
- 5. The Environmental Manager will be responsible for ensuring that the University of Pretoria does not condone any action / activity that can or may occur, with regards to alien invasive species (faunal and floral) at the University of Pretoria, by appointing contractors and other specialist to help with the control and eradicating of alien invasive plants and pest species of animals.
- 6. Transgressions and non compliance to these rules and regulations by staff, students, contractors and visitors may/can lead to prosecution.