



POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION	
Effectivity: 11 Sep 2019	Supersedes: 2
Review Date: 10 Sep 2024	No. of Pages: 3

1. **TITLE:** MINIMUM USE OF PLASTICS ON CAMPUS POLICY

2. **PURPOSE:**

2.1. Imam Abdulrahman Bin Faisal University has made a commitment to minimizing the overall impact of IAU by limiting the amount of plastics that are bought, sold, and distributed on IAU premises. The main purpose of this policy is to formalize and mandate the practice.

3. **DEFINITIONS:**

3.1. **Plastics** - a synthetic material made from a wide range of organic polymers such as polyethylene, PVC, nylon, etc.; it may be molded, extruded, or pressed into solid objects of a variety of shapes.

3.2. **Foodservice Accessory Products** - indicates the full range of supplies that are typically offered with food in cups and containers, including but not limited to chopsticks, utensils, napkins, cup lids, cup sleeves, food or beverage trays, condiment containers and saucers, straws, stirrers, and toothpicks.

3.3. **Foodware Items** - denotes items such as cups, bowls, plates, and hinged containers that are used to serve or transport food or drinks that are ready for consumption. This exempts sealed meals that are mass produced off the premises by a third party vendor for selling on university property. It also excludes prepared prepackaged foods.

3.4. **Plastic Bags** - are thin, flexible bags that are provided by stores to carry the things customers have purchased there.

3.5. **Reusables** - Reusables are items that are used to serve or transport food or beverages that are ready to be consumed, such as but not limited to cups, bowls, plates, and hinged containers that are strong and designed to be used repeatedly.

4. **POLICY:**

4.1. Plastics must be eliminated. Carry a reusable bottles and other food ware accessories.

4.2. For all foodservice facilities, meetings, and events, substitute reusable or locally compostable alternatives for disposable single-use plastic food ware accessories.

4.3. Provide reusable alternatives to single-use plastic water and beverage bottles and non-recyclable water containers at any indoor events with fewer than 100 people instead of selling or giving them out for free. This includes, but is not limited to, internal and external catering and distribution related to meetings, events, or other commercial or non-commercial activities.



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- 4.4. Reusable alternatives should be made available at foodservice facilities, all indoor and outdoor gatherings, and events with more than 100 attendees instead of the sale and free distribution of single-use plastic water and beverage bottles and no recyclable water containers. In relation to meetings, events, and other business or non-commercial activities, this includes, but is not limited to, internal and external catering and distribution.
- 4.5. Vendors will be required to use locally compostable or locally recyclable packaging options when choosing foods that are prepared and packaged by a third party vendor off premises for resale on IAU Property and constitute a full or nearly full meal (for example, packaged sandwiches or salads sold in campus stores, individually packaged pastries, etc.). Packaged snacks and frozen meals are excluded from this.
- 4.6. Each member of the IAU community is responsible for being aware of this policy, doing their best to identify and remove unnecessary plastics from University property, as single-use plastic is a persistent, university-wide issue.
- 4.7. IAU shall create a Taskforce which will be responsible to administer the policy and monitor activities related to minimize the use of plastics on the campus premises.

5. PROCEDURES:

- 5.1. Work to end the unnecessary use of plastics across our offices and workforce:
 - 5.1.1. Provide reusable coffee cups to new employees and urge them to use them rather than purchasing coffee in throwaway mugs.
 - 5.1.2. All new employees will get orientation materials outlining the minimum use of plastic on campus policy and providing advice to prevent the usage of plastics.
 - 5.1.3. Advertise the minimum use of plastics on IAU campus premises.
- 5.2. Work in partnership with university to eliminate the use of plastics:
 - 5.2.1. Promote the minimum use of plastic policy and to keep track of their progress.
 - 5.2.2. Encourage the university to sign up to any discussions or talks, workshops and event related to the minimum use of plastics.
- 5.3. Uphold our commitment to minimizing the use of plastics in IAU by improving our procurement procedures.
 - 5.3.1. Involve and educate suppliers regarding the minimum use of plastic on IAU campus and let them provide a mechanism to improve their packaging that supports the university advocacy.



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IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

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6. RESPONSIBILITIES:

- 6.1. All Staff and Students
- 6.2. Vendors or Suppliers
- 6.3. IAU Logistics or Procurement Team
- 6.4. Taskforce for Minimum Use of Plastics (MUP)

7. ATTACHMENTS: N/A

8. DISTRIBUTION:

- 8.1. This policy shall be distributed university wide.
- 8.2. Signed original copy is maintained in IAU Documentation Department.
- 8.3. Available in the IAU website.

9. REFERENCES: