UNIVERSITY OF VETERINARY MEDICINE BUDAPEST

CODE OF WASTE MANAGEMENT

Affected sites:

- University of Veterinary Medicine, - 1078 Budapest, István utca 2.
- Dóra Teaching Farm and Equine Clinic - 2225 Üllő
- Marek József Campus -1143 Budapest, Mogyoródi út 59-63
- UVMB Department of Botany - 1077 Budapest Rottenbiller utca 50.
- UVMB Department of Epidemiology - 1143 Hungária Krt. 23-25
- UVMB Holiday resort - 8640 Fonyód Hegyalja út 29.

Effective date: September 26th, 2024

1. Purpose and Scopes of the Code

1.1. Purpose of the Code

The purpose of the Code is to ensure compliance with the relevant legal regulations in terms of the waste management activities of the University of Veterinary Medicine Budapest (hereinafter: University).

The University aims to protect human health, the natural and the built environment; to ensure sustainable development and to promote ecologically conscious conduct through applying the appropriate waste management measures.

The Code describes the collection, management, registration and data reporting systems of waste generated through the University's operation as well as the responsibilities of the staff involved in waste related activities.

1.2. Scopes of the Code

1.2.1. Territorial scope:

The territorial scope of the Code covers all of the University's sites, work areas, workplaces, rooms and outdoor areas.

1.2.2. Material scope:

The material scope of the Code covers the management of all types of waste generated in the University's territory, except for the waste types listed in Section 1.2.4.

1.2.3. Personal scope:

The scope of this Code extends to all individuals and entities, including natural persons, legal entities, and organizations without legal personality, who carry out activities at any of the University's sites under any legal title or status, as well as those visiting the University. It also applies to waste management companies that take over the generated waste for processing within the scope of their economic activities.

1.2.4. Temporal scope:

The Code comes into effect on September 1, 2024, and remains valid until revoked.

1.2.5. Its scope does not extend to the following types of waste:

1.2.5.1. wastewater;

1.2.5.2. gaseous substances emitted into the air;

1.2.5.3. radioactive waste;

1.2.5.4. land in its natural state that has not been exploited, including unexploited contaminated soil, as well as structures permanently attached to the land, including disused, abandoned, and dilapidated buildings;

1.2.5.5. uncontaminated soil and other materials in their natural state that are extracted during construction activities and used at the extraction site in their natural state for construction purposes;

1.2.5.6. faecal matter — except when intended for disposal in a landfill, incineration, or recovery in a biogas or composting plant — straw, and other non-hazardous natural materials generated from agricultural production, forestry, or wood processing, which are used in agriculture, forestry, or as biomass for energy production through a process or method that poses no risk to the environment or human health.

2. Legal references

Act LIII of 1995	on the General Rules of Environmental Protection
Act CLXXXV of 2012	on Waste

Ministry of Rural Development Decree No. 72/2013	on the Waste Register
Govt. Decree No. 225/2015	on the detailed rules for certain activities related to hazardous waste
Govt. Decree No. 309/2014	on record-keeping and reporting obligations related to waste
Govt. Decree No. 246/2014	on the rules for the design and operation of specific waste management facilities
Govt. Decree No. 442/2012	on the detailed rules for waste management activities related to packaging and packaging waste
Govt. Decree No. 145/2012	on the detailed rules for waste management activities related to waste oil
Govt. Decree No. 144/2012	on the detailed rules for the management of t PCB and equipment containing PCB
Ministry of Environment Protection and Rural Development Decree No. 20/2006	on certain rules and conditions related to landfilling and landfill operations
Govt. Decree No. 445/2012	on waste management activities related to battery and accumulator waste
Govt. Decree No. 197/2014	on waste management activities related to electrical and electronic equipment
Act LXXXIX of 2015	on the publication of Annexes "A" and "B" of the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), as well as certain issues related to its domestic application
Ministry of National Development Decree No. 62/2013	on the domestic application of the Regulations concerning the International Carriage of Dangerous Goods by Rail (RID)
Ministry of Human Capacities Decree No. 11/2017	on waste management activities related to pharmaceutical waste generated during public pharmaceutical supply
Ministry of Interior and Ministry of Environment Protection and Rural Development Joint Decree No. 45/2004	on the detailed rules for the management of construction and demolition waste
Ministry of Human Capacities Decree No. 11/2017	on waste management activities related to waste generated by healthcare providers
Govt. Decree No. 318/2013	on the payment and utilization of landfill tax
Govt. Decree No. 169/2024	on the detailed rules for performing waste management activities falling under the scope of public waste management services and sub-activities as well as the use of public waste management sub-activities
Regulation (EC) No 1069/2009	Regulation (EC) No 1069/2009 of the European Parliament and of the Council of 21 October 2009 laying down health rules

	as regards animal by-products and derived products not intended for human consumption and repealing Regulation (EC) No 1774/2002 (Animal by-products Regulation)
Ministry of Rural Development Decree No. 45/2012	on laying down health rules as regards animal by-products and derived products not intended for human consumption

3. Scopes of responsibility

Rector:	Responsible for fulfilling the university-level waste management tasks (registration, regulation, supervision, reporting). Employs an Environmental Compliance Officer to carry out professional duties.
IT and Security Director:	Supervises and monitors the work of the environmental officer, considers their recommendations, and, if necessary, presents them to the Rector.
Environmental Compliance Officer:	Monitors legal requirements related to waste management. Prepares drafts for necessary regulations, reports, and actions, and submits them to the Director of IT and Security. Ensures compliance with the regulations outlined in the Code and maintains records. Classifies waste by type and nature according to the ministerial decree on the waste list. Prepares and submits reports related to environmental protection.
Head of Organizational unit (department)	Is responsible for ensuring that: Waste management regulations are followed in the unit under their supervision, from selecting materials and technologies for work processes to preserving records. Subordinates are familiar with and comply with relevant regulations and technological/operational instructions and maintain necessary records. The organizational unit meets its reporting obligations in time. They monitor the emergence of newer, safer materials and technologies in their field and assess the possibility of their introduction. They are also required to choose less hazardous materials or those that do not result in hazardous waste from among the professionally suitable materials to be procured.

The Departmental Waste Officer:	Requests the removal of department-specific waste based on individual orders. Monitors the waste collection containers associated with the department and requests their individual removal or emptying. Assists in the waste removal process (supervising the loading of the transport vehicle and documenting the waste transport according to regulations). Maintains records of the waste generated by the department's activities, categorized by type, at the site/department using the format provided by the Environmental Officer.
Employees:	Are required to comply with the regulations related to the management of waste generated by their activities.
Other persons at the University (e.g.: students):	Are required to comply with the regulations pertaining to the management of waste generated in connection with their activities and/or stay at the University.

4. Definitions

Under Act CLXXXV of 2012 on Waste:

- *Waste:* any material or object that its holder discards, intends to discard, or is required to discard;
- *Waste management:* the collection, transportation, treatment of waste, the supervision of such activities, operations conducted as a trader, intermediary, or intermediary organization, the operation of waste management facilities and equipment, as well as post-closure care of waste treatment facilities;
- *Public waste management service:* a mandatory service that includes the receipt, collection, transportation, treatment of waste falling under the scope of public service, and the maintenance, operation, asset management, and national-level organization of waste management facilities involved in public waste management services;

  Waste type: the type of material from which the waste is generated — especially wood, metal, paper, glass, composite, plastic, biodegradable, etc.;
- *Waste producer:* anyone whose activities result in waste (original waste producer), or anyone who performs pre-treatment, mixing, or other processing operations that result in changes to the nature or composition of the waste;
- *Waste classification:* the classification of waste with an identification code according to the ministerial decree on the waste list;
- *Hazardous waste:* waste possessing at least one of the hazardous characteristics listed in Appendix 1 of the 2012 CLXXXV Act on Waste;
- *Mixed waste:* waste containing different types and compositions of household and household-like waste collected in a container separate from selectively collected waste;
- *Collection:* the gathering of waste for transport to a waste treatment facility; this includes the preliminary sorting and temporary storage of waste;
- *Separated (selective) collection:* a collection method that segregates waste streams by type and nature (and, where applicable, by classification), allowing for individual treatment;

- *Collection site:* the point of receipt, the waste collection point, as well as workplace and operational collection sites; It is the storage location or container where waste is placed until transport;
- *Collection bin:* a standardized-size waste collection container, waste collection bag, or device or equipment used for the purpose of separated waste collection;
- *Workplace collection site:* a site established at a workplace by a waste producer that is not a natural person, for the separate collection of waste generated during work activities. This site may consist of containers, storage rooms, or fenced-off areas with solid surfaces, where the waste producer collects waste.
- *Operational collection site:* a facility at a waste producing site of an organization, designed and constructed according to the technical requirements of Government Decree 246/2016 on the rules for the design and operation of specific waste management facilities, for the separated collection of waste generated in connection with the Waste Producer's activities and gathered at the workplace collection site, until transportation;
- *Reuse:* an operation through which a product or component that is not considered waste is used again for the same purpose for which it was originally intended;
- *Recovery:* any treatment operation in which the main result is that the waste serves a useful purpose by replacing other materials that would otherwise have been used for a specific function, or preparing the waste to fulfill that function, either within the facility or in the broader economy;
- *Disposal:* any treatment operation that is not recovery; a process is still considered disposal even if it results in the secondary extraction of materials or energy;
- *Treatment:* recovery or disposal operations, including preparation prior to recovery or disposal. This includes the collection, internal transport, temporary storage of waste, and its transfer to an external transporter (trader, waste manager/handler, or public service provider);
- *Internal transport:* the movement of waste from collection containers to the collection site within the premises of the University.

5. Guidelines and general rules of waste management

The waste producer or holder is obligated to collect, record, and ensure the recycling or disposal of the waste generated during their activities or that otherwise comes into their possession.

All activities must be planned and carried out in such a way that:

- the impact on the environment is minimized;
- the environmental pressure and resource usage are reduced;
- environmental hazards and pollution are prevented;
- waste generation is prevented, and the amount and hazardous nature of the generated waste are reduced;
- waste is recycled or disposed of in an environmentally friendly manner.

To prevent waste generation and reduce the amount of waste produced, preference should be given to:

- the use of material- and energy-efficient, low-waste technologies;
- keeping materials or waste within the production-consumption

cycle;

- selecting activities that result in the least amount of waste and pollutants by mass and volume;
- substituting materials that pose a risk as waste.

Efforts should be made to reuse waste, replace raw materials with waste, or, if these are not feasible, use the waste as an energy source.

Whenever possible and economically viable, the generated waste must be recycled.

To facilitate recycling, waste must be collected separately, sorted by type.

Only waste that cannot be recycled or where the recycling costs are disproportionately high compared to disposal costs should be disposed of.

It is prohibited to abandon waste, accumulate it in violation of collection, storage, or disposal rules, or place or manage it under uncontrolled conditions!

Waste must be collected separately by type in designated, labelled collection bins. The labelling of waste containers and collection bins is detailed in *section* 7.1.1.

6. Waste at the University

The names and waste identification codes of the waste generated during the University's regular or periodic activities are listed in Appendix 1: List of Waste at the University of Veterinary Medicine.

Before introducing or using new materials, products, or mixtures, it is necessary to conduct a preliminary classification of the resulting waste and packaging waste (regarding hazardousness and waste identification code) and to determine the appropriate waste management procedures. The classification must be performed based on the safety data sheet (hazard symbols, H and P statements) and in accordance with Ministry of Rural Development Decree 72/2013!

Records must be kept of the quantity of waste generated by the University, categorized by type and technology, based on a material balance.

(Material balance = a diagram or table comparing the amount of material entering and exiting the production or treatment process.)

The University maintains records of waste generation, collection, transfer, and receipt, as well as transportation and treatment, and certifies these activities with documentation. Records, certificates, and transport documents must be kept for 10 years in the case of hazardous waste and 5 years in the case of non-hazardous waste after the end of the relevant year.

Copies or extracts of department-level waste management documentation (e.g., records, transfer-receipt forms) must be sent or handed over to the Security Organization Group upon request, but at least monthly (by the 10th of the current month).

The general rules for handling waste are detailed in Section 5.

Cleaning, disinfecting, and pest control of waste containers, collection bins (canisters, barrels, containers, fences, etc.), and their surroundings, as necessary, are the responsibility of designated site employees (e.g., janitors).

In work performed by external contractors on behalf of the University, the proper collection and removal of waste are the responsibility of the contractor(s) as specified in the contract. Such work may include construction, demolition, and maintenance activities.

6.1. Hazardous Waste

Waste is classified as hazardous if it is listed as hazardous in the waste list defined by the ministerial decree on the waste list and has at least

one of the hazardous characteristics (H1—H15) specified by law. Waste is also considered hazardous if, although it is listed as non-hazardous in the waste list, the environmental authority determines that it possesses one of the specified hazardous characteristics. Until the environmental authority makes a decision, such waste with unknown composition or not precisely defined in the waste list must be considered hazardous. Waste is not classified as hazardous if it is listed as both hazardous and non-hazardous in the waste list and it has been determined that it does not possess any of the hazardous characteristics specified in Appendix 1.

Hazardous waste must not be mixed or diluted with other waste or substance without a waste management licence. Hazardous waste must not be diluted or mixed with the intent of reducing the original concentration of hazardous substances below the threshold level that qualifies the waste as hazardous!

The names, identification codes and classifications of hazardous wastes generated through the University's activities are contained in Appendix No. 1 titled: List of Waste at the University of Veterinary Medicine.

6.1.1. General rules for the management of hazardous waste in the workplace

- Hazardous waste may only be stored at the workplace collection site for as long and in such quantities that it does not hinder the seamless operation of activities. It must be collected separately by type in designated, labelled containers (liquid-tight, covered, and resistant to the chemical effects of the waste).
- The maximum storage time for waste collection is 6 months.
- It is prohibited to mix hazardous waste with non-hazardous waste!
- Whenever possible, the packaging of hazardous materials should be used for collecting hazardous waste.
- When collecting hazardous waste containing volatile components, it must be ensured that these components do not escape into the environment; the collection container must be sealed tightly.
- Storage must be conducted on a surface that is resistant to the chemical effects of hazardous waste, capable of bearing weight, and liquid-tight.
- Contact between hazardous waste and precipitation must be prevented.
- The condition of collection containers, storage areas, and roads used during collection must be regularly inspected and repaired as necessary.
- During operations involving hazardous waste, the use of personal protective equipment is mandatory; careful work practices and maintaining workplace order are particularly important.

6.2. Non-Hazardous Waste

The list of non-hazardous waste generated at the University is included in Appendix 1: List of Waste at the University of Veterinary Medicine.

6.2.1. Non-Hazardous, Recyclable Waste

Non-hazardous waste includes recyclable waste, which mainly originates from maintenance and packaging activities. These types of waste must be collected separately by material type at the place of origin.

The categories of materials to be separated are:

- plastic;
- iron and steel;
- paper and cardboard.

The orderly, separated storage and the sale, recovery or utilization of selectively collected waste must comply with currently effective legal regulations.

6.2.2. Non-Hazardous, Landfillable Waste

Non-recyclable and communal waste must be collected in labelled collection containers placed around the University premises. Waste collected in these containers is transported for disposal through landfilling. The disposal complies with the Category B landfill requirements as outlined in Ministry of Environment Protection and Rural Development Decree No. 20/2006.

6.2.3. Non-Hazardous, Non-Landfillable Waste

Waste that does not meet the Category B landfill requirements as defined in Ministry of Environment Protection and Rural Development Decree No. 20/2006 is collected in special containers located at various sites/departments. After collection, it is transported and disposed of through incineration.

6.3. Packaging Waste

The management of packaging waste poses an environmental risk, so its maximized recycling must be a priority. To meet the recovery rate regulated by the waste management law, the selective collection and disposal requirements must be strictly followed and observed.

- For reuse and material recovery, it is essential that packaging containing solid material be completely emptied. Packaging made from composite materials — if they can be separated by hand or simple tools — must be separated by material type before collection.
- Selective collection must be performed according to the following packaging material categories:
    - paper and cardboard;
    - plastic (film/foil);
    - wood;
    - iron and steel;
    - other, mixed;
    - glass;
    - hazardous metal waste, including emptied aerosol cans.

7. The process of waste management, record-keeping; the procedure for waste collection

7.1. Keeping records of waste under Govt. Decree No. 309/2014

The Departmental Waste Officer is responsible for maintaining records at each site and for each type of waste generated, received from others, or handed over during production activities.

The record must be maintained in such a way that it allows for the complete fulfilment of the reporting obligations in accordance with the regulation and ensures traceability of waste movement during official inspections at the site.

The responsible person designated by the site/department, or the Departmental Waste Officer is required to keep the record and, upon request (but at least annually by January 31), send or hand over a summary copy to the Security Organization Group.

The record must include the material balance of materials entering and leaving the site and the waste generated at the site.

For non-hazardous waste, records must be kept on a weekly basis, by waste type.

For hazardous waste, records must be kept up to date based on the waste producer's material balance, by production technology and waste type.

The template for the records to be kept at each site is the table named HSZ_NY1_hulladéknyilvántartás ("HSZ_NY1_WasteRecord,") which is an integral part of the Code. ;

7.2. General Procedure for Waste Collection and Management

7.2.1. Labelling of Waste Containers and Collection Bins

The surface of waste containers and collection bins (e.g., cans, barrels, containers, fences, etc.) must be clearly, consistently, and unambiguously labelled with the following information about the stored waste:

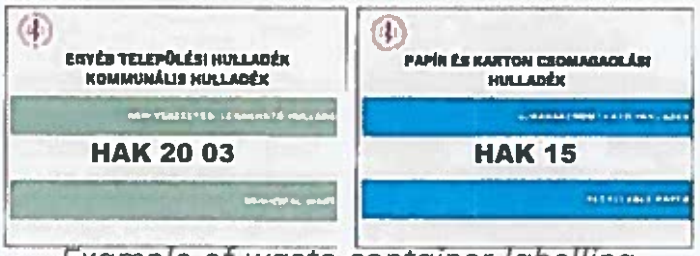
- The exact name of the waste
- The type of waste (non-hazardous, hazardous, etc.)

The waste identification code according to the waste list (HAK), formerly known as the EWC code

- If there are foreign workers, the name of the waste must also be labelled in the foreign language(s)
  they understand.

Layout:

- Font: Work Sans Regular
- Font size: depends on the size of the table / label
- Background: black letters on white
  The coloured stripe: the colour depends on the type of waste



Example of waste container labelling

7.2.2. Waste collection at the workplace collection site

- Waste generated during activities must be collected separately at the place of origin, within rooms, or at least within the work area or workplace. Separated collection can take place in designated collection bins, containers, in rooms designed for safe waste collection, or in fenced-off areas with solid surfaces. The conditions and process for local waste collection must always be designed in a way that does not endanger the health of the workers or pollute the environment.

- The separated collection by waste type, appropriate packaging and labelling according to the nature of the waste, as well as the internal transport and handover of such pre-sorted waste (e.g., between organizational units or departments) or to the University's designated internal collector, is the responsibility of the person designated by the waste-producing department or the Departmental Waste Officer. Before handing over the waste to another party, the waste holder must ensure that the recipient has the appropriate conditions for receiving and collecting the waste.
  The internal transfer of waste within the University must be documented by filling out the document titled *Appendix 2: Certificate of Waste Transfer.*
  In line with the "polluter pays" principle, the original waste producer or the actual or former waste holder is responsible for covering the costs of waste management.

- Various waste collection bins (barrel, bag, bin, container, etc.) can be used for workplace collection, depending on the conditions. The name and identification code of the stored waste must always be clearly visible on the container. The labelling of waste containers and collection bins is detailed in *section* 7.1.1.

- Waste must be removed at a frequency that does not interfere with the ongoing activities. For workplace collection sites, the maximum storage time for waste is 6 months.

7.3. Waste Removal

The removal of waste from any site can only be carried out by a contracted partner who has a valid agreement with the University and holds the appropriate waste management licence. Waste removal can take place either on a regular basis or based on individual orders, as specified in the contract.

For individual orders, the Departmental Waste Officer completes the HSZ_NY2_igénylő lap hulladékszállításra ("HSZ_NY2_Waste Removal Request Form") and sends it to the Security Organization Group. The Environmental Officer then coordinates the removal with the contracted partner. The removal is carried out with the involvement of the Departmental Waste Officer and the Security Organization Group (overseeing the loading of the transport vehicle and properly documenting the waste transport according to regulations). After the handover, the transporter is responsible for safely delivering the waste to its designated disposal site.

7.4. Waste Disposal

7.4.1. Disposal by Landfilling:

- Landfilling is typically used for the disposal of mixed municipal waste and non-hazardous waste that cannot currently be recycled (considering economic factors). These types of waste are mostly collected in containers.
- At each site/department with waste collection containers, the Departmental Waste Officer assigned to the task is responsible for regularly inspecting the containers and notifying the Security Organization Group about those ready for removal.
- Waste collection containers (e.g., canisters, barrels, containers) must not contain any other types of waste. Only containers with verified contents that meet security and protection requirements may be removed. Order must be maintained around waste collection containers at all times, and any spilled or escaped waste must be cleaned up.

7.4.2. Disposal by Incineration:

- In the case of non-hazardous waste that cannot be landfilled, disposal is done by incineration at a facility with an environmental licence.
- At each site/department with waste collection containers, the Departmental Waste Officer assigned to the task is responsible for regularly inspecting the containers and notifying the Security Organization Group about those ready for removal.

7.4.3. Recovery and utilization:

Office paper waste, non-hazardous packaging waste, and other waste (such as metal, paper, plastic, etc.) are handed over to companies, contractors, traders, or collectors who are authorized by an environmental permit to manage or recycle such waste.

8. Procedure for Collecting Hazardous Waste (Non-Infectious Waste)

For waste hazardous on account of its material properties—such as fire, explosion, and/or toxic/corrosive/harmful/irritative characteristics—and the potential for environmental contamination, **separated handling and selective collection are necessary**.

The containers and materials used for the selective collection, storage, and transportation of this waste must be chosen in accordance with the planned disposal methods and the ADR regulations. At the site collection area, such waste may only be stored in quantities within storage capacity, and no more than the amount generated over the course of 1 year may be stored.

All activities resulting in the generation of hazardous waste must be planned and executed in a way that ensures:

- The quantity and hazardousness of the waste are minimized, and efforts are made to reduce the amount of waste;
- The waste is recovered as much as possible;
- The generation and management of the waste are monitored, and quantities are accurately recorded;
- The management of waste fully complies with occupational health and safety regulations.

The activity requires the completion of a material balance. The management of hazardous waste must be rigorously documented and reported to the environmental authorities.

This group includes waste such as cytostatics and materials or tools contaminated with them, accumulated pharmaceuticals, pharmaceutical waste, expired medicines, or any medical products withdrawn from circulation or use for any reason.
Additionally, contaminated or unusable chemical residues, unidentifiable chemicals, and other hazardous waste or packaging waste generated during activities fall into this category.

All such waste must be collected in ADR-certified containers suitable for their physical and chemical properties. Liquid waste must be collected in rigid, liquid-retaining, sealable plastic, metal, or glass containers.

Solid waste may be collected in:

- PE bags certified for ADR II packaging class (must not contain any sharp or cutting items), or paper boxes certified for ADR II packaging class.

The materials of the collection containers for chemical waste should correspond to the chemical and physical properties of the waste and may include bottles, canisters, drums, barrels or IBCs.

Example:

- For solvents — metal can
- For mercury — hermetically sealable plastic container
- For acids, bases — plastic (non-PVC!) can

Hazardous Waste Generated During Laboratory Work:

- Chromium sulphuric acid waste,
- Laboratory chemical residues,
- Waste alkalis, alkali mixtures, pickling solutions,
- Unused gases in cartridges (harmless or inert gases, aerosols in pressurized metal and glass containers, bottles),
- Waste from halogenated solvent mixtures, or waste containing these substances,

  Waste from halogen-free solvent mixtures, or waste containing these substances.

All collection containers must be labelled, in accordance with their contents, with the appropriate hazardous material/waste code (HAK) based on the chemical properties of the waste, as specified in section 7.1.1.

It is prohibited to use damaged collection tools for packaging!

9. Procedure for Collecting Infectious Waste

The quality requirements for tools used to collect special healthcare hazardous waste with a risk of infection are outlined in Appendix 2 of Ministry of Human Capacities Decree No. 12/2017, while the transportation requirements are defined in the ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road).

Infectious waste generated in the course of medical activities must be collected in certified disposable containers! When filled up, the containers must be sealed! The table on the containers must be filled in with the necessary information (waste type, place of origin, date, etc.). The generated infectious waste can be stored for 2 days, or up to 30 days if refrigerated.

- Needles, syringes with needles, infusion and transfusion sets, cutting, stabbing, and sharp tools, ampoules, slides, and other tools must be collected exclusively in OTH and ADR-certified rigid collection containers, such as:
    - **Paper boxes with plastic foil and puncture-proof inserts**
    - **Paper boxes lined with plastic**
    - **Rigid plastic containers**

  Materials that are moderately contaminated with blood or secretions can be collected together with sharp, cutting, and stabbing tools, provided that the **waste**'s moisture content does not exceed 10%.

  When filled and sealed, paper boxes containing waste must be placed in yellow-labelled plastic bags, which should be tied closed. (The table on the bag must also be filled out!) Rigid plastic containers do not need to be bagged before transportation.

  Sharp or stabbing waste generated during veterinary, diagnostic, research, and teaching activities, as well as in microbiological laboratories, must be collected exclusively in rigid plastic containers and not in paper boxes.

- Surgical and other medical waste, such as unidentifiable organ remains, secretions, laboratory and pathological examination materials or their residues, materials contaminated with blood or secretions, bandages, splints, tampons, catheters, and other high-moisture healthcare waste, must be collected exclusively in
    - rigid plastic containers.

- For materials **moderately** contaminated with blood or secretions, such as bandages, splints, tampons, catheters, and similar healthcare **waste** with a maximum moisture content of 10%,

  yellow colour-coded, ADR-certified hazardous **medical waste bags** must be used. These bags should ideally be placed in foot-operated waste collection bins or stands. Overfilling the bags is dangerous. When filled up, the bags must be tied to close permanently and the data plate on the bag must be filled in correctly. The bag's own material must not be used for sealing.

- As specified in Appendix 3, an information board must be placed in a visible location near the infectious waste collection containers.

10. Animal By-Products

Animal by-products are animal-derived products (such as bodies, body parts, etc.) that are not intended for human consumption. The procedures for handling animal by-products are outlined in the University's separate regulations.

11. Waste Management by Waste Code

11.1. Procedure for Handling Specific Waste

For any waste not explicitly covered in this Code but generated in practice, a written opinion from the Environmental Compliance Officer must be requested.

20 03 01	**Other Communal Waste, Including Mixed Municipal Waste and Institutional Waste Similar to Household Waste**
Operational waste (not sharp, not pointed, dry) generated on the University premises is collected at the site of generation in designated, covered, single-use bins lined with plastic bags. The contents of these bins are collected daily, or as needed, by cleaning personnel, placed in plastic bags, and transported to the central collection point. Bags containing hazardous waste (e.g., blooded textiles, needles, etc.) or bags from which waste could spill must not be removed. Sharp and pointed materials (e.g., broken glass) must only be placed in the waste bin if they are protected in packaging that prevents puncture or cutting injuries. Cleaning, disinfecting, and pest control of the waste bins (containers, cans, etc.) and their surroundings, as necessary, are the responsibility of designated site employees (e.g., janitors). Waste removal is performed under a contract specific to each site. These contracts must be kept available at the Security Organization Group. The waste transport document can be confirmed by the person designated by the site/department, the Departmental Waste Officer, or their appointed substitute, and must be retained alongside other records. A summary copy must be sent or handed over to the Security Organization Group upon request, but at least monthly (by the 10th of the current month). ***Note**: If hazardous material is mixed with communal waste, the contracted partner responsible for waste removal may refuse to accept the waste.*	

15 01 01 03 03 08	**Paper and Cardboard Packaging Waste** **Paper Waste from the Sorting of Paper and Cardboard Intended for Recycling**

Office paper waste must be collected at the point of generation in a cardboard box (e.g., the box in which the paper was delivered). Once filled, the boxes, non-contaminated paper-based packaging materials, folded cardboard boxes, and bagged discarded paper must be transported to the designated waste collection point. The waste transport document can be confirmed by the person designated by the site/department, the Departmental Waste Officer, or their appointed substitute, and must be retained alongside other records. A summary copy must be sent or handed over to the Security Organization Group upon request, but at least monthly (by the 10th of the current month).

20 01 01	**Controlled destruction of confidential documents**
The collection, removal, and destruction of confidential documents are carried out upon request, but at least once a year, with the involvement of the Departmental Waste Officer and the Security Organization Group. The destruction of confidential documents (paper waste) in a waste incinerator must be recorded and the minutes must be provided to the University by the contracted partner holding the relevant waste management licence.	

	Wood and metal waste
Wood and metal waste generated during building maintenance and equipment decommissioning is removed by the Security Organization Group involved in the decommissioning process.	

16 06 08*	**Mercury-containing components** **Lead-acid batteries**
16 06 01*	**Nickel-Cadmium batteries** **Mercury-containing batteries**
16 06 02*	**Oil-containing waste**
16 06 03*	
16 07 08*	
The removal of waste based on individual orders is initiated by the Departmental Waste Officer under section 7.3.	

20 02 01	**Biodegradable waste**
Waste generated from yard and garden cleaning (branches, leaves, grass) is collected at a designated location on the premises for composting or removal. The transfer of green waste must be done in a way that ensures it can be composted or decomposed properly.	

20 01 21*	**Fluorescent tubes and other waste with mercury content**
The management of waste generated by the replacement of fluorescent tubes, the proper collection and removal of waste are the responsibility of the contractor(s) as specified in the contract.	

02 02 03 **20 01 08**	**Material unsuitable for consumption or processing** (food waste) **Biodegradable kitchen and catering waste** (e.g., fats, oils)
The use of food by-products for animal feed is prohibited! Food waste must include any food products not intended for human consumption or deemed unfit for human consumption, particularly: - Leftover catering products from serving and catering, - Expired food items,	

- Food products with damaged packaging,
- Contaminated unpackaged food no longer suitable for consumption,
- Food suspected of spoilage or already starting to spoil,
- Waste from food cleaning and used cooking fat.

Food waste and biodegradable kitchen and dining waste must be collected separately.
The removal of such waste based on individual orders is initiated by the designated representative of the cafeteria, in accordance with section 7.3.

08 03 17*	**Waste toner containing hazardous substances**
08 03 18	**Waste toner other than 08 03 17**
The University's designated warehouse manager collects waste toners based on notifications from the Departments. The removal of the waste toner based on individual orders is initiated by the designated waste officer of the collecting organization under section 7.3.	

08 01 11*	**Paint and varnish waste containing organic solvents or other hazardous substances**
08 01 12	**Paint or varnish waste other than 08 01 11**
The waste is collected by the user organizational unit or Department. The removal of the waste based on individual orders is initiated by the Departmental Waste Officer, in accordance with section 7.3.	

	Photo/X-ray materials
09 01 01*	Water-based developer and activator solution
09 01 02*	Water-based offset plate developer solution
09 01 03*	Solvent-based developer solution
09 01 04*	Fixer solution
09 01 05*	Bleaching solution and bleaching fixer solution
09 01 06*	Silver-containing waste from the treatment of photographic waste generated at the site
09 01 07	Photo film and paper containing silver or silver compounds and
09 01 08	Photo film and paper not containing silver or silver compounds
It is collected by the user organizational unit (e.g., Surgery X-ray) or Department. The removal of the waste based on individual orders is initiated by the Departmental Waste Officer, in accordance with section 7.3.	

	Textile waste

The decommissioned work clothing, after being cleaned (in accordance with its potential reuse), is repurposed by the warehouse (e.g., as machine rags) or, in case of larger quantities, sold commercially.

15 01 07	**Glass packaging waste**
Empty, washed (neutralized), and de-labelled bottles that are not collected for return by the supplier and are no longer classified as hazardous can be disposed of with communal waste. Broken or cracked, non-contaminated glass must first be placed in a securely closed, sufficiently sturdy cardboard box.	

15 01 10*	**Packaging waste containing hazardous material residues or contaminated with hazardous substances**
Glass containers/plastic bottles that previously contained hazardous materials, which have not been neutralized, washed, and still bear labels, are considered contaminated hazardous materials. The waste is collected by the user organizational unit or Department. The removal of the waste based on individual orders is initiated by the Departmental Waste Officer, in accordance with section 7.3.	

20 01 06	**Animal faeces, urine, and manure (including contaminated straw), and separately collected liquid waste not treated at the place of generation (liquid manure)**
Organic manure is collected by the organizational unit or Department responsible for its generation. On-site collection takes place in a closed container placed in the yard. The removal of the waste based on individual orders is initiated by the Departmental Waste Officer, in accordance with section 7.3.	

11.2. Classification of hazardous waste based on commonly used terminology

Commonly used term	HAK	UN	Name
Acids	06 01 06*	1760	Other acids
Organic solvents	07 01 04*	1992	Other organic solvents, washing liquids and mother liquors
Pharmaceutical manufacturing and distribution waste, solid and liquid	07 05 13*		Solid waste containing hazardous substances
	16 03 03*	3248 3249	Inorganic waste containing hazardous substances
	16 03 05*	1993 1851	Organic waste containing hazardous substances
Citos drugs (manufacturer's)	20 01 31*		Cytotoxic and cytostatic drugs
Developer solution	09 01 01*	3082	Water-based developer and activator solution
Fixer	09 01 04*	3082	Fixer solutions

Packaging waste (containing hazardous substances)	15 01 10*	3509	Packaging waste containing hazardous material residues or contaminated with hazardous substances
Contaminated metal packaging waste; X-ray cassette	15 01 11*	3077	Hazardous packaging waste made of metal containing solid porous matrix (e.g., asbestos), including emptied aerosol cans
Healthcare infectious waste	18 01 03* 18 02 02*	3291	Other waste that requires special collection and disposal procedures to prevent infections
Halogen-free chemicals		1993	Laboratory chemicals consisting of or contaminated with hazardous substances, including mixtures of laboratory chemicals.
Acetonitrile - Methanol - Ethyl Acetate Acetonitrile – Ethanol - Acetone mixture		1648	
Formaldehyde		220	
Halogenated chemicals		3082	
Other acids		1760	
Hydrochloric acid		1789	
Waste sulphuric		1906	
Chromium		2240	
Hydrogen-	16 05	2014	
Cumenehydro-peroxide	18 02 05*	3109	
Reagents		199	
Cadmium		2570	
Sodium nitrite		150	
Potassium-permanganate		1490	
Petroleum ether - mixture		1268	
Chloroform			
Heptane - Chloroform		1888	
Liquid disinfectants, acidic-flammable		2924	
Waste with mercury content, such as amalgam, fluorescent tube	18 01 10*	2025	Dental amalgam waste
Mercury-containing glass (thermometers, blood pressure monitors, mercury separators)	20 01 21*	3506	Fluorescent tubes and other waste with mercury content

Group 18 02: Waste from the research, diagnosis, treatment, and prevention

of animal diseases
18 02 02* Other waste that requires special collection and disposal procedures to prevent infections

a) Injection needles, injection syringes with needles; infusion and transfusion fittings; cutting, piercing and sharp devices; vials; slides, other equipment
b) Organ remains, secretions, laboratory and pathological examination materials, and their residues from surgical and other medical procedures
c) Materials contaminated with blood or secretions, bandages, splints, tampons, catheters, and similar healthcare waste
d) Animal carcasses, body parts, manure, and bedding
e) Carcasses, body parts, manure, and bedding of experimental animals containing infectious pathogens

The procedure for collecting infectious waste is detailed in Section 9.

Closing provisions

This Regulation was approved by the Senate by Resolution No. 6e/2024/2025 SZT on September 25th, 2024 and shall enter into effect as of September 26th, 2024.

Representing the Senate by

.....
Dr. Márton Battay
Secretary of the Senate

.....
Dr. Péter Sótonyi
President of the Senate

ÁLLATORVOSTUDOMÁNYI EGYETEM
Rektor
1.
BUDAPEST

1. **Appendix No. 1: List of Waste at the University of Veterinary Medicine Budapest**

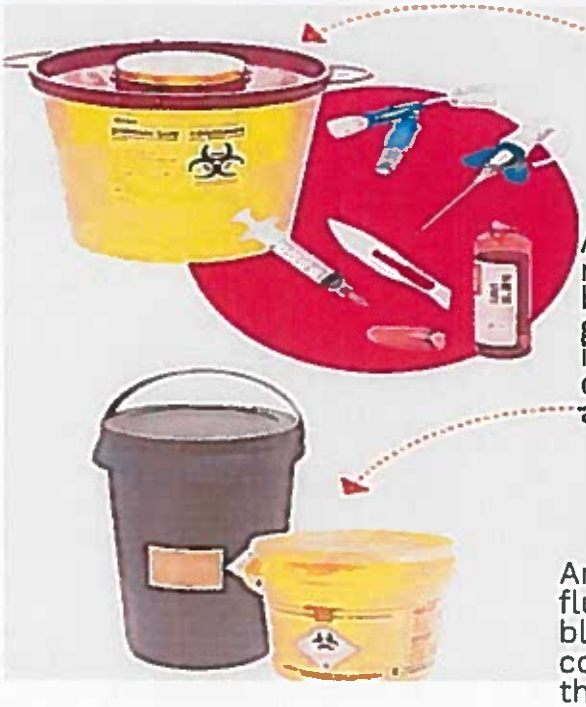
HAK code		Name	
06 01 06*	Other acids		
06 04 04*	Mercury-containing waste		
07 05 13*	Solid waste containing hazardous substances		
08 01 11*	Paint residue (solid)		
08 01 11*	Paint residue (liquid)		
08 03 17*	Office equipment cartridges (toner)		
13 02 05*	Used oil		
13 07 01*	Fuel oil and diesel oil		
14 06 03*	Other solvents and solvent mixtures		
14 06 03*	Other solvents and solvent mixtures		
14 06 03*	Other solvents and solvent mixtures		
15 01 01	Paper and cardboard packaging waste		
15 01 02	Plastic packaging waste		
15 01 03	Wood packaging waste		
15 01 10*	Packaging waste containing hazardous material residues or contaminated with hazardous substances		
15 01 11*	Aerosol cans		
15 02 02*	Absorbents contaminated with hazardous substances		
16 01 03	Passenger car tires		
16 05 06*	Chemical residue (solid)		
16 05 06*	Chemical residue (liquid)		
16 06 01*	Lead-acid batteries		
16 03 03*	Inorganic waste containing hazardous substances		
16 03 05*	Organic waste containing hazardous substances		
16 05 06*	Laboratory chemicals consisting of or contaminated with hazardous substances, including mixtures of laboratory chemicals		
17 01 01	Concrete (waste)		
17 01 07	Concrete (waste)		
17 04 05	Iron and steel waste		
17 06 04	Insulating materials other than 17 06 01 and 17 06 03		
17 06 05*	Construction materials with asbestos content		
17 09 04	Construction and demolition waste		
18 02 02*	Animal healthcare waste (syringes, needles)		
18 02 05*	Chemicals containing or consisting of hazardous substances		
18 02 07*	Cytotoxic and cytostatic drugs		
20 01 01	Controlled destruction of confidential documents		
20 01 21*	Fluorescent tube		
20 01 23*	Refrigerator (with compressor)		
20 01 33*	Dry-cell batteries		
20 01 35*	Cathode ray tube waste (monitor, TV)		
20 01 35*	Electronics waste		
20 01 36	Decommissioned electrical and electronic equipment		
20 02 01	Biodegradable waste		
20 03 07	Bulk waste		

2. Appendix No. 2: Certificate of Waste Transfer

CERTIFICATE of Waste Transfer	
Name of waste:	
Quantity:	
Date:	
Organizational unit handing over the waste:	Person handing over the waste: Signature:
Organizational unit taking over the waste:	Person taking over the waste: Signature:

3. Appendix No. 3: Information Table Template

Correct Collection of Infectious Waste



POINTED/PIERCING/CUTTING WASTE

All sharp or pointed items: needles, blades, ampoules, broken or fragile medical glassware, infusion/transfusion cannulas, syringes with attached needles.

ÁLLATI SZÖVET/VÉR

ANIMAL TISSUE/BLOOD

Animal tissue, organs, bodily fluids, excrement, urine, blood, or blood-contaminated objects, waste that poses a risk of dripping, or waste from isolation areas.

OTHER INFECTIOUS WASTE

Any other infectious waste, such as single-use gloves, protective clothing, masks, plastic tools.

IV SET WITHOUT NEEDLE

If non-sharp/piercing/cutting infectious waste cannot be collected in a designated bin, small, sealed bags with drawstrings should be placed in a larger bag at the end of the day.