


	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DESCRIPTIONS</p>		DOCUMENT NUMBER:	Vet_Fr.03-44
			PUBLICATION DATE:	January 2019
			REVISION NUMBER:	1
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			PAGE NUMBER	1/2
Unit:		Dean's Office of the Faculty of Veterinary Medicine		
Position Title:		Zero Waste Commission		
Supervisor:		Dean		
Associated Unit:		Dean's Office of the Faculty of Veterinary Medicine		
<p>BRIEF DESCRIPTION OF THE ROLE:</p> <p>To plan and ensure the collection, disposal, storage, and other related processes of waste generated within the Faculty, and to monitor these activities.</p>				
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - The Zero Waste Commission and its members are established by the Dean and operate after the approval of the Board of Directors. - Creating an inventory of all inputs that could potentially generate waste in order to establish the waste mass balance. - Establishing a waste inventory. - Developing management systems, processes, and instructions for all inputs and wastes with potential waste generation. - Organizing training and informational meetings at the unit level. - Ensuring that waste is collected and disposed of in accordance with relevant regulations. - Preparing waste management plans. - Providing necessary information, technical support, and consulting services to university administration and units regarding waste and waste management issues when required. - Collecting and archiving waste records and waste declaration forms from the units and ensuring their follow-up. - Monitoring changes in relevant laws and regulations and implementing them. 				
PREPARED BY: QUALITY UNIT		CHECKED BY: VICE DEAN Prof.Dr. Murat KANBUR		APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ

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<ul style="list-style-type: none">- Commission members continue their duties until a new member is appointed.- In the event of a commission member's departure for any reason, a new member will be appointed by the Dean's office.- Commission members are required to attend meetings unless they have an official excuse.- The Dean's office will evaluate the situation of members who fail to attend meetings without providing documentation for their absence.				
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