Khazar University

Water Management and Reuse Policy

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1. Purpose and Scope

1.1 This Policy establishes a university-wide framework to maximise the safe and feasible reuse and recycling of water at Khazar University. Its purpose is to reduce reliance on freshwater, conserve natural resources, and support environmentally responsible campus operations. It also establishes institutional responsibilities for wastewater management, pollution prevention, drinking-water access and water-efficient landscaping.

1.2 The Policy applies to all University-controlled campuses, buildings, laboratories, offices, common areas, landscaped grounds and other facilities. It applies to students, academic and administrative staff, contractors and service providers whose activities affect water use.

1.3 Water reuse refers to the beneficial use of water after its initial use, with appropriate treatment where necessary. It includes greywater and other reclaimed wastewater suitable for safe reuse.

2. Water Management and Reuse Requirements

2.1 The University shall identify and encourage water-reuse opportunities across its premises wherever technically practicable, environmentally sound, financially reasonable and permitted by applicable health and safety requirements. Where safe and viable reuse arrangements exist, reclaimed water should be prioritised for appropriate non-potable uses over additional freshwater consumption.

2.2 Potential uses of appropriately treated or reclaimed water include:

- Landscape and garden irrigation;
- Toilet flushing and other approved sanitary uses;
- Suitable cleaning, maintenance and other non-potable operations.

2.3 Greywater and other suitable wastewater may be reused only after an assessment of the source, intended use and relevant health risks, with appropriate treatment where required.

2.4 Renovation, plumbing, landscaping and infrastructure proposals shall consider viable water-reuse systems. Where reuse is not feasible, the relevant unit should document the main technical, safety or resource constraints.

2.5 No untreated toilet wastewater, hazardous laboratory effluent or other unsuitable wastewater shall be reused without a properly approved treatment and risk-control system. Reuse systems must prevent contamination and cross-connections with drinking-water infrastructure.

2.6 The University shall establish and maintain a documented process for the safe collection, handling and disposal or treatment of wastewater arising from campus activities. Wastewater shall be routed through authorised sewerage or appropriate treatment arrangements, with on-site treatment or reuse undertaken only where the required infrastructure and safety controls are available. Facilities personnel shall retain evidence of the applicable treatment or discharge arrangements and periodic checks.

2.7 Potentially polluting substances, including laboratory chemicals, oils, cleaning agents and contaminated liquids, must be handled and stored to prevent their entry into drinking-water, wastewater and stormwater systems. Discharge to sinks or drains shall not occur unless authorised by applicable procedures and legal requirements. Suitable containment and segregation measures shall be used according to the level of risk.

2.8 The University shall maintain response procedures for accidental spills, leaks and incidents that may cause water pollution. Where safe to do so, personnel must stop or contain the release, protect nearby drains, notify the responsible facilities or safety unit, arrange appropriate clean-up and record the incident, response and corrective actions. Relevant staff and contractors shall be informed of reporting routes and emergency contacts.

2.9 The University shall provide students, academic and administrative staff, and visitors with free access to safe drinking water at designated campus locations. Responsible units shall identify the access points and arrange appropriate cleaning, maintenance and water-quality checks. The availability and functioning of drinking-water facilities shall be verified through operational records.

2.10 New campus planting and replacement landscaping shall, where suitable, prioritise drought-tolerant and locally adapted plant species and water-efficient landscape design. Responsible units shall consider efficient irrigation schedules, mulching and other measures that reduce irrigation demand and document relevant landscaping decisions.

3. Responsibilities and Implementation

3.1 University management is responsible for approving the Policy and providing appropriate institutional oversight and administrative support for its implementation.

3.2 Relevant administration and facilities units shall identify suitable water sources and reuse applications, assess feasibility, supervise installation and maintenance, and ensure operational safety and compliance.

3.3 Academic units, project managers and contractors shall consider water-reuse options in relevant activities and follow approved operating instructions, including system labelling, inspections and required testing.

3.4 Students, staff and visitors must follow non-potable water signs and report leaks, malfunctions, unsafe connections or suspected misuse to the relevant administrative unit.

3.5 Relevant facilities and administrative units shall coordinate drinking-water provision, wastewater treatment and discharge arrangements, and site-level incident responses. Laboratories, service providers and contractors shall follow applicable wastewater and pollution-prevention procedures and provide records needed for compliance checks.

4. Awareness, Reporting and Compliance

4.1 The University shall communicate this Policy through appropriate channels, including its website, internal notices, relevant training and instructions provided to staff and contractors responsible for water-related facilities.

4.2 Proposed reuse initiatives must undergo technical evaluation before implementation. Water intended for reuse must meet the quality and operational requirements appropriate to the intended purpose; systems must be suspended where safety cannot be assured.

4.3 Relevant staff, students and contractors shall receive practical instructions, as appropriate to their activities, on pollution-prevention measures, safe wastewater handling and the prompt reporting of spills or other water-related incidents. Reported incidents shall be reviewed to identify and implement corrective actions.

5. Monitoring and Reporting

5.1 Facilities personnel shall periodically review campus water uses and potential sources of recoverable water, recording feasible projects and relevant infrastructure needs. Findings may be considered in the University's sustainability and facilities plans.

5.2 For each operational water-reuse system, the responsible unit shall measure and record the quantity of water reused, the original water source, the reuse application, the campus location and the reporting period. Meter readings shall be used wherever available; otherwise, estimates must be based on a documented method, clearly identified as estimates and supported by relevant operational evidence. Inspection and maintenance records shall also be retained.

5.3 Findings and recommendations should be reviewed at least annually. Water conservation from reduced consumption shall not be reported as recycled or reused water unless there is separate evidence of actual reuse.

5.4 Facilities personnel shall review available water-reuse measurements at least annually and maintain an inventory of operational reuse arrangements. Where reuse does not occur, or measurements are unavailable, reporting shall clearly distinguish these circumstances from a verified measurement of zero reuse.

6. Review and Legal Alignment

6.1 This Policy shall be reviewed at least once every five years, or sooner when required by changes in legislation, infrastructure, technical standards or identified operational risks.

6.2 The Policy shall be implemented in accordance with applicable legislation of the Republic of Azerbaijan, including relevant requirements concerning water resources, wastewater management, public health and environmental protection, and the University's institutional sustainability commitments.

6.3 In the event of inconsistency between this Policy and binding legal requirements, applicable legislation shall prevail. The Policy enters into force only following formal approval through established University procedures.