IPB University consistently implements a systematic measurement and monitoring system for the amount of waste generated and recycled across the entire campus. This system has been in place since 2020, utilizing methodologies that refer to the Indonesian National Standard (SNI) 19-3964-1994 concerning procedures for sampling and measuring urban waste generation and composition. The Directorate of General Affairs and Infrastructure is responsible for overseeing monitoring, evaluation, and documentation processes related to waste management, guided by a specific **Standard Operating Procedure (SOP) (page 4-10)**. Furthermore, through **Circular Letter No. 22015/IT3/KP/2021 (page 3, point 7)**, all working units within the university are mandated to actively participate in waste management and measurement activities to ensure standardized and sustainable implementation.

As part of its integrated waste management policy, IPB University proactively measures the amount of waste generated and recycled to advance its sustainability objectives. This initiative aligns with IPB's *Green Campus* framework, which serves as a comprehensive guideline for systematic waste tracking, monitoring, and continuous improvement of institutional waste management performance.

The implementation of this policy involves three core mechanisms:

1. Integrated Monitoring and Documentation:
IPB University conducts regular monitoring and systematic data recording of waste types, sources, volumes, and management methods. This includes identifying the composition of waste distinguishing between organic, inorganic, recyclable, and hazardous categories—to ensure precise handling and traceability.
2. Reduction and Recycling Targets:
The policy establishes measurable targets for waste reduction and increased recycling rates. All academic and non-academic units are encouraged to adopt reduce, reuse, and recycle (3R) practices to minimize the amount of waste sent to landfills.
3. Performance Reporting and Evaluation:
Oversight of this policy is managed by the Directorate of Campus Infrastructure, Facilities, and Environmental Security (DPSPLK), which is responsible for data collection, monitoring performance outcomes, and evaluating indicators such as diversion rates and recycling percentages. The evaluation results are used to refine waste management strategies and improve overall sustainability performance.

To further strengthen its environmental management system, IPB University has developed Standard Operating Procedures (SOPs) and established a Wastewater Treatment Plant (WWTP) to handle hazardous waste, demonstrating the university's commitment to a holistic and sustainable approach to environmental protection.

In addition, IPB University, in collaboration with the Ministry of Social Affairs of the Republic of Indonesia, has launched an eco-friendly stove innovation that utilizes palm oil waste as a renewable fuel source. This technology converts decomposed palm fruit residues into efficient and sustainable energy alternatives, exemplifying IPB's integration of research, innovation, and sustainability to reduce environmental impact while supporting circular economy initiatives.

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KEMENTERIAN RISET, TEKNOLOGI DAN PENDIDIKAN TINGGI
INSTITUT PERTANIAN BOGOR

Kampus IPB Dramaga, Bogor 16680
Telepon (0251) 8622642
Facsimile (0251) 8622708
http://www.ipb.ac.id

SURAT EDARAN
Nomor 22015 /IT3/KP/2021
TENTANG
PENGELOLAAN SAMPAH DI LINGKUNGAN INSTITUT PERTANIAN BOGOR

Yth.

1. Para Wakil Rektor
2. Sekretaris Institut
3. Para Dekan Fakultas/Sekolah
4. Para Kepala Lembaga
5. Para Direktur dan Kepala Kantor/Kepala Biro/Kepala Badan
6. Para Kepala Unit
7. Para Ketua Departemen
8. Para Kepala Pusat Studi
9. Seluruh Pegawai (Dosen dan Tenaga Kependidikan)

Di lingkungan Institut Pertanian Bogor

Berdasarkan Peraturan Rektor Institut Pertanian Bogor Nomor 29/IT3/OT/2020 tentang Petunjuk Pelaksanaan Pengelolaan Sampah Sejenis Sampah Rumah Tangga di lingkungan Institut Pertanian Bogor, dengan ini disampaikan beberapa hal sebagai berikut:

1. Setiap unit kerja berkewajiban untuk menerapkan "zero waste policy" atau pengelolaan tanpa sisa;
2. Setiap unit kerja berkewajiban untuk menerapkan prinsip 3R dalam pengelolaan sampah, yaitu: *reduce, reuse, and recycle;*
3. Setiap unit kerja berkewajiban untuk mengukur volume sampah makanan (food waste) yang dihasilkan di setiap unit kerja masing-masing;
4. Setiap unit kerja berkewajiban untuk mengurangi penggunaan barang-barang sekali pakai, termasuk di dalamnya plastik sekali pakai dan *styrofoam*;
5. Setiap unit kerja berkewajiban untuk ikut berperan dalam mengurangi sampah yang berpotensi merusak ekosistem sungai dan laut;
6. Setiap unit kerja berkewajiban untuk mengelola limbah Bahan Berbahaya Beracun (B3) sesuai dengan ketentuan yang berlaku;
7. Setiap unit kerja berkewajiban untuk membantu menghitung jumlah timbunan sampah yang dikirim ke TPA dan didaur ulang.

Demikian Surat Edaran kami buat dan dapat dilaksanakan dengan sebaik-baiknya, atas perhatian dan kerjasamanya diucapkan terima kasih.

Ditetapkan di Bogor,
Pada Tanggal 7 Desember 2021
Wakil Rektor
Bidang Sumberdaya, Perencanaan dan Keuangan

Prof. Dr. Ir. Agus Purwito, M.Sc.Agr
NIP. 19611101 198703 1 003

Tembusan :
Rektor IPB

IPB University
Bogor Indonesia

SOP PENGELOLAAN SAMPAH SEJENIS SAMPAH RUMAH TANGGA

A. Formulir Perencanaan Identifikasi Sumber Sampah

No.	Unit/Fakultas/ Sekolah	Jumlah Jiwa	Kepadatan Sumber Sampah (Jiwa/hektar)	Aktivitas di Lokasi					
				Perkantoran	Perkuliahan	Laboratorium	Kantin	Fasilitas Umum	Lainnya : …….
1									
2									
3									
dst									

B. Formulir Identifikasi Rencana Program Peningkatan Pengelolaan Sampah

No.	Aspek Pengelolaan	Rencana Program	Jangka Program		
			Pendek	Menengah	Panjang
I.	Kelembagaan				
1					
2					
Dst.					
II	Teknis				
1					
2					
Dst.					
III	Pembiayaan				
1					
2					
dst					
IV	Peraturan				
1					
2					
Dst.					
V	Lainnya				
1					
2					
Dst.					

C. Formulir Rencana Identifikasi Pembiayaan Pengelolaan Sampah

No	Komponen Kegiatan	Biaya Jangka Pendek		Biaya Jangka Menengah		Biaya Jangka Panjang	
		Investasi	Operasional/Perawatan	Investasi	Operasional/Perawatan	Investasi	Operasional/Perawatan
1							
2							
3							
4							
5							
Dst…							

D. Formulir Identifikasi Perkiraan Timbulan Sampah Organik

1 Lokasi Timbulan Sampah :
2 Waktu pengamatan :
3 Nama pengumpul data :
4 LAMA WAKTU PENGUKURAN :
5 ALAT UKUR : 50 KG 25 KG DIGITAL

No	Jenis sampah ORGANIK	Senin		Selasa		Rabu		Kamis		Jumat		Sabtu		Minggu		Senin		Selasa		Rabu		Kamis		Jumat		Sabtu		Minggu	
		Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)
1	Makanan																												
2	Rumput, Daun, dan Batang																												
3	Kotoran Hewan																												
4	Minyak Jelantah																												
5	…….....																												
KETERANGAN:*																													

Contoh Sampah Organik : Sisa Makanan di kantor, daun-daunan dari kebun, taman, lab lapangan, serasah pepohonan, dll

* : dapat diisi dengan kegiatan/aktivitas yang diduga dapat menimbulkan timbulan sampah yang berlebihan (contoh : rapat rabuan, dies natalis jurusan, dll)

E. Formulir Identifikasi Perkiraan Timbulan Sampah Anorganik

1 Lokasi Timbulan Sampah :
2 Waktu pengamatan :
3 Nama pengumpul data :
4 LAMA WAKTU PENGUKURAN :
5 ALAT UKUR : 50 KG 25 KG DIGITAL

No	Jenis sampah ANORGANIK	Senin		Selasa		Rabu		Kamis		Jumat		Sabtu		Minggu		Senin		Selasa		Rabu		Kamis		Jumat		Sabtu		Minggu	
		Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)
1	Plastik Kresek																												
2	Plastik Bening																												
3	Plastik Warna																												
4	Kemasan Makanan dan non makanan																												
5	Logam																												
6	kaca																												
7	karet																												
8	Kardus																												
9	Kertas																												
10	sterofoam																												
11	Kain																												
12	Tissue																												
KETERANGAN:*																													

Contoh Sampah Anorganik : Plastic kresek, Plastic kemasan sampo, pasta gigi, sabun, kecap, saus, makanan ringan, Kantong plastic bening, Aluminium foil (kemasan susu),Kaca (kaca, cermin, gelas, piring, porselin), Besi, pampers, pembalut.

* : dapat diisi dengan kegiatan/aktivitas yang diduga dapat menimbulkan timbulan sampah yang berlebihan (contoh : rapat rabuan, dies natalis jurusan, dll)

F. Formulir Identifikasi Perkiraan Timbulan Sampah/Mengandung Limbah B3

1 Lokasi Timbulan Sampah :

2 Waktu Pengamatan :

3 Nama Pengumpul Data :

4 Lama Waktu Pengukuran :

5 Alat Ukur : 50 KG 25 KG DIGITAL

No	Jenis Sampah ANORGANIK	Senin		Selasa		Rabu		Kamis		Jumat		Sabtu		Minggu		Senin		Selasa		Rabu		Kamis		Jumat		Sabtu		Minggu	
		Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)	Kg	Vol (m^3)
1	Baterai																												
2	Oli Bekas																												
3	Sisa Obat-Obatan																												
4	Sisa Kaleng Obat Serangga, Mat Obat Nyamuk																												
5	Bahan-Bahan Sisa Lab (Jarum Suntik, Botol, Dll)																												
6	Pampers Dan Pembalut																												
7	Lainnya :																												
	KETERANGAN:*																												

* : Dapat Diisi Dengan Kegiatan/Aktivitas Yang Diduga Dapat Menimbulkan Timbulan Sampah Yang Berlebihan (Contoh : Rapat Rabuan, Dies Natalis Jurusan, Dll)