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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

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**Specification for management of public institutions waste
goods recycling systems**

公共机构废旧商品回收体系管理规范

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Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting.

Please note that some of the contents of this document may involve patents. The issuing organization of this document does not assume the responsibility for identifying patents.

This document is proposed and coordinated by the China Federation of Supply and Marketing Cooperatives.

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Management Specifications for Waste and Used Goods Recycling Systems in Public

Institutions

1 Scope

This document specifies the management requirements, process requirements, and record and inspection requirements for the waste product recycling system of public institutions.

This document applies to the operation and management of the waste product recycling system of public institutions.

2 Normative references

GB 2894

3 Terms and definitions

The following terms and definitions apply to this document.

3.1 public institutions

State organs, public institutions and collective organizations that use fiscal funds in whole or in part.

Examples. government agencies at all levels, public institutions, hospitals, schools, cultural, sports and science and technology venues.

3.2 Waste goods wastegoods

Waste items with recycling value.

Examples. waste paper, waste metal, waste plastic, waste glass, waste textiles, waste electrical and electronic products, waste electromechanical equipment, scrapped motor vehicles and other waste Products, etc.

3.3 Recycling system

A system consisting of the processes of disposal, recycling, transportation, storage, and treatment of used goods.

4.1 Public institutions

4.1.1 A waste and old goods management system should be established, and a temporary storage area for waste and old goods should be set up.

4.1.2 It is advisable to publicly select recycling companies through bidding or other means, and publish the list of companies and their contact information on relevant websites.

4.1.3 The waste and old goods should be properly registered and, if necessary, the registration should be reviewed and approved.

4.1.4 Used and scrapped goods should be classified, stored and managed by a dedicated person.

4.1.5 Confidential waste products should be declassified.

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