 جامعة قطر QATAR UNIVERSITY	BIODIVERSITY CONSERVATION PROCEDURE	Doc. No	QU-EMS-FGSD-SOP-06
		Revision No	00
		Issue Date	01.03.2022


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REVISION HISTORY

REV NO	REV DATE	REASON FOR CHANGE	BRIEF DESCRIPTION OF THE CHANGES	EFFECTIVE DATE OF IMPLEMENTATION
00	01.03.2022	-	FIRST RELEASE	01.03.2022

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1. PURPOSE

The document sets directives and responsibilities on the protection and management of the biodiversity within QU facilities to:

- preserve the diversity of native species in their natural habitat.
- sustainable utilization of species and ecosystems.
- maintain life-supporting systems and essential ecological processes.
- conduct scientific research related to Qatar's native species in their natural habitat by QU students and researchers.


2. FIELD OF APPLICATION

The scope of this procedure covers the entire QU campus.

3. REFERENCES AND ASSOCIATED DOCUMENTS

The standards or documents listed below are considered as references to this procedure:

Document Code	Document Designation
-	ISO Standard 14001:2015
QU-MNL-01	EMS Manual
-	State of Qatar Law No. 30 of the Environment Protection, 2002
-	State of Qatar Law No. 4 on the regulation of hunting wild animals, aves and reptiles, 2002
-	Decree No. 90 of 1996 ratifying the accession of the State of Qatar to the Convention on Biodiversity of 1992
-	State of Qatar Law No. 19 Conservation of Wildlife and their Natural Habitats, 2004


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4. DEFINITIONS AND ABBREVIATIONS

Abbreviation/Words	Definition
QU	Qatar University
EMS	Environmental Management Systems
ES Specialist	Environmental and Sustainability Specialist
DBES	Biological and Environmental Sciences Department
Biodiversity	the variability among living organisms from all sources including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems.
Biodiversity conservation	the protection, upliftment and management of biodiversity in order to derive sustainable benefits for present and future generations.

5. RESPONSIBILITY

Title	Responsibilities
ES Specialist	<ul style="list-style-type: none"> - has an overall responsibility to coordinate replantation of the plants from project area. - has an overall responsibility for plants welfare inspections. - when the source of contamination identified, fill in and submit by e-mail the “Environmental and Sustainability Inspection Form” to QU Project Engineer/Section. - in case of recurrence, initiate the suspension of the Work Permit/ Payment to the External Provider and coordinate with QU Project Engineer/Section to make External Provider conduct the cleaning of the plants/territory. - When the scorpion or snake found, take a clear bunch of pictures with high resolution, note the detailed location where snake or scorpion was found, date of collection and share the same by e-mail with DBES for research purposes.


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	- coordinate with the “Qatar Animal Welfare Society (QAWS)” to arrange the replacement of a snake or scorpion from the QU to ensure no harm is made to the animal.
Project Engineer	- Contact ES Specialist at least 1 month prior to the Project execution - Communicate the “Environmental and Sustainability Inspection Form” with the External Provider/concerned party to prevent recurrence of plants contamination.
DBES	- Review “Replantation Form” and consult on the type of the plant: native or invasive and communicate the form back to ES Specialist.

6. PROCEDURE

6.1. Replantation of Native Plants Prior to Project Execution

- 1- The Project Engineer shall contact ES Specialist at least 1 month prior to the Project execution to inform about the Project date of commencement and the Project Area.
- 2- Within 5 working days from the Project Engineer notification, ES Specialist shall visit the designated Project Area to assess the need of any native or other plants replantation.
- 3- Within 2 working days after the visit, ES Specialist shall fill in the “Replantation form” (QU-EMS-ESS-FRM-28), capturing pictures and any other required information about the plants which need to be replanted.
- 4- Upon the completion, ES Specialist shall send the “Replantation form” (QU-EMS-ESS-FRM-28) by e-mail to DBES to consult on the type of the plant: native or invasive. DBES shall revert within 3 working days and shall advice the replantation location.
- 5- For invasive plants, ES Specialist shall consult with FGSD Landscape Section Engineer on possible replantation locations.
- 6- ES Specialist shall arrange the transportation of plants from designated Project Area to the new location.
- 7- Upon completion of the replantation, ES Specialist along with Landscape Section Engineer shall conduct a new site visit to ensure the total number of plans replanted, availability of irrigation

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supply and other requirements and capture the same into the “Replantation form” (QU-EMS-ESS-FRM-28).

- 8- ES Specialist shall maintain the “Replantation form” (QU-EMS-ESS-FRM-28) for the record and tracking.

6.2. Plants Welfare Inspections

- 1- ES Specialist shall conduct random inspection tours within the QU boundaries to ensure the welfare of the native and other plants.
- 2- ES Specialist shall detect all the plastic and other items which were brought by wind, hooked on the plants and effect plants wellbeing.
- 3- ES Specialist shall coordinate with Housekeeping Section on provision of manpower and necessary equipment/materials for the further clean-up of the plants and the surrounding territory.
- 4- ES Specialist along with manpower provided shall conduct coordination of the clean-up session. ES Specialist shall ensure that during the clean-up there is no additional damage happens to the plants.
- 5- Upon the clean-up completion, ES Specialist shall conduct an investigation, where and when practicably reasonable, to detect the source of waste items collected.
- 6- Where ES Specialist is able to identify the source of waste items, ES Specialist shall fill in the “Environmental and Sustainability Inspection Report” (QU-EMS-ESS-FRM-25) and submit by e-mail to QU Project Engineer/Section for the further communication with the External Provider/concerned party to prevent recurrence.
- 7- In case of recurrence, ES Specialist shall initiate the suspension of the Work Permit/ Payment to the External Provider and coordinate with QU Project Engineer/Section to make External Provider conduct the cleaning of the plants/territory.

6.3. Snakes and Scorpions Replacement

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- 1- When anybody has detected a snake or scorpion within the QU boundaries, shall not take any actions on their own for the safety reasons and to ensure no harm is made to the animal and shall immediately contact the Environmental and Sustainability Section for the appropriate actions.
- 2- ES Specialist shall take a clear bunch of pictures with high resolution, note the detailed location where snake or scorpion was found, date of collection and share the same by e-mail with DBES for research purposes.
- 3- ES Specialist shall coordinate with the “Qatar Animal Welfare Society (QAWS)” to arrange the replacement of a snake or scorpion from the QU to ensure no harm is made to the animal.

7. RECORD

S. No.	Record Name	Reference	Custodian
01	Replantation form	QU-EMS-ESS-FRM-28	ES Specialist
02	“Environmental and Sustainability Inspection Report”	QU-EMS-ESS-FRM-25	ES Specialist