



Policy for Waste Management and Disposal

Awareness about Waste and Disposal

What is Waste:- Waste is unwanted or useless materials; also known as Rubbish, Trash, Refuse, Garbage, Junk, Litter and Ort. According to EPA regulations, Waste is:

- Any garbage or refuse that include Household Garbage, Rubbish, Construction & Demolition Debris, Sanitation Residues, Packaging Materials e.t.c.,
- Sludge from a Wastewater treatment plant or Water supply treatment plant,
- Other discarded material,
- Solid, liquid, Semi-solid, or contained gaseous material from Industrial, Commercial mining and agricultural operations.

Kinds of Waste:-

- **Solid Waste:** waste in solid forms like Plastics, Styrofoam Containers, Bottles, Cans, Papers, Scrap Iron, Diapers, Napkins, Mosquito repellants and other trash.
- **Liquid Waste:** waste in liquid form like Domestic Washings, Chemicals & Oils.
- **e-Waste:** Electronic wastes generated from any modern establishments. They may be described as discarded electrical or electronic devices.

Classification of Waste:-

- **Bio-degradable** - can be degraded (like Paper/ Card Board, Wood, Cooked food waste, Raw Vegetable/ Peel, Fruits, waste from agriculture & others)
- **Non bio-degradable** - cannot be degraded (like Plastics, Bottles, Old Machines, Cans, Styrofoam containers and others)

Waste Hierarchy

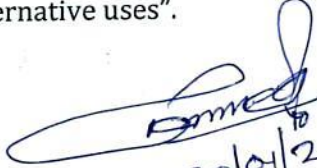
The strategy uses the principle of the waste hierarchy:

1. REDUCE – the best approach to waste is to reduce it at source.
2. REUSE – if you cannot reduce it, then try to re-use it.
3. RECYCLE – if you cannot reuse it, then try to recycle it.

Source of Waste Generation:-

Hostel, Kitchen, Canteen and Office of departments are the source of waste generation in the Institute premise.

Disposal means:- “Any operation which may lead to Resource Recovery, Recycling, Reclamation, Direct Re-use or Alternative uses”.


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Introduction

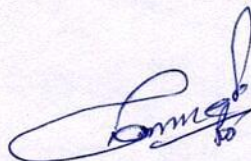
This policy is a necessary requirement to ensure the moral and legal duties for safe, compliant, environmentally and financially sustainable waste management. This policy provides guidance to all faculty members & staff and defines responsibilities in all aspects of waste management with clear standards for appropriate waste segregation, storage, handling, transport and disposal. This policy applies also to all contractors and casual workers who are engaged to work on the Institute premises.

1. This Institute understands the importance of waste management and its effect on the environment; therefore, committed to protection of the environment through the implementation of an effective, environmental, recycling and waste management policy.
2. This Institute believes the key to successful management of environmental matters, recycling and waste is to provide the facilities that will minimize effort and maximize benefit to the faculty members, staff, students and visitors.
3. This Institute will work with the waste removal service providers and liaison with recycling & waste management contractors to raise awareness of environmental issues amongst the faculty members, staff, students and visitors.
4. This Institute aims to minimize the risk of pollution or harm to health by discarding waste in appropriate containers and preventing it from escaping; therefore anyone dealing with waste is bound by a duty of care to ensure that waste is disposed of safely and properly.
5. This Institute is committed to ensuring that its waste management contractors comply with the Environmental Protection Act 1990 and with its 'Duty of Care Code of Practice'.
6. This Institute will aspire to provide separate containers for the different types of waste. These should be placed at strategic points around the Institute premises.

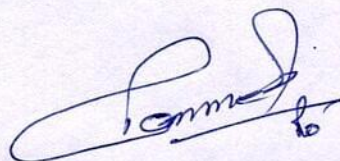
Objective:-

All staff & students are requested to co-operate and support the college waste management policy by:

1. Reducing the volumes of waste produced on Campus, where possible,
2. Re-using products where possible, like, re-using office stationery or waste paper that has been printed on one side only.
3. Reviewing the need to purchase items so that future waste is avoided; Requesting the suppliers to take unwanted items or packaging back, where possible.
4. Ensuring that designated waste storage areas (internal or external) are kept clean and tidy and free from loose waste, bulky items and items for storage.
5. Using the facilities provided to segregate waste at source to facilitate recycling.
6. Ensuring any lockable waste bins/are kept locked shut at all times except when being filled.
7. Ensuring waste is placed in correct waste bins & proper bin bags are placed in the relevant bins.



8. Ensure waste bins are pedal operated, fire proof, easy to clean & disinfect to prevent risk of infection and containers would be colour coded, where appropriate; have labels showing the waste type in words and/or pictograms.
9. Ensure Verne Composed of Raw Food/Vegetable, Cooked food & Paper.
10. Minimize the use of plastic crockery/Poly bags. Use paper crockery in place of plastic. For example-Plastic water glasses must be avoided & Paper water glasses are to be used.
11. Re-use before discarding an item, think whether another person or department could use it. Examples of clothing, books, equipment, and furniture.
12. All the different types of waste, including recyclable materials, will be removed from site at regular intervals.
13. The disposal of computer equipment including all laptops, PCs, printers, scanners, etc. that cannot be re-used will be managed through the IT department who will have an appointed contractor that will removed and recycle or safely dispose of all unwanted waste equipment. The IT department will maintain appropriate records and certificates of disposal.
14. It is expected that most of the food waste will come from the main kitchen and canteen. In order to maintain a consistent approach, the catering supervisor will have operational management responsibility for: Collection of all food waste; Ensuring all food waste is removed from the building at the end of each day and stored in the appropriate container in the secure waste compound.
15. In addition, the catering supervisor will have operational management responsibility for the disposal of waste oil from the kitchens.
16. General waste is waste which is neither recyclable nor hazardous. This waste will be collected by cleaning staff at arranged intervals from containers around the building.
17. Green Waste will include all garden plant materials that are compostable such as cuttings from plants, grass, flowers, leaves, old vegetation, etc. For health & safety reasons, green waste will not include any waste vegetables, herbs or other matter that have been cooked or used in the kitchens. We will ask the relevant contractors to take away green waste to recycle off-site.
18. Hazardous materials may be stored and used on site, such as cleaning agents. The competent authority will carry out a risk assessment on hazardous cleaning materials and they will be disposed of accordingly.
19. Paper Waste may include confidential material and care must be taken in its disposal. In this case, confidential waste paper may be shredded by the department responsible for generating it and the material will then be recycled.
20. Cleaners will be required to empty general waste containers around the building on at least a daily basis and remove from the building.
21. All general waste will be removed from the building by the time cleaners have completed their duties each evening.
22. Any waste removed from the building will be taken straight to the secure waste compound and placed in the appropriate euro-bin.



Issue & Disposal of Sanitary Napkin:-

As per AICTE guidelines through Hand Book- Appx-6, Para 6.1 "Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe & environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator".

- Disposal of Sanitary Napkin in the college premise is concern for girls' students & female staff.
- It is our prime responsibility to provide safe & environmental friendly disposal of used napkins through sanitary napkin incinerator and also to provide basic necessities of quality sanitary napkins through sanitary napkin vending machines for female students while they are on campus or in hostel.
- Please note that disposal of sanitary napkins is not like any other waste disposal.
- Ensure disposal bins with lids should be placed within the toilet, as the initial point of waste collection.
- Do not flush down the sanitary napkins through toilet/ commode.
- Do not throw in to the trash or burn locally.
- Use incinerator or feminine hygiene bins for disposal.

Segregation of Waste:- For the purpose of segregation;

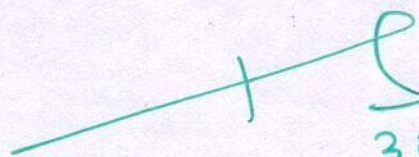
- The information regarding segregation and sorting the waste is to be circulated to all the employees & students of Institute. The Chairperson/Department heads have been directly made responsible for segregation & sorting the waste for their department.
- The segregated waste should be placed in the proper Dust Bins i.e. Green colour code is for Dry waste and Blue colour code is for Wet waste material.
- In case of an event, or gathering of more persons at a place in the premise, the person concerned will have to ensure segregation of waste at source and handing over of segregated waste to waste collector or agency.
- Hostel Wardens/Mess Manager is to ensure proper segregate of waste generated from mess. There should be separate bin for biodegradable & degradable waste. The cooked food waste is to be handed over to sweepers for feeding to pigs. The raw vegetables/peels are to be collected in separate container & should be transported to cattle's' shelter for feeding to animals.

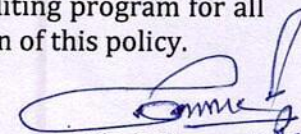
Recording of Waste Generation:-

- It is recommended that the Chairperson/Department heads is to maintain a register for recording of movement of waste generated through their department & its disposal. This document must be kept available for surprise inspection by any Competent Authority of HIET.

Implementation & Monitoring of recycle:-

- To assist in raising the level of awareness and compliance, it is recommended that the Chairperson/Department heads are to conduct a monitoring and auditing program for all the areas for waste management to ensure the correct implementation of this policy.


30/1/2023


(R C Sharma)
Registrar
30/01/2023
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