



शाहू शिक्षण संस्था पंढरपूर संचलित  
एस.एन.डी.टी. महिला विद्यापीठ मुंबई सलग्न

Reg. No. MAH / 786/80 F 712 - Solapur 10 July 1980

# राजमाता महिला शिक्षणशास्त्र महाविद्यालय, सांगली.

वानलेसवाडी, विजयनगर, सांगली-मिरज रोड, सांगली, जि. सांगली. फोन व फॅक्स : ०२३३ - २६०१४२८

Shahu Shikshan Sanstha Pandharpur

Affiliated by S.N.D.T. Women's University, Mumbai

## Rajmata Women's College of Education Sangli

Wanlesswadi, Vijay Nagar, Sangli-Miraj Road, Sangli. Tel. & Fax 0233 - 2601428

मा. श्री. लक्ष्मणरावजी दोबळे - संस्थापक अध्यक्ष

जा. क्र. :

दिनांक :

## RAJMATA WOMEN'S COLLEGE OF EDUCATION



### WASTE MANAGEMENT POLICY & PROCEDURE

#### 1. Executive Summary

This policy is a necessary requirement to ensure the Rajmata Women's College of Education Campus fulfils its moral and legal duties for safe, compliant environmentally and financially sustainable Waste Management. This policy provides guidance to all staff, and defines responsibilities in all aspects of Waste Management with clear standards for appropriate waste segregation, storage, handling, transport and disposal.

#### 2. Introduction

Waste Management is the generic term given to the whole spectrum of activities associated with waste, namely, its generation, segregation, Storage, handing and transpiration from point of sources department to final place of disposal ( recycling/landfill/ incinerator). This policy details the Rajmata Women's College of Education Campus arrangement, including responsibilities, for the classification, segregation, collection, storage, handling, transportation and disposal of all waste produced as a consequence of the Rajmata Women's College of Education Campus activities.

#### 3. Scope

This Policy applies to all services directly provided by the Rajmata Women's College of Education Campus and all staff should familiarize themselves with the policy.

This policy encompasses the activities and responsibilities of all Rajmata Women's college of education Campus staff, including in on site customer meeting, on site installation and site visitation when applicable.

#### 4. Aims and Objectives

This policy has been prepared with the objectives of

- Ensuring compliance with all relevant legislation
- Providing all staff with guidance in the safe handling and disposal of waste in line with health and safety and infection control requirements.
- Enabling staff to recognize and comply with all legal requirement
- Identifying specific responsibilities.
- Identifying and promoting safe methods of segregation and disposal.
- Reducing the impact that the Rajmata Women's College of Education campus business has on the environment.



#### 5. Waste Management Legislation

This policy describes the Rajmata Women's College of Education Campus arrangements of discharge of these responsibilities particular under.

Environmental Protection ACT ( EPA) 1990

The Controlled waste regulations 2012 SL 811 ( revokes the 1992 regulations)

The Hazardous waste ( England wand wales) ( Amendment) Regulation 2009

Waste Electrical & Electronic Equipment Directive 2007

The Landfill Directive 2007

Batteries Directive 2008

#### 6. Implementation of the Waste Policy

##### 6.1 Waste Hierarchy

The Strategy uses the principle of the waste hierarchy

Reduce – The best approach to waste is to reduce it at source

Reuse – If you cannot reduce it then try to re use it

Recycle – If you cannot re – use it then try to recycle it.

##### 6.2 Implementation

Several recycling wastes streams have been implemented within the Rajmata Womens College of Education Campus premises diverting much from landfill. The key to successful waste management and recycling firms have established in order to provide the means to implement the waste policy.

Computer Electronic Hardware

Hard Disk Drives

Solid State drives



Peripherals ( Keyboard, Mouse etc)

LCD Display Monitors

CRT Monitors

Networking Hardware

Computer Accessories

Communication Hardware



IT must diagnose any potential reusable equipment before making final decision on disposing of the target equipment, further reducing the waste.

Additionally, redistribution of the equipment to charities and schools for example, is always the best option for full recycling of component parts and re use of waste materials.

#### **7.2.5. Asbestos**

Not use

#### **7.3 Bagged Waste / recycling**

It is important that the correct goes into the appropriate sacks to ensure all recyclables are segregated.

As a general reminder, the sack colours for wastes are as follows.

Black : General Waste

Clear : Shredded paper waste or any other office paper for recycling plastic bottles and cans.

Yellow : Un – Shredded Confidential Paper waste.

Please ensure individual Sacks for collection are not overfilled, which is a maximum of 13 KG per bag Generally, if it is too heavy for you. It is too heavy for the porters.

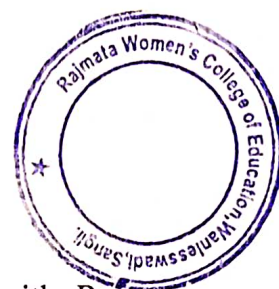
#### **7.4 General Safety Precautions**

Bags must be inspected by staff for adequate sealing and for no sharps protruding before handling.

#### **8 Procedures for ongoing monitoring and updating**

It is the responsibility of the Operations section to ensure that changes in legislation in relation to waste and its derivatives are adhered to and that all affected units within Rajmata Women's College of Education Campus are advised accordingly. Collection point. Then contact Christina ( Ext 123) for further process and inform Christina if the security becomes the main concern which will advise the handling personal accordingly.

A small amount of confidential paper from the payroll office, is shredded on site through an external contract.



#### **7.1.7 Non-Confidential Waste paper, Magazines, Journals. Etc.**

This can be placed at the designated recycling bins.

#### **7.1.8 Non – recyclable Office Waste**

This can be placed into the General Waste Bin prepared with Rajmata Women's College of Education Campus Premises

#### **7.2 Hazardous Waste**

NO use

##### **7.2.1 Clinical Waste**

No use

##### **7.2.2. Batteries**

This Will be collected by the IT and Will be sent to related recycling organization for further processing.

##### **7.2.3 Fluorescent Tubes and Sodium Lamps**

Spent tubes are stored securely for pending collection by a registered waste carrier, for disposal as hazardous waste.

#### **7.3 Waste Electrical And electronic Equipment**

Going through Directive of Waste Electrical and Electronic Equipment ( WEEE).

Ensuring manufacturer and importer compliance in the treatment of waste is essential in addition to encouraging the reuse and recycling of the items. This responsibility can also be applied to the dealers as the majority of the equipment is supplied through dealerships but essentially compliance rests with the product consumer ( in much the same was as the disposal of a redundant fridge, which is the responsibility of the user Rajmata Women's College of Education Campus Staff must adhere to the procedure of disposing the equipment, which includes.

To Investigate the options of centralized between organizations, Bulk buying cuts costs and gives more negotiation power with the supplier.

These example are by no means comprehensive but, in general, when buying materials, the purchasing department should consider if the product is reusable and has been or can be recycled.

### **7 Procedures for recycling and disposal**

#### **7.1 Non hazardous waste**



#### **7.1.1. Cardboard**

Cardboard should be flatted and placed at the designated waste collection point within the Rajmata Women's College of Education Campus premises.

#### **7.1.2 Cans, Plastic Betties/ Wrapping and cups**

There are specific containers for cans, plastic botties and plastic cups which can be found within the pantries in the Rajmata Women's College of Education Campus Premises.

#### **7.1.3 Glass products**

Glass botties or small quantities of glass products can be placed at the designated collection point with the Rajmata Women's College of Education Campus premises. To recycle Large Quantities of glass products contact Christen ( EXT 123) to hire a contractor for relocation and to be handled by the porters at any external collection point nearby.

#### **7.1.4 Toner Cartridges**

Printer inkjet and toner cartridges from both workgroup laser printers and multifunction printers are recycled by sending it back to vendors for further handling.

#### **7.1.5 Media waste ( CDs, DVDs, Floppy discs, and Cassettes)**

All media waste will be inspected by it and will be destroyed should be any confidential data stored within. After inspection, the waste can be sent to the relevant person for recycling.

#### **7.1.6 Confidential paper**

Small quantities f confidential data should be destroyed in the local shredding machines and will be removed by the relevant person from waste collection points. Large quantities of confidential paper that are not feasible to be destroyed using the local shredders can be destroyed off size. Put the paper in yellow bin liners and place them at the designated waste.

The following items are currently recycled :

- All paper products (Except Tissue paper)
- Cardboard ( Flattened for storage)
- Wood
- Metal
- Media Waste ( CDs, DVDs, Floppy discs, and cassettes)
- Plastic bottles, Packaging, cups, food containers and all metal cans
- Glass



- Batteries
- Carpet tiles
- Waste electrical and electronic equipment ( Hard disk drives, computer hardware, peripherals, network equipment etc)
- Furniture's



All other waste is compacted with 75% segregated for further recycling and 25% converted to refuse derived fuel.

### 6.3 Purchasing

The purchasing function has a real impact on the quantity and recyclable value of waste. Choosing and buying recycled products is part of an overall waste reduction strategy. As source is an issue that often gets overlooked the purchasing department consider the following activities as part of its function.

To cut down on over- packaged products ( its packaging reusable)

To purchase refillable or reusable products ( printer or toner cartridges)

To use or lease equipment that has waste reduction features ( Photocopiers, email.etc)

To use durable items where relevant, not one trip disposable items ( rechargeable Batteries)


To buy equipment that can easily be mended or has inter chargeable parts

To Specify/ buy items made with recycled materials

To check stationery supplier catalogues for recycled items

To consider using cost savings form waste reduction activates ( Photocopiers set to double sided to pay for activates that may cost a little more until economies of scale come in to play.



  
Principal,  
Rajmata Women's College of  
Education, Sangli.