

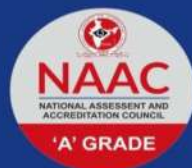


Living World of Diversity...



SOP HAZARDOUS WASTE MANAGEMENT

Guidelines & Procedures



-: An Initiative of Tecnia Internal Quality Assurance Cell :-

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

Recognized Under Sec. 2(f) of UGC Act 1956, Approved by AICTE, Ministry of HRD, Govt. of India,
Affiliated to Guru Gobind Singh Indraprastha University.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, NEW DELHI, 110085

ISO 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified Institute;
Rated as 'A' Category by JAC, Govt. of NCT of Delhi; A++ Category - Best Business School
by AIMA - Business Standard Survey & Included in Top 100 B & IT School by Dalal Street Investment Journal.

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WASTE MANAGEMENT POLICY

Introduction

Tecnia Institute of Advanced Studies has been initiating significant measures in the field of environment and sustainability; considerable attention has been paid to minimize the production of waste in the campus. This policy envisages guaranteeing the moral, social and legal responsibilities in creating an environment friendly and sustainable Institute devoid of waste and exploitation of nature. This policy serves as a guidance document to the faculty, staff and students to behave responsibly in the production of waste, waste segregation, storage, handling, transport and disposal.

The Institute recognized that sustainable and holistic waste management is essential in reducing its environmental footprint and providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors.

Institute has a duty to ensure that all the campus wastes are disposed-off responsibly by using proper waste segregation mechanism at the source and if possible, converting it into value added environment friendly product.

Policy Statement

The institute will adopt the principles of the “best practicable environmental option” in the delivery of its waste management services.

The institute requires all the teaching and non-teaching staff, students, guests and anyone else making use of the premises to comply with this policy and associated “Institute Environmental Guidance” to ensure compliance with all waste legislations. Any solid waste generated in the campus shall be managed and handled in accordance with the compliance criteria and the procedure laid down in Municipal Solid Wastes (Management and Handling) Rules, 1999, published under the notification in the Ministry of Environment, Government of India.

The policy envisions a community which is acutely conscious of the anthropogenic condition of the world and therefore strives to create an ecologically healthy, prospering and resource efficient community, where waste is considerably reduced, recycled, reused and disposed-off using environmentally friendly safe methods.

Policy Objectives

The objectives of this policy are to:

1. Follows principle of 3R's (Reduce, Reuse and Recycle) to meet its objective of sustainable development by bringing ecological balance
2. Ensure that waste management procedure is in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects
3. Minimize waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost effective manner
4. Define roles and responsibilities to identify and coordinate each activity of waste-management
5. Promote environmental awareness to encourage waste minimization, reuse and recycling
6. Invest into the expansion of recycling opportunities on the institute campus and transform waste into value added products
7. Ensure the safe handling and storage of wastes in institute campus
8. Create consciousness among faculty and students about the waste in which waste is generated and the means by which they can reduce waste generation and manage the waste they produce
9. Maintain the campus plastic free

Organization and Management

The responsibilities and organizational arrangements for this waste management policy lie with a variety of personnel within the Institute.

Composition of Advisory Committee:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	All HODs	Member
3	One Senior Faculty Member from each Department	Member
4	Administrative Officer	Member Secretary
5	Campus Supervisor	Member

Frequency of Meeting: The committee shall meet at-least two times a year or as and when required. The Member Secretary in consultation with the Chairman prepares and circulates the agenda of the meeting well in advance. The Member Secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient

day.

Term: The tenure of the members shall be three years.

Function of Advisory Committee:

1. Reporting annually to the institute on progress against the environmental performance indicators.
2. Monitoring and auditing the management systems for all waste, to ensure safety and legal compliance.
3. Provision of appropriate training for all personnel who have responsibilities for waste management.
4. Ensuring that all contractors are advised to comply with the duty of taking care of college environment as per the institute waste management policy.
5. Ensuring that all contractors appointed to carry out works are from government 'approved list'.

Staff is responsible for:

1. Overseeing the day to day delivery of general waste and their recycling services.
2. Monitoring the performance of the institute contractor against the contract agreements.
3. Operational monitoring of waste management systems across the campus.

Heads of Departments are responsible for:

1. Ensuring that non-hazardous waste is disposed-off through the general or waste recycling streams.
2. Nominating a "responsible person" within their department to coordinate waste disposal for any hazardous or laboratory wastes.

Staff will be responsible for:

Disposing off waste responsibly through the appropriate waste disposal system (segregation of waste), in accordance with institute policy and procedures.

Students will be responsible for:

Disposing off waste responsibly through the appropriate waste disposal system, in accordance with institute policy and procedures.

Types of Waste Management

- a. Solid Waste Management
- b. Liquid Waste Management
- c. E-Waste Management
- d. Bio-medical Waste Management
- e. Hazardous Waste Management

a. Solid Waste Management

The institution is highly concerned about the solid waste generated in day to day activities both degradable and non-degradable. They have separate bins for degradable and non-degradable items in each class rooms. Wastes from various rooms shall be collected in the waste segregation center. The segregated waste can be sold to the MOU signed agency for recycling. The institute has a dedicated collection system for segregation of wet and dry waste which is collected using colored bins Blue (Drywaste), Green (Wet waste).

In addition, dry waste includes dry leaves, paper, plastic, cardboard glass, tin cans etc. and the wet waste refers mainly food waste generated in canteen and by various food vendors inside the campus.

Furthermore, the non-biodegradable solid waste, mainly plastic which generates in the campus is segregated and made into fine plastic-pieces.

b. Liquid Waste Management

Liquid wastage generated from canteen and toilets is segregated and is let out to sewage treatment plant (STP), where the treated water is reused for flushing and gardening purpose in the campus. Sewage treatment plant capacity considered.

c. E-Waste Management

Electronic waste also known as E-Waste or WEEE (Waste electrical and electronic equipment) comprises of a broad and growing range of electronic devices, ranging from large household devices such as refrigerators, electric motors, voltage stabilizers, air conditioners, cell phones, television, LEDs, Computer systems and other consumer electronics which have outlived their lives and have been discarded by the users.

Electronic waste generated from computer laboratories, electronic labs, physics labs, academic and administrative offices are separated as E-waste that includes outdated equipment of obsolete items like desktops, laptops, printers, charging and network cables, Wi- Fi devices, cartridges, sound systems, UPS, biometric machine etc. The same is dispatched through authorized MOU signed agency on a monthly basis.

d. Bio-medical Waste Management

Bio-medical waste means “any solid and/or liquid waste including its container and any intermediate product, which is generated during the diagnosis, treatment or immunization of human beings or research activities pertaining thereto or in the production or testing of biological samples or in health camps.

Biomedical waste poses hazard due to two principal reasons – the first is infectivity and other toxicity. Bio Medical waste consists of:

1. Soiled waste such as dressing, bandages, sanitary napkins.

Bio-medical waste generated from sick room available in the institute campus are syringes, discarded medicines, drugs, bandages, COVID-19 masks, sanitizer bottles are disposed to the MOU signed agency.

Waste Management Practices

The institute has a dedicated collection system where segregation for wet and dry waste basis which is collected using colored bins Blue (Dry waste), Green (Wet waste).

Adequate number of trash cans and dust bins are placed all over the campus. The collected waste is disposed with the help of New Delhi Municipal Corporation on a daily basis.



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