

## Waste Management

### **Objective:**

The objective of this procedure is to describe steps to be followed to ensure effective waste management.

### **Entry Criteria:**

Generation of waste

### **Responsibility:**

Branch Manager

### **Activities:**

- a) It shall be ensured that waste generated in the organization is segregated at source.

Waste shall be segregated as follows.

Type of waste	Examples	Comments
<b>Wet waste</b>	Left over food, Fruit peels, kernels and seeds, tea leaves, coffee powder, flowers	To be collected in reusable containers with a lid, Collected by housekeeping every morning.
<b>Dry waste</b> should be segregated as paper, plastic, metal and glass. Separate bins to be provided for this purpose. Food packets / paper plates have to be rinsed before disposal.		
<b>Dry waste - Paper</b>	Newspaper, Scrap paper, Tickets, Bills, Letters, Pamphlets, Paper wrappers, Carton boxes Computer print-outs , Paper plates	To be disposed periodically through appropriate agency
<b>Dry waste - Plastics</b>	Chocolate wrappers, Plastic bags, Bottle caps, Plastic utensils (bowls, plates) PET bottles (mineral water, Coke etc.) Milk pouches, Plastic cups, Garbage bags, Bubble wrap	To be disposed periodically through appropriate agency
<b>Dry waste – Metals and Glass</b>	Aluminum cans (Coke, beer etc.) Aerosol spray cans, Aluminum foil, Tetra packs, Glass bottles, Nails	To be disposed periodically through appropriate agency
<b>E-Waste</b>	Batteries, Printer cartridges, Bulbs, Tube-light chokes, Other small electronic items, Cables and Wires, Old CDs, DVDs , Floppies, Cassettes	To be disposed periodically through a E-Waste recycling agent
<b>Bio-waste</b>	Ear buds, band-aid, finger-nails, dry cloth items (mopping cloth etc.)	Collected by housekeeping every morning.

- b) Appropriate marked bins shall be provided for collecting waste.
- c) Appropriate agencies shall be identified to collect and dispose the collected waste.
- d) It shall be ensured that all in the organization are given awareness on the above.
- e) It shall be ensured that the segregated waste is disposed off as defined.

**Exit Criteria:**

Disposal of waste as defined