	VINATI ORGANICS LIMITED		
	EHS PROCEDURE		
	PROCEDURE FOR WASTE MANAGEMENT	EHS Procedure	16
		Issue Date	27-09-2010
		Review Date	25-01-2012
ISO Clause No			

1.0 PURPOSE

To establish an effective system for collecting, segregating, storing & disposal of different types of waste.

2.0 SCOPE

Applicable for all areas within the Vinati Organics Limited.

3.0 DEFINITIONS

TTCWMA : Trans Thane Creek Waste Management Association

MPCB : Maharashtra Pollution Control Board

4.0 RESPONSIBILITY

- Dept. HOD for collection, segregation & staking at specified location.
- Stores HOD's – dispose / sale material to MPCB authorized recycler / the final disposal.
- EHS HOD disposes solid waste / used oil / wastes mentioned in consent to authorized disposal site / recycler.

5.0 PROCEDURE

1. Each activity & process undertaken shall be reviewed & revised (if required) so as to generate minimum quantity of Solid / Liquid waste.
2. Generated waste shall be categorized into biodegradable & non-biodegradable wastes & stored separately at waste material storage yard / locations.
3. All solid wastes shall be handled by using appropriated PPE so as to avoid health problems arising out of it.
4. For biodegradable wastes **green** band marked & for non-biodegradable wastes **red** marked dustbins shall be utilized.
5. Biodegradable / Canteen waste shall be packed in gunny bags / packing can & then disposed off to local authorized disposal or for further treatment on regular basis.
6. Non bio-degradable waste are further segregated as recyclable scrap & hazardous.
7. Hazardous waste, especially ETP waste shall be stored on impervious surface & packed in appropriate packing (PP bags) as per M.P.C.B. norms.
8. The waste shall be sent for disposal to authorized waste disposal sites through authorized transport only.
9. EHS Dept. shall maintain record of the quantity of waste sent for disposal in the format prescribed by M.P.C.B. / concerned authority.
10. At the same time individual department shall maintain & monitor record of waste generated in their respective departments. So as to take necessary actions to minimize the same.
11. Recyclable wastes are classified as glass, metal, paper & plastic. They are given for recycling to scrap dealer.

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Sr. No	Waste category	Collection system	Segregation system	System of storage pending disposal	System of final disposal mechanism
1	ETP sludge	ETP dry sludge to be filled in PP bags.	Identification on the PP bags.	ETP dry sludge kept in sludge shed.	Dry sludge send to TTCWMA for further disposal
2	Used oil, lubricants & Oil Sludge	Used oil lubricants are to be filled in drums by the user	Identification on the drums.	Drums are kept at identified locations in scrap yard	Material sale to authorized recycler.
3	Used / Empty drums.	Used / empty drums are sent to the disposal yard after washing.	Identification on scrap drum.	Drums are kept in open space near the scrap yard.	Material being sale to Party.
4	Used empty Jerry cans of Acids	Used empty washed Jerry cans of Acids are brought to the disposable yard after washing.	Physical appearance & Initial markings-as received	Empty and washed jerry cans are kept at proper locations in the scrap yard.	Material being returned to the principal supplier for further supply / sale to party.
5	Glass bottles / broken glass ware	Used chemicals bottle / glassware are brought to the disposal yard.	Marked as empty bottle / damaged glassware	Kept in proper box at identified locations near the scrap yard.	Material returned to supplier / sale to authorized recycler.
6	Canteen Waste	Segregated waste packed in plastic bags.	As per requirement of user.	Filled bags are kept at identified location.	Material being sent to Pancham Piggery Farm.
7	Fly ash	Collected regularly and kept aside.	Packed bags kept near boiler area.	Near the chimney.	
8	Used paper	Used paper is sent to the disposal yard by the user.	Paper is packed in the jute bags for easy handling and disposal.	Used paper kept at proper identified locations in the paper scrap yard.	Material being sale to party.
9	PVC / Plastic, HDPE etc.	Material collected by the user department	Segregated by the user.	Segregated material kept at scrap yard.	Material being sale to party.
10	Used bearings	Material collected by the user department.	Segregated by the user.	Segregated material kept in the scrap yard.	Material being sale to party.
11	Misc. M/c Parts	Material collected by the user department.	Segregated by the user.	Segregated material kept in the scrap yard.	Material being sale to party.

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12	Boiler / Oil Heater chimney soot.	Collected at time of chimney duct cleaning.	Soot packed in bags.	Kept at boiler area.	Material being disposed off.
14	Used chemical spill kit	Material is collected in a bin by departments.	Collected in separate open bin / carboys.	NA	Material being disposed off.
12	Misc. Electrical items	Material is collected in a common bin by departments.	Collected in bin and drums.	Segregated material kept in common larger bin in the scrap yard.	Material being sale to party.
13	Oil soaked clothes	Material is collected in a bin by departments.	Collected in open drum.	Open drum kept at waste used oil yard.	Material being sale to authorized recycler.
15	Packing Waste (wood, etc.)	Material collected from stores area.	Segregated by user on the basis of material type.	Segregated material kept in the scrap yard.	Material being sale to party.
16	Non ferrous (Aluminium, Copper scrap)	Material collected by the user department.	Segregated by the user.	Segregated material kept in the scrap yard.	Material being sale to party.
17	Ferrous scrap	Material collected by the user department.	Material segregated by the user Dept.	Segregated material kept in the scrap yard.	Material being sale to party.
18	Misc Material (Gloves, mask & other PPE)	Material collected by safety dept.	Collected in waste bins & segregate.	Segregated material kept in the scrap yard.	Material being sale to party.
19	Medical Waste	Collected in OHC.	Stored in the designated bin identifiable by labels.	Waste is collected in separate labeled polythene bags in the Occupational Health Center.	Material being disposed off through auth. Disposal- as and when required.
20	Electronic wastes (computers, unused spares & others)	Material is collected in a bin by departments.	Glassware & plastic material separated from circuits.	Used segregated material kept in common larger bin at proper identified locations in the stores.	Material being sale to party.

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6.0 REFERENCES:

- 6.1 Legal Register
- 6.2 Valid consent to operate.

7.0 RECORD

Format No	Name of Format	Storage Location	Retention Period	Disposition Authority	Disposition Method
MPCB FORM-3	Register for maintaining record of Haz. waste	Hard copy	3 Year	ETP Officer	Hard copy- for recycle.
MPCB FORM-13	MANIFEST (Form-13 Yellow coloured copy)	Hard copy	3 Year	EMR	Hard copy- for recycle.
Scrap disposal record		Hard copy	3 Year	Store Dept.	Hard copy- for recycle.
Canteen disposal record		Hard copy	1 Year	HR	Hard copy- for recycle.

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