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## **Waste Management Policy including E- Waste**

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## **1. Introduction:**

St. Joseph's College of Education for Women had its very humble beginnings on the 1<sup>st</sup> July in 1946. It was the first of its kind in Andhra Pradesh, meant solely for the training of women graduates and post-graduates of all creeds and communities.

The college is offering B. Ed. and M.Ed. programmes affiliated to the Nagarjuna University, Nagarjuna Nagar, Guntur, and DE.d programme affiliated to NCTE. Sr. Stanislaus was primarily an instrumental in setting the college on sound lines with her administrative acumen, vision and perseverance. It was established to develop a skill to stimulate experience in the taught, under an artificially created environment, less with material resources and more by the creation of an emotional atmosphere. The teacher should develop a capacity to do, observe, infer, to generalize. and to promote research in the fields of Education.

SJCE's sustainable and holistic waste management is essential in reducing its environmental footprint, providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors.

The College takes the responsibility to ensure that all the campus wastes are disposed responsibly by using proper waste segregation mechanism at the source and if possible, converting it in to value added environment friendly product. Furthermore, the Solid & Chemical hazardous waste should be disposed or managed by government approved registered waste contractors. The purpose of the policy is to facilitate implementation of the action plan brought out in "National Environment Policy 2006" on management aspects of hazardous waste including their minimization, environmentally sound management and active promotion of transfer and use of cleaner technologies.

## **2. Policy Statement:**

The College will adopt the principles of the 'best practicable environmental option' in the delivery of its waste management services. The College will apply a 'waste hierarchical approach', to reduce, reuse, recycle and recover waste products in preference to the disposal of waste to landfill.

The College recognizes the importance of meeting these legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximize reuse and recycling where possible.

The College 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 “College 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. There is a legal requirement for all who produce, keep or dispose hazardous/chemical waste of any type to comply with the various regulations under national and international environmental protection legislation.

### **3. Policy Objectives:**

The objectives of this policy are:

- ✓ To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- ✓ To minimize waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost effective manner.
- ✓ To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management.
- ✓ To promote environmental awareness in order to increase and encourage waste minimization, reuse and recycling.
- ✓ To invest into the expansion of recycling opportunities on the College campus and transform waste into value added products.
- ✓ To ensure the safe handling and storage of wastes on College campus.
- ✓ To provide appropriate training for teacher, resident, staff, students and other stakeholders on waste management issues.
- ✓ To promote holistic approach of waste management in the campus.

### **4. Organization and Management:**

The responsibilities and organizational arrangements for this Waste Management Policy lie with a variety of personnel within the College.

#### **▪ Advisory Board**

- a. Principal- Chairman
- b. Coordinator IQAC Member - Secretary
- c. One Senior Professor

d. Two outside experts (to be nominated by the Principal)

▪ **Function of Advisory Board**

i). Coordinating the provision of a central waste and recycling contract service for use by all facilities on the campus.

ii). Ensuring that all contractors are advised that they must comply with the Duty of Care; that they must comply with the College's Waste Management Policy.

iii). Ensuring that all contractors appointed to carry out works are authorized.

▪ **Coordinator, Environment Sustainability Management Cell, SJCE is responsible for:**

i). Providing advice and guidance to the all the personnel of the College on waste management.

ii). Setting Environmental Performance Indicators for waste management.

iii). Reporting annually to the College on progress against the 'Environmental Performance Indicators'.

iv). Monitoring and auditing the management systems for all wastes, to ensure safety and legal compliance.

v). Monitoring and auditing all waste contractors working for the College.

vi). Provision of appropriate training for all personnel who have responsibilities for waste management.

vii). Coordinating the gathering and supplying all relevant information to appropriate enforcement agencies, when information relating to waste management is requested.

viii). Investigation of any incidents or spillage relating to all type of hazardous and general waste management.

▪ **Support staff is responsible for:**

i). Overseeing the day to day delivery of general waste and their recycling services.

ii). Monitoring the performance of the College contractor against the contract agreements.

iii). Liaising with the "Environment Sustainability Management Cell" to establish standard procedures for managing waste on the College campus.

iv). Operational monitoring of waste management systems across the campus.

v). Compiling waste transfer data and statistics notes for centrally managed waste and recycling collections.

▪ **Heads of Department are responsible for:**

*i). Non-hazardous Wastes*

Ensuring that no hazardous waste is disposed of through the general or waste recycling streams.

*ii). Hazardous Wastes;*

Nominating a '*responsible person*' within the department to coordinate waste disposal for any hazardous or laboratory wastes.

*iii).* Informing about the nominated '*responsible person*' and updating if and when the '*responsible person*' changes. The tenure of the person will be minimum of two year.

▪ **Staff/Supervisor (contractual) will be responsible for:**

i). Disposing of waste responsibly (**at both office and campus**), through the appropriate waste disposal system (segregation of waste), in accordance with College policy and procedures.

ii). Reporting any problems with waste collection schemes to SJCE of the College.

▪ **Students will be responsible for:**

i). Disposing of waste responsibly, through the appropriate waste disposal system, in accordance with College policy and procedures.

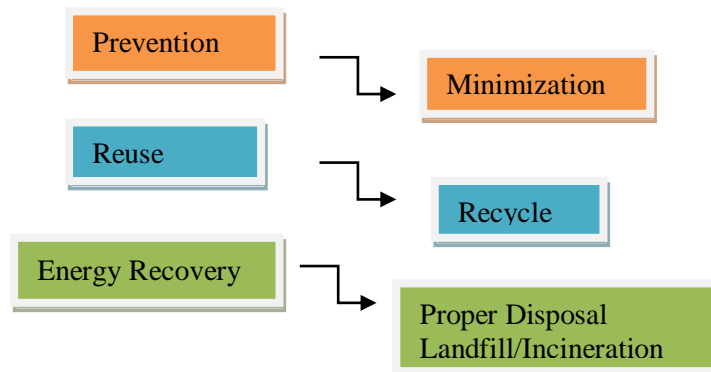
ii). Reporting any problems related department/laboratory waste or waste collection procedure to the 'Head of Department'.

**5. Action Plan:**

It will be mandatory on the part of the Head of the department/ Principle Investigator (Project)/in-charge (Animal House) to report changes/additions in hazardous waste generation and steps taken to reduce generation of waste per unit of production. As per the Hazardous Waste regulations, College can store hazardous waste for a period not exceeding 90 days and shall maintain a record of sale, transfer, storage, recycling and reprocessing of such wastes. The waste could either be recycled/reused or disposed of in

captive or common treatment, storage and disposed or incinerated, as proposed in the waste hierarchy list (Fig. 1). Inventories of ‘end of life’ consumer products such as e- waste are also required to be made as solvents, other reagents and by-products as well as re-generation of spent catalysts in a time frame manner.

**Reuse, recovery and recycling of non-hazardous waste Fig. 1. Waste Hierarchy list in order of preference from the most favorable (top) to the least (bottom).**



**Waste avoidance and waste minimization at source:**

In the hierarchy of waste management, waste avoidance and waste minimization have to be attempted first, for which dissemination of information on technological options should be a continuing exercise. Promoting implementation of recovery of resources such College will explore options/ opportunities of reusing, recovery and recycling of non-hazardous waste in an environmentally sustainable manner. Paper waste is sold for recycling for making paper board and packing material, which is environmentally benign.

**Safe disposal of hazardous waste:**

For the waste which cannot be recycled/ reused, safe and environmentally sound disposal will be adopted depending upon waste category. Design and operation norms of disposal facilities should be strictly adhered to as per the guidelines.

**Every day waste is carried away by municipal corporation, Guntur:**

Common treatment plant for the departmental and house hold waste established and the degradable and non-biodegradable are segregated and treated according to their physical nature by municipal corporation, Guntur.

**6. E- Waste Management Implementation:**

- i. All surplus electronic devices, including computers and computer peripherals, must be

sent to the Director, Computer Centre/E-waste Management team to determine if the surplus electronic device should be sold, or should be recycled.

ii. The administrator of Computer Centre, will be responsible for inventory control of surplus electronic devices and relaying asset numbers to the Central campus Supervisor to remove items from institute as per recommendation of advisory committee.

iii. E-waste Management team will pick up e-waste items from the Department based on recommendation of department HoD and his team. Items must be categorized for recycling purpose or donation purpose.

iv. The administrator of Computer Centre is responsible for record keeping and certification of disposal for all e-waste as per recommendation of advisory committee.

#### **Responsibilities:**

Principal, administrator of Computer Centre or E-waste management team is responsible for adhering to this policy and will ensure that their subordinates adhere to this policy. Any employees of E-waste management team who fail to comply with this policy may be subject to disciplinary action for noncompliance with university policies.

#### **Review Policy:**

The policy shall be reviewed after every five years or earlier, as need arises.

#### **Note:**

**a) Animal house/bio-medical waste management and disposal will be governed by Bio-Medical Waste (Management and Handling) Rules, 1998, MoEF, Gov.of India.**

#### **7. Glossary Hazardous Waste:**

Waste that causes substantial or potential threats to public health or the environment e.g. Acids, Pesticides, Fluorescent Tubes, Alkaline Solutions, Chemicals, Batteries, Solvents, Computer Monitors, CD'S, and Scanner etc.

#### **Recycling**

The diversion of waste away from landfill or incineration and the reprocessing of those wastes either into the same product or a different one. This mainly includes non-hazardous wastes such as organic waste, wood, paper, glass, cardboard, plastic and scraps metal.

**Responsible person:**

The person who oversees the wastes to be removed from the premises at which it was produced is being held responsible.

**Waste**

According to United Nations Statistics Division (UNSD), waste are "materials that are not prime products (that is, products produced for the market) for which the generator has no further use in terms of his/her own purposes of production, transformation or consumption, and of which he/she wants to dispose. Wastes may be generated during the extraction of raw materials, the processing of raw materials into intermediate and final products, the consumption of final products, and other human activities. Residuals recycled or reused at the place of generation are excluded."

**Incident:**

Events that are distinguished from accidents in terms of being less severe.

**Segregation:**

An activity where waste or materials are separated, or are kept separately according to chemical and/or physical properties to facilitate waste handling and/or processing.

**Chemical waste:** It is generated from the use of chemicals in laboratories for teaching and research.

**General waste:** It includes paper, plastics, glass, liquids and organics.