



STANDARD OPERATING PROCEDURE FOR DISPOSAL OF WASTE

General

1. Jain College of Engineering under Vishwesharaya Technical University and recognized by AICTE conducts graduate and post graduate courses in Engineering fields as well as MBA and MCA courses. The Institution has functional classrooms, laboratories, libraries and administrative facilities. A fair amount of waste is generated in all these establishments.

Aim

2. There is a need to lay down procedures to dispose waste in a responsible manner.

Scope

3. This procedure applies to all waste disposal activities. This procedure covers solid waste, which encompasses material typically disposed of to recycle, recoverable, or reusable materials. This includes, but is not limited to, Municipal Solid Waste (MSW), Concrete testing cubes and related material (CTC), construction and demolition debris (CDD), recyclable materials, E waste, batteries, scrap metal, and wood waste of the carpenter shop. Hazardous and bio waste is not covered as it is not generated in the Institution.

Segregation of Waste Procedure

4. Municipal Solid Waste (MSW) is not regulated for special disposal and can be placed into receptacle bins provided in corridors, classrooms, staircases and central places. Examples include office waste, classroom waste, and any general waste that is commonly disposed of in a general trash can for pick up by housekeepers. Recyclable materials should be separated from this material and placed into the nearest recycling bin. Faculty and staff as well as students are responsible for depositing their waste in the nearest appropriate trash can or in recycling bins, as appropriate. Foam, sponges and similar packing material will be segregated for disposal once in six months in March and September.

5. Housekeeping Staff will collect the MSW and put it in the central dumpster location as specified separately. Housekeeping staff whose responsibilities include emptying building trash cans, are responsible for collecting material from buildings and depositing them in the nearest appropriate dumpster and ensure that recyclable material is not similarly disposed.

6. Metal Waste. All Departments will segregate metal waste as and when generated and inform the Estate Supervisor, Mr. Nandkumar (9900639904) who will arrange collection and store it in a designated place behind A building till ultimate disposal.

7. Solid Waste other than Metal and Plastic and MSW. Departments will retain such waste (eg Blue books, journals, magazines etc) till notified in the months of March and September.

8. Cardboards. All cardboards of packing cases including online delivery packing material will be opened, flattened and retained by Departments till instructions are received for disposal.



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9. Batteries and Broken Glass. Batteries of clocks, projects, remotes and public address systems will be disposed separately. Departments will tape the terminals of the batteries to prevent any

sparkling and fire. Similarly broken glass of windows as and when it happens and broken glassware from laboratories will be dumped in a separate earmarked land fill location and disposed by burying. This is so till the corporation make separate arrangements for its collection and disposal.

10. Landscape Waste. The landscape waste consisting of organic matter eg dry leaves and compostable material will be collected by gardeners and dumped into composting bins near the canteen.

11. Reusable and Recyclables Material. Material such as broken chairs, plastic paint buckets, fluid containers etc will be collected each week by the housekeepers and placed centrally under charge of Mr.Nandkumar.

12. Concrete Testing Cubes and Similar Material. The Civil department will dispose all such broken material in the landfill area earmarked. The unbroken/ undamaged cube will be retained in the civil department and informed to Mr Nandkumar for use in landscaping and garden borders.

13. E Waste. The E waste (CPU, monitors, computer accessories, DVDs, CDs, printers and related items) will be retained in the departments but informed to Mr Khajaji (8951625010) as and when generated. The items will be disposed as per stipulated guidelines of CPCB and Karnataka state Pollution Control Board.

Disposal Procedure.

13. In the months of March and September the Administrator will call for quotations from authorized/ certified agencies for disposal of solid waste, cardboards, metal waste, newspapers and plastic/ reusable and recyclables material. The departments will be informed accordingly. The material will be weighed in and collected for disposal. The approved E waste contractors will be contacted by Mr Khajaji for disposal of E Waste.

Conclusion.

14. There is a need to dispose waste in a responsible manner. HODs must train Faculty, Staff and Students to follow procedures strictly to ensure a clean environment.

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