

ENVIRONMENTAL MANAGEMENT SYSTEM
STANDARD OPERATING PROCEDURE



1. Title	Standard operating procedure for “Hazardous waste management”
2. Purpose	To define the procedure by which hazardous waste is managed as per the compliance requirements
3. Scope	This procedure relates to the generation, storage, labelling, and disposal of hazardous waste management
4. Responsibility	Operational heads and Genset/Transit station in-charge

5. Definition

Definition

“used oil” means any oil:

- (i) derived from crude oil or mixtures containing synthetic oil including spent oil, used engine oil, gear oil, hydraulic oil, turbine oil, compressor oil, industrial gear oil, heat transfer oil, transformer oil and their tank bottom sludges; and
- (ii) suitable for reprocessing, if it meets the specification laid down in Part A of Schedule V but does not include waste oil;

“hazardous waste” means any waste which by reason of characteristics such as physical, chemical, biological, reactive, toxic, flammable, explosive or corrosive, causes danger or is likely to cause danger to health or environment, whether alone or in contact with other wastes or substances, and shall include

- (i) waste specified under column (3) of Schedule I;
- (ii) waste having equal to or more than the concentration limits specified for the constituents in class A and class B of Schedule II or any of the characteristics as specified in class C of Schedule II; and

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(iii) wastes specified in Part A of Schedule III in respect of import or export of such wastes or the wastes not specified in Part A but exhibit hazardous characteristics specified in Part C of Schedule III;

“waste oil” means any oil which includes spills of crude oil, emulsions, tank bottom sludge and slop oil generated from petroleum refineries, installations or ships and can be used as fuel in furnaces for energy recovery, if it meets the specifications laid down in Part-B of Schedule V either as such or after reprocessing.

6. Procedure

- For the management of hazardous and other wastes, the operational head shall follow the following steps, namely:
 - prevention;
 - minimization;
 - reuse,
 - recycling;
 - recovery, utilisation including co-processing;
 - safe disposal.
- The operational head shall be responsible for safe and environmentally sound management of hazardous and other wastes.
- The hazardous and other wastes generated in the establishment shall be sent or sold to an authorised actual user or shall be disposed of in an authorised disposal facility.
- The hazardous and other wastes shall be transported from an occupier’s establishment to an authorised actual user or to an authorised disposal facility in accordance with the provisions of hazardous and other waste management rules.
- The operational head who intends to get its hazardous and other wastes treated and disposed of by the operator of a treatment, storage and disposal facility shall give to the operator of that facility, such specific information as may be needed for safe storage and disposal.
- The operational head shall take all the steps while managing hazardous and other wastes to
 - contain contaminants and prevent accidents and limit their consequences on human beings and the environment; and

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- provide persons working in the site with appropriate training, equipment and the
 - information necessary to ensure their safety.
- The authorised actual user of hazardous and other wastes shall maintain records of hazardous and other wastes purchased in a passbook issued by the State Pollution Control Board along with the authorisation.
- Handing over of the hazardous and other wastes to the authorised actual user shall be only after making the entry into the passbook of the actual user.
- Every operational head, shall maintain a record of hazardous and other wastes managed by him in **Form 3** and prepare and submit to the State Pollution Control Board, an annual return containing the details specified in **Form 4** on or before the 30th day of June
- Used oil generated from the service of diesel generators and vehicles are hazardous waste and it shall be disposed only through authorized vendor through the concerned departments.

6.1. Packaging and Labelling

- Any occupier handling hazardous or other wastes and operator of the treatment, storage and disposal facility shall ensure that the hazardous and other wastes are packaged in a manner suitable for safe handling, storage and transport as per the guidelines issued by the Central Pollution Control Board from time to time. The labelling shall be done as per **Form 8**.
- The label shall be of non-washable material, weather proof and easily visible.

6.2. Transportation of hazardous and other wastes

- The transport of the hazardous and other waste shall be in accordance with the provisions of these rules and the rules made by the Central Government under the Motor Vehicles Act, 1988 and the guidelines issued by the Central Pollution Control Board from time to time in this regard.
- The occupier shall provide the transporter with the relevant information in **Form 9**, regarding the hazardous nature of the wastes and measures to be taken in case of an emergency and shall label the hazardous and other wastes containers as per **Form 8**.

6.3. Manifest system (Movement Document) for hazardous and other waste to be used within the country only

- The sender of the waste shall prepare seven copies of the manifest in **Form 10** comprising of colour code indicated below and all seven copies shall be signed by the sender:

Copy number with colour code	Purpose
(1)	(2)
Copy 1 (White)	To be forwarded by the sender to the State Pollution Control Board after signing all the seven copies.
Copy 2 (Yellow)	To be retained by the sender after taking signature on it from the transporter and the rest of the five signed copies to be carried by the transporter.
Copy 3 (Pink)	To be retained by the receiver (actual user or treatment storage and disposal facility operator) after receiving the waste and the remaining four copies are to be duly signed by the receiver.
Copy 4 (Orange)	To be handed over to the transporter by the receiver after accepting waste.
Copy 5 (Green)	To be sent by the receiver to the State Pollution Control Board.
Copy 6 (Blue)	To be sent by the receiver to the sender.
Copy 7 (Grey)	To be sent by the receiver to the State Pollution Control Board of the sender in case the sender is in another State.

- The sender shall forward copy 1 (white) to the State Pollution Control Board, and in case the hazardous or other wastes is likely to be transported through any transit State, the sender shall intimate State Pollution Control Boards of transit States about the movement of the waste.
- No transporter shall accept waste from the sender for transport unless it is accompanied by signed copies 3 to 7 of the manifest.
- The transporter shall submit copies 3 to 7 of the manifest duly signed with date to the receiver along with the waste consignment.

- The receiver after acceptance of the waste shall hand over copy 4 (orange) to the transporter and send copy 5 (green) to his State Pollution Control Board and send copy 6 (blue) to the sender and the copy 3 (pink) shall be retained by the receiver.
- The copy 7 (grey) shall only be sent to the State Pollution Control Board of the sender, if the sender is in another State.

6.4. Accident reporting system

- Any accident incurred with the hazardous materials shall be recorded using **Form 11** and maintained.

6.5. Storage of hazardous and other wastes

- The generated used oil shall be stored for the period of ninety (90) days

6.6. Utilisation of hazardous and other wastes

- The generated used oil from the service of DG sets and transit vehicles shall not be utilised for any other purpose.

6.7. Records and returns

- The occupier handling hazardous or other wastes and operator of disposal facility shall maintain records of such operations in **Form 3**.
- The occupier handling hazardous and other wastes and operator of disposal facility shall send annual returns to the State Pollution Control Board in **Form 4**.

7. References	1. Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016, CPCB. – Schedules and forms are to be referred in the rules.
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