



BHARTIYA SHIKSHAN PRASARKA SANSTHA, AMBAJOGAI'S  
SWA. SAWARKAR ARTS, SCIENCE, AND COMMERCE COLLEGE, BEED

## Standard Operating Procedure- E-Waste Management

Submitted to

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PRINCIPAL

&

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E-Waste Management Committee

Sr.No	Name	Designation
1	Shri Kale Sanjay Ramchandra	Chairman
2	Shri Pandav Abhijeet Anantrao	Member
3	Smt Manisha Pramod Kulkarni	Member
4	Perfect E-waste Recycler and disposal Company ,Aurangabad	MOU Party

Principal Signature  
Swa. Sawarkar Mahavidyalaya  
Beed

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**E-WASTE**

## 1. Abbreviation

<b>Sl. No.</b>	<b>Abbreviation</b>	<b>Description</b>
1	NAAC	National Assessment and Accreditation Council
2.	SPCB	State Pollution Control Board
3	SOP	Standard Operating Procedure
4	FMREW	Form for Maintaining Records of E-Waste

## 2. Introduction:

Swa. Sawarkar Arts , Science and Commerce college Is one among the College in Maharashtra ,Beed District , is a premier College of the state of Maharashtra located in Marathwada region of Maharashtra .

The Central Ministry of Environment and Forests has notified the e-Waste (Management) Rules, 2016 in March, 2016 and put responsibilities to the bulk consumers of electrical and electronic equipment for proper disposal of e-waste.

The College being a bulk consumer of electrical and electronic equipment has to ensure that the e-waste generated by College is channelized through collection centre or dealer of authorized producer or dismantler or recycler or through the designated take back service provider of the producer to authorized dismantler or recycler. The College shall have to maintain records of e-waste generated in form - 2 and make such records available for scrutiny by the concerned State Pollution Control Board in form - 3.

Implementation of E-Waste Management System is an effort towards reducing our environmental impact and also our target for proper and effective disposal of e-waste generated by the College. This shall help the College in improving our NAAC grading

### Scope

The scope of this document is to bring out the process that would be followed by the College for proper and effective disposal of e-waste generated by the College. The College being bulk consumer shall maintain the records in form - 2 and make such records available for scrutiny by the concerned State Pollution Control Board in form - 3.

## 3. Previous Method

Before the introduction of the E-Waste Management System in the College, there was no proper method for collection and disposal of e-waste. The e-waste was usually collected and auctioned to the dismantler or collection centre directly. No record was maintained by the College of e-waste generated in form - 2 and copy of that record was ever forwarded to SPCB in form - 3.

## 4. E-Waste Management System

Some of the salient features of e-waste management system are as follows.

- Shall reduce our environmental impact.
- Proper and effective disposal of e-waste.
- Fulfilling the responsibilities of being bulk consumer.
- The reusable part of condemned items can be reused to repair the faulty part of new and can be used for assembly purpose.

## 5. Procedure

- a) Annual data with regards to e-waste generated from all the Branches/Department shall be taken to task in the Form for Maintaining Records of E-Waste (FMREW).
- b) The data so collected shall be processed and entered into form - 2 and form - 3 respectively.
- c) The reusable parts shall be taken out and shall be reused.
- d) The e-waste so generated shall be channelized to collection centre or dealer of authorized producer or dismantler or recycler or through the designated take back service provider of the producer to authorized dismantler or recycler.

## 6. Lists of Forms for Maintaining Records of E-Waste

The design of form for maintaining all the records of e-waste has been based upon the data required for form - 2 and form - 3 of Ministry of Environment, Forest and Climate Change

## Form for Maintaining Records of E-Waste (FMREW)

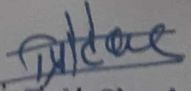
The design of this form is to collect all the relevant details with regards to e-waste items generated by individual branch/department of College:

### FORM FOR MAINTAINING RECORDS OF E-WASTE

Name of the Department :

Sr No.	Description of E-waste	Quantity (nos.)	Status		Remark & Signature By E-waste Cell	HOD Signature
			Working	Not working		
1	Keyboard					
2	Mouse					
3	Monitor					
4	CPU					
5	SMPS					
6	Hard Disk					
7	Printer					
8	Scanner					
9	Xerox					
10	Projector					
11	Battery					
12	Stabilizer					
13	Web Camera					
14	Wi-Fi Router					
15	Any other Electronic Component					

Date:

  
 Principal Signature  
 Sra. Sawarkar Mahavidyalaya  
 Beed

Form - 2

Format for maintaining the record of e-waste generated by College:

FORM-2

[See rules 4(4), 5(4), 6(3), 8(7), 9(2), 10(7), 11(8), 13 (1) (xi), 13(2)(v), 13(3)(vii) and 13 (4)(v)]

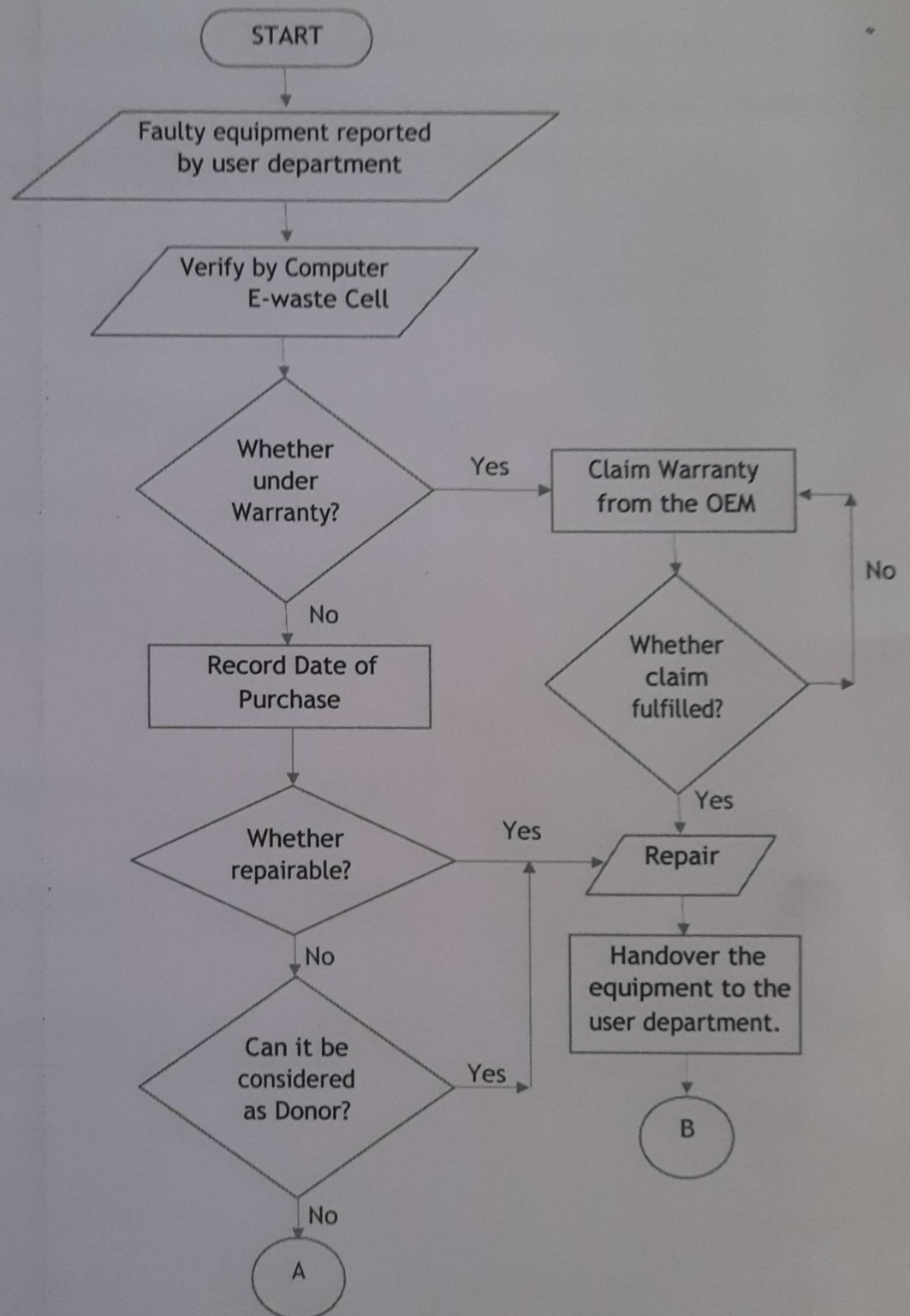
FORM FOR MAINTAINING RECORDS OF E-WASTE HANDLED OR GENERATED

Generated Quantity in Metric Tonnes (MT) per year

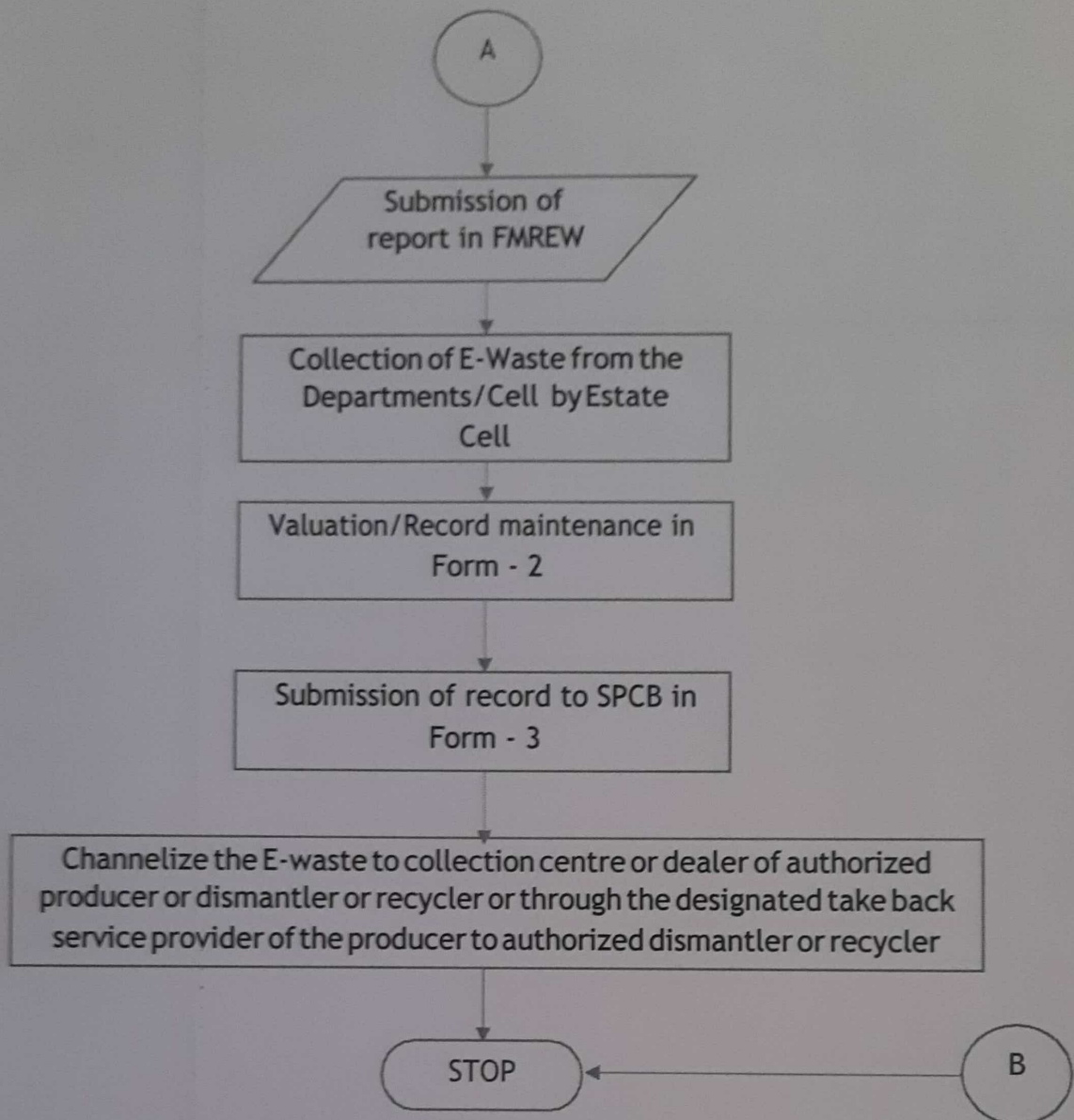
1.	Name & Address: Producer or Manufacturer or Refurbisher or Dismantler or Recycler or Bulk Consumer*		
2.	Date of Issue of Extended Producer Responsibility Authorisation*/ Authorisation*		
3.	Validity of Extended Producer Responsibility Authorisation*/ Authorisation*		
4.	Types & Quantity of e- waste handled or generated**	Category	Quantity
		Item Description	
5.	Types & Quantity of e-waste stored	Category	Quantity
		Item Description	
6.	Types & Quantity of e-waste sent to collection centre authorised by producer/ dismantler/recycler / refurbisher or authorised dismantler/recycler or refurbisher**	Category	Quantity
		Item Description	
7.	Types & Quantity of e-waste transported*	Category	Quantity
		Quantity	
	Name, address and contact details of the destination		
8.	Types & Quantity of e-waste refurbished*	Category	Quantity
		Item Description	
	Name, address and contact details of the destination of refurbished materials		
9.	Types & Quantity of e-waste dismantled*	Category	Quantity
		Item Description	
	Name, address and contact details of the destination		

## 7. Process Flow Chart

The process of e-waste management system is designed based on the process flow as illustrated in the following flow chart.







## 8. Step-by-Step Guide

The steps given below are to be followed for managing the e-Wastes by all the stakeholders in the College.

- After an electronic item is considered to be as an e-waste, the concerned department/ Office shall make the entries of the details of the item in the FMREW.
- The FMREW will then be submitted to the E-waste cell by 30th day of December.
- The E-waste Cell shall verify the e-waste details mentioned in the FMREW.
- After verification, the item shall be written off from asset register of the concerned department/ Office.
- All such condemned electronic items are then collected at the central store along with report submitted in FMREW from concerned department/ Office.
- The valuation and record of all the e-waste so collected shall be maintain in form - 2.
- The report of the e-waste generated shall be submitted to the SPCB in form - 3 before the 30<sup>th</sup> day of June.
- The e-waste so generated shall be now channelized to collection centre or dealer of authorized producer or dismantler or recycler or through the designated take back service provider of the producer to authorized dismantler or recycler.
- E-waste of college is submitted to perfect e-waste recycler at Aurangabad.