

Standard Operating Procedure (SOP) for Electronic Waste (E-Waste) Management

1. Purpose: This Standard Operating Procedure (SOP) aims to ensure effective electronic waste (e-waste) management across all Projects/Units/Offices of THDCIL, in strict compliance with the E-Waste (Management) Rules of 2022. The SOP delineates the responsibilities and procedures related to e-waste generation, handling, and disposal, promoting sustainable waste management practices.

2. Scope: This SOP is applicable comprehensively to all Projects/Units/Offices of THDCIL.

3. Definitions:

- **Bulk Consumer:** Any entity that has used at least one thousand units of electrical and electronic equipment listed in Schedule I at any point in the particular Financial Year, including e-retailers.
- **E-Waste:** Electrical and electronic equipment, including solar photo-voltaic modules or panels or cells, whole or in part discarded as waste, as well as rejects from manufacturing, refurbishment, and repair processes.

4. Responsibilities of Bulk Consumer (THDCIL):

- **Handover to Registered Producers, Refurbishers, or Recyclers:** Bulk consumers shall ensure that e-waste generated by them is handed over only to registered producers, refurbishers, or recyclers authorized by the appropriate regulatory authority.

E-Waste Collection and Storage:

- **Designate Collection Points:** THDCIL units shall designate specific collection points within their premises for collecting e-waste generated by bulk consumers.
- **Secure Storage:** E-waste collected at the designated points should be stored securely in labelled containers or storage areas to prevent damage and contamination.

E-Waste Handling and Transportation:

- **Trained Personnel:** Only trained personnel should handle e-waste to ensure safe handling and prevent potential hazards.
- **Authorized Transporters:** THDCIL units must engage authorized transporters to transport e-waste from the designated collection points to registered producers, refurbishers, or recyclers.

E-Waste Disposal:

- **Compliance with Rules:** THDCIL units shall ensure that all e-waste disposal complies with the E-Waste (Management) Rules of 2022 and any other applicable regulations.

- **Regular Reporting:** Bulk consumers must regularly report the quantity of e-waste generated and handed over to registered producers, refurbishers, or recyclers to the appropriate regulatory authorities.

5. Training and Awareness:

THDCIL shall conduct regular training and awareness programs for employees and stakeholders involved in e-waste management. The training shall cover proper handling, storage, and disposal procedures to ensure the effective implementation of this SOP.

6. Compliance and Monitoring:

THDCIL will rigorously monitor compliance with this SOP and conduct periodic audits to ensure that all units adhere to the E-Waste (Management) Rules of 2022. Non-compliance may lead to appropriate disciplinary actions or penalties.

7. Review and Revision: This SoP shall be reviewed annually or as required to ensure its effectiveness and alignment with environmental regulations.

8. Continuous Improvement:

THDCIL shall continually assess and improve its E-Waste Management practices to minimize environmental impact and promote sustainability.

9. Appendix: Responsibilities and Timeline

Steps	Responsibility	Concerned Department	Target Date
01	Send a reminder letter to the project site to provide the information.	Corporate Environment Department: THDCIL-Nodal Department	Next working day of the succeeding month of the reporting quarter
02	Collect information in consultation with IT/ HR/ Services/ Store/ any other relevant department (as applicable).	Environment Department: Project-Nodal Department	Within 7 days
03	Collect information from respective departments at the project site and provide the waste data to the Project Nodal Department on/before the 7 th date of the succeeding month of the reporting quarter.	IT/ HR/ Services department	
04	Provide the waste data in the Excel sheet to the Corporate Nodal Department.	Environment Department: Project-Nodal Department	On/before the 15 th date of succeeding month of the reporting quarter.
05	Collect and analyze data received from respective project nodal officers, manage data	Corporate Environment	On a quarterly/annual (FY) basis

Steps	Responsibility	Concerned Department	Target Date
	on a quarterly basis, and appraise waste data to the concerned authority.	Department: THDCIL-Nodal Department	

Appendix: SCHEDULE - I Categories of electrical and electronic equipment

i) Information technology and telecommunication equipment:

- Computers (Server / Desktop computer, Laptop, etc.)
- Printer & accessories (Printer, Scanner, Cartridge, etc.)
- Network equipment (Routers, Switches, Modem, etc.)
- IT accessories (TV Tuner box, Pen Drive, Speaker, etc.)
- Telephones (Cordless Telephones, Cellular Telephones, etc.)
- Associated electrical items (Power cable, Data cable, UPS, etc.)
- Associated control cards/devices, PCB, amplifier rectifier, etc.

ii) Consumer electrical & electronics:

- Other electrical Items (Television sets, Refrigerators, Air conditioners, Lamps, Medical equipment, Batteries, etc.)
- Laboratory and monitoring equipment (Air, Water monitoring & Laboratory equipment)