

Standard Operating Procedure (SOP) for Effective Plastic Waste Management

1. Purpose: This Standard Operating Procedure (SOP) is established to ensure the effective management of plastic waste within all Projects/Units/Offices of THDCIL in strict compliance with the Plastic Waste Management Rules of 2016. This SOP outlines the roles and procedures for plastic waste generation, segregation, storage, and disposal, promoting sustainable waste management practices.

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

3. Definitions:

- **Plastic:** Material comprising high polymers such as polyethylene terephthalate, high-density polyethylene, vinyl, low-density polyethylene, polypropylene, polystyrene resins, and multi-materials like acrylonitrile butadiene styrene, polyphenylene oxide, polycarbonate, polybutylene terephthalate.
- **Plastic Waste:** Any plastic discarded after use or after its intended use is over.
- **Waste Generator:** Any individual, group of individuals, or institution, including residential and commercial establishments, Indian Railways, Airport, Port and Harbour, and Defence establishments generating plastic waste.
- **Institutional Waste Generator:** Occupiers of institutional buildings such as Central Government Departments, State Government Departments, public or private sector companies, hospitals, schools, colleges, universities, hotels, restaurants, malls, and shopping complexes.

4. Responsibility of Waste Generator (i.e. THDCIL):

- **Minimize Plastic Waste Generation:** THDCIL shall employ measures to minimise plastic waste generation.
- **Segregation at Source:** THDCIL must segregate plastic waste at the source as per the Solid Waste Management Rules of 2016 or subsequent amendments.
- **Non-Littering:** THDCIL shall refrain from littering plastic waste and ensure segregated storage of waste at the source.
- **Handover to Authorized Agencies:** THDCIL shall responsibly hand over segregated plastic waste to the urban local body, Gram Panchayat, registered waste pickers, registered recyclers, authorised waste collection agencies, authorised waste processing or disposal facilities or deposition centres, either directly or through authorised waste collection agencies.

6. Training and Awareness:

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

7. Compliance and Monitoring:

THDCIL will rigorously monitor compliance with this SOP and conduct periodic audits to ensure that all units adhere to the Plastic Waste Management Rules of 2016. Non-compliance may lead to appropriate disciplinary actions or penalties.

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

9. Continuous Improvement:

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

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 succeeding month of the reporting quarter
02	Collect information in consultation with 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 succeeding month of the reporting quarter.	HR/ Services Department	
04	Provide the waste data in the Excel sheet to Corporate Nodal Department.	Environment Department: Project- Nodal Department	On/before 15th date of succeeding month of the reporting quarter.
05	Collect and analyze data received from respective Project Nodal Officers, manage data on quarterly basis, and appraise waste data to the concerned authority.	Corporate Environment Department: THDCIL- Nodal Department	On a quarterly/annual (FY) basis



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