

Standard Operating Procedure (SOP) for Solid-Waste Management

1. Purpose: The purpose of this Standard Operating Procedure (SOP) is to establish effective solid-waste management practices in accordance with the Solid Waste Management Rules. Solid waste encompasses various types of waste, including domestic, sanitary, commercial, institutional, street sweepings, horticulture, agriculture, and dairy, treated bio-medical, and more.

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

3. Waste Generators Responsibilities: Every unit/project/office of THDCIL (THDC India Limited) shall adhere to the following duties:

3.1. MoU with Local Body/Authorized Waste Collector:

- Sign a Memorandum of Understanding (MoU) with the local body or authorized waste collector to collect and dispose of municipal solid waste within the vicinity on mutually agreed terms and conditions.

3.2. Waste Segregation and Storage:

- Segregate and store waste generated into three separate streams:
 - Bio-degradable waste
 - Non-biodegradable waste
 - Domestic hazardous waste
- Use suitable colour coded bins for each waste stream and ensure proper labelling of the bins.
- Store horticulture waste and garden waste separately within the premises and compost the same to the extent possible.
- Securely wrap used sanitary waste such as diapers and sanitary pads in pouches provided by manufacturers or suitable wrapping material and place it in the bin meant for dry waste or non-biodegradable waste.
- Store construction and demolition waste generated within the premises and ensure disposal as per the Construction and Demolition Waste Management Rules, 2016.

3.3. Handover of Segregated Wastes:

- Handover segregated wastes to authorized waste pickers or collectors as directed by local authorities.

4. Prohibition: No person is allowed to throw, burn, or bury solid waste on streets, open public spaces outside the premises, or in drains or water bodies.

5. Storage and Transportation: Waste generators must store waste in three separate streams:

- Green bins for bio-degradable waste like kitchen scraps.
- White bins for recyclable materials such as plastic wrappers.
- Black bins for other non-bio-degradable waste.

Solid waste must be transported in an environmentally sound manner using especially designed and covered transport systems to prevent foul odours, littering, and unsightly conditions.

6. Responsibility Assignment: The administrative/execution part is generally handled by the Admin/Services Department, while the technical/supervisory responsibility lies with the Environment Department of the Project/Unit/Office.

7. Annual Compliance and Reporting:

- Record, collect, and store solid waste data on a monthly basis.
- Publish data on the THDCIL website.
- Provide inputs for annual compliance.
- Submit an annual report and ensure regular compliance.

8. Training and Awareness: THDCIL shall organize periodic training and awareness programs for employees, residents, vendors, and other stakeholders to ensure proper implementation of this SOP and promote sustainable waste management practices.

9. Review and Revision: This SOP shall be reviewed annually or as required to align with any changes in waste management rules and regulations. All Projects/Units/Offices of THDCIL must comply with this SOP to ensure effective solid waste management.

10. Continuous Improvement:

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

11. 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 Project Nodal Department on/before 7 th date	HR/ Services Department	

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



टीएचडीसी इंडिया लिमिटेड
THDC INDIA LIMITED