STANDARD OPERATING PROCEDURE (SOP)

E-WASTE MANAGEMENT SYSTEM OF RAJIV GANDHI UNIVERSITY

Rajiv Gandhi University
Rono Hills, Doimukh, Arunachal Pradesh – 791 112

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1. Abbreviation

Sl. No.	Abbreviation	Description
1.	RGU	Rajiv Gandhi University
2.	SPCB	State Pollution Control Board
3.	NAAC	National Assessment and Accreditation Council
4.	SOP	Standard Operating Procedure
5.	NIRF	National Institute Ranking Framework
6.	FMREW	Form for Maintaining Records of E-Waste

2. Introduction

Rajiv Gandhi University is one among the central universities in India, is a premier institution of the state of Arunachal Pradesh located in Northeastern region of India.

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 university being a bulk consumer of electrical and electronic equipment has to ensure that the e-waste generated by RGU 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 University 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 university. This shall help the university in improving our NAAC grading and NIRF ranking.

3. Scope

The scope of this document is to bring out the process that would be followed by the University for proper and effective disposal of e-waste generated by the university. The university 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.

4. Previous Method

Before the introduction of the E-Waste Management System in the university, 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 University of e-waste generated in form - 2 and copy of that record was ever forwarded to SPCB in form - 3.

5. 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.

6. 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.

7. 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

7.1.   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 university:

FORM FOR MAINTAINING RECORDS OF E-WASTE

Branch/Department name:-

Sl. No.	Description of E-waste	Quantity (nos.)	Status		If not working, since when?	Date of purchase	Date of receive/installation	Additional data, if any
			Working	Not working				

Date: Signature:
                                                                         Name:
                                                                         Designation:

7.2.   Form – 2

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

FORM-2

[See rules 4(4), 5(4), 6(5), 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 Item Description	Quantity
5.	Types & Quantity of e-waste stored	Category Item Description	Quantity
6.	Types & Quantity of e-waste sent to collection centre authorised by producer/ dismantler/recycler / refurbisher or authorised dismantler/recycler or refurbisher**	Category Item Description	Quantity
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 Item Description	Quantity
	Name, address and contact details of the destination of refurbished materials		
9.	Types & Quantity of e-waste dismantled*	Category Item Description	Quantity
	Name, address and contact details of the destination		

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7.3.   Form – 3

Format for filing the annual returns to SPCB of e-waste generated by university:

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

FORM FOR FILING ANNUAL RETURNS

[To be submitted by producer or manufacturer or refurbisher or dismantler or recycler by 30th day of June following the financial year to which that return relates].
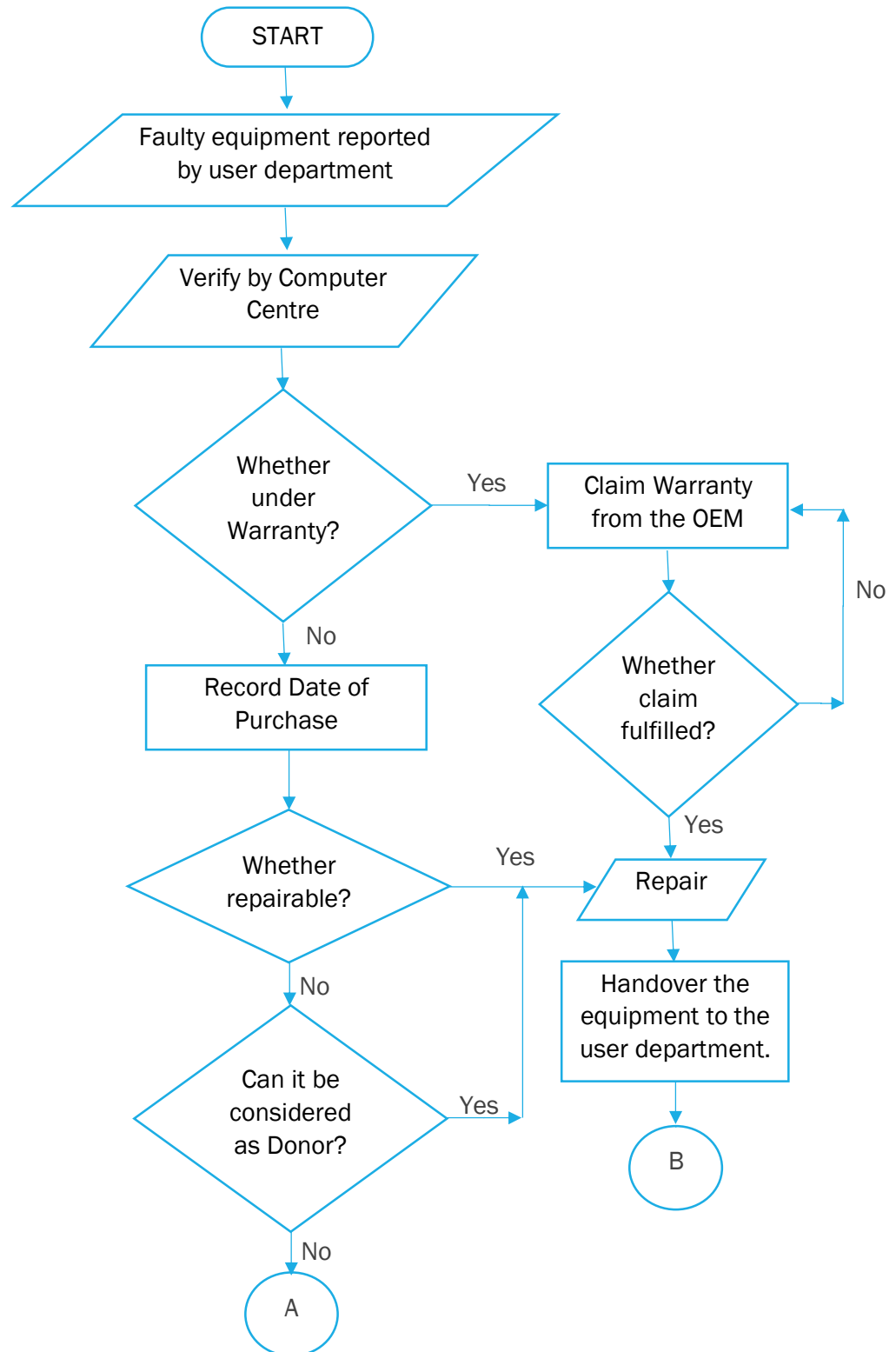
Quantity in Metric Tonnes (MT) and numbers

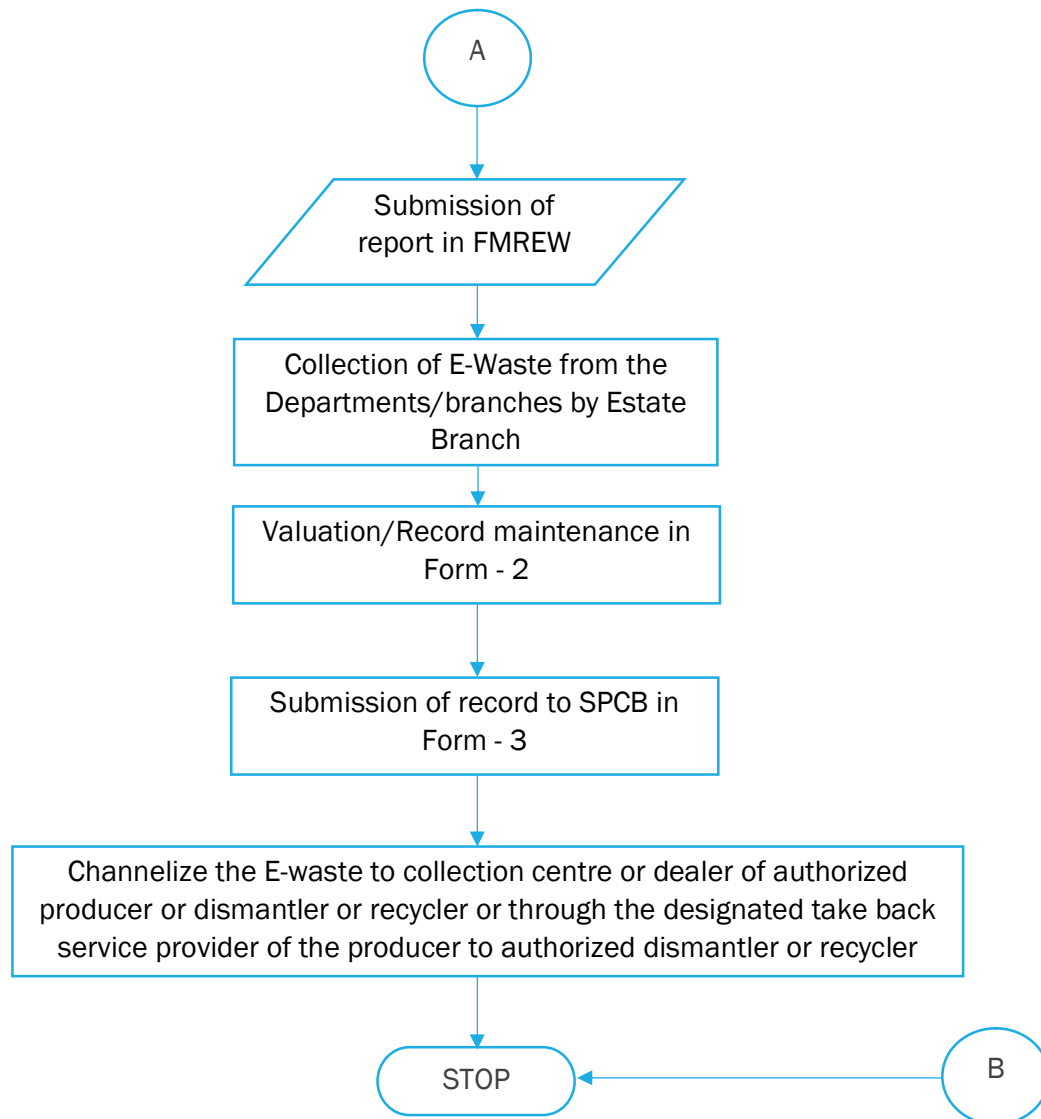|				
1	Name and address of the producer or manufacturer or refurbisher or dismantler or recycler			
2	Name of the authorised person and complete address with telephone and fax numbers and e-mail address			
3	Total quantity of e-waste collected or channelised to recyclers or dismantlers for processing during the year for each category of electrical and electronic equipment listed in the Schedule I (Attach list) by PRODUCERS			
	Details of the above	TYPE	QUANTITY	No.
3(A)*	BULK CONSUMERS: Quantity of e-waste			
3(B)*	REFURBISHERS: Quantity of e-waste:			
3(C)*	DISMANTLERS: i Quantity of e-waste processed (Code wise); ii. Details of materials or components recovered and sold; iii. Quantity of e-waste sent to recycler; iv. Residual quantity of e-waste sent to Treatment, Storage and Disposal Facility.			
3(D)*	RECYCLERS: i. Quantity of e-waste processed (Code wise); ii. Details of materials recovered and sold in the market; iii. Details of residue sent to Treatment, Storage and Disposal Facility.			
4	Name and full address of the destination with respect to 3(A)-3(D) above			
5	Type and quantity of materials segregated or recovered from e-waste of different codes as applicable to 3(A)-3(D)	Type	Quantity	

✔ Enclose the list of recyclers to whom e-waste have been sent for recycling.

Place_____

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8. Process Flow Chart

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

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                              ( A )
                               │
                               ▼
                   ╱─────────────────────────╲
                   │   Submission of          │
                   │   report in FMREW        │
                   ╲─────────────────────────╱
                               │
                               ▼
              ┌─────────────────────────────────┐
              │  Collection of E-Waste from the  │
              │  Departments/branches by Estate  │
              │             Branch               │
              └─────────────────────────────────┘
                               │
                               ▼
              ┌─────────────────────────────────┐
              │  Valuation/Record maintenance in │
              │             Form - 2             │
              └─────────────────────────────────┘
                               │
                               ▼
              ┌─────────────────────────────────┐
              │  Submission of record to SPCB in │
              │             Form - 3             │
              └─────────────────────────────────┘
                               │
                               ▼
   ┌──────────────────────────────────────────────────────────┐
   │ Channelize the E-waste 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                      │
   └──────────────────────────────────────────────────────────┘
                               │
                               ▼
                        ( STOP ) ◄─────────────────── ( B )
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9. Step–by–Step Guide

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

- After an electronic item is considered to be as an e-waste, the concerned department/ branch shall make the entries of the details of the item in the FMREW.
- The FRMREW will then be submitted to the Estate branch by 30th day of December.
- The Estate branch 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/ branch.

- All such condemned electronic items are then collected at the central store along with report submitted in FMREW from concerned department/ branch.
- 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 30th 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.