



ELCITA



# WASTE SEGREGATION GUIDELINES FOR OFFICES

RESPONSIBLE WASTE MANAGEMENT IS AN INDEX OF PROGRESS



For sustainable management of waste, water, power we have one voice – ‘Save Mother Earth’. This is a humongous task and requires participation of each and every citizen. It could be litter free and smoke-free zone, Zero waste to land fill, no waste water in the drains, conservation of water/electricity, leveraging renewable energy, rejuvenation of lakes, use of public transport and security, love and care for those in the neighborhood, maintaining healthy lifestyle, non-support to corruption, behavioral change towards usage of resources, each individual has a role to play.

CEO - ELCITA

## ELCITA SOLID WASTE MANAGEMENT



Biogas



Composting



Segregation



Recycling

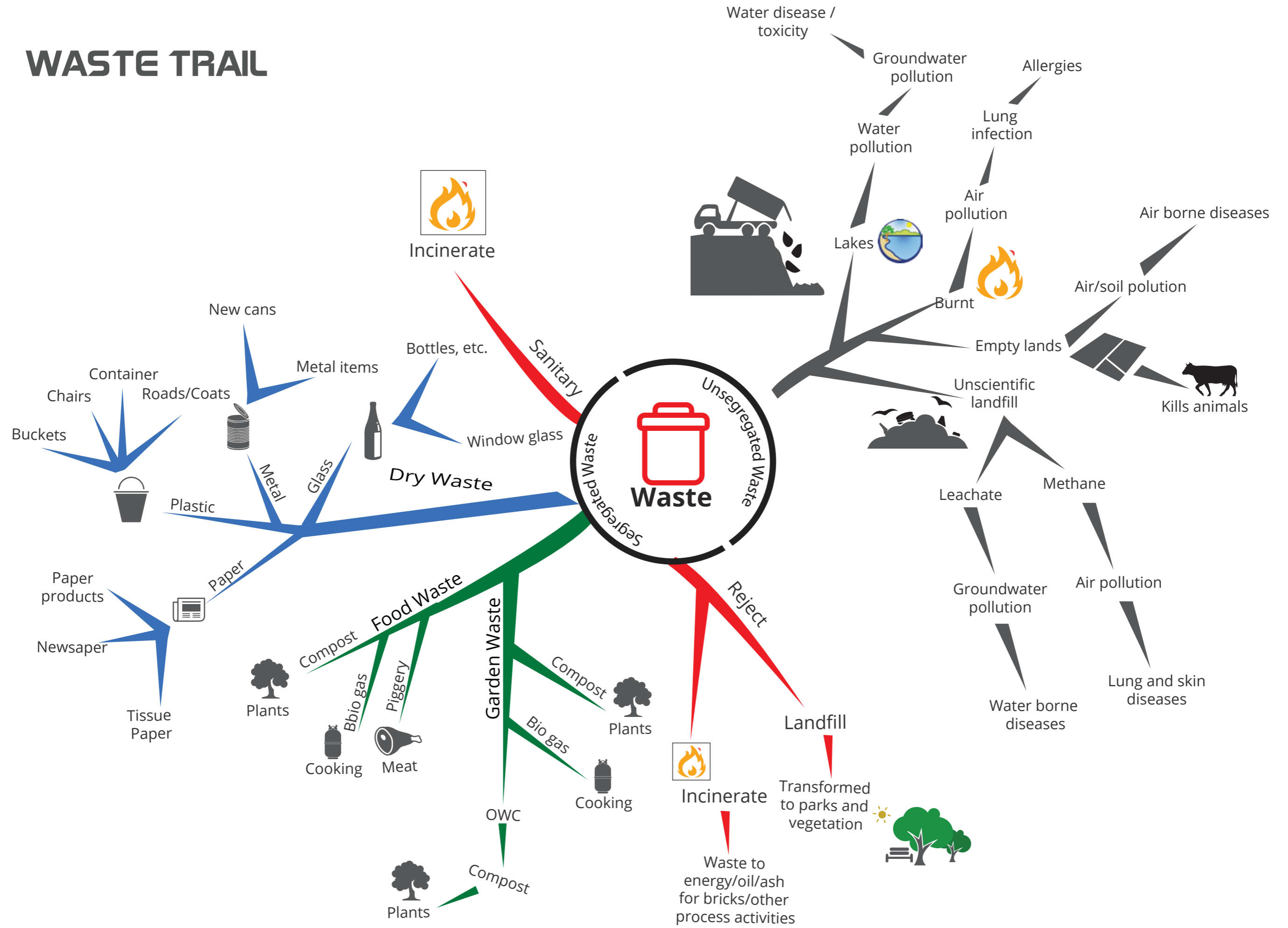
Sustainability initiatives towards waste management

[www.elcita.in](http://www.elcita.in)

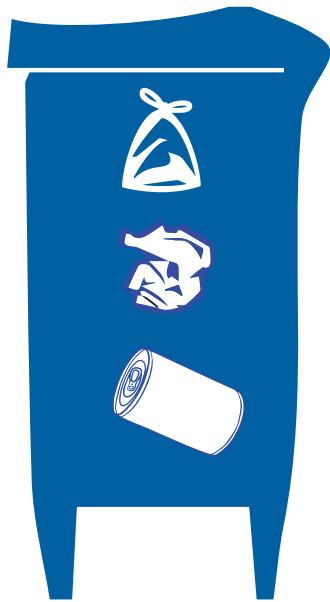


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# WASTE TRAIL



# DRY/RECYCLABLE WASTE



All dry waste is sent for recycling.

Blue bin with a label on it when used for **dry waste collection** will increase employee/staff participation in **segregating waste**.

Request blue liner from your vendor for **dry waste collection**. This will help the sorters to identify the **dry waste bag** for **secondary segregation**.

## PLASTIC



Plastic food grade take away containers, reusable plastic food grade plates, tumblers and bowls - not badly soiled (completely empty the food/liquid into the food waste bin).

Straws collected together

Plastic waste from production and manufacturing.

PET bottles/juice bottles

Milk/curd packets completely emptied of their contents.

Waste from Plastic packaging materials in which goods had been sealed prior to use at manufacturing/processing units.

## PAPER



Cardboard boxes, strips

Newspapers

Papers – plain, colored, brown/covers Stationery

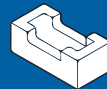
Pizza boxes/Tetra packs/Tissue papers, not badly soiled and not from the toilets (collected together)

## PRODUCTION WASTE



In the form of metal , paper or plastic (collected together)

## FOAM



Thermocol

Styrofoam

White foam

## METAL



Metal containers

Coke tins

## WOOD/GLASS



Wooden boxes

Glass bottles/containers

Packaging material such as thermocol and Styrofoam should be avoided and if generated should be sent to service provider who recycles/up cycles them.

# WET WASTE MANAGEMENT



Kitchen/canteen vegetable cuttings/ fruits from juice centers to be collected separately. This can be sent to composting.

Leftover food if collected separately can be used to generate biogas.

Usage of green bin with a label on it when used for wet waste collection will increase employee/staff participation in segregating waste.

Request green liner from your vendor for wet waste collection. This will help the sorters to identify the wet waste bag for secondary segregation.

## FOOD WASTE



- Leftover food
- Vegetable/Fruit cuttings
- Egg shells
- Chicken/Fish bones
- Rotten fruits vegetables
- Used tea powder
- Used coffee powder
- Tissue paper heavily soiled with food

## GARDEN WASTE\*



- Grass trimmings
- Plants, leaves, flowers
- Garden trimmings
- Flower bouquets (without plastic wrapper)



- Wet waste can be sent to composting, Biogas, or piggery

Used cooking oil generated should be collected and handed over to used oil service provider. STP Sludge shall be reused within the facility of the waste generator for composting or disposed to empanelled service providers for the locations where the landscaping area is very limited.

**Keep garden waste separately from food waste and establishments who have space should handle wet waste inhouse either by composting or Biomethanization.**

# REJECT WASTE



Usage of red bin with a label on it when used for reject waste collection will increase employee/ staff participation in segregating waste

Sanitary napkins/Diapers need to be collected separately and handed over to authorized sanitary waste vendors.

Request red liner from your vendor for reject/sanitary/biomedical waste collection. This will help the sorters to identify the reject waste bag and they will not put their hands in it.

## REJECT WASTE



- Sharps
- Floor sweeping
- Very badly soiled paper and plastic
- Used Broom sticks
- Broken glass (handle with care)
- Currently not recyclable
- Used cloth, beds, unusable shoes, mops

## SANITARY WASTE

- Diapers/Sanitary napkin
- Nails/Hair
- Used tissues
- Tissue paper from the toilets

## CONSTRUCTION AND DEMOLITION WASTE/INERTS



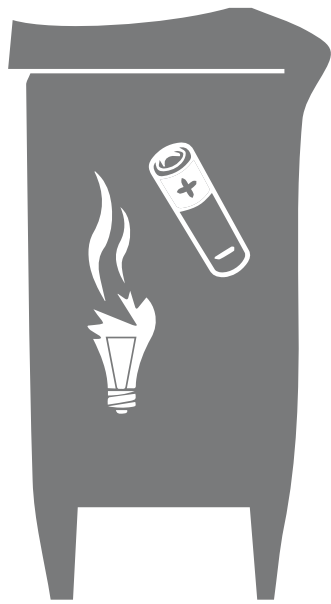
- \*Please handover construction and demolition waste such as rubble, bricks, cement powder, flower pots separately to authorized service provider

Tissue paper from toilets to be disposed to service providers whose disposal methodology is incineration.

## Biomedical Waste

Biomedical waste generated from hospitals and in house medical rooms such as needles, syringes, cotton/bandage with body fluids, expired medicines etc. should be handed over to KSPCB authorized biomedical waste vendor.

# E-WASTE



Usage of grey bins for E-waste collection will improve segregation.

E-waste should be handed over to KSPCB authorized collection center/ dismantler/recycler.

Avoid breakage of tube lights/bulbs as it contains mercury/phosphorus and is harmful.

Different components of E-waste contains hazardous substances ....and need to be handled separately

## DISCARDED COMPUTERS & ACCESSORIES

PCs/Servers

Monitors

Mouse cables & accessories

Laptops

Hard drives

Computer peripherals



## OTHER ELECTRONIC WASTE

Network devices

Circuit boards/Cards

Media speakers

Routers

Any storage media

Copiers

Fax machines

Printers

Scanners

Video & audio equipment

Projection equipment

Security equipment

Receivers & transmitters

Mobiles

Tablets

Music players

Cameras

CDs

TV, fridge, AC, washing machine



## HAZARDOUS WASTE

Batteries

Bulbs and tubes\*\*

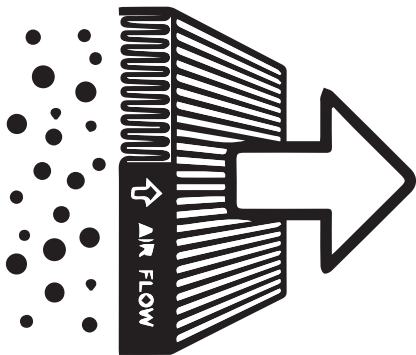
Lead acid batteries need to be handed over to KSPCB authorized battery recyclers



**\*\*Collect tubelights and bulbs separately and avoid breakage**

**Be careful while handling tubelights and bulbs**

# HAZARDOUS WASTE



Spent solvents

Chemicals

Soaked cotton

Waste oils

Discarded containers stained with chemicals/solvents

Oil filters

Air filters

Hazardous/ETP sludge

Resins

Paints

**Hazardous waste should be handed over to KSPCB certified Hazardous Waste vendor.**

**Should not be mixed with solid waste**





# ELCITA'S VISION

## ZERO WASTE TO LANDFILL

- Segregation at source is mandatory.
- Avoid usage of disposables, use reusables.
- No littering in public places.
- Companies/Hotels/Institutions are responsible for their waste vendors for disposal of each waste stream.
- While we appreciate participative companies, ELCITA would restore to strong measures such as penalty for non compliance.
- How can we contribute consciously to responsible waste management? Please reduce creating waste and avoid non recyclable items such as styrafoams, small sachets, packaging materials with silver linings.

Segregation at source is the key to proper waste disposal

Visit KSPCB and ELCITA websites to get latest updates on waste management.

Segregation at source is the key to proper disposal and reduction of rejects being incinerated or landfilled.

This manual is intended to help companies with segregation and proper disposal of waste.  
For any assistance on waste management  
please contact [subhan@elcita.in](mailto:subhan@elcita.in), call: **080-4660 2222**

Segregation at source is MANDATORY. Non-compliance will lead to penalization.