

# **SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH**

**A Deemed to be University  
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956  
vide MHRD, Government of India Notification No.F-9-36/2006-  
U.3 (A) dated 25<sup>th</sup> May 2007**



Registrar

**Registrar**

Sri Devaraj Urs Academy of Higher  
Education and Research  
Tamaka, Kolar - 563 103.

## **Electronics and Electrical Waste Policy**



# SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	Electronics and Electrical Waste Policy	
Short Description	The policy and procedure related to disposal of electronics and electrical waste	
Scope	This policy is applicable to all faculty and non-teaching staff of the constituent colleges and departments of SDUAHER (Deemed to be University).	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1	<b>14 October 2020</b>	
Policy No.	SDUAHER/KLR/POLICY/022	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date		
Approval Authority	Board of Management	
Responsible officer	Registrar	
Name of the Policy/ Guidelines		
Details of Revision	Date of Revision	Approved by

**Electronic waste management policy  
(Recover, Reuse, recycle and disposal)**

**Introduction:**

- 1.1 EE-waste is a health and environmental hazard, containing toxic additives or hazardous substances such as mercury, which damages the human brain and/or coordination system.
- 1.2 Generating EE-waste is a human condition. There is, however, very little real knowledge about this important issue, as the mishandling of EE-wastes threatens lives and the environment.

**2.0 EE-waste is defined as any electronic and electrical product or equipment which has been out of use due to a technical flaw, up gradation of technology or unforeseen damage, can be termed as EE-waste.**

**Or**

**“Waste electrical and electronic equipment, whole or in part or rejects from their manufacturing and repair process, which are intended to be discarded.”**

- 2.1 As per the new guidelines, MoEF & CC, Government of India in suppression of EE-Waste (Management and Handling) Rules, 2011 has notified the EE-Waste(Management) Rules, 2016 vide G.S.R. 338(E) dated 23.03.2016 which has now been effective from 1st October’2017. These rules are applicable to every producer, consumer or bulk consumer, collection centre, dismantler and recycler of EE-waste involved in the manufacture, sale, purchase and processing of electrical and electronic equipment or components specified in Schedule – I of the Rules.
- 2.2 SDUAHER have taken the initiation to be a responsible agency to support the global environment system, hence The Academy has developed the proper EE-waste management policy to sustain the environment and to mitigate global warming. With pervasive use of electrical and electronic equipments in our daily operations, disposal of obsolete equipments is increasingly posing a threat to our environment. There is therefore a need

to handle such disposals - referred to as EE-Waste - in a responsible manner in line with emerging global best practices and standards. The SDUAHER policy covers the following IT equipments for EE-waste disposal.

<b>s. no</b>	<b>Category</b>	<b>Item</b>
1.	Computers	Server / Desktop computer , monitor, Laptop, associate peripheral items like mouse, keyboard or similar items
2.	Printer & Accessories	Printer, Scanner, Printer Cartridge, Toner, etc. or similar items
3.	Network equipments	Routers, Switches, Patch panel, Modem, Converter, VSAT equipments, etc. or similar items
4.	IT Accessories	TV Tuner box, Floppy, CD and DVD, Pen Drive, External Hard disk, External CD / DVD writer, DAT Drive, Speaker, Laptop Battery, Hand Held device, VC equipments, Data Cartridge, etc. or similar items
5.	Associated Electrical items	Power cable, Data cable, UPS, etc. or similar items
	Communication devices	Landline telephone, fax machine, intercom, mobiles, walky talky or similar items
	Air conditioning devices	Air conditioner, air cooler, refrigerator, or similar items,
	Other accessories	Kettle, induction stove, water cooler, hot water dispenser or similar items

### **3.0 Objectives of EE-waste management policy**

**3.1 To contribute to a greener environment,** SDUAHER acknowledges the need for proper EE-waste handling and disposal.

**3.2 SDUAHER EE-waste Policy** endeavors to ensure environmental conservation and protection from the effects of EEE-waste.

**3.3 SDUAHER recognizes the** need to dispose EEE-waste in manner that is safe and sound with respect to its staff, students, and Institutional operations.

**3.4** The need to establish clear guidelines on EEE-waste management.

### **4.0 EEE-waste management committee**

The university is having a provision to constitute an EEE-waste advisory committee to implement above mentioned policy under the chairmanship of Vice Chancellor or Chairman, nominated by Vice Chancellor. University may have the following members in advisory committee.

Chairman: Vice Chancellor/ his Nominee Members:

4.1 Registrar

4.2 Finance officer

**4.3 Director, center for environment health, promotion and safety.**

4.4 System Manager, Computer Centre.

4.5 Technical Member Related to IT (Nominated by VC).

The EEE-waste management system is managed by a committee which includes vice chancellor, Registrar, IT department manager, EEE-waste care center and center for environment care and promotion. The team is responsible for adhering to this policy and all the stock holders are adhering to this policy. Any employees of the academy who fail to

comply with this policy may be subject to disciplinary action for noncompliance with university policies. Review Policy The policy shall be reviewed after every three years or earlier.

#### **5.0 SDUAHER E – WASTE POLICY GUIDELINES**

- 5.1. Preferential dealing with government approved vendors having sound EE-Waste management processes.
- 5.2. Extending the useful life of IT assets to postpone / minimize generation of EE-Waste.
- 5.3. Responsible disposal processes conforming to regulatory requirements and best practices.
- 5.4. Keep the EE-waste in isolated area, after it becomes non-functional/un-repairable so as to prevent its accidental breakage.
- 5.5. To check for the life-cycle of the product on the Product Information Booklet every year.
- 5.6. Not to throw any electronics (including batteries) into garbage bin.
- 5.7. To hand-over EE-waste only to assigned vendor approved by the government.
- 5.8. Not to sell EE-waste to scrap dealers or unauthorized agents.
- 5.9. Not to dispose of EE-waste in landfill or in pits as an ill-treasure for your next generation
- 5.10. Not to open unused electronics without expert supervision, as it can be hazardous.
- 5.11. Not to open the parts or components of unused electronic without brand representative's supervision this may be hazards.

#### **6.0 REGULATORY ENVIRONMENT**

- 6.1 Different agencies / government bodies have published regulatory framework for handling EE-waste.
- 6.2 SDUAHER will scan the evolving code of practice and keep updating this policy document in line with the best practices for disposal of EE-Waste. This will be done once a year or more frequently if deemed necessary.

## **7.0 STEPS IN EE-WASTE MANAGEMENT**

**There are three steps necessary to properly manage waste:**

***7.a Identify EE-Wastes***

***7.b Evaluate EE-Waste***

***7.c Manage EE-Wastes***

### **7.1 Identify EE-Wastes**

**7.1.1** The University provides safe, effective, and efficient waste management services for managing the various types of EE-waste, recyclable EE-waste and disposable EE-waste.

**7.1.2** The University community is responsible for identifying the type of EE-waste produced and using the appropriate University management system.

**7.1.3** For assistance with identifying wastes, consult the **IT department or the *Department of Environmental Health, promotion and Safety.***

### **7.2 Evaluate EE-Waste**

The University community must evaluate their EE-waste for its physical, chemical, and biological characteristics to determine how it is to be properly managed.

EE- Waste may be:

1. Electronic and communication devices
2. Printer, Recyclable material
3. Hospital based equipments
4. Non-hazardous solid EE-waste and others

### **7.3 Manage EE-wastes**

Once EE-wastes have been identified and evaluated, the University community must manage it according to applicable SDUAHER EE-waste management instructions. These EE-waste management instructions have been developed to keep the University in compliance with all applicable laws and regulations and to promote a safe and healthy workplace.

#### **SDUAHER EE-WASTE MINIMIZATION PROCESS**

- 1) It shall be the endeavor of every user to maximize utilization of all IT assets to their full productive life. Apart from internal re-use, option to extend use outside SDUAHER through donation to bonafide philanthropic institutions will also extend the useful life of IT assets.
- 2) Only such IT assets which are non-operational and cannot be reused for any other alternate purpose should be considered as EE-waste for disposal. The IT manager will certify this position.

### **7.4 EE-Waste recovery Policy**

Obsolete or out-dated computers, televisions, printers, mobile phones and similar technologies are regularly collected for EE-waste recycling. A permanent EE-Waste collection facility for larger items is located inside the campus which is managed by the IT department and center for the environment health, promotion and safety.

#### **Policy on reusable items**

- a. Wherever possible, unwanted electronic items that are still in good working condition will be reused.



- b. The faculties are able to contact University IT department, who will search the EE-waste items and will place the items from where it is available.
- c. Items available for the reuse must be removed from the SDUAHER / department inventory data or to be transferred to another department/unit.

## **7.5 SDUAHER RECYCLE POLICY**

A diverse range of EE-waste recycling streams have been introduced in an effort to reduce the amount of EE-wasted resources that would otherwise be buried in landfill. Across-campus recycling programs continue to be rolled out with the help of the IT department and center for center for ***Environmental Health, promotion and Safety***. Current recycling programs are in place for: EE-waste (computers, mobile phones and other electronic equipment), CD/DVD, Batteries, toner and ink jet cartridges, fluorescent tubes and other lamps.

- 7.5.1 The EE-waste disposal through authorized agency is intended to Recycle to conserve Resources, Save Energy and to Prevent Pollution.
- 7.5.2 All electrical and electronic products are required to be handed over only to the AUTHORIZED RECYCLER for recycling. 100% recycling and disposal through authorized recycler to avoid the adverse effects of EE-Waste.
- 7.5.3 This initiative is a step towards our commitment for a cleaner and greener earth.

## **7.6 PRINT CARTRIDGES DISPOSAL POLICY**

**The SDUAHER do not use the EE-waste disposal procedure to dispose of print cartridges.**

7.6.1 The SDUAHER has a print and toner recycling collection units in all the departments and it can be recycled all year round.

7.6.2 All printing related can be disposed in the collection boxes including:

- a. All bottles, large & small ,
- b. All cartridges: toner & inkjets
- c. Bulk inkjet containers
- d. Bulk plastics
- e. Bulk toner/developer
- f. Bulk liquid cleaning units, Copier parts, Developer units
- g. Drum units, Fuser units , Fax rolls
- h. Imaging units, Print heads
- i. Toner collection kits, Transfer kits,
- j. Waste hoppers/containers/collectors

As part of the University's commitment to the environment, and to the community we encourage this recycling program.

The mantra of "Reduce, Reuse, Recycle" applies here.

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