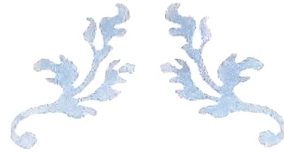




॥ विद्या सर्वस्य भूषणम् ॥

Prabodhan Education Society's
**Vidya Prabodhini College of Commerce, Education,
Computer and Management**
Vidyanagar, Parvari Goa



Waste Management

Policy Document



“Excellence, Everywhere, Everytime”



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Prabodhan Education Society's
VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER & MANAGEMENT
Vidyanagar, Alto-Parvari, Goa

SOLID WASTE REDUCTION AND RECYCLING POLICY

Introduction

Vidya Prabodhini College of Commerce, Education, Computer and Management (VPCCECM) is committed to reducing its impact on the environment by managing its waste in an efficient and sustainable manner. The College recognizes the rising financial and environmental costs associated with landfill waste disposal and incineration of solid waste material, which underscore the importance of effective source reduction, recycling and waste diversion programs.

VPCCECM maintains an aggressive and successful waste management and recycling program, which is administered by its National Service Scheme (NSS) Unit in coordination with the other academic institutions running under the parent umbrella of Prabodhan Education Society.

An informal audit of the waste generated has identified the following waste components as those, in particular, for which increased recycling efforts would likely boost the overall percentage of the building's (and the campus) waste stream being diverted from landfill or incineration: These recyclable materials included glass, wood, mixed paper, corrugated cardboard, plastics, scrap metals, compostable materials, and electronics.

Solid Waste Management Policy

Vidya Prabodhini College of Commerce, Education, Computer and Management shall maintain effective programs to reduce its waste stream. These programs, as outlined herewith, shall include source reduction purchasing strategies, effective waste and recycling collection stations along with occupant education. **It is the College's goal to divert 50% or more of its solid waste from disposal (landfill or incineration).**

The College NSS Unit shall manage and monitor the campus' waste and recycling program and shall work in conjunction with other campus entities, such as the pre, primary, secondary and higher secondary schools. The Green Campus Initiative is to develop and implement occupant



education programs relative to waste reduction and recycling. The Purchasing Committee shall implement source reduction purchasing strategies.

Re-use, recycling and waste reduction shall be a shared responsibility of all campus occupants and shall require participation and cooperation with programs that are established to achieve the campus' waste diversion goal.

Solid Waste Reduction and Recycling Program

Responsibilities

The College NSS Unit will have ultimate responsibility for implementation of the policy.

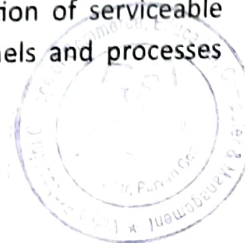
General responsibility will be that of the NSS Unit Convenor or his/her designee. Responsibilities under this office also include development and management of a waste management and recycling tracking and review process as a means to monitor waste reduction success and improve overall campus waste reduction performance over time.

This tracking and review process shall track the wastes as identified herewith, which shall be tailored as applicable for each of VPCCECM buildings and campus. Tracking is made more difficult on a campus setting, as campus waste is co-mingled from multiple buildings of disparate occupancies and uses prior to disposal. VPCCECM will conduct individual section waste audits to determine the amount of waste that is generated in each of its sections as a percentage of the occupied space of the entire campus. Once established, this will be randomly spot-checked in each section a minimum of twice per semester. Using this method will facilitate the college's ability to gauge its success in recycling efforts in each building, even though disposal receipts reflect the amalgamated recycling efforts of the entire campus.

Objectives

All occupants of VPCCECM, including staff and student body, are expected to put forth a reasonable effort to maximize re-use and recycling and minimize the amount of waste that is destined for disposal. The following general strategies will be used toward this effort:

1. Reduce the requirement to discard materials in general. Ask suppliers to take back any packaging or reusable items such as pallets, boxes, styrofoam packaging materials, etc. A major element of this objective is source reduction through sound purchasing strategies, further explained in the Guidelines section.
2. Reuse materials and equipment whenever possible. Pass on equipment, unused supplies, furniture, etc. before considering its disposal. Distribution of serviceable equipment and furniture will be coordinated through the channels and processes already established for the purpose.



3. Recycle whenever possible. Segregation of recyclable materials is essential for reduction of waste generated on campus.

Guidelines

- 1) These guidelines for solid waste reduction and recycling compliment separate sustainable purchasing policies, which address procurement of materials, equipment and furnishings with recycled and recyclable content, local materials, post-consumer waste, low mercury content, low volatile organic content and manufacture of sustainably produced materials.
- 2) Reduction:
 - A. Purchasing Source Reduction:
 - i) Reasonable effort will be made to purchase goods and equipment that:
 - (1) Minimize packaging and shipping materials, or
 - (2) Substantially utilize recyclable packing and shipping materials, or
 - (3) Are provided by suppliers that accept return of packaging materials for reuse or recycling.
 - (4) Procure products in bulk packaging to reduce packaging wastes.
 - ii) These efforts will be monitored and coordinated by the Purchasing Office/Committee. The Purchasing Office/Committee will also:
 - (1) Identify and project needs that exist in regard to equipment, supplies, and services for which recycled and/or recyclable materials might be available.
 - (2) Review prior and current requests for equipment, supplies, and services to determine the present usage of recycled and/or recyclable products.
 - (3) Diligently strive to identify vendors that can competitively supply recycled products.
 - (4) Utilize commercial directories and central, state, and local sources of information to identify marketed products that are manufactured using recycled materials.
 - (5) Develop and publish a recycled products list and encourage users to procure these products in lieu of non-recyclable products.
 - (6) Encourage, promote and facilitate the procurement of products with long useful lives and low lifecycle costs and environmental impacts.
 - B. Material Use Reduction:
 - i) Offices will consider the use of shared resources such as networked copiers, scanners and printers. ii) Minimize waste paper, strategies include:
 - (1) Minimize excess mailings and junk mailings by:



1. Actively removing names from unwanted mailing lists for catalogs, magazines, journals, newsletters, etc.;
 2. Minimizing subscriptions by sharing and distributing commonly used literature such as, magazines, journals, etc. within work groups and offices.
- (2) Implement double-sided copying and printing as a campus standard and a requirement for document submissions (scholarly papers, proposals, etc.).
- (3) Decreasing margin widths on printed letters and literature.
- (4) Minimize printed matter in favour of electronic/digital documents:
1. Bulletins and brochures should be distributed electronically and posted in prominent locations rather than being printed and broadly distributed.
 2. Limit printing needs to actual requirements for distribution and eliminate significant printing overruns.
- 3) Separate lightly used waste paper from the waste stream for re-use in scratch and note pads.
- 4) Reuse Strategies:
- A. VPCCECM should operationalize a robust program for distribution and reuse of used office equipment and furnishings. This program is to be operated through the Administrative Office and is to be facilitated by the IT Department as well as the College NSS Unit. Serviceable equipment is to be evaluated and inventoried for potential reuse and made available, usually on a first come, first serve basis to fulfil campus-wide needs. Serviceable equipment and furnishings that are not re-used on the VPCCECM campus within several months (or as limited by storage capacity) are to be offered as surplus equipment to other Prabodhan Educational Society's institutions through the Administrative Office. If the Administrative Office is unable to distribute the equipment to another state agency, the equipment should be aggregated and auctioned to the public. Occasionally, surplus equipment may be sold to VPCCECM staff and students in a garage sale format, only when other options have been exhausted. Through this system, VPCCECM shall ensure that it disposes of very little equipment or furniture as solid waste.
 - B. Offices or departments that possess excess office supplies are to offer these to other departments via campus wide email, on a first come, first serve basis.
- 5) Recycling:

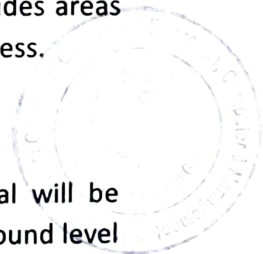


- A. Recycling is the responsibility of all campus occupants at all times. Campus occupants must identify, separate, and place recyclable materials in appropriate recycling containers.

- B. Office paper, corrugated cardboard, plastics, bottles, cans, scrap metal, mixed paper, electronics, and batteries must always be placed in appropriate containers.
 - i) Staff offices will have a clearly marked container for recyclable paper products, placed near the regular waste receptacle. Office occupants are to periodically deposit the recyclable paper in central collection areas, where it will be collected by the Multi-Tasking Staff (MTS) on a regular basis.
 - ii) Office areas, computer labs with printer and/or copiers will have a clearly marked receptacle for recyclable paper products to be collected daily or as required by janitorial services. These containers will be placed near the copier/printers for easy access.
 - iii) Receptacles for recycling of cans, bottles and plastics, paper and non-recyclable waste materials will be placed in easily accessible locations throughout the facility. Containers for recycling of batteries, printer and toner cartridges will be strategically placed within each building and the location of such containers posted at all recycling locations.
 - (1) Prime locations for receptacles are to be at high traffic locations and where they may be easily serviced.
 - (2) These receptacles must be clearly marked for the type of material to be placed in them, and must be easily accessible, with easy access lids for singlehanded use.
 - (3) Proper removal, storage and disposal of fluorescent lamps should be in accordance with separate procedures for handling, storage, documentation and disposal of mercury-containing materials.
 - iv) Vending machine areas, such as drinking water zones, will have appropriately marked recycle containers for bottles and cans, paper materials, and general waste.
 - v) General use areas, such as main hallways, will have strategically placed, accessible recycle bins for cans and bottles, paper, batteries, and general nonrecyclable waste materials. Containers will be placed in central locations near high population areas or intersections where they can be easily seen and accessed. This includes areas near main entrances so people entering and exiting have quick, easy access.

C. Collection station equipment/pickup area.

- a. Collection station equipment/containers for recyclable material will be positioned centralized areas, indoors, on or convenient to the ground level of all facilities. Locations shall facilitate easy collection by the authorised personnel for transfer to centralized campus location.



Coordinator
College of Commerce
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Containers shall be available for sorting cardboard, paper, plastics, bottles and cans with redemption value, batteries, electronics, and any metal materials.

- b. The Custodial Services Unit of the Physical Plant collects all recyclable materials and places them in these containers, as required or on a daily basis, along with regular trash.
- c. Any large equipment (not subject to surplus/reuse) is also collected here, for transport to the Grounds Shop and dismantling for separation of recyclable materials.

6) Awareness and Training:

- A. To ensure all facility occupants are aware of the waste management and recycling requirements for VPCCECM, the following guidelines apply:
 - (1) All receptacles for collecting recyclables shall be boldly marked for their purpose. A general listing of the types of recyclable materials to place in the container will be affixed to the outside of the container.
 - (2) All in-coming Freshers or transfer students shall receive an information page in the prospectus/students' handbook that highlight the institutional waste reduction and recycling policy. Early in each academic session/semester, students will be briefed on the tenets of this policy, and emphasis will be laid on its importance relative to the culture of the institution, with details on where additional information sources may be found.
 - (3) Physical Plant and Facilities will maintain a website that includes waste reduction and recycling information, including lists of currently recyclable materials and a "How to" guide.
- B. The College NSS Unit will assist in development of signage and literature to raise campus awareness of the Waste Reduction and Recycling Policy as well as these guidelines.
- C. With funding to be raised through the existing institutional and governmental resources, the Campus Green Initiative will enact an incentive program to reward exemplary recycling and waste reduction efforts by campus individuals or groups. The College NSS Unit will advertise receipt of these rewards on a regular (monthly or semester-wise) basis via campus wide email and postings on the College's website.



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