



GLS POLY FILMS PVT. LIMITED

VILLAGE–GURAWARA, DIST-REWARI-123035 HARYANA, INDIA.

1. PURPOSE:-

The purpose of this procedure is to identify, segregate, handle, store and dispose off waste.

2. SCOPE:-

Procedure applies to non-biodegradable waste e.g. Spent Oil, Plastic including polythene, Asbestos, Medical waste, IT waste, Tubes, Bulbs, Electrical waste, Rubber, scrap from workshop, civil scrap etc and bio-degradable waste such as Kitchen waste, House hold solid waste, paper, wood, metal pieces, used water etc

3. RESPONSIBILITY:-

Manager (Administration) is primarily responsible for effective implementation of this procedure.

4. REFERENCE: -

None

5. DEFINITION / ABBREVIATION:-

Non biodegradable waste: Waste material that cannot be destroyed / decomposed naturally.

Biodegradable waste: Waste material that can be destroyed / decomposed naturally.

6. PROCEDURE:-



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HAZARDOUS WASTE

Purpose

Hazardous wastes that are disposed of improperly can pollute the air, land, groundwater, and waterways; harming the environment and threatening community health. While garment factories do not create large quantities of hazardous waste, it is important that any amount of hazardous waste be managed properly to avoid contaminating the environment. The purpose of this section is to describe how factories may properly manage hazardous wastes.

Hazardous wastes are handled in a way that meets the requirements of the Hazardous Waste section and are not disposed of with general waste. Examples of hazardous wastes include: spent chemicals such as bleaching materials, solvent-based paint, flammable solvents, and caustic cleaners; spent batteries, ballasts, and fluorescent / high-intensity discharge lamps; ballasts; and pesticides.

Common Types of Hazardous Wastes

1. Factory determines the types and amounts of hazardous wastes resulting from production and business activities.
2. Factory treats, recycle, or dispose of all hazardous wastes they make by using a qualified hazardous waste contractor, whenever feasible.
3. Hazardous waste “manifests” or other, equivalent, shipping documents are used with every hazardous waste shipment to an off- site location. Shipping documents used for hazardous wastes contains, at a minimum, the following information:
 - Factory name and address
 - Name, address, and phone number of transporter and/or destination facility
 - Description of each waste stream transported off-site for disposal
 - Shipping documents must be signed by factory personnel who have been trained on the hazardous waste shipping and documentation requirements.



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4. Factory personnel tracks waste shipments to make certain the shipments were received by the proper facility.
5. Waste disposal records are kept by the factory for at least 3 years (or longer, if required by local authorities).
6. Factory takes steps to reduce hazardous waste (e.g., by using non-hazardous materials such as citrus-based solvents and non-toxic cleaners). Factory works to improve current procedures and technologies for hazardous waste reduction, treatment, recycling, and disposal.
7. All hazardous wastes (including medical waste and used oil) are handled in a way that minimizes the possibility of exposing workers (providing appropriate PPE's) and contaminating the environment (air, land or water).
8. Electrical equipment that may contain polychlorinated biphenyls (PCBs), such as transformers, regulators, capacitors, etc., are labeled and managed as PCB-contaminated equipment.

Plastic Covering

Plastic coverings are collected and recycled. The plastic is low density polyethylene (LDPE) and can be reprocessed to agricultural film, shopping bags and/or packaging film.

Machine Oil

The safest way to dispose of used oil is to recycle it. Factory dispose off to local vendors to try to recycle oil in order to keep it out of waterways and the groundwater system. The oil can be reprocessed and used, for example, in furnaces for heat or in power plants to generate electricity, or it can be made into lubricating oil. Used oil filters can also be recycled, since they are made of steel.



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Medical Waste

Medical wastes are handled as hazardous waste. They are collected over a period of time and disposed off to authorized vendor. Improper disposal of medical waste can cause groundwater contamination from the bacteria contained in the waste.

Medical waste includes any waste contaminated with blood and human tissue or used and unused sharps. Sewing needles are collected in containers marked as Medical Waste Sharps. Basic first-aid waste and feminine hygiene products should be collected in containers/bags marked “Medical Waste”.

Hazard Controls

All hazardous wastes are placed in containers that are in good condition and are compatible with their contents (e.g., acid or caustic wastes should not be stored in metal drums, as they will corrode the metal). Containers are covered except when workers are transferring hazardous waste into them.

Hazardous waste containers are labeled with the words, “HAZARDOUS WASTE,” the name of the waste (e.g., the chemical name), and the hazardous properties (such as flammable or caustic).

Hazardous wastes are stored in assigned areas with secondary containment (a container or physical structure that surrounds the primary container and serves to hold any liquids that may leak from the primary container). Assigned hazardous waste storage areas are:

- located indoors, if possible (outdoor areas are completely enclosed, such as a shed);
- locked to prevent unauthorized individuals from entering;
- labeled with warning signs, such as: “WARNING – HAZARDOUS WASTE”; and
- properly ventilated.
- Names of the authorized person displayed

Trained and authorized factory personnel inspects assigned hazardous waste storage areas each week to make sure containers are in good condition and the requirements of this section are being met. Spill control equipment is kept in the assigned hazardous



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waste storage areas. An emergency procedure instructs workers about what to do if there is a spill or other event that releases hazardous waste from its container. (GLS Poly Films Pvt Ltd. and response plan). Emergency phone numbers (such as the clean-up contractor, local authorities who respond to fires or chemical spill emergencies) are posted next to the telephone.

All hazardous wastes are disposed off, at a qualified facility, by one of the following methods, whenever feasible:

- Recycling
- Treatment
- Incineration
- Burial at a hazardous waste landfill

Training, Rules & Record Keeping

Workers who handle hazardous wastes are trained to avoid personal injury, prevent spills and releases, and to make sure these wastes are disposed of safely. Workers who clean up spills are also trained on spill clean-up procedures including how to protect themselves from contacting the spilled wastes. Factory keeps written records of this training.

Factory trains personnel who sign hazardous waste shipping documents about container and labeling requirements for hazardous wastes to be shipped off-site, and how to properly complete the hazardous waste shipping documents.

TRANSPORTING HAZARDOUS MATERIALS

Purpose

If they are not packaged and transported safely, hazardous materials may leak or spill and may cause harm to factory and transportation workers and to communities and the environment. The purpose of this section is to describe the requirements for making sure that hazardous materials are transported safely to and from the factory.

Hazard Controls



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Factory chooses only qualified transporters that are committed to operating safely and obeying transportation laws. Factory has procedures for loading and unloading hazardous materials.

This procedure includes having workers check that vehicles and equipment are suitable before loading hazardous materials.

All hazardous wastes (including medical waste and used oil) are handled in a way that minimizes the possibility of exposing workers and contaminating the environment (air, land or water).

Electrical equipment that may contain polychlorinated biphenyls (PCBs), such as transformers, regulators, capacitors, etc., are labeled and managed as PCB-contaminated equipment.

Non Hazardous Waste

SOLID WASTE MANAGEMENT

Purpose

The benefits of reducing the volume of solid waste generated at a factory include a positive effect on the environment, an economic advantage to the factory, better community relations, and improved worker morale. The purpose of this section is to describe the requirements for managing and reducing the volume of solid waste generated by factories.

1. The factory creates an ongoing program for solid waste reduction, which includes setting waste reduction goals.
2. The program aims to reduce the amount of waste created at the factory, increase recycling, and encourage the proper management, storage, and disposal of all waste.
3. The factory's procedures and technologies for managing solid waste is evaluated each year and updated, when necessary, to improve the program and/or achieve goals.



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4. All hazardous wastes (including medical waste and used oil) is never mixed with general waste.
5. The factory's solid waste program is guided by the principle of REDUCE, REUSE, and RECYCLE. Workers are encouraged to participate in the program to help the factory save resources and money.

Capital Assets

A capital asset is any electrical device or machine used in the process of producing apparel, such as a sewing machine and/or a cutting machine. When equipment is no longer in useful condition, the factory tries to reuse or recycle the internal components, rather than simply disposing of the entire machine in a landfill.

Some equipment may contain hazardous materials, such as mercury or Ly chlorinated biphenyls; these are removed and then properly managed as hazardous wastes.

Food

There are many methods of reducing the solid waste created by the factory's food service. Examples include buying food supplies frequently ("just-in-time buying") to make sure the food does not spoil; and using washable and reusable dishes, cutlery and linen. Food waste are collected and provided to a composting facility.

Office Supplies

Every effort is made to recycle all office paper. Most types of paper are recyclable, including computer printout (colored or blank) white ledger, colored ledger, manila folders, pamphlets, brochures, phone books and newspapers. Examples of paper that cannot be recycled are paper with food contamination and blueprints.



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Material Waste

Factory focuses on minimizing the amount of lost material. Material that is unused or damaged can be reused and/or recycled for other purposes. Scraps can be used for cleaning tasks—wiping down machines, for example. Scraps can also be collected and sold or given to a company to be used as stuffing for cushions and pillows.

Unused material can be used as padding for carpet underlay, mattress padding and the molded padding used in the automotive industry.

Thread and Cones

Factories tries to use all thread in production and avoid having it go to waste.

Thread cones are either returned to the supplier or manufacturer for reuse or disposed off to local vendors for recycle.

Cardboard Boxes

Waste Cardboard are disposed off to local vendors for recycle. Recycled cardboard is used to manufacture new boxes, paper tubes, cans and drums, gypsum wall and many other products.

Wooden Crates and Pallets

Broken wooden crates and pallets can be recycled and reused. If possible, used pallets should be returned to the vendor, reused, or, if uncontaminated, recycled by a composting company as mulch.

Food Waste Minimization General



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Tips:

Products are bought in bulk to minimize the amount of packaging. However, it is tried to avoid waste through spoilage by purchasing only what we need. Examine the possibility of composting all leftover and off-spec food waste. This can be accomplished by purchasing an in-vessel or standard composter or giving the produce waste to staff to place in their home units. It is tried to use finished compost on-site or give it to staff or others who may be interested (e.g. customers, local nurseries). If this is not feasible, investigate local markets such as farmers or centralized composting facilities (contact local municipality for a list of viable markets). Purchase products in refillable, reusable or recyclable containers, and ask your suppliers to take back containers. Ensure staff members are aware of and familiar with all company waste reduction programs, policies and objectives. Keep them informed. Set up a staff waste reduction committee.

Kitchen:

Set up a system to collect all grease, and fat. Contract with a rendering facility to pick up the materials for use in the manufacturing of animal feed and tallow. Prepare and cook only what is needed.

Dining Room:

Offer smaller portions at a reduced price for those who want them. Discourage the use of straws, paper napkins, and disposable stirring sticks. Provide bulk, refillable containers for cream, sugar, ketchup, mustard, salt and pepper. Use cleaning rags, not paper towels. Use linen tablecloths and napkins in place of disposable ones.

Office Supplies Minimization

The centerpiece of recycling in office areas is office paper. Every effort are made to recycle all forms of paper. Most types of paper



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are recyclable including computer printout (colored or blank), white ledger, colored ledger, manila folders, pamphlets, brochures, phone books and newspapers. Paper around the factory that currently cannot be recycled includes glossy paper, paper with food contamination, and blueprint.

Office Paper:

Use single-spaced format for the text of documents.

Print only what is needed.

Use electronic mail for sending and receiving business messages rather than printed memos.

Set copiers to print double-sided photocopies automatically.

Re-use scrap paper (with printing on one-side) for printing drafts, as scrap paper and/or office note pads.

Recycle paper that cannot be re-used.

Provide dedicated recycling containers for paper to be recycled to avoid contaminating paper with food.

Purchase recycled paper in the office.

Supplies:

Reduce the quantity of supplies that are purchased and maintained on hand.

Purchase pens and pencils that can be refilled.

Re-use items such as paper clips and rubber bands.

Obtain printer and photocopier cartridges from companies that offer recycling programs, whenever possible.



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6.1 Identification, Segregation, Handling, Storage and Disposal of waste is as follows :

Item	Source of generation	Collection At source	Handling	Bulk Storage	Disposal	Document	Responsibility
Polythene Bags, Plastic coverings, etc	Stores, packing and dispatch	Segregated and collected separately	Through scrap pick up van or manually	Separate bin provided for storage at scrap yard	Yearly contract awarded for sale to authorised vendor for recycling	Invoice/ Sale bill /Challan	Stores
Empty containers of chemicals	At Production area and stores	Cleaned and kept separately	-do-	At Scrap yard	Sold off after thorough cleaning of the containers	Invoice/ Sale bill /Challan	Stores
Bio-medical waste/expired medicine	At first aid kits	Checked and segregated at source	manually	At medical room	To authorized vendor or incinerated	Invoice/ Sale bill /Challan	Stores
Used or torn Rubber	Near electric panels all across	Kept separately	Manually	At Scrap yard	Sold off to authorized vendor as and when required	Invoice/ Sale bill /Challan	Stores
Used metal parts, metal	Generated out of welding,	Collected in different bins at	Through scrap	Scrap yard or at sight	Sold to local agencies	Invoice/ Sale bill /Challan	Stores



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waste, metal dust, Al, Brass, etc	soldering, metal cutting, metal bending, grinding etc	source	pick up van or manually				
Asbestos	At scrap yard or any covering to protect from rain or sun	Segregated separately	Manually or scrap pickup van	-do-	Sold to authorized vendors	Invoice/ Sale bill /Challan	Stores
Thermocol	At storage, Packaging and opening of packed goods	Segregated separately	Manually	-do-	Reused for packing of petty items of stores and disposed off to local vendors	Invoice/ Sale bill /Challan	Stores
Spent oil	Maintenance / transformer / DG sets / compressors, etc)	Collected and stored separately	Manually	In drums at designated area	Sold off to authorized vendor as and when required	Invoice/ Sale bill /Challan	Stores
Ink toners, Fax toners, Printer ribbon and cartridges	At all computer users	Concerned depts. will deliver these item to EDP depts.	Manually	At EDP	Currently stored at scrap yard and finding authorized vendors for buy –back / re-use.	Invoice/ Sale bill /Challan	Stores



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					Re-usable items like ink toners etc are being re-filled externally and reused.		
Computer Hardware waste i.e. monitor, keyboards and other PCB etc	-do-	Segregated and stored separately	Manually or through pickup van	Scrap yard	Currently stored at scrap yard and finding authorized vendors for buy-back / re-use.	Invoice/ Sale bill /Challan	Stores
Electrical items- capacitors and other ceramic items,	Engineering department, service centre's, stores	Segregated and stored separately	At scrap yard	-do-	At scrap yard	Stored at scrap yard	
Electrical items- tube lights, bulbs and other glass items	All across	Segregated and stored separately	Manually or through pickup van	At scrap yard	Sold to authorized vendors		



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Electrical items- Unusable cables etc	At Cable yard, Engineering department,	Segregated and stored separately	Manually or through pickup van	-do-	Sold to authorized vendors	-do-	
Engineering Electronic items- PCBs and other electronic spares	Stores, Service centre's and all across	Segregated and stored separately	Manually or through pickup van	-do-	Sold to authorized vendors	Invoice/ Sale bill /Challan	Stores
Fire Extinguisher expired chemicals	All across the company	stored separately	At safety room	-do-	At safety room	Returned to the party who has been contracted for refilling of fire extinguishers	
Canteen / House hold waste	Canteen	Collected in cans	Through drains / pipe lines	Soak pits	Consigned to earth	--	--



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Paper	All across	Collected	Manually	Purchase/	Sold off as and when	Invoice/ Sale	Stores
		separately at source		sales department	required to local vendors	bill /Challan	
Wood	Stores, dispatch and other places	Collected separately at source	Manually or through pickup van	At scrap yard	Consumed or sold off	Invoice/ Sale bill /Challan	Stores
Batteries	Stores, Dispatch, service station	Collected separately at source	Manually or through pickup van	At scrap yard	Sold off as buy-back to authorized vendors	Invoice/ Sale bill /Challan	Stores
Waste generated because of tank / drain cleaning	Overhead cleaning tank and other tanks	Drained through common drainage	Through drains / pipelines	Drained off	Local municipal drainage system	-NA-	NA