



# MODERN TOOLING SOLUTION

## Waste Management Policy

### 1. Purpose and Scope

#### **Purpose:**

This policy outlines MODERN TOOLING SOLUTION's commitment to minimizing waste generation, ensuring proper waste handling, and promoting recycling and reuse. It aims to protect the environment, comply with laws, and create a safe and clean workplace.

#### **Scope:**

This policy applies to:

- All types of waste generated from factory operations (solid, liquid, hazardous, non-hazardous, e-waste, packaging, etc.)
- All departments, employees, contractors, and service providers on-site
- Waste generated during production, maintenance, utility operations, housekeeping, and packaging

### 2. Objectives

- Reduce waste at source through efficient processes and material use
- Segregate and handle waste responsibly to avoid environmental harm
- Reuse and recycle wherever feasible
- Ensure compliance with applicable environmental laws and waste disposal standards

### 3. Key Commitments

#### 3.1 Legal and Regulatory Compliance

- Comply with all relevant waste management laws, such as:
  - The Hazardous and Other Wastes (Management and Trans-boundary Movement) Rules
  - Solid Waste Management Rules
  - Plastic Waste Management Rules
  - E-waste and Biomedical Waste Rules (if applicable)
- Maintain required permits and documentation (e.g., waste manifests, disposal certificates)

#### 3.2 Waste Identification and Segregation

- Classify waste into categories:
  - **Hazardous Waste** (e.g., chemicals, oils, solvents, contaminated rags)
  - **Non-Hazardous Waste** (e.g., paper, plastics, metal scrap, food waste)
  - **E-waste** (e.g., obsolete electrical/electronic items)
- Use color-coded bins/labels for proper segregation at source



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### 3.3 Collection, Storage, and Disposal

- Store waste in designated, safe, and labeled areas
- Ensure timely removal by authorized vendors only
- Avoid open burning or dumping of any waste

### 3.4 Waste Reduction and Recycling

- Promote process optimization to reduce material loss and scrap
- Recycle paper, plastics, and metal where possible
- Reuse packaging material (e.g., pallets, cartons) and reduce single-use items

### 3.5 Training and Awareness

- Train employees and housekeeping staff on waste segregation, handling, and spill response
- Display waste management procedures and bin locations clearly

### 3.6 Monitoring and Reporting

- Maintain records of waste generation, treatment, and disposal
- Track monthly and annual waste volumes and reduction targets
- Conduct internal audits and compliance checks

## 4. Roles and Responsibilities

### Top Management:

- Approve the waste policy and integrate it into corporate strategy.
- Provide budget, manpower, and training for implementation.
- Review performance reports and approve action plans for improvement.

### Waste Management Officer:

- Lead the waste management program across all departments.
- Ensure safe handling, storage, and disposal practices are followed.
- Coordinate with Tamil Nadu Pollution Control Board (TNPCB) and other authorities.
- Conduct regular audits and maintain documentation.

### Department Heads :

- Enforce waste segregation and disposal practices in their departments.
- Monitor the type and quantity of waste generated.
- Report irregularities and improvement areas to management.



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## All Employees:

- Practice waste segregation at source.
- Handle and dispose of waste materials as per training.
- Participate in awareness programs and report any spillage or violations.

## External Contractors :

- Must be TNPCB-approved and legally compliant.
- Maintain manifest records for transport and disposal.
- Use authorized routes, vehicles, and facilities for waste transport.

## 5. Step-by-Step Instructions

### Step 1: Waste Identification

- Conduct a site-wise assessment to identify types and sources of waste.
- Use waste characterization studies to estimate volumes and hazards.

### Step 2: Segregation at Source

- Set up labelled and color-coded bins:
  - Green: Biodegradable
  - Blue: Recyclables
  - Red: Hazardous
  - Yellow: Biomedical (if applicable)
  - Grey/Black: General waste
- Train employees to use bins correctly.

### Step 3: Collection and Storage

- Daily collection by designated housekeeping staff.
- Temporarily store in covered and ventilated areas with signage and spill controls.
- Hazardous waste must be stored separately with containment barriers and PPE usage.

### Step 4: Transportation

- Use in-house or third-party TNPCB-approved vehicles with secure loading.
- Hazardous waste must have a Form 10 Manifest and safety labels.
- Maintain gate pass and logbook entries for tracking.

### Step 5: Disposal / Recycling

- General waste: Sent to municipal bodies or local landfills.
- Recyclables: Sold to TNPCB-registered recyclers.
- E-Waste: Disposed via authorized e-waste handlers.



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- Liquid waste: Treated in in-house ETP/STP .

## Step 6: Monitoring and Reporting

- Track monthly waste generation per department.
- Compare with baseline and set reduction targets.
- Submit quarterly reports to TNPCB where applicable.

## Step 7: Emergency Waste Handling

- Maintain spill kits and response protocols for accidental spills.
- Train emergency response teams and conduct annual drills.

## 6. Resources and Tools

### Human Resources:

- EHS Manager and Departmental Waste Coordinators
- Trained housekeeping and material handling staff

### Infrastructure & Equipment:

- Color-coded bins and containers
- Temporary waste storage rooms
- Spill kits, PPE, eyewash stations
- ETP/STP for wastewater treatment

### Training & Awareness Tools:

- Posters and infographics around the plant
- E-learning modules and classroom training
- Daily toolbox talks

## 7. Compliance Standards

### Regulatory Compliance:

- Tamil Nadu Pollution Control Board (TNPCB)
- Solid Waste Management Rules, 2016
- Hazardous and Other Wastes (Management and Trans boundary Movement) Rules, 2016
- E-Waste Management Rules, 2016
- Environment (Protection) Act, 1986



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## 8. Time Frame and Deadline

Activity	Deadline / Frequency
Final approval of Waste Management Policy	Within 30 days of drafting
Waste Identification and Classification	Within 1 month of policy approval
Training and Awareness Sessions	Within 45 days, then quarterly
Infrastructure Setup (bins, storage, signage)	Within 60 days
First Waste Audit and Baseline Assessment	Within 3 months
Ongoing Waste Monitoring	Monthly
Compliance and TNPCB Reporting	Quarterly or as required
Annual Review and Policy Update	Every 12 months

## 9. Documentation and Record Keeping

### Key Records to Maintain:

- Waste audit reports
- Training attendance and content
- Invoices and manifest forms for waste pickup
- TNPCB authorization and compliance documents
- Monthly/quarterly waste generation reports

## 10. Authorization and Approval

Name	Designation	Signature	Date
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Mr./Ms. [Name] Managing Director/CEO [Sign] [Date]

Mr./Ms. [Name] Head – Operations [Sign] [Date]

Mr./Ms. [Name] EHS Manager [Sign] [Date]