
	Torrent Power Ltd. – Distribution Franchisee	Doc. No.: TPDF02-STO01-OCP-006
	OCP- Handling, Collection, Storage and Management of Hazardous Wastes	Rev. No. / Dt: 03 / 12.04.2024


DOCUMENT CONTROL

Document Number	TPDF02-STO01-OCP-006		
Title of Document	Handling, Collection, Storage and Management of Hazardous Wastes		
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Amendment Sheet

Sr.	Issue No.	Rev. No.	Date	Amendment Details	Reviewed by	Approved by
1	0	0	01.12.2021		PW	PS
2	0	1	02.03.2023	1. Assets Risk changed to LOW 2. Formats added in list of attachments. 3. Review Frequency updated. 4. Modified list of departments for interactions. (IT, Admin & HR added)	PW	PS
3	0	2	09.06.2023	1. Annual Review of OCP 2. Shelf Life Material – Clause 12.1.8 revised for revalidation of expired material 3. Disposal Process – Clause 12.2 – Monthly record & Annual Return point included	PW	PS
4	0	3	12.04.2024	1. Modified Clause 10 Revised PPE Names from Shoes, hand gloves, Helmet & Goggles to Safety shoes, cotton hand gloves, Safety helmet & Safety Goggles	AP	PS

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1. PURPOSE

To dispose Hazardous waste through authorised agency.

2. SCOPE OF DOCUMENT

The scope of this document is to define a structured activity-level flow for Hazardous Scrap Management.

3. FIELD OF APPLICATION

This procedure is used for Hazardous Scrap management in TPL-Distribution's DFA areas of Bhiwandi & SMK (Thane).

4. FREQUENCY

Review annually OR as and when there is a change for suitability & adequacy.

5. AUTHORITIES AND RESPONSIBILITY

5.1. The Head of Stores is responsible for implementation of this procedure for effectiveness.

5.2. Store staff deputed at respective location is responsible for execution of this procedure.

5.3. The authorized person as per following authorization is responsible for execution of the work in accordance with this procedure.

Name of Activity	Type	M (stores)	Exe/AM (stores)	Stores OA
HZ waste Disposal	Entry		√	√
	Edit (Not Allowed)		NA	NA
	Cancel /Release	√	√	

6. REFERENCES


6.1. Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2016.

6.2. MSDS (Material safety Data Sheet): TPDF02-STO01-OCP-001_F02-MSDS_BSMK

7. SPECIFIC COMPETANCY REQUIREMENTS

7.1. Knowledge of SAP and OCP

7.2. Communication skill

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- 7.3. IMS Awareness
- 7.4. Knowledge of MSDS
- 7.5. Knowledge of Hazardous Material
- 7.6. Computer literacy
- 7.7. Knowledge of Legal compliances.

8. INTERFACE WITH OTHER DEPARTMENTS/SECTIONS, IF ANY

- 8.1. Security
- 8.2. Purchase Department
- 8.3. User Department
- 8.4. F&A Department
- 8.5. Admin Department
- 8.6. IT Department
- 8.7. HR Department
- 8.8. Scrap Vendor


9. TOOLS AND TACKLES

- 9.1. General Hand Tools
- 9.2. Computers & Printer
- 9.3. Software - SAP, MS Office, E-way-Bill access
- 9.4. Weighing Machine / Measuring equipment /Weigh Bridge
- 9.5. Material Handling Equipment
- 9.6. Vehicle
- 9.7. Storage infrastructure

10. PERSONAL PROTECTIVE EQUIPMENTS / SAFETY TOOLS

Following PPEs shall be used to carry out work at site (TPDF02-STO01-OCP-PPE-F01).

- 10.1. Safety Shoes
- 10.2. Cotton Hand Gloves

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10.3. Safety Helmet

10.4. Safety Goggles

10.5. Mask

11. SIGNIFICANT RISK PARAMETERS

11.1. Quality Management System: Low

11.2. Impact on Environment: High

11.3. Health and Safety Risk: Medium

11.4. Energy Management: Low

11.5. Asset Management Risk: Low

12 PROCEDURE

Refer List of Hazardous Waste and Handling Requirements for Hazardous waste type, Legal obligation, mode of disposal from stores and storage methods (TPDF02-STO01-OCP-006-F01).

12.1 Storage Requirement

12.1.1 Oil

- Oil generated upon maintenance activity of transformer is considered as used oil.
- Oil recovered from spillage / leakage event which become unsuitable for further use are considered as scrap oil, oil recovered from transformer before sending it for repairing /scrap disposal.


12.1.2 Batteries

- Used damaged & old lead acid batteries or components are considered as discarded batteries.
- User should submit all discarded batteries to store after ensuring no leakage.

12.1.3 Joints

- Used/ damage / faulty joints are considered as scrap joint.
- Joints shall be collected in containers / Jumbo bags.

12.1.4 Silica Gel

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- Used silica gel becomes pink when exhausted is considered as scrap.
- Silica gel shall be collected in closed container with no leakage / spillage.

12.1.5 SMC / FRP / Rubber / Polymeric

- Scrapped FRP material, discarded SMC boxes, rubber hand gloves, helmet, polymeric items are considered as SMC/ FRP waste.
- FRP & discards SMC boxes to deposit in store.

12.1.6 Discarded Luminaries

- Scrapped Tube lights, Luminaires, CFL, LED, Chocks, light fitting & fixtures are considered as discarded luminaries.
- Discard luminaries to be deposit in jumbo bags / Container to store.


12.1.7 Discarded Containers

- Used bottle / plastic drum /Tin / Spray bottle /metal barrel are considered as discarded containers.
- Discarded containers to be deposit in store.

12.1.8 Shelf-life material (Life Cycle Perspective)

- Material which has crossed expiry date like joints, paints, etc is considered as hazardous material.
- Wherever possible revalidate expired material in consultation with QAQC
- If QAQC does not provide approval, such expired material is to be kept in hazardous material storage area along with remaining expired material.
- If QAQC provide approval, it will be issued to user department on receipt of requirement.
- Balance expired material to be disposed off with the help of MPCB authorized vendor.


SN	Material Category	MSDS	Receiving Method	Storage Method	Storage Location	Remark
1	Used Oil	YES	Drums /barrels	Drums/ barrels	Shaded area	Ensure No leakage /spillage

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						from Drums / barrels
2	Discarded Battery	YES	In original form	Designated space	Shaded area	Ensure No leakages
3	LT / HT Joints		In cut pieces form	Container / jumbo bags	Shaded area	
4	Exhausted Blue Silica Gel	YES	In Jumbo bags / Container	Jumbo bags / Container	Shaded area	Ensure no Spillage
5	SMC /FRP/Rubber / Polymeric/Helmet	YES	Loose	Loose	Shaded area	
6	Discarder luminaries		In Jumbo bags / Container	In Jumbo bags / Container	Shaded area	Ensure no Spillage
7	Discarded Containers		Loose	Loose	Shaded area	
8	Used Oily Gaskets		Loose	Container	Covered	
9	Cotton Waste		Loose	Container	Covered	
10	Shelf-life items		Loose	Container	Covered	

12.2 Disposal Process

- Scrap disposal work orders are periodically issued to MPCB authorized vendors by purchase department.
- Payment RTGS is done by vendor before scrap is lifted against sales order. In Case of Hazardous waste, like SMC Box / FRP / Rubber / Polymeric scrap payment is paid to vendor after scrap lifting & Bill submission.
- Payment confirmation mail is received from account department.
- Stores keeper calls the authorized vendor to lift the scraps and when required.
- Storekeeper creates DPR using the T code F-37 for the amount to be deposited by vendor.

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- Tare weight of Empty truck is done in presence of Stores Staff and security guard on Weigh Bridge.
- After loading the scrap materials, gross weight is to be done on Weigh Bridge. (Weigh bridge is used for bulky scrap material and in house weighing scale is to be used for small size materials with lesser quantity)
- Stores creates the out bound delivery using T-code VL01N
- Stores post Goods issue using T-code VL02N.
- Stores creates draft Invoice for the scrap sold using T-code VF01.
- Print three copies of scrap challan& Tax Invoice using T-code VF03.
- Signature of stores keeper, store officer, security guard& vendor are to be obtained on three copies of scrap challan.
- Stores creates the NRGP against the scrap sold document using T-code YMPI026
- Stores officers release the NRGP using T code YMPI026
- Print three copies of NRGP using T-code YMPI026
- Storekeepers prepare E-way bills
- One copy of scrap challan, Tax Invoice, NRGP& E-way bills to be Submitted to account dept for E-invoice & record purpose.
- One copy of scrap challan, Tax Invoice, NRGP, E-invoice & E-way bill are to be handed over to vendor and one copy is kept with store for record purpose.
- Necessary manifest documents Form – 8, 9, 10 etc. are filled by stores.
- Monthly Record to be kept as per format TPDF02-STO01-OCP-006-F04-Form-3
- Annual Return to be filed as per format TPDF02-STO01-OCP-006-F05-Form-4


13 IMPACT ANALYSIS OF SIGNIFICANT RISKS

13.1 Quality Management System

- Details of Quality Issues involved

13.1. .1 Improper storage may lead to spillage and inferior quality of waste

- Details of Quality Assurance plan

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13.1. .1 To ensure proper storage of material

13.2 Environment

- Details of Environmental impact

13.2. .1 Land Contamination

13.2. .2 Air pollution

- Precautions to minimize Environmental impact

13.2. .1 Store the waste duly segregated and properly covered. Eliminate chances of land contamination by collecting leaked oil in oil collection trays or by similar means.

13.2. .2 Adherence to the required norms by doing regular disposals.

13.3 Health and Safety

- Details of Health and Safety Hazard involved

13.3. .1 Injury while loading/unloading of waste

13.3. .2 Fire / Inhale / Contact with hazardous waste

- Precautions to minimize health and safety related impact

13.3. .1 Use all required PPEs during loading / unloading of the waste. Ensure proper stacking of waste material. Store waste material duly segregated.

13.3. .2 Ensure work area is properly Barricaded if required. Use of hand gloves during handling, contact of waste.

13.4 Energy Management – Not Applicable


13.5 Asset Management – Low

- Details of Risk due to Weighing scale

13.5.1 Inaccurate weighment

- Precautions to avoid inaccurate weighment.

13.5.2 Timely Stamping & calibration of Weighing scale.

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14 LIST OF ATTACHMENTS

Sr.	Document /Record Description	Reference No.
1	List of Hazardous Waste and Handling Requirements	TPDF02-STO01-OCP-006-F01
2	Form 10-Manifest	TPDF02-STO01-OCP-009-F01-Manifest
3	Form 9 – TREM Card	TPDF02-STO01-OCP-006-F02-Form-9
4	Form 8 – Labelling of container	TPDF02-STO01-OCP-006-F03-Form-8
5	Form 3 Monthly Record	TPDF02-STO01-OCP-006-F04-Form-3
6	Form- 4 Annual Return	TPDF02-STO01-OCP-006-F05-Form-4

***** End of Procedure *****