



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT  
ARIYALUR  
INSTRUMENTATION DEPARTMENT**



<b>Issue No. 01</b>	<b>Rev. No: 02</b>	<b>Effective Date: 20.09.2017</b>	<b>SOP/INST/56</b>
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<b>Issued By: M.R</b>	<b>Approved By: HOD-Instrumenetation</b>
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**SOP FOR SAFE DISPOSAL OF PRINTER CARTRIDGE**

**Scope/Purpose** : This SOP is applicable to Safe disposal of Printer cartridge

**Responsibility** : IT /Inst Engineers

**Accountability** : IT/Inst Section In-Charge

**PPE:**

1. Hand gloves, Nose Mask

**Tools:**

1. Screw Driver

**Hazard Analysis:**

**Risks associated**

Cartridge contains hazardous chemical waste  
avoid

**Mitigating Measures**

Use hand gloves and nose mask to

Inhaling

**Training needs:**

1. Awareness of hazardous Chemical waste

**Procedure:**

1. Switch off the Printer by pressing ON/OFF switch on the printer.
2. Open the front Panel and remove the cartridge properly.
3. Pack in the same bag supplied or suitable packet.
4. Handover to the stores.
5. Cartridge is sent back to OEM for recycle / reuse.



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**Emergency / Emergency Shut OFF:**

NIL

**Records/Annexure:**

1. Return material issue request

<b>Job Safety Analysis</b>	Job: Maintenance of NLG	Date: 20.09.2017	Analysis by:	Reviewed by:
Title of employee doing job: Instrument Mechanic	Supervisor: Section Engineer	Department: Instrumentation	Section: IT	Approved by:

**Req'd/recommended PPE:** Hand gloves, Safety Shoes, Safety goggles, Safety Helmet, Nose Mask

Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Switch off the Printer by pressing ON/OFF switch on the printer.	No Hazards			
Open the front Panel and remove the cartridge properly	Ink powder may leak from the cad ridge	Handle the cadridge with hand gloves and nose mask	Ink powder can be inhaled during leakage	Use PPE During disposal



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Pack in the same bag supplied or suitable packet. Handover to the stores	No Hazards			
Cartridge is sent back to OEM for recycle / reuse	No Hazards			



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