Coforge

SCRAP/E-WASTE DISPOSAL POLICY

&

PROCESS DOCUMENT

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Purpose

To establish procedures which will ensure that all surplus and salvageable non-capital material and capital items (equipment) are first utilized to the fullest and most reasonable extent possible within organization; then to regulate the disposal and re-use of surplus, salvageable, scrap, and worthless non-capital material and capital items (equipment) no longer needed or useable for organization. The policy provides fair, economical, and ecological transfer or sale of materials and items and accounts for all financial entries.

Definition Table

Disposal Item Type	Definition	Items covered
Scrap (Applicable to non-capital items)	All non-electrical or electronic waste material left out after its useful life/packing material(s)/extra items left out in process of modifying or replacing existing setup or any other item not under e-waste category.	1 Packing material (boxes) 2 Wooden scrap 3 Newspaper & books 4 Non plastic items 5 Items mentioned in Schedule-II 6 Building materials
E-Waste (Applicable to capital & noncapital items)	Applicable to items mentioned in Schedule-I given below.	1 List of items listed in Schedule-I 2 Batteries 3 Discarded electronic and electrical equipment's

Objective

India today is burdened with the colossal problem of E-waste, which is either locally generated or internationally imported, causing serious menace to human health and environment. The hazardous components in electrical and electronic equipment are a major concern during the waste management process. Electronic waste or E-waste is relatively a novel addition to the ever-growing hazardous waste stream.

According to the very recent "the e-waste (Management and Handling) Rules, 2011", 'electrical and electronic equipment' means equipment which is dependent on electric currents or electro-magnetic fields to be fully functional, and 'e-waste' means waste electrical and electronic equipment, whole or in part or rejects from their manufacturing and repair process, which are intended to be discarded.

Necessity

With pervasive use of electrical and electronic equipment's in our daily operations, disposal of obsolete equipment's is increasingly posing a threat to our environment.
There is therefore a need to handle such disposals - referred to as E-Waste - in a responsible manner in line with emerging global best practices and standards.

Minimizing e-waste
- All IT assets should be utilized to their full productive life.

- IT assets should be re-deployed than going for a new product, unless until it is not impacting the productivity/business of the company.
- Option should be looked for donating to the registered NGO's.
- Only non-operational/non-usable assets which cannot be reused for any other alternate purpose should be considered as IT E-waste for disposal which should be confirmed by location admin.
- Preferential dealing with IT vendors having sound E-Waste management processes
- Extending the useful life of IT assets to postpone / minimize generation of E-waste
- Responsible disposal processes conforming to regulatory requirements and best practices

Responsibilities
- All electronic equipment listed in Schedule-I shall ensure that e-waste generated by them is channelized to authorized collection centre(s) or registered dismantler(s) or recycler(s).

- Location admin should maintain records of e-waste generated by them in Form 2 and make such records available for scrutiny by the State Pollution Control or the Pollution Control Committee concerned.

- Respective location admin./owner will be responsible to follow this scrap policy as compliance and reporting to Corporate Administration, who in turn will present Companywide consolidated status to the Audit Committee.

Approval Committee

For Assets	For Scrap (non-assets)
CFO	Finance – Function Head
Finance – Function Head	Commercial- Function Head / Project Head
Commercial – Function Head	Location Admin Head
Asset controller	

PROCEDURE FOR DISPOSAL OF SCRAP/E-WASTE ITEMS

1.	Identify Items	Location admin/project manager identifies the items falling under scrap/e-waste on quarterly basis along with engineer certificate (in case of electrical & electronic items) and declaration to be forwarded to Asset Controller at HO along with list of items.
2.	Approval	Asset controller verifies list of identified items and takes approval from Corporate Admin Head against assets. For other items location admin takes approval from committee. Asset controller communicate the list to go for scrap/e-waste disposal process to location admin/project manager. List should comprise of: Item description, state of item, qty./weight, category (scrap or e-waste). Custom approval to be taken in case item(s) belongs to SEZ location.
3.	Intimation to vendor	After receiving go ahead from HO, Location admin/project manager informs at least 3 vendors* to visit & bid for the same on the basis of "as is where is" for individual items & weight/volume based for other scrap items. * E-waste registered in case of e-waste items.
4.	Quotations	Location admin/project manager arranges to display the items & collects sealed quotation (with clearly specified validity period) from buyers & send them to Asset Controller along with comparative. This will be opened by cross-functional teams. Quotation should be in same format from all vendors which is provided by Location admin/project manager as mentioned in point no. 2.
5.	Disposal committee approval	Asset Controller prepares a note for disposal committee approval and gets the formal approval from committee.
6.	Confirmation	Once approval is obtained, Asset Controller intimates to respective Location admin/project manager for execution of disposal.
6	Confirmation to customer	On receipt of approval from Asset controller, Location admin/project manager calls the approved customer and issues him a letter to make the payment in advance.
7	Information to security	After receiving payment from customer, Location admin/project manager provide list of items to security & order to allow the customer
		to take away the items out of premise on the given time after weight/measurement/qty. verification process is completed.

8	Gate Pass	Location admin/project manager generates non-returnable gate pass against the disposal and attach list of outgoing items as authorized.
9	Information to Asset Controller	Location admin/project manager deposits the payment, Gate pass & item as annexure duly approved by security & admin to Asset controller along with copy of Form 2 (in case of e-waste items)
10	Sale entry/Invoice	For Scrap: After receiving payment (only DD/Pay order), the FSO (taxation) team processes the accounting entries within seven working days and make generates invoice accordingly. For Asset: Asset controller will process for sale entry as per approved Asset Policy.
11	Document file	Asset controller keeps all the documents along with Form-2.

\# For scrap item(s) location admin is responsible for execution part after getting approval.

\# Any deviation in the above-mentioned process would require specific approval from organizational head - Commercial.

Version History

Created/Review by	Approved By	Changes	Release Date
Ravindra Kumar	Sahib Kataria	Initial	01-12-2013
Ravindra Kumar	Sahib Kataria	Logo & company name, Write-off approval hierarchy	20-08-2020
Ravindra Kumar	Sahib Kataria	Review (no changes)	01-04-2022

SCHEDULE-I
(see rule 3(k) (l))

A. CATEGORIES OF E-WASTE covered under the rules

Sr. No.	E-waste Categories
i.	IT and telecommunication equipment: Centralized data processing: Mainframes, Minicomputers Personal computing: Personal Computers (CPU with input and output devices) Laptop (CPU with input and output devices) Notebook, Notepad etc., Printers including cartridges Copying equipment Electrical and electronic typewriters Pocket and desk calculators And other products and equipment for the collection, storage, processing, presentation or communication of information by electronic means User terminals and systems Facsimile Telex Telephones Pay telephones Cordless telephones Cellular telephones Answering systems And other products or equipment of transmitting sound, images or other information by telecommunications
ii.	Consumer electrical and electronics: Television sets (including LCD & LED), Refrigerator, Washing Machine, Air conditioners

Exemption as per Schedule-II of notification dated 12th May 2011.

Applications, which are exempted from the requirements of rule 15 (1)

1. Lead in glass of cathode ray tubes, electronic components, and fluorescent tubes.
2. Lead as an alloying element in steel containing up to 0.35% lead by weight, aluminium containing up to 0.4% lead by weight and a copper alloy containing up to 4% lead by weight.
3. Lead in high melting temperature type solders (i.e. lead based alloys containing more than 85% lead by weight or more lead).
4. Cadmium and compounds in electrical contacts and cadmium plating
5. Hexavalent chromium as an anti-corrosion of the carbon steel cooling system in absorption refrigerators.
6. Lead used in compliant pin connector systems.
7. Lead as a coating material for the thermal conduction module c-ring.
8. Lead and cadmium in optical and filter glass.
9. Lead in solders consisting of more than two elements for the connections between the pins and package of microprocessors with a lead content of more than 80 % and less than 85 % by weight.
10. Lead in solders to complete a viable electrical connection between semiconductor die and carrier within integrated circuit Flip Chip Packages.'
11. Lead and cadmium in printing inks for the application of enamels on borosilicate glass.
12. Lead as impurity in RIG (rare earth iron garnet) Faraday rotators used for fibre optic communications systems.
13. Lead in finishes of the fine pitch components other than connectors with a pitch of 0.65 mm or less with Ni-Fe lead frames and lead in finishes of fine pitch components other than connectors with a pitch of 0.65 mm or less with copper lead frames.
14. Lead in solders for the soldering to machine through hole discoidal and planar array ceramic multilayer capacitors.
15. Lead oxide in plasma display panels (PDP) and surface conduction electron emitter displays (SED) used in structural elements, notably in the front and rear glass dielectric layer, the bus electrode, the black strip, the address electrode, the barrier ribs, the seal frit and frit ring as well as in print pastes.
16. Lead alloys as solder for transducers used in high-powered (designated operate for several hours at acoustic power levels of 125 dB SPL and above) loudspeakers.
17. Lead bound in crystal glass.
18. Cadmium alloys as electrical/mechanical solder joints to electrical conductors located directly on the voice coil in transducers used in high-powered loudspeakers with sound pressure levels of 100 dB (A) and more.
19. Lead oxide in seal frit used for making window assemblies for Argon and Krypton laser tubes.'
20. Lead in solders for the soldering of thin copper wires of 100 um diameter and less in power transformers.
21. Lead in cermet-based trimmer potentiometer elements.
22. Lead in the plating layer of high voltage diodes on the basis of a zinc borate glass body.
23. Cadmium and cadmium oxide in thick film pastes uses on aluminium bonded beryllium oxide.

FORM – 2

[See rule 4(8), 5(5), 6(4), 7(6), 11(5) and 13(8)]

FORM FOR MAINTAINING RECORDS OF e-WASTE HANDLED

Quantity in Metric Tons (MT) or Kilograms (Kg) annually

1.	Name & Address: Producer /Collection Centre/Dismantler/ Recycler *		
2.	Date of Issue of Authorization* Registration *		
3.	Validity of Authorization* /Registration*		
4.	Types & Quantity of e-waste handled	Category	Quantity
		Item Description	
5.	Types & Quantity of e-waste stored	Category	Quantity
		Item Description	
7.	Types & Quantity of e-waste transported*	Category	Quantity
		Quantity	
	Name, address and contact details of the destination		
8.	Types & Quantity of e-waste refurbished*	Category	Quantity
		Item Description	
	Name, address and contact details of the destination of refurbished materials		
9.	Types & Quantity of e-waste dismantled*	Category	Quantity
		Item Description	
	Name, address and contact details of the destination		
10.	Types & Quantity of e-waste recycled*	Category	Quantity
	Types & Quantity of materials recovered	Item Description	
		Quantity	
	Name, address and contact details of the destination		
11.	Types & Quantity of waste treated & disposed	Cat	Quantity
		Item Description	

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