



**NATURE SCIENCE FOUNDATION**  
**Coimbatore 641 004, Tamil Nadu, India**



**APPLICATION FORM & CHECKLIST OF WASTE  
MANAGEMENT AUDIT**

<b>Reference Number</b>	NSF/AAC/2.4	<b>Date of Audit:</b>
<b>Name of the Organization</b>		
<b>&amp;Address</b>		
<b>Name of the Lead Auditing Chairman</b>		
<b>Name of the Team Leader &amp; Member</b>		
<b>Name of the Subject Experts</b>		
<b>Is it a new Audit (or) renewal process?</b>	New audit (or) Renewal audit, tick (√) any one. If it is a Renewal audit, mention the date of last audit:	
<b>Purpose</b>	<p>To collect and receive the waste materials (e-wastes, wood wastes, construction wastes, plastic wastes, hazardous wastes and biomedical wastes from Academic Institutions, Hospitals / Pharmaceutical and other Industrial Sectors) and to ensure proper storage as per their classification, characterization, and mode of treatment and disposal. To analyze and decide the treatment and disposal scheme of wastes as per the guidelines of MOEF, CPCB &amp; DPCC. To optimize the treatment and disposal cost by management practices and provide very economical services to the hospitals.</p> <p>To educate and make the individual health care facilities, aware of sorting the wastes in a scientific manner and comply with the applicable regulations. To conduct the public awareness programmes to various stakeholders. To search for cost effective and environment friendly technology for treatment of bio-medical and hazardous waste. To search for suitable materials to be used as containers for biomedical waste requiring incineration/autoclaving/ microwave processing.</p> <p>In terms of biomedical wastes, ascertain generation of both infectious and general waste per bed per day for Sub Centres (SC), Additional Primary Health Centres (APHC) and Primary Health Centres (PHCs), Community Health Centres (CHC) and Combined Hospital (CH).</p>	

<b>PROCEDURE</b>		
<b>Procedure</b>	<b>Description</b>	<b>Responsibility</b>
Annual plan	Each year a plan for the waste management audit is prepared by management. Waste collection and segregation, mutilation, disinfection, storage, transportation and final disposal are vital steps for safe and scientific management of wastes in any establishment. The committee should be responsible for making specific action plan for the waste management and its supervision, monitoring and implementation.	Management Representatives
Walk-through Audit	Based on the checklists, the waste management audit is carried out in the form of observations in the Academic Institutions, Hospitals / Pharmaceutical and other Industrial Sectors.	Audit team
Follow-up of action	Corrective action has to be undertaken and implemented within the prescribed duration.	Campus Coordinator
Reporting and Recommendations	Submission of corrective action in the form of Report in association with the hygiene club / Student Chapters of the Institute.	Audit team

### I. Qualitative and quantitative measurements

S.No.	Requirements and checklists of the audit	Conformity			Weightage
		Yes	No	Remarks	
<b>Mandatory Parameters</b>					
1.	Adequate number of Dust Bins as per Guidelines (Red, Yellow, Blue, and Black & Green Bins) are made available in the campus for various wastes' collection, segregation and disposal.				3
2.	Record Register for waste disposal and Puncture proof Containers for Sharps / Blue Bags are made available in the campus				3
3.	Mutilators (Needle / syringe cutters) and weighing machines for biomedical wastes collection				4
4.	Personal protected materials like Gloves, Caps, Masks, Aprons & Gum boots etc. are used adequately made available as per the Guidelines in the campus.				5
5.	Norms are being followed by the Organization as per the Central and State Government Pollution Control Board?				5
6.	Different Forms, Formats, Annual Report, etc. are available for waste collection and mode of transportation and disposal - Specify.				5
7.	Availability of a trained dedicated with skilled personals for waste management practices.				5

8.	Is the waste segregated at the site of generation? If not, where are they segregated – Specify.				5
9.	Is e-wastes, wood wastes, construction wastes, plastic wastes, hazardous wastes and biomedical wastes mixed at the source of generation?				5
10.	Is the waste transported in closed containers or open bags? and are the waste collection bins/Trolleys/wheel barrow used for transporting wastes?				5
11.	Are the personal protective gears like mask and gloves used while collecting the wastes from the site of deposition to its disposal?				5
12.	Whether the concept of E-Waste management is followed in the campus?				5
13.	Whether the importance waste and their implications on environmental and personal hygiene through awareness programmes are conducted for stakeholders?				5
<b>Supplementary Parameters</b>					
1.	Signing MOU with Government and NGOs ensure proper handling of waste materials				3
2.	Whether construction and wood wastes are subjected to reuse them in the same organization campus?				4
3.	Whether plastic wastes are burnt inside the campus? Any air pollution due to plastic materials burning takes place?				4
4.	Proof of Licensed Companies signed MoU with the Organization for wastes collection as per the Govt. regulation				4
<b>Exemplary Parameters</b>					
1.	Projects and dissertation work, scholarly publication on various wastes and their management carried out by staff members and students -Specify (records required for preparation of reports)				8
2.	Whether hazardous wastes are properly discarded in which acids, solvents and salts are disposed after diluting with water and poured after buried in the soil				8
3.	Have programmes for the achievement of plastic free area objectives and targets been established and implemented as on today? Any display board is made in the campus?				9
<b>Total weightage</b>					

*Note: This Audit process and Certificates are valid for two years only from the date of Audit.*

### Grading System of Certification

S.No	Descriptions	Grade	Weightage
1.	If Mandatory parameters are not fulfilled	Unsatisfactory/ Inadequate	< 40
2.	If Mandatory parameters are fulfilled	Satisfactory	41 - 60
3.	If Mandatory along with Supplementary parameters are fulfilled	Good	61 - 75
4.	If Mandatory along with Supplementary and Exemplary parameters are fulfilled	Very Good	> 75

**Reference:**

1. Gnanamangai, B.M., Muruganath, G. and Rajalakshmi, S. 2021. *A Manual on Environmental Management Audits to Educational Institutions and Industrial Sectors*. Laser Park Publishing House, Coimbatore, Tamil Nadu, India. 366 p. [ISBN 978-81-952088-4-5].
2. Rajalakshmi, S., Amzad Basha, K. and Asif Jamal, G.A. 2023. *A Manual on Waste Management Audit*. Laser Park Publishing House, Coimbatore, Tamil Nadu, India. 163 p. [ISBN 978-93-92032-34-9].
3. National Building Code of India 2016. Bureau of Indian Standards. Volume I and II, Manak Bhavan, Bahadur Shah Zafar Marg, New Delhi, India.

<i>Prepared by</i> Programme Manager	<i>Checked By</i> Technical Manager	<i>Approved by</i> Quality Manager
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**Signature of the Director****Signature of the Lead Auditor****Signature of the Team leader****Signature of the Team Member**