



Dy- 466/EEIT,  
09.02.18

(290)

GOVERNMENT OF ODISHA  
FOREST & ENVIRONMENT DEPARTMENT

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Env.-1-70/2016- 1835 /F&E, Dt. 25.1.18

**Sub: Guidelines for Disposal of E-Waste from Govt. Offices/ State Govt. undertaking as per E-waste (Management) Rules, 2016**

As per Rule 9 of E-waste (Management) Rules, 2016 and offices of the State Government and Undertakings are required to comply the provisions of the E-waste (Management) Rules, 2016, since they have been declared as bulk consumers of Electrical and Electronic Equipments (EEE). The Electrical and Electronic Equipments (EEE) covered under the E-waste (Management) Rules 2016 as listed in Schedule-1 of the Rules include (i) Information Technology (IT) and Telecommunication Equipment and (ii) Consumer Electrical and Electronic Products including their components, consumables, parts and spares. The end-of-life of the EEE is to be evaluated as per the average life specified in Implementation Guidelines of the Central Pollution Control Board which is annexed as Annexure-A.

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D. Singh  
Provided that if the equipment is serviceable even after its end-of-life period as mentioned in Annexure-A, it is to be retained and cannot be declared as e- Waste. Further, if the equipment has become unserviceable before its end-of- life period as mentioned in Annexure-A, attempts shall be made for its rectification to make it serviceable and in such case, equipment will not be declared as E-Waste. However, in case the equipment is unserviceable before its end-of-life period as mentioned in Annexure-A, then the original Equipment Manufacturer (OEM) shall certify it as unserviceable after which it would be declared as E-Waste.

(219)

**Guidelines:**

(b) E-Waste items will be enumerated by the personnel in charge of store in the following format.

Sl. No	Item		Date of Purchase	Date of installation	Date of last use	Period of use	Remarks
	Description of the item includes model make	Manufacturer of the Item					

- (b) The E-Waste items will be physically inspected by a three-membered committee which will be constituted in each office/department, consisting of following persons i.e. (i) a person well conversant with such equipments, (ii) a person dealing with Finance matter (iii) a person in charge of store.
- (c) The committee after physically inspecting the items will certify for declaring the end-of-life equipment as E-Waste. The committee may convene its meeting at least once in a year.
- (e) The committee will submit its report to Head of office / Head of Department, as the case may be, for declaring the E-Waste. Head of office / Head of Department will declare "E-Waste" by an office order.
- (e) The E-waste so generated shall be channelized to the producer / dealer through buy-back arrangement or take-back system or exchange scheme or Deposit Refund System (DRS) under Extended Producer Responsibility (EPR). The producer having EPR Authorization from Central Pollution Control Board will be responsible for collection of E-Waste. The Authorized Extended Producer Organization (EPO), engaged by the producer may also collect E-Waste. In addition to the above, the Refurbisher / Dismantler / Recycler having valid Authorization from the State Pollution Control Board shall also be allowed to collect E-waste. All the above organizations can collect E-waste through highest premium for taking the E-Waste.



(218)

- (f) All the State Govt. Dept. / State Govt, undertaking offices shall file annual returns in Form-3 (Attached) to the State Pollution Control Board, Odisha on or before 30<sup>th</sup> day of June following the financial year to which that return relates. In case, Govt. Office/ undertaking has multiple offices in the State, the Head of Office may file one compiled annual return for all the offices under his supervision/control or individual officers may file annual return separately to State Pollution Control Board, Odisha as decided by the Head of office on or before 30<sup>th</sup> day of June following the financial year to which that return relates.
- (h) The amount to be collected from disposal of e-waste from Government offices are to be deposited in State Exchequer following due procedure.

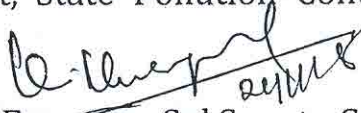
The above guidelines shall be followed scrupulously by all Government Offices and Undertaking Offices etc. from the date of its issue.

By order of the Governor

Sd/- S.C. Mohapatra  
Addl. Chief Secretary to Government  
(approved electronically)

Memo No. 1836 /F&E, dt. 25.1.18

Copy along with Guidelines and Annexures forwarded to All Members of E-Waste Management Committee (Dr. D. Roy, Sr. Scientist (EE), F&E Department/ Sri P.K. Panda, Under Secretary to Government, Finance Department/ Sri L.K. Acharya, Under Secretary to Government, E& I.T. Department/ Sri P.L. Nayak, Under Secretary to Government, Industries Department/ Dr. D.K. Behera, Sr. Scientist, State Pollution Control Board, Odisha

  
Director, Env.-cum-Spl.Secy.to Government

210  
Memo No. 1837 /F&E, dt. 25-1-18

|| Copy along with Guidelines and Annexures forwarded to  All Departments/ All R.D.Cs/ All Heads of the Department/All Collectors for information and necessary action. The Departments are requested to forward copies of these guidelines to all sub-ordinate offices/organizations under their administrative control for immediate compliance.

  
Director, Env.-cum-Spl.Secy.to Government

Memo No. 1838 /F&E, dt. 25-1-18

|| Copy along with Guidelines and Annexures forwarded to the Member Secretary, State Pollution Control Board, Odisha for information and necessary action with reference to his Letter No.15235, dt. 21.11.2017.

  
Director, Env.-cum-Spl.Secy.to Government



216

Annexure-A

Average life of the Electrical Electronic Equipment (EEE)

Sl. No.	Categories of electrical and electronic equipment	EEE Code	Average Life
(i)	<b>Information technology and telecommunication equipment</b>		
	Centralized data processing:	ITEW1	
	Mainframe		10 Years
	Minicomputer		05 Years
	Personal Computing: Personal Computers (Central Processing Unit with input and output devices)	ITEW2	06 Years
	Personal Computing: Laptop Computers (Central Processing Unit with input and output devices)	ITEW3	5 Years
	Personal Computing: Notebook Computers	ITEW4	05 Years
	Personal Computing: Notepad Computers	ITEW5	05 Years
	Printers including cartridges	ITEW6	07 Years
	Copying equipment	ITEW7	07 Years
	Electrical and electronic typewriters	ITEW8	05 Years
	User terminals and systems	ITEW9	06 Years
	Facsimile	ITEW10	07 Years
	Telex *	ITEW1 1	05 Years
	Telephones	ITEW12	07 Years
	Pay telephones	ITEW13	07 Years
	Cordless telephones	ITEW14	07 Years
Cellular telephones	ITEWV5		
Feature phones		07 Years	
Smart phones		05 Years	
Answering systems	ITEW16	05 Years	
(ii)	<b>Consumer electrical and electronics:</b>		
	Television sets (including sets based on (Liquid Crystal Display and Light Emitting Diode technology)	CEEW1	09 Years
	Refrigerator	CEEW2	10 Years
	Washing Machine	CEEW3	09 Years
	Air-conditioners excluding centralized air conditioning plants	CEEW4	07 Years
	Fluorescent and other Mercury containing lamps	CEEW5	02 Years

(24)

III.	Categories of electrical and electronic equipment	EEE Code	Average Life
	<b>i. Power supply</b>		
	On line UPS, 5 KVA and above/Inverter excluding battery	ITEW1	7 years
	On line UPS up to 5 KVA excluding battery		05 Years
	Line interactive UPS excluding battery		05 Years
	<b>ii. Printer</b>		
	Inkjet Printer excluding cartridge	ITEW2	5 Years
	Laser printer excluding cartridge	ITEW3	05 Years
	Line printer/Dot matrix printer excluding print head	ITEW4	10 Years
	Multifunction printer	ITEW5	06 Years
	<b>iv. Information Technology and telecommunication equipment</b>		
	Tablet	ITEW6	05 Years
	IP Camera	ITEW7	05 Years
	IP Phone	ITEW8	05 Years
	Video Conferencing unit & its accessories	ITEW9	07 Years
	Managed Layer 2/Layer 3 switch	ITEW10	07 Years
	Standard Unmanaged switch	ITEW11	05 Years
	Router	ITEW112	07 Years
	Intelligent Access Point	ITEW13	05 years
	Projection system	ITEW14	05 Years
	Public Address System	ITEW15	7 years
	EPABX System	ITEW16	07 Years



(214)

FORM-3

[See rules 4(5), 5(5), 8(6), 9(4), 10(8), 11(9), 13(1) (xi), 13(2)(v), 13(3)(vii) and 13(4)(v)]

FORM FOR FILING ANNUAL RETURNS [To be submitted by producer or manufacturer or refurbisher or dismantler or recycler by 30th day of June following the financial year to which that return relates]. Quantity in Metric Ton (MT) and numbers

1	Name and address of the producer or manufacturer or refurbisher or dismantler or recycler			
2	Name of the authorized person and complete address with telephone and fax numbers and e-mail address			
3	Total quantity of e-waste collected or channelized to recyclers or dismantlers for processing during the year for each category of electrical and electronic equipment listed in the Schedule 1 (Attach list) by PRODUCERS			
	Details of the above	TYPE	QUANTITY	NO.
3(A)*	BULK CONSUMERS: Quantity of e-waste			
3(B)*	REFURBISHERS: Quantity of e-waste:			
3(C)*	* DISMANTLERS: ix. Quantity of e-waste processed (Code wise); x. Details of materials or components recovered and sold; xi. Quantity of e-waste sent to recycler; xii. Residual quantity of e-waste sent to Treatment, Storage and Disposal Facility.			
3(D)*	RECYCLERS: vii. Quantity of e-waste processed (Code wise); viii. Details of materials recovered and sold in the market; ix. Details of residue sent to Treatment, Storage and Disposal Facility			
4	Name and full address of the destination with respect to 3(A)-3(D) above			
5	Type and quantity of materials segregated or recovered from e-waste of different codes as applicable to 3(A)-3(D)	Type	Quantity	

Enclose the list of recyclers to whom e-waste have been sent for recycling

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature of the Authorized Person

Note:- (1) \* Strike off whichever is not applicable (2) Provide any other information as stipulated in the conditions to the authorizer (3) In case filing on behalf of multiple regional offices, Bulk Consumers and Producers need to add extra rows to 1 & 3(A) with respect to each office.