| **ACTIVITY: Disposal Of E-Waste**  **Project : Location :**  **Sub-contractor: Nature of work:**  **Purpose:** To segregate, store and dispose E-waste\* | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Procedures** | **Performed by** | | **Checked by** | |
| 1. | Individual Section/Department to practice at-source collection and storage of all E-waste such as floppy disk, pen drive, IC’s, printer cartridges, PC accessories, cables etc., |  |  |  |  |
| 2. | In Office, all E-waste will be collected by Administration In charge. |  |  |  |  |
| 3 | In Site, all E-waste will be collected by accountant. |  |  |  |  |
| 4 | Collected E- waste will be handed over to Uga Soft division for segregation and proper disposal. |  |  |  |  |
| E- waste- Electronic waste includes floppy disk, CD, DVD, pen drive, IC’s, printer cartridges, PC accessories, cables.  **Prepared By : Approved By :**  **SE / SS : Project Manager :**  **Date : Date :** | | | | | |

