

***Government of Meghalaya***  
***Urban Affairs Department***

No. UAU/1/2011/Pt/303

Dated, Shillong, 9<sup>th</sup> December 2016

**OFFICE MEMORANDUM**

**Subject: Guidelines for Solid Waste Management and cleanliness in Shillong city.**

Whereas Government of Meghalaya has decided to make guidelines in respect of segregation at source, collection, transportation, processing and final disposal of solid waste for the Shillong City the following guidelines are hereby outlined and notified for implementation in Shillong City and Greater Shillong(Planning) Area.

The objective of these measures is to have a 'clean, green and more habitable' city. These guidelines shall apply in the entire areas mentioned above and shall come into force with immediate effect. To achieve these objectives and directions in these guidelines the existing schemes of Government of India and Government of Meghalaya from various Departments and Ministries shall be leveraged by the concerned Departments and Agencies. These guidelines are in supplementation of existing provisions of Acts and Rules prevalent in the State. A glossary of illustrative list of Rules & Scheme appended at Annexure 1A and 1B. The terms and terminology used in these guidelines is appended.

***1. PROHIBITION OF LITTERING AND ENSURING GARBAGE FREE PUBLIC PLACES***

- i) No person shall throw or deposit solid waste in any public place except in designated waste bins as and where provided.
- ii) No person shall throw or deposit waste on any occupied, open or vacant public or private property, except in designated public waste bins as and when provided
- iii) No person shall throw or deposit waste upon any street, road, side walk, playground, garden, traffic island or other public places from any vehicles either moving or parked.
- iv) As far as practicable, waste will be handed over to waste collector or waste collection vehicle provided by the local authority.
- v) No person shall drive or move any truck or other vehicles filled with waste unless such vehicles are designed to cover the waste and loaded as to prevent any waste from being blown off or deposited upon any road, sidewalks, traffic island, playground, garden or other public place.
- vi) No person shall cook, bathe, spit, urinate, defecate, feed animal or birds including dogs, repair/wash vehicles, utensils or any type of storage in any public place except in such public facilities or convenience specifically provided for any of these purposes

## *2. SOURCE SEGREGATION AND STORAGE OF MUNICIPAL SOLID WASTE*

- i) Every generator of solid waste shall separate the waste at source of waste generation into following six categories and shall store separately, without mixing for delivery in authorized private/public receptacles
  - 1. Bio degradable (wet) waste
  - 2. Specified household Hazardous waste
  - 3. Bio medical waste
  - 4. Construction and demolition waste
  - 5. Bulk garden and horticulture waste including tree trimmings and
  - 6. All other non-biodegradable(dry) waste including recyclable and non-recyclable waste
- ii) All dry waste shall be stored in the Blue coloured Bins and all wet waste shall be stored in the Green coloured Bins to enable safe and easy collection without any manual handling or spillage of waste.
- iii) It shall be the duty of every generator of solid waste either owner or occupier of every land and building to collect or cause to be collected from their respective land and building, the segregated waste and to store and deliver the same to either municipal worker or vehicle deployed by Municipality for the purpose.

## *3. WASTE COLLECTION*

Collection of waste shall be the responsibility of the Local Authority i.e., Municipality in municipal area and local traditional institutions in association with the District Council and with technical support from Agencies of Department of Urban Affairs or any agency authorized outside the Municipal Area. This is to ensure that the areas under their jurisdiction are kept clean and free of waste and for which appropriate mechanism, adequate machineries, vehicles and manpower resources shall be provided by respective institutions/agencies.

- i) **Collection of construction and demolition waste:** The construction and demolition debris will be collected by the respective Local Authority separately without mixing with other solid waste. The Local Authority shall develop and maintain an area specifically for dumping of construction or demolition waste in the land fill site. The Local Authority will send its vehicles to pick up segregated construction and demolition wastes after getting prior intimation by the waste generator and after payment of suitable charge to be notified by the Local Authority from time to time in accordance with **Construction and Demolition Waste Management Rules 2016**.
- ii) **Collection of E-Waste:** E-Waste shall be collected in accordance with the Rules 4,5 and 6 of the Central rules, namely, the E-Waste (Management and Handling) Rules, 2016. Storage of e-waste shall be in accordance with the relevant provisions of the aforesaid E-Waste (Management and Handling) Rules 2016.

- iii) **Collection of Horticulture waste:** The Local Authority shall collect segregated horticulture waste & garden waste such as tree branches, leaves, shrubs, rotten fruits, and bushes, grass cut from gardens, parks and maintained open space separately. Local Authority will charge suitable fee for collection of horticulture and garden waste to be notified from time to time.
- iv) **Collection of Non-Biodegradable waste (Dry Waste):** Non-biodegradable (Dry) waste both recyclable and non-recyclable shall be stored and delivered by every generator of waste to the dry waste collection vehicle which shall be provided by the Local Authority twice or thrice a week, based on the quantum of waste generated, on duly notified days. All dry waste is to be stored in a blue coloured bin at the household level.
- v) **Disposal by burning of any type of waste at roadside or any private or public premises or at dumping site etc. is prohibited.**
- vi) **Domestic Bio Degradable Waste Collection:** Segregated bio degradable Solid Waste (as per the list in Schedule II), shall be stored by generators of such waste within their premises and its delivery shall be ensured by every such generator to the sanitary workers or to the vehicles (primary collection vehicles) provided by the Local Authority or its agents at such times as the Local Authority may notify from time to time. All biodegradable waste is to be stored in a green bin at the household level.
- vii) **Waste collection for Bio Medical Waste:** Untreated bio medical waste (as listed in Schedule IV) shall be collected & stored in specified type of covered receptacles and delivered by every generator of such waste to the collection vehicles which shall be provided weekly by the Municipal Board or any other agency authorized by the Local Authority for disposal in a manner that is mandated in accordance with Bio Medical Waste Management Rules 2016.
- viii) **Waste collection from commercial areas:** The Local Authority shall collect the waste from commercial areas at predefined timings every day or twice a day, the frequency of this operation may be decided depending on the waste generated and other requirements. The Local Authority shall install bigger community bins and small covered bins in commercial areas along the roadside for the use of shoppers and others visiting these places. It is the duty of all commercial establishments/vendor/hawker to deliver segregated waste (bio degradable/ non-biodegradable) to the primary collection vehicles or to the nearest community bins. In the case of delivery of mixed waste by the commercial establishments fines will be imposed as per the schedule of fines. Every commercial establishment/vendor/hawker is responsible for maintaining cleanliness around their workplace/establishment.
- ix) **Waste collection for Hazardous waste:** Specified household/industrial hazardous waste (as listed in Schedule III) shall be stored and delivered by every generator of waste to the collection vehicle, which shall be provided weekly by Local Authority or any other agency authorized by the Local Authority for collection of such waste for disposal in a manner that is mandated in accordance with Hazardous Waste (Management and Tran boundary Movement) Rules, 2016.

- x) **Waste collection from Public Institutions:** The Local Authority shall collect the waste from public institutional areas at predefined timings every day, the frequency of this operation may be decided depending on the waste generated and other requirements of public institutions. The Local Authority is to ensure that the waste is collected during the morning hours every day. It is the duty of the public institutions to deliver segregated municipal solid waste to the collection vehicle by the Local Authority or its authorized agents.
- xi) **Waste collection from slaughter houses, meat and fish markets:** The Local Authority Board shall collect the wastes from slaughter houses, meat and fish markets in separate vehicles at specific times. These types of waste are to be stored separately by the waste generator for collection by the Local Authority or its authorised agents. Deposit of such in any community bin is prohibited and shall attract fines as indicated in the schedule of fines.
- xii) **Street Sweeping and Collection of Silt from Drains:** The Local Authority shall be responsible for ensuring the cleanliness of the streets, the footpaths, lanes and bye lanes including the removal of silts from the drains alongside the roads and footpaths and footsteps by deploying the required number of sanitary workers fully equipped with necessary implements and vehicles. The city may be divided into the following three categories and accordingly street sweeping schedule can be fixed up –
  - a) High Density area - Daily sweeping
  - b) Medium Density - Four days in the week. (Sun, Tue, Thu, Sat)
  - c) Low Density area - Three days in the week. (Mon, Wed, Fri).

## ***6. TRANSPORTATION OF SOLID WASTE***

Transportation of solid waste from source to the processing and disposal centre/site shall be the responsibility of the Local Authority or its authorized agents. All vehicles for transportation of waste shall be covered to avoid any scattering of waste during movement and the waste should not be visible to the public. The routing plan and timings for the movement of the vehicle shall be fixed by the Local Authority from time to time.

## ***7. PROCESSING & DISPOSAL OF WASTE***

- (1) The Local Authority shall either by itself or through any other agency adopts suitable processing technology or a combination of technology to make use of the waste for producing compost/ Refuse Derived Fuel (RDF pelletisation) and production of energy. The Local Authority may engage private operators for the purpose ensuring that only the proven technology is used, processing does not cause environmental pollution and the rejects from the processing plant is minimum to ensure that the load on the land fill site is less. Wastes which cannot be processed by the existing plants and or are fit for recycling shall be transported to recycling plants either directly by the Local Authority or through the organized groups of the rag pickers or any other agency which the Local Authority may appoint.

- (2) The Local Authority may install any or more than one type of processing plant based on the estimated waste and the waste characteristics as well as the recycling methods and the cost effectiveness and the likely benefits of different processes.
- (3) **Biodegradable waste:** Processing of the biodegradable waste may be done either by mechanical aerobic composting or vermi-composting. The rejects from the compost plant have to be disposed in the sanitary landfill site as per the Solid Waste Management Rule 2016. The inert material which cannot be recycled or put to any use may be deposited in the sanitary landfill site.
- (4) **Conversion of Waste to Energy:** Solid waste may be converted to energy either by thermo chemical conversion method like incineration or gasification or using biochemical chemical conversion method of anaerobic digestion, or bio-methanation etc. may be taken up in consultation with Pollution Control Board.
- (5) **Disposal of Biomedical Waste:** Bio-medical waste shall be treated and disposed of in accordance with Bio Medical Waste Management Rules 2016.
- (6) **Processing of E-Waste:** Processing & disposal of e-waste shall be in accordance of the Rule 22 of the Central rules, namely, the E-Waste Management Rules 2016.
- (7) **Processing of hazardous Waste:** Processing and disposal of the hazardous waste shall be in accordance with the rule 8(I) of the Central rules, namely, the Hazardous Waste (Management & Transboundary Movement) Rules 2016.
- (8) **Processing of Non-Biodegradable Waste:** Non-biodegradable waste like plastics, tin cans, rubber, clothes, leather, rubber, iron rods, tin sheets and plastic and glass pieces may be recycled in the re-cycling plants, of the Local Authority or that of any public or private agencies. The conversion of plastic waste to fuel and any other recycling facilities etc. may be taken up in consultation with Pollution Control Board. The remaining material which is non-biodegradable shall be deposited in the sanitary land fill site.

#### *8. OBLIGATORY DUTIES OF THE LOCAL AUTHORITY*

- i) The Local Authority shall ensure that the waste is disposed off in an environmentally sound manner.
- ii) **Action against Service Provider/ Sanitary Workers:** The Local Authority shall take strict and swift action against the Service Provider and/or Local Authority employees, including levying a penalty, if any worker of the service provider or any sanitary worker mixes segregated waste at any point of collection; or does not pick up waste as per the specified time schedule. Training shall be undertaken by the Local Authority and its service provider to educate the sanitary worker on collecting and transporting of segregated waste in a segregated manner only.
- iii) **Infrastructure facilities:** The Local Authority will provide adequate infrastructure facilities to assist citizen comply with these Rules. In addition to waste collection services, litter bins, conveniently located community storage centres, dry waste collection centres, and composting centres will be set up, wherever possible and essential, in consultation and collaboration with local citizens groups and civil society organisations.

- iv) The Local Authority shall ensure that the sanitary workers, sanitary supervisors and sanitary inspectors are provided with uniforms with an Identity Card indicating their name and designation to facilitate easy identification on the part of households and others generating waste. The Local Authority shall also ensure that all the sanitary workers and the sanitary supervisors are provided with personnel protecting equipment's (PPE) viz., masks, gloves, boots, raincoats, etc. In case the sanitary workers provided with uniform, masks, gloves, boots, etc., do not use any of these shall be fined an amount fixed by the Local Authority from time to time and the fine thus imposed shall be deducted from the salary. The Sanitary Supervisors/ Inspectors shall submit a report daily to the Senior Sanitary Inspector; the Senior Sanitary Inspector shall do so to the head of the Local Authority.
- v) The Local Authority shall facilitate information about the solid waste management plan for their through its website or public address system to ensure greater transparency and publicity
- vi) The Local Authority shall provide for the collection of the municipal solid waste from specific pick up points on a public or private road up to which the generator must bring the segregated and stored waste for delivery to satellite vehicles (primary collection vehicle) which shall be provided by the Local Authority. The services of the satellite vehicle shall be provided by the Local Authority from point to point collection of waste according to the route plans at such time and at such spot as notified by the Local Authority in Advance for different localities for different kinds of wastes.
- vii) The Local Authority shall also provide and maintain suitable litter bins on public roads or other public spaces. To ensure compliances of segregation and avoid public nuisance every litter bin shall have at least two separate receptacles for bio degradable and non-biodegradable waste. Details of collection from these points shall be determined by the Local Authority.
- viii) The Local Authority shall ensure that at any point of time the litter bins are not overflowing nor exposed to open environment, preventing their scattering by rag pickers, stray animals or birds etc.
- ix) Segregated waste shall be delivered by the public to garbage collector/primary collection vehicles to ensure compliance of segregation and avoidance of public nuisance and health hazards. Every households/ commercial establishments/ institutions shall have two separate receptacles (bins, bags) for bio degradable and non-biodegradable waste. The respective satellite vehicle shall collect these wastes regularly.
- x) The routing plan for primary collection as well as secondary collection of solid waste by waste collection vehicle will be notified by the Local Authority from time to time and will be uploaded in the website of the Local Authority.
- xi) The Head or any authorized officer/agent of the Local Authority shall have the right to enter at all reasonable times, with such assistance as he considers necessary, any place for the purpose of (i) performing any of the functions entrusted to him by Local Authority or (ii) determine whether, and if so, in what manner, any such functions are to be performed, or whether any provision of these guidelines has been complied with.

- xii) The Local Authority shall publicise the provision of the guidelines through the media or signs, advertisement leaflets, announcement on radio, television and public address system, newspaper articles and through any other appropriate means so that all citizen are made aware about their legal duties and about Local Authority plan for solid waste management and fines as specified in Schedule-I.
- xiii) The Local Authority shall designate officers who shall be responsible for implementing the obligatory responsibilities of the Local Authority specified under this guideline in accordance with the detailed solid waste management plan and the time schedule. The specific time schedule and achievement against the same along with the reasons for short falls if any shall also be shared publicly by the Local Authority through the website.
- xiv) The Local Authority shall co-ordinate with other Government Agencies, Authorities and other expert agencies to ensure compliance of these guidelines, within areas under the jurisdiction or control of such Local Authority and technical and other support to the Local Authority may be provided by the respective departments of the Government.

9. *OBLIGATORY RESPONSIBILITY OF THE LOCAL AUTHORITY AND OR THE WASTE GENERATOR IN CASE OF SOME SPECIFIC CATEGORIES/SITUATIONS*

- i) Cleanliness drives will be conducted by the Local Authority with the help of NGOs, Government or Corporate Bodies for the cleanliness of areas inside their jurisdiction from time to time.
- ii) It shall be responsibility of the owner of any pet animal to promptly clean up any litter created by pet animals on the street or any public place, and take adequate steps for the proper disposal of such waste.
- iii) (a) For public gatherings and events of religious and or social nature, organised in public places (including procession, exhibition, circus, fair, political rallies, commercial, religious, socio cultural events, protests and demonstrations etc.), it shall be responsibility of the Organiser of the event or gathering to ensure the cleanliness of that area as well as all surrounding area after such events are over  
(b) The Organiser of the event shall have to apply to the Local Authority in advance for availing the service of the Local Authority for cleaning, collection and transportation of waste generated as a result of the event by paying necessary charges as may be fixed for the purpose by the Local Authority. If the event Organiser does not take necessary steps for the cleanliness of the public place they shall be imposed with fines as specified in Schedule-I in addition to the charges to be payable for cleaning the place of event.
- iv) It shall be the responsibility of the car/vehicle owner who park their vehicle on public places, streets, roads overnight and also during day time in public commercial areas due to which road/street sweeping is not affected to get that place cleaned or otherwise pay fine as specified in Schedule-I
- v) It shall be the responsibility of the Public and Semi-Public institutions, private institutions etc. to implement these Bye laws within the areas occupied by them.



- vi) No person shall display or stick or hang poster/hoardings/banners/paintings on wall, tree trunks or street poles etc. in public places without obtaining prior permission of the Local Authority.

#### *10. GRIEVANCE REDRESSAL MECHANISM*

- i. Deputy Commissioners being the head of Urban Governance vide Govt. Notification, UAU.104/2016/1 dated 15<sup>th</sup> Nov 2016 as also the Chairman/Chief Administrators of ULBs shall, in addition to the existing institutional setup, designate a city magistrate specifically to monitor and report on a day to day basis the issues relating to and not restricted to i. cleanliness, ii. encroachment on public land and public premises and iii. the welfare and support for livelihood etc., under NULM for vendors.
- ii. Any grievance related to solid waste management in the city shall be reported to the Head of the Local Authority through the Online Grievance Monitoring System / through use of ICT which will be developed in each Local Authority. Crowd sourcing through pictures taken by public reporting on designated social media such as Facebook, Whatsapp, etc. shall be resorted to. The Local Authority will act as per the response time fixed by the redressal cell for each registered grievance as may be determined by the Deputy Commissioners.

#### *11. INFORMATION, EDUCATION AND COMMUNICATION*

The Urban Affairs Department / and other Departments and their agencies shall develop and promote IEC materials on information, education and communication related to cleanliness promoting the need for having a proper solid waste management system in place, stating clearly the responsibilities of the waste producer, collector, transporter, the processor and the agency for final disposal. The document shall give pictorial representation of the method of waste segregation, storage, collection, transportation, processing and disposal.

#### *12. AWARENESS PROGRAMME*

The Local Authority shall initiate an awareness programme based on the information, education and communication documents prepared for the stakeholders which includes the households and other waste generators who produces waste, the sanitary workers and the staff of the Local Authority involved in Solid Waste Management, the other institutions, who are directly or indirectly are involved in the collection, storage, transportation, processing and disposal of the staff. The Local Authority or any agency engaged by it for the purpose is to ensure that all the stakeholders understand and appreciate their responsibilities in operating and maintaining a sustainable solid waste management system.

#### *13. PUBLIC PRIVATE PARTNERSHIP*

The Local Authority if it finds expedient may engage in partnership with a qualified private party to allow such private party to carry out the entire process of solid waste handling and management or part of the process thereof in line with policies on public private partnership of the State Government or that of the Local Authority.



#### *14. OPERATIONAL MANUAL*

The Local Authority with the help of Urban Affairs Departments and its agencies shall prepare an operational plan for handling and management of solid waste which shall document the entire processes such as:-

1. Segregation of waste which will give the details of how the waste is required to be segregated by the household
2. The manner in which the segregated waste is to be stored
3. The manner in which the arrival of the waste collector is announced
4. The manner in which the household is required to handover the two separate bins to the waste collector, the sanitary worker of the Local Authority or any agency appointed by the Local Authority for the purpose
5. The frequency of operation of waste collection for biodegradable and non-biodegradable waste and for collection of domestic and other wastes.
6. The manner in which the waste collector is required to collect the dustbins and carry to the nearest waste vehicle, and return the bins to the households or to any waste producer
7. The manner in which the segregated waste is deposited by the waste collector into the satellite vehicle and its movement to the transfer point where the waste shall be transported mechanically to the standing refuse compactor vehicle of larger capacity or a normal tipper truck vehicle.
8. The collected waste is then transported to the processing plant.
9. The routing plan of the waste vehicles from the garages to different localities/ wards, to the transfer points, to the processing plant and finally to the disposal site.
10. Document the entire process of the arrival of the waste vehicles to the processing plant where the segregated waste shall be deposited and the manner in which it shall be laid out.
11. The manner in which the waste shall be processed and treated and the rejects to be taken to the sanitary land fill site for disposal.
12. The manner in which the rejects shall be deposited every day, every week, every month
13. The manner in which the sanitary land fill site shall be maintained
14. The manner in which the sanitary land fill site shall be closed and the surface developed for public recreation purpose.
15. The manner in which all the operation vehicles shall be maintained to ensure its road worthiness
16. The manner in which all the equipment, machineries, weighs bridges, bull dozer are maintained and kept in order for use as when required.

#### *15. Obligation of Local Authority*

Every constitutional authority shall mandate and mobilize its apparatus to ensure that the provisions of the guidelines are followed in letter and spirit. The Local Authority other than the statutory authority shall execute a Memorandum of Understanding (MOU) with the agencies of Urban Affairs Department to give effect to these measures. In case Local Authority are of the view that they are self sufficient to meet the obligation without any assistance from the Govt. in such a case they are obligated to discharge their obligations under the various provisions of prevailing Rules and be responsible to that effect.

## *16. USER CHARGE*

The Local Authority or any agency appointed for SWM by the Local Authority shall collect user charges from the waste generator as per the amount fixed by the Local Authority for various categories of waste generator from time to time. The user charge to be collected will be notified by the concerned Local Authority and the authorities shall maintain requisite accounts. Funds so collected shall be used for the sole purpose to sustain the activities under these guidelines to meet these objectives

## *17. PLAUSIBLE PUNISHMENT FOR CONTRAVENTION*

Whosoever contravene any of the provision of these guidelines or fails to comply with any requisitions made under any of the guidelines may be punished as per the provision of the law or as may be decided under the prevalent customary Law or System till legal provision are brought in, as mentioned in Schedule I. However, behavioural change would be the first option to begin with.

## *17. PROVISIONS OF THE GUIDELINES NOT TO BE INCONSISTANT WITH THE SOLID WASTE (MANAGEMENT AND HANDLING) RULES, 2016.*

In case any of the provisions of this guideline is not consistent with the provision of the Solid Waste Management Rules 2016, the provisions of the Solid Waste Management Rules 2016 shall prevail. These guidelines are appended with glossary of terms and schedule and annexures for reference and convenience.

Joint Secretary  
Govt. of Meghalaya  
Urban Affairs Department

## Appendix 1

### Glossary of terms used in the guidelines

- i. **"Anaerobic digestion"** means a controlled process involving microbial decomposition of organic matter in the absence of oxygen;
- ii. **"Authorization"** means the consent given by the Public Authority to the "operator of a facility" ;
- iii. **"Biodegradable substance"** means a substance that can be degraded by micro-organisms;
- iv. **"Biological"** means any preparation made from organisms or micro-organisms or product of metabolism and biochemical reactions intended for use in the diagnosis, immunization or the treatment of human beings or animals or in research activities pertaining thereto;
- v. **"Bio-medical waste"** means any waste, which is generated during the diagnosis, treatment or immunization of human beings or animals or in research activities pertaining thereto or in the production or testing of biological in the hospitals, nursing homes, clinics and diagnostic and research centres
- vi. **"Bio-medical waste treatment facility"** means any facility wherein treatment, disposal of bio-medical waste or processes incidental to such treatment or disposal is carried out;
- vii. **"Biomethanation"** means a process which entails enzymatic decomposition of the organic matter by microbial action to produce methane rich biogas;
- viii. **"Central rules"** means rules made by the Central Government under the provision of the Environment (Protection) Act, 1986.
- ix. **"Collection"** means lifting and removal of solid wastes from collection points or any other location;
- x.
- xi. **"Collection of waste"** means collection of solid waste both organic and others, domestic or commercial wastes, hazardous, industrial, commercial and waste from construction site and debris and e-waste.
- xii. **"Commercial areas"** means any establishment dealing in business of buying and selling goods and services which includes shops, shopping malls, restaurants, hotels, guest houses, commercial offices.
- xiii. **"Composting"** means a controlled process involving microbial decomposition of organic matter;
- xiv. **"Composting"** means processing the organic waste using appropriate technology to produce compost.
- xv. **"Demolition and construction waste"** means wastes from building materials debris and rubble resulting from construction, re-modelling, repair and demolition operation;

- xvi. **"Disposal"** means final disposal of solid wastes in terms of the specified measures to prevent contamination of ground-water, surface water and ambient air quality;
- xvii. **"E-waste"** means waste from electrical and electronic equipment whole or in part included in, but not confined to equipment listed in Schedule I of the E- waste Management and Handling Rules 2008 and scraps or rejects from the manufacturing process which is intended to be discarded
- xviii. **"Facility"** means any location where in the process incidental to collection, reception, storage, segregation, refurbishing, re-cycling, treatment, and disposal of e-waste are carried out.
- xix. **"Generator of wastes"** means persons or establishments generating solid wastes;
- xx. **"Hazardous Waste site"** means a place of collection, reception, treatment, storage of hazardous waste and its disposal to the environment which is approved by the competent authority to be notified by the Government.
- xxi. **"Hazardous Waste"** means any waste which by reason of its physical, chemical, reactive, toxic, flammable, explosive or corrosive characteristics cause damage or is likely to damage to health or environment whether alone or when in contact with other wastes or substances and shall include:
  - a. Waste specified under column 7 of Schedule I of Hazardous Waste (Management, Handling and Trans Boundary Movement) Rules 2008
  - b. Waste having constituents in Schedule II of Waste (Management, Handling and Trans Boundary Movement) Rules 2008 if their concentration is equal or more than the limit indicated with the said schedule, and
  - c. Waste is specified in part A and Part B of the Schedule III of Waste (Management, Handling and Trans Boundary Movement) Rules 2008 in respect of import or export of such wastes in accordance with rules 12, 13, and 14 of the said rules or the wastes other than those specified in paragraph c of the Schedule III.
  - d. Domestic hazardous waste like needles, blades, electrical bulbs, Compact Fluorescent Lamps, batteries, television sets, refrigerators and other such wastes which shall not be collected, transported, treated and disposed of with the biodegradable or non-biodegradable domestic wastes.
- xxii. **"Health Care facilities"** mean hospitals, maternity homes, clinics, diagnostic centres.
- xxiii. **"Horticulture waste"** means wastes generated in the orchards, parks and gardens and roadside plants, trees, bushes, creepers and any green foliage.
- xxiv. **"Incineration"** means burning the waste at the required temperature for processing the waste
- xxv. **"Land filling"** means disposal of residual solid wastes on land in a facility designed with protective measures against pollution of ground water, surface water and air fugitive dust, wind-blown litter, bad odour, fire hazard, bird menace, pests or rodents, greenhouse gas emissions, slope instability and erosion;

- xxvi. **"Leachate"** means liquid that seeps through solid wastes or other medium and has extracts of dissolved or suspended material from it;
- xxvii. **"Local Authority"** means the Shillong Municipal Board constituted under the Meghalaya Municipal Act 1973 within the Municipal Area and any other traditional body outside the municipal jurisdiction who are involved with waste management in their respective localities
- xxviii. **"Operator of a bio-medical waste facility"** means a person who owns or controls or operates a facility for the collection, reception, storage, transport, treatment, disposal or any other form of handling of bio-medical waste;
- xxix. **"Operator of disposal facility"** means a person who owns or operates a facility for collection, reception, treatment, storage or disposal of hazardous wastes.
- xxx. **"Operator of a facility"** means a person who owns or operates a facility for collection, segregation, storage, transportation, processing and disposal of solid wastes and also includes any other agency appointed as such by the local authority for the management and handling of solid wastes in the respective areas;
- xxxi. **"Operational Manual"** means the operational manual prepared by the Board for management and handling of municipal waste.
- xxxii. **"Pelletisation"** means a process whereby pellets are prepared which are small cubes or cylindrical pieces made out of solid wastes and includes fuel pellets which are also referred as refuse derived fuel;
- xxxiii. **"Processing"** means the process by which solid wastes are transformed into new or recycled products;
- xxxiv. **"Public Institutions"** means Government offices, universities, colleges, schools, and crèches.
- xxxv. **"Recycling"** means reclamation and reprocessing of waste in an environmentally sound manner for the original purpose or for other purposes.
- xxxvi. **"Recycling"** means the process of transforming segregated solid wastes into raw materials for producing new products, which may or may not be similar to the original products;
- xxxvii. **"Sanitary worker"** means those employed for collection of wastes from the waste production areas including households, and non-residential areas including sweeping the roads, footpath, and bye lanes.
- xxxviii. **"Sanitary land fill site"** means a site developed for the purpose of laying the residue from the compost plant and other plants installed for processing the waste and inert materials.
- xxxix. **"Schedule"** means a Schedule appended to these rules;
- xl. **"Segregation"** means to separate the solid wastes into the groups of organic, inorganic, recyclables and hazardous wastes;
- xli. **"Segregation"** of waste means the organic or non-organic and recyclable waste are segregated at the source

- xlii. **“Shillong Urban Agglomeration”** means the Shillong Municipal Area and the 10 census towns of Mawlai, Nongthymmai, Madanrtng, Nongmynsong, Pynthorumkrah, Mawpat, Umpling, Nongkseh, Umlyngka and Lawsohtun
- xliii. **“Solid Waste”** means any kind of wastes whether bio degradable or non-biodegradable in nature;
- xliv. **"Solid waste"** includes commercial and residential wastes generated in a town or a city either in solid or semi-solid form excluding industrial hazardous wastes but including treated bio-medical wastes;
- xlv. **“Soil conditioners”** means compost made from the organic waste to improve the soil nutrients
- xlvi. **"Storage"** means the temporary containment of municipal solid wastes in a manner so as to prevent littering, attraction to vectors, stray animals and excessive foul odour;
- xlvi. **“Tipping fee”** is the amount to be paid to the waste processor for processing and disposal of waste as per applicable rules.
- xlvi. **“Transfer Point”** means a point on the roadside where the collected waste from the collection vehicles is transferred to the compactor or a truck of higher capacity for transportation to the processing plant
- xlix. **"Transportation "** means conveyance of municipal solid wastes from place to place hygienically through specially designed transport system so as to prevent foul odour, littering, unsightly conditions and accessibility to vectors;
  - 1. **“User charge”** means the charge to be paid by the persons, institutions generating waste to meet the cost of collection and transportation to the processing plant
  - li. **“Vermi composting”** is a process of using earthworms for conversion of bio-degradable wastes into compost
  - lii. **“Waste generator”** means those who generate waste
  - liii. **“Waste collector”** means the sanitary workers of the Board or any agency appointed by the local authority for waste collection.

## **ANNEXURE 1A**

### **List of Waste Management Rules**

1. Solid Waste Management Rules 2016.
2. Plastic Waste Management Rules 2016
3. E-Waste Management Rules 2016
4. Bio-Medical Waste Management Rules 2016
5. Hazardous Waste (Management and Trans boundary Movement) Rules 2016
6. Construction and Demolition Waste Management Rules 2016.

## **Annexure 1B**

### **Illustrative List of Schemes:**

1. North Eastern Region Capital Cities Development and Investment Programme (NERCCDIP)
2. Swachh Bharat Mission (SBM)
3. National Urban Livelihood Mission
4. Finance Commission Award
5. Non-Lapsable Pool of Central Resources.
6. MPLADS
7. Special Urban Works Program
8. Special Rural Works Program
9. Chief Minister Special Urban Development Fund
10. Chief Minister Special Rural Development Fund.
11. Infrastructure Development/ Environmental Improvement of Urban Slums
12. Atal Mission for Rejuvenation and Urban Transformation.



## ***SCHEDULE-I***

Fine as may be made applicable for breach of Provisions

| <b>Sl no</b> | <b>Descriptions</b>   | <b>Fines</b>                |   |
|--------------|---|-----------------------------|---|
| 1.           | Littering on Roads/Streets/Public Place/Water Bodies/Drains   | Rs.                         | 500   |
| 2.           | For Spitting /bathing/urinating/defecating on Roads/Streets/Public Place/Water Bodies/Drains  | Rs.                         | 200   |
| 3.           | Feeding animal/birds in non-designated areas  | Rs.                         | 100   |
| 4.           | Washing vehicles on Roads/Streets/Public Place/Water Bodies   | Rs.                         | 200   |
| 5.           | Washing utensils/clothes/any other objects on Roads/Streets/Public Place/Water Bodies/Drains  | Rs.                         | 100   |
| 6.           | For not maintaining clean workplace/establishment<br>a) for owner /occupier of single premises<br>b) for more than one owner /occupier  | Rs.<br>Rs.                  | 200<br>1000   |
| 7.           | For delivering waste that is not segregated into wet dry/hazardous/sanitary/ medical/ and stored as specified in separate bins by small generators.   | Rs.                         | 100   |
| 8.           | For delivering waste that is not segregated into wet dry/hazardous/sanitary/ medical/ and stored as specified in separate bins by large generators.   | Rs.                         | 2000  |
| 9.           | For not delivering garden waste and tree trimmings as specified   | Rs.                         | 1000  |
| 10.          | Burning of waste (including dry leaves, plastic etc.)<br>By Rag Pickers<br>By Waste Generators<br>By O & M Operator at Treatment & Disposal Site<br><br>By road sweepers and waste collectors | Rs.<br>Rs.<br>Rs.<br><br>Rs | 100<br>500/day<br>Forfeiture of Contract Agreement<br>200 |
| 11.          | For not delivering ( non-household) fish, poultry and meat waste in segregated manner   | Rs.                         | 500   |
| 12.          | For littering by pet animals on streets or public places  | Rs.                         | 200   |
| 13.          | For not cleaning up after public gatherings/events within stipulated time   | Rs.                         | Forfeiture of Cleanliness deposit                         |
| 14.          | Road sweeping blockage due to parking on road side  | Rs.                         | 200   |
| 15.          | Sticking of posters/banners/hoardings in undesigned areas without permission of the Municipality  | Rs.                         | 500   |
| 16.          | For not delivering Construction and Demolition waste in a segregated manner as specified  | Rs.                         | 1000  |
| 17.          | For a road side vendor/hawker without a container/waste basket and who does not deliver waste in a segregated manner as specified   | Rs.                         | 200   |
| 18.          | For dumping of construction and demolition waste in non-designated areas  | Rs.                         | 5000  |

## ***SCHEDULE-II***

Illustrative list of bio degradable and recyclable waste

| Biodegradable Waste   | Recyclable waste  |
|---|---|
| "Biodegradable waste" means “wet” waste of plant and animal origin.   | “Recyclable waste” means “dry” waste that can be transformed through a process into raw materials for producing new products, which may or may not be similar to the original products.   |
| Kitchen Waste including: <ul style="list-style-type: none"><li>• tea leaves, egg shells, fruit and vegetable peels</li><li>• Meat and bones</li><li>• Garden and leaf litter, including flowers</li><li>• Animal litter</li><li>• Soiled paper</li><li>• House dust after cleaning</li><li>• Coconut shells</li><li>• Ashes</li></ul> | <ul style="list-style-type: none"><li>• Newspaper</li><li>• Paper, books and magazine</li><li>• Glass</li><li>• Metal objects and wire</li><li>• Plastic</li><li>• Cloth Rags</li><li>• Leather</li><li>• Rexene.</li><li>• Rubber</li><li>• Wood / Furniture</li><li>• Styrofoam</li><li>• Fabrics</li><li>• Thermocol</li><li>• packaging</li></ul> |

### ***SCHEDULE-III***

#### **Specified household hazardous waste:**

“Hazardous waste” is waste that can catch fire, react, or explode under certain circumstances, or that is corrosive or toxic

- Aerosol cans
- Batteries from flashlights and button cells
- Bleaches and household kitchen and drain cleaning Agents
- Car batteries, oil filters and car care products and consumables
- Oils, Chemicals and solvents and their empty containers
- Cosmetic items, chemical-based Insecticides and their empty containers
- Light bulbs, tube-lights and compact fluorescent lamps (CFL)
- Medicines, discarded
- Paints, oils, lubricants, glues, thinners, and their empty containers
- Pesticides and herbicides and their empty containers
- Photographic chemicals
- soft foam packaging from new equipment
- Thermometers and mercury-containing products

### ***SCHEDULE-IV***

#### **List of Bio Medical Waste**

Bio Medical Waste: Means any waste which is generated during the diagnosis, treatment of immunization of human being or animals or in research activities pertaining thereto or in the production of testing of biological

##### **Category No.1: Human Anatomical Waste**

(Human tissues, organs, body parts)

##### **Category No 2: Animal waste**

(Animal tissues, organs, body parts, carcasses, bleeding parts, fluid, blood and experimental animals used in research, waste generated by veterinary hospitals colleges, discharge from hospitals, animal houses)

##### **Category No 3: Microbiology & Biotechnology Waste**

(Waste from Laboratory cultures, stocks or specimens of micro-local autoclaving/microorganisms live or attenuated vaccines, human and animal cell culture used in research and infectious agents from research and industrial laboratories, waste from production of biological, toxins, dishes and devices used for transfer of cultures)

##### **Category No 4: Waste Sharps**

(Needles, syringes, scalpels, blades, glass etc. that may cause puncture and cuts. This includes both used and unused sharps)

Category No 5: Discarded medicines and cytotoxic drugs (waste composting of out-dated contaminated and discarded medicines)

##### **Category No 6: Solid Waste**

(Items contaminated with blood, and body fluids including cotton dressings, soiled plaster casts, beddings, other material contaminated with blood)

**Category No 7: Solid Waste**

(Waste Generated from disposable items other than waste sharps such as tubing's catheters intravenous sets etc.)

**Category No 8: Liquid Waste**

(Waste generated from Laboratory and washing, cleaning, house-disinfection by chemical keeping and disinfecting activities

**Category No 9: Incineration Ash**

(Ash from incineration of any bio medical waste) disposal in municipal landfill

**Category No 10: Chemical Waste**

(Chemicals used in production of biological, chemicals used in chemical treatment and disinfection, as insecticides etc.) Discharge into drain for liquids and secured landfill for solids

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