

# Waste Segregation Guidelines

## For offices



### Wet/Organic waste

Please do not dispose plastic or paper in this bin!

#### Food Waste

Tea bags/Coffee grinds  
Vegetable/fruit peels  
Rotten fruits/vegetables  
Food leftovers  
Chicken/fish bones  
Tissue paper soiled with food  
Leaf plates  
Flowers bouquets \*



(Pour liquids down the sink)



### Dry/Recyclable waste

Please do not dispose any food waste in this bin!

#### Plastic (Unsoiled, rinse if soiled)

Plastic covers/bottles/boxes/items  
Chips/toffee wrappers  
Celebration decorations/Balloons  
Plastic cups



#### Paper (Unsoiled)

Newspaper/Stationery  
Cardboard cartons  
Pizza boxes/Tetrapaks  
Paper cups and plates



#### Metal

Foil containers  
Metal cans



#### Glass (handle with care)

Unbroken glass bottles



### Electronic waste

Be careful while handling tube-lights and bulbs.

#### E-waste

Batteries  
CDs/Tapes  
Cellphone/chargers/headsets  
Printer cartridges  
Pen drives  
Wires/cables  
Computers/Keyboard/Mouse  
Broken electronic toys/gadgets



Bulbs/tube lights/CFLs \*\*  
(handle with care)



### Reject waste

REDUCE what you throw into this bin!

#### Sanitary waste

(Use the paper bags available in the restroom)

Diapers/Sanitary napkins  
Bandages  
Nails/Hair  
Used tissues  
Medicines



**Sharps** § (Use the paper bags available or handover to housekeeping personnel)

Razors/Blades  
Used syringes  
Injection vials  
Broken glass



(Limited quantities of soiled plastics/paper can be disposed here)

#### Instructions to office housekeeping team -

\* **Garden waste** from campus grounds is part of wet waste but will be picked up separately.

\*\* Collect fused **tube-lights and bulbs** separately if possible. They might break.

§ Report and handover sharps or broken glass to facilities department for separate collection.

**Construction debris** in small quantities is reject waste however large quantities will be charged extra per load.



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**Segregation at source is MANDATORY.**  
Non-compliance will be penalized.

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Leftover food



Leaf plates



Fruit peels



Flowers and leaves



# Wet waste ಹಸಿ ಕಸ



Please do not dispose food packaged in plastic covers. Empty only the food in this bin.

ದಯವಿಟ್ಟು ಆಹಾರದ ಜೊತೆ ಪ್ಲಾಸ್ಟಿಕ್ ಕವರ್ ಹಾಕಬೇಡಿ. ಕೇವಲ ಆಹಾರವನ್ನು ಮಾತ್ರ ಹಾಕಿ ಹಾಗೂ ಕೊಳೆಯಾದ ಪ್ಲಾಸ್ಟಿಕ್ ಕವರ್ ಅನ್ನು ಬೇರೆ ಬಿನ್ ಅಲ್ಲಿ ಹಾಕಿ.



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Glass bottles



Metal cans



Paper cups



Plastic



Tetrapaks



Carton boxes



# Dry waste ಒಣ ಕಸ



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Discs and tapes



Old electronics



Computer parts



Batteries



# E-waste E-ಕೆಸ



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Diapers



Used tissues



Sanitary/Reject

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