Spent Solvent Paperwork Kit

What a factory needs on paper when spent solvent leaves the gate, under the Hazardous and Other Wastes Rules, 2016. For EHS and stores teams.

1. Which hazardous waste category is spent solvent?

Schedule I of the Rules lists waste by the process that makes it. Spent solvent appears under several processes. Use the entry for your process; your authorisation (Form 2) lists the categories you may handle.

Category	Waste	Generating process
20.1	Contaminated aromatic, aliphatic or napthenic solvents, may or may not be fit for reuse	Production and/or industrial use of solvents
20.2	Spent solvents	Production and/or industrial use of solvents
21.2	Spent solvent	Paints, pigments, lacquers, varnishes and inks
23.2	Spent solvents	Glues, organic cements, adhesives and resins
26.4	Spent solvent	Synthetic dyes, dye-intermediates and pigments
28.6	Spent solvents	Drugs, pharmaceuticals and health care products
29.4	Spent solvents	Pesticides
31.2	Spent etching chemicals and solvents	Electronic industry

Other streams a solvent user usually has:

20.3	Distillation residues	Production and/or industrial use of solvents
33.1	Empty barrels, containers and liners contaminated with hazardous chemicals or wastes	Handling of hazardous chemicals and wastes
33.2	Contaminated cotton rags or other cleaning materials	Handling of hazardous chemicals and wastes
5.1	Used or spent oil	Industrial operations using mineral or synthetic oil

2. Who can take it

Rule 4(3): “The hazardous and other wastes generated in the establishment of an occupier shall be sent or sold to an authorised actual user or shall be disposed of in an authorised disposal facility.” Before the first pickup, get a copy of the receiver’s authorisation and check that it is valid and covers your waste category.

3. Drum label (Form 8)

Every container carries a Form 8 label. It must be non-washable and weatherproof, on a fluorescent yellow background, with the words HAZARDOUS WASTES and HANDLE WITH CARE in red, in Hindi, English and the local language. The label shows:

- Waste category and characteristics
- Total quantity
- Physical state of the waste
- Receiver’s name and address, phone and contact person
- Incompatible wastes and substances
- Date of storage
- Sender’s name and address, phone and contact person
- Emergency contact number

4. Manifest (Form 10): seven copies and who gets each

Every consignment travels with a manifest in Form 10. The sender signs all seven copies. The vehicle also carries a transport emergency card (Form 9).

Copy	Colour	Who gets it
1	White	Sender forwards it to the State Pollution Control Board
2	Yellow	Sender keeps it, after the transporter has signed
3	Pink	Receiver keeps it
4	Orange	Receiver hands it to the transporter after accepting the waste
5	Green	Receiver sends it to their State Pollution Control Board
6	Blue	Receiver sends it back to the sender
7	Grey	Receiver sends it to the sender's State Board — only when the sender is in another State

Your proof that the waste reached an authorised receiver is the blue copy coming back to you. File it with your yellow copy.

5. Dates to remember

- **90 days** — the longest you may store hazardous waste on site (rule 8(1)). The State Board may extend this in some cases, for example for small generators of up to ten tonnes a year.
- **30 June** — the annual return in Form 4 is due on or before 30 June after each financial year.
- **Every movement** — enter it in your Form 3 register on the day.

6. The forms at a glance

Form 1	Application for authorisation	Rule 6(1)
Form 2	Grant or renewal of authorisation by the State Board	Rule 6(2)
Form 3	Record (register) of hazardous waste handled	Rules 6(5) and 20(1)
Form 4	Annual return, due on or before 30 June after the financial year	Rules 6(5) and 20(2)
Form 8	Label on every container of hazardous waste	Rules 17(1) and 18(2)
Form 9	Transport emergency (TREM) card carried by the vehicle	Rule 18(2)
Form 10	Manifest for every consignment, in seven colour-coded copies	Rule 19(1)

7. Form 3 register

Form 3 is the record of the waste you generate and send out. Its columns are: date, type of waste with its category, total quantity in tonnes, method of storage, and where it was sent. The register file has these columns ready, with one for your manifest number. It opens in Excel or Google Sheets. Get it at www.vcsolutions.co.in/resources.

A summary of the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 as notified in G.S.R. 395(E) of 4 April 2016. Check later amendments and your State Pollution Control Board's current online procedure before relying on it. This is a reference sheet, not legal advice.

Spent solvent to clear? Send the solvent type and quantity.
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