

# Green Protocol in Offices



# Green Protocol

- REDUCE the quantity of Waste generated
- Despise disposables and promote REUSABLE and RECYCLABLE articles



# Instances of Waste Generation in offices

- Daily food waste, meetings, festivals, sent off and retirement functions, cultural events etc.
- Office paper waste, e-waste, plastic waste, discarded furniture
- Garden waste from sweeping

# Towards Green Protocol: Action Points

- ☞ Segregate Biodegradable and non-biodegradable waste daily
- ☞ Keep them in two bins (Bins can be purchased using OE funds)
- ☞ Procure biodegradable waste management device of required size in each office
  - Cost Rs.500-Rs.2500 for small composting devices
  - O&M Cost for inoculums Rs.100-300 per month
  - Rs.2.00 lakh for setting up aerobic bins with shed for large offices generating > 10 Kg of BDW daily]
- ☞ Put the biodegradable waste in composting device daily



Bucket composting



Ring compost



Pipe composting



Bio digester pot



Pot composting



Tri bin

# Composting systems for large offices



Bio bins



Aerobic bins



# Towards Green Protocol: Action Point

👉 Biogas plants of suitable size can be installed at office canteens [Cost Rs.8500-Rs.15, 000]. In such case biodegradable waste generated in the office can also be put in the biogas plant



# Towards Green Protocol: Action Point

- ☞ Keep non-biodegradable like paper, plastic, metal, rubber separately at a designated space in office
- ☞ Make arrangement with LSGI/Scrap merchants/Clean Kerala Company and hand over the same



MRF Facility at Techno Park, TVPM



# Towards Green Protocol: Action Point

- ☞ All officials shall bring their food in reusable containers
- ☞ Replace use and throw plastic cups, plates with steel porcelain articles (adequate number can be procured using OE funds)



# Towards Green Protocol: Action Point

- ☞ In all meetings and functions, arrange to serve food in reusable plates and cups
- ☞ Avoid plastic carry bags in offices
- ☞ Use cloth banners for public functions, avoid flex printing (PRD issued circular)



# NIC Trivandrum office canteen



# Institutional arrangements required

1. Entrust one nodal officer in each office (State level to field level offices)
2. Constitute office level Green Protocol committees for implementation and monitoring
3. Depute officials for attending the District / Block level training being arranged by Haritha Keralam Mission & Suchitwa Mission

# Institutional arrangements required

6. Arrange office level training for behaviour change
7. Display Boards with messages on Green Protocol
8. Prepare monthly progress reports from field level offices to State level and furnish the same to LSGD/(Suchitwa Mission) and Haritha Keralam Mission





# Clean toilets

- Office toilets shall be kept with water supply facility
- Timely repairs shall be done
- Public toilet facility for Men, Women, Physically challenged, Transgender may be provided at all offices
- 24x7 water supply shall be assured
- Timely repair and maintenance shall be done
- 3-tier Panchayat/ULB may be approached for the construction of toilet units

# Green Protocol in events and functions



National Games 2015



Swearing in ceremony of  
the present government





At home function, Rajbhavan





# Green protocol elections, Kannur





Attukal Pongala



Ramzan



Malayattur fest



Green protocol in weddings

# Timeline for implementing Green Protocol in offices

S. N	Activity	Timeline	Responsibility
1	Meeting of all staff chaired by the head of the institution	April 15, 2018	Head of Institutions
2	Appointing Nodal officer and Green Protocol Committee	April 20, 2018	Head of Institutions
<b>Implementation of Green Protocol activities</b>			
3	Procuring separate bins for bio and non-biodegradable waste	April 30, 2018	Head of Institutions
4	Designate a space for keeping non-biodegradable and storing it	April 30, 2018	Head of institutions
5	Instructing all staff to bring food in reusable containers	May 15, 2018	Head of institutions
6	Ban plastic carry bags in office	May 15, 2018	Head of institutions
7	Ensure usage of cloth banners for all public functions	Apr 15, 2018 onwards	Head of institutions

**Contd...**

S. N	Activity	Timeline	Responsibility
8	Procure biodegradable waste management device of required size	May 15, 2018	Head of institutions
9	Starting bio-degradable composting	May 15, 2018	Head of institutions
10	Replace use and throw plastic cups, plates with steel, porcelain articles (can use OE funds)	May 31, 2018	Head of institutions
11	Make arrangement with LSGI/Scrap Merchant/ Clean Kerala Company for NBW at regular intervals	May 31, 2018	Head of institutions
12	Ensure availability of water, hygiene and proper lighting in toilets	May 31, 2018	Head of institutions
13	Institutional level review of green protocol implementation	Fortnightly (from July 01, 2018 onwards)	Institutional level green protocol committee
14	Examination by green protocol technical committee	Before June 05, 2018	
15	Announcing the institution as green protocol institution	June 05, 2018	Respective institution

**THANK YOU**