SOP: Documentation and Record-Keeping of Waste Management Activities

This SOP details the **documentation and record-keeping of waste management activities**, encompassing the systematic tracking of waste generation, segregation, storage, transportation, and disposal. It ensures compliance with regulatory requirements, facilitates monitoring and reporting, supports environmental sustainability efforts, and promotes accountability. Proper record maintenance aids in auditing processes, identifies areas for improvement, and enhances overall waste management efficiency within the organization.

1. Purpose

To prescribe standardized procedures for effective documentation and record-keeping of waste management activities, ensuring legal compliance, operational efficiency, and support for environmental sustainability goals.

2. Scope

This SOP applies to all staff involved in the generation, handling, storage, transportation, and disposal of waste within the organization.

3. Responsibilities

- **Department Managers:** Ensure all staff comply with documentation procedures.
- **Waste Management Personnel:** Complete required records accurately and timely.
- **Compliance/QA Teams:** Conduct regular record audits and ensure regulatory compliance.

4. Documentation Procedures

1. **Waste Generation Log:**
   - Record the type, quantity, and source of waste generated.
   - Update logs daily/after each waste generation event.
2. **Waste Segregation Records:**
   - Document segregation procedures, specifying types of containers used.
   - Note date, time, and responsible staff member.
3. **Storage Records:**
   - Record location, condition, and duration of waste storage.
   - Ensure secure and labeled storage as per regulations.
4. **Transportation Documentation:**
   - Maintain records of waste transfer: date, time, transporter details, type/quantity of waste, destination.
   - Include waste manifest or transport permits if applicable.
5. **Disposal Records:**
   - Log disposal method, date, location, and recipient facility (if external).
   - Attach certificates of final disposal/destruction if available.

5. Record Maintenance & Retention

- Store documentation in both electronic and physical formats if required by law.
- Ensure records are legible, traceable, and protected from unauthorized access or loss.
- Maintain records for a minimum period as specified by regulations (typically 3-5 years).

6. Monitoring and Auditing

- Regularly review records for completeness and accuracy.
- Conduct internal audits at least annually; address discrepancies/corrective actions as required.

7. Forms and Templates

Record/Form	Description

Waste Generation Log	Logs type, amount, and source of waste generated.
Segregation Checklist	Tracks compliance with segregation protocols.
Storage Record Sheet	Documents storage location, duration, and conditions.
Waste Transfer Manifest	Details transportation and handover of waste to authorized carrier/facility.
Disposal Certificate Log	Stores certificates or receipts from disposal facilities.

8. References

- Applicable local/regional/national waste management regulations.
- ISO 14001: Environmental Management Systems.
- Internal policies on waste handling and environmental compliance.

9. Revision History

Version	Date	Description	Author
1.0	2024-06-XX	Initial SOP release	[Author Name]