

Standard Operating Procedure (SOP): Hazardous Waste Handling and Storage Protocols

Purpose

This SOP details **hazardous waste handling and storage protocols**, covering proper identification, segregation, labeling, and containment of hazardous waste materials. It includes guidelines for safe transportation, storage facility requirements, spill prevention and response measures, employee training, and compliance with environmental regulations. The objective is to minimize risks to human health and the environment by ensuring safe and effective management of hazardous wastes.

Scope

Applies to all employees, contractors, and personnel involved in the handling, storage, or management of hazardous waste at company facilities.

Responsibilities

- **Environmental Health & Safety (EHS) Manager:** Ensure compliance with this SOP and training of personnel.
- **Supervisors:** Monitor implementation and report incidents.
- **Employees:** Follow SOP procedures, report spills or non-conformances immediately.

Definitions

- **Hazardous Waste:** Any waste material that poses a substantial or potential threat to public health or the environment.
- **Segregation:** Separation of different types of hazardous waste to avoid dangerous interactions.
- **Labeling:** Placement of clear, compliant labels on waste containers indicating content, hazards, and date of accumulation.

Procedure

1. **Identification of Hazardous Waste**
 - Refer to material safety data sheets (MSDS) and regulatory definitions to identify hazardous waste.
 - Classify waste according to chemical, physical, and hazard characteristics.
2. **Segregation**
 - Segregate waste by compatibility (e.g., acids separate from bases, oxidizers from flammables).
 - Use designated, clearly marked containers for each waste type.
3. **Labeling**
 - Affix durable labels showing contents, hazards, accumulation start date, and generator information.
 - Labels must be legible and comply with local, state, and federal regulations.
4. **Containment**
 - Utilize containers compatible with waste contents and in good condition (no leaks or rust).
 - Keep containers closed except during actual transfer of waste.
 - Secondary containment (spill trays, bunds) required for liquid waste.
5. **Safe Transportation**
 - Move hazardous waste using carts or dollies designed for this purpose.
 - Do not transport incompatible waste together.
 - Follow Department of Transportation (DOT) requirements for packaging and labeling.
6. **Storage Facility Requirements**
 - Store waste in designated, secure, and ventilated areas with appropriate signage.
 - Maintain access to spill kits, eyewash stations, and emergency equipment.
 - Keep an updated inventory and storage log.
7. **Spill Prevention and Response**
 - Inspect storage areas regularly for leaks, corrosion, or damage.
 - Immediately contain and clean up spills per the spill response plan.

- Dispose of cleanup materials as hazardous waste.

8. **Employee Training**

- Provide initial and refresher training on hazardous waste handling, labeling, and emergency response.
- Document training records for regulatory review.

9. **Regulatory Compliance**

- Comply with all applicable federal (EPA, DOT), state, and local regulations.
- Maintain all required permits and documentation.

Documentation and Records

- Waste accumulation logs
- Training records
- Inspection checklists
- Spill reports and corrective actions

Review and Revision

This SOP must be reviewed annually and updated as necessary to reflect changes in regulations or site operations.

Note:

Failure to comply with this SOP can result in disciplinary action and may be subject to regulatory fines.

Prepared by: _____

Date: _____