

SOP: Scheduling and Coordination with Certified Waste Disposal Vendors

This SOP defines the process for **scheduling and coordination with certified waste disposal vendors**, including selecting authorized vendors, establishing service timelines, managing contracts and compliance, coordinating waste pickup and disposal activities, maintaining communication for service adjustments, and documenting all transactions. The goal is to ensure efficient, compliant, and environmentally responsible waste management through effective collaboration with certified disposal partners.

1. Purpose

To outline the standardized process for selecting, scheduling, and managing certified waste disposal vendors and to maintain compliance with all applicable regulations and company policies.

2. Scope

This procedure applies to all personnel responsible for waste management, contracting, and environmental compliance within the organization.

3. Roles & Responsibilities

Role	Responsibilities
Waste Management Coordinator	<ul style="list-style-type: none">- Selects and evaluates vendors- Schedules pickups and service dates- Maintains documentation- Coordinates communication between internal teams and vendors
Procurement	<ul style="list-style-type: none">- Manages contracts and agreements- Ensures vendors are certified and compliant
Certified Disposal Vendor	<ul style="list-style-type: none">- Provides licensed waste disposal services- Supplies necessary documentation (e.g., manifests, certificates)

4. Procedure

- 1. Vendor Selection**
 - Identify and maintain a list of certified waste disposal vendors.
 - Verify certification, permits, and compliance status.
 - Assess vendors' capabilities based on waste type and volume.
- 2. Contract Management**
 - Negotiate terms and establish service agreements.
 - Ensure contracts include scope, schedule, compliance requirements, and documentation obligations.
- 3. Scheduling Services**
 - Forecast waste generation to determine pickup frequency.
 - Coordinate with vendors to schedule pickups and confirm dates in advance.
 - Document scheduled services on the internal waste management calendar.
- 4. Coordination and Communication**
 - Communicate with vendors regarding any special requirements, changes, or issues.
 - Maintain responsive communication channels for service adjustments or emergencies.
 - Notify relevant internal stakeholders before each scheduled pickup or disposal service.
- 5. Pickup and Disposal Activities**
 - Oversee proper segregation, labeling, and storage of waste before vendor arrival.
 - Witness collection and confirm safe transportation by the vendor.
 - Obtain and review disposal documentation (e.g., manifests, certificates).
- 6. Record Keeping & Compliance**
 - Maintain digital and/or hard copies of all contracts, manifests, communications, and certificates.
 - Monitor vendor performance and compliance periodically.
 - Report any non-compliance or incidents following company protocol.

5. Documentation

- Vendor certifications and permits
- Service contracts and agreements
- Waste manifests and disposal certificates
- Service schedules/logbooks
- Communication records
- Incident and compliance reports, if any

6. References

- Environmental regulations (local, state, national)
- Company waste management policy
- Vendor contract templates

7. Revision History

Date	Version	Description	Prepared By	Approved By
2024-06-27	1.0	Initial template release	[Name]	[Name/Position]