

# Standard Operating Procedure (SOP): Waste Disposal and Management Protocols

## 1. Purpose

This SOP describes **waste disposal and management protocols**, detailing procedures for proper segregation, collection, treatment, and disposal of various types of waste. It emphasizes compliance with environmental regulations, promoting recycling and reduction of hazardous waste, ensuring safety and hygiene, and minimizing environmental impact. The goal is to maintain a clean, safe, and sustainable environment through effective waste management practices.

## 2. Scope

This SOP applies to all personnel handling waste within the facility, including staff, contractors, and visitors.

## 3. Responsibilities

- **All Personnel:** Correctly segregate and dispose of waste in designated containers.
- **Waste Management Staff:** Collect, transport, treat, and dispose of waste according to the SOP.
- **Supervisors:** Monitor compliance, provide training, and address non-compliances.
- **Environmental Officer:** Ensure compliance with legal requirements and update protocols.

## 4. Definitions

Term	Definition
General Waste	Non-hazardous waste such as paper, packaging, and food scraps.
Hazardous Waste	Waste containing substances harmful to health or environment (e.g., chemicals, batteries).
Recyclable Waste	Materials suitable for recycling (e.g., plastics, glass, metals, paper).
Biomedical Waste	Waste generated from healthcare activities (e.g., sharps, infectious waste).

## 5. Procedure

### 5.1 Segregation

- Waste must be segregated at the point of generation using clearly labeled containers:
  - General Waste – Black bin
  - Recyclable Waste – Blue/green bin
  - Hazardous Waste – Yellow/red bin (as per regulations)
  - Biomedical Waste – Puncture-proof, color-coded sharps containers
- Do not mix different categories of waste.

### 5.2 Collection

- Designated personnel must collect segregated waste daily or as needed.
- Wear appropriate PPE (gloves, masks, aprons) during collection.
- Transfer waste to central collection points without spillage.

### 5.3 Treatment

- Biodegradable waste may be composted as feasible.
- Hazardous and biomedical waste must be treated following regulatory guidelines (e.g., autoclaving, incineration).
- Maintain records of waste treatment and disposal.

## 5.4 Disposal

- Dispose of treated waste through authorized contractors/facilities with relevant permits.
- Document all disposal actions for audit purposes.

## 5.5 Spill Management

- In case of accidental spill, isolate the area.
- Clean up using suitable materials and PPE.
- Dispose of cleanup materials as hazardous waste, if contaminated.

## 6. Compliance and Training

- All staff must undergo regular training on waste management protocols.
- Internal audits must be conducted to verify compliance with SOP and regulations.

## 7. References

- Relevant national and international waste management regulations and guidelines.
- Facility-specific waste management policies.

## 8. Revision & Review

- This SOP shall be reviewed annually or as needed based on updates to regulations or operational requirements.
- Revisions must be documented and communicated to all staff.

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### Document Control

Version: 1.0

Effective Date: [Insert Date]

Next Review: [Insert Date]

Approved By: [Name & Position]