

# Standard Operating Procedure (SOP)

## Handling and Transportation of Hazardous and Non-Hazardous Waste

This SOP details the **handling and transportation of hazardous and non-hazardous waste**, covering proper identification, segregation, packaging, labeling, storage, and transportation methods. It ensures compliance with environmental regulations and safety standards to prevent contamination, accidents, and health risks. The procedures include training requirements for personnel, use of appropriate protective equipment, documentation and record-keeping, emergency response protocols, and disposal guidelines to promote safe and responsible waste management practices.

### 1. Purpose

To provide clear instructions for the safe and compliant handling and transportation of hazardous and non-hazardous waste, aligning with regulatory and environmental requirements.

### 2. Scope

This SOP applies to all personnel involved in handling, storing, and transporting hazardous and non-hazardous waste within the facility or during off-site transfer.

### 3. Responsibilities

- **Waste Handlers:** Follow all procedures for waste identification, segregation, packaging, and transportation.
- **Supervisors:** Ensure personnel are trained and SOP compliance is maintained.
- **EH&S Department:** Oversee regulatory compliance, documentation, and training programs.

### 4. Definitions

- **Hazardous Waste:** Waste that poses substantial or potential threats to public health or the environment.
- **Non-Hazardous Waste:** Waste that does not pose a direct threat but still requires proper management and disposal.

### 5. Procedure

1. **Identification and Segregation**
  - Identify types of waste and segregate hazardous from non-hazardous waste at the point of generation.
  - Use color-coded or clearly labeled containers to avoid cross-contamination.
2. **Packaging and Labeling**
  - Package waste in approved, leak-proof containers compatible with the waste type.
  - Label containers with contents, hazard symbols, accumulation start date, and responsible department.
3. **Storage**
  - Store waste in designated, secure, and clearly marked areas with restricted access.
  - Hazardous waste must not be stored longer than legally permitted.
4. **Transportation**
  - Transport waste using authorized vehicles and routes.
  - Ensure manifests and transport documentation accompany hazardous waste.
  - Maintain segregation during transport.
5. **Personal Protective Equipment (PPE)**
  - Provide and require appropriate PPE such as gloves, goggles, and protective clothing.
6. **Documentation and Record-Keeping**
  - Maintain up-to-date records of waste generation, storage, movement, and disposal.
7. **Disposal**
  - Dispose of waste at authorized facilities, ensuring compliance with local, state, and federal regulations.
8. **Training**
  - Provide initial and refresher training on waste handling procedures and emergency response.
9. **Emergency Response**
  - Follow site-specific procedures for spill containment, fire, or exposure incidents.
  - Ensure emergency contact information and spill kits are available at each handling and storage area.

### 6. Records

- Waste manifests and shipment records

- Training attendance logs
- Inspection and incident reports
- Waste inventory and container labels

## **7. References**

- Resource Conservation and Recovery Act (RCRA)
- Occupational Safety and Health Administration (OSHA) standards
- Local and state environmental regulations