

SOP Template: Non-Hazardous Waste Processing Instructions

This SOP provides clear guidelines for **non-hazardous waste processing**, detailing the proper segregation, collection, transportation, and disposal methods. It aims to ensure compliance with environmental regulations, minimize environmental impact, and promote sustainable waste management practices by safely handling all non-hazardous waste materials.

1. Purpose

To outline standardized procedures for segregation, collection, transportation, and disposal of non-hazardous waste within the facility.

2. Scope

This SOP applies to all staff and operations involved in handling non-hazardous waste.

3. Definitions

- Non-hazardous Waste:** Waste materials that do not pose immediate threat to human health or the environment if properly managed. Examples include general office waste, food scraps, packaging, and recyclables.
- Segregation:** The process of separating waste into different categories for specific disposal or recycling methods.

4. Responsibilities

- All Employees:** Follow procedures for waste segregation and disposal.
- Facilities Staff:** Collect and transport waste as per SOP.
- Environmental, Health & Safety (EHS) Team:** Ensure compliance and conduct regular audits.

5. Segregation of Non-Hazardous Waste

Waste Category	Examples	Container Color/Label
General Waste	Office waste, cafeteria waste	Black bin
Recyclables	Paper, cardboard, plastics, metals	Blue/Green bin
Organic Waste	Food scraps, yard waste	Brown bin

- Label all bins clearly.
- Do not place hazardous, electronic, or biomedical waste in non-hazardous waste bins.

6. Collection Procedures

- Place non-hazardous waste into designated containers according to segregation guidelines.
- Check bins daily and remove waste before they reach full capacity.
- Facilities staff to wear appropriate PPE (e.g., gloves) while handling waste.

7. Transportation

- Transport waste using approved trolleys or carts.
- Minimize spillage or exposure during transportation within the facility.
- Deliver waste to central storage points or external waste collection areas promptly.

8. Disposal

1. Dispose of collected waste only at authorized disposal sites or through approved waste contractors.
2. Maintain records of waste volumes and destinations as required by local regulations.
3. Recyclables should be sent to designated recycling centers.

9. Training & Awareness

- All employees must receive training on waste segregation and proper disposal methods.
- Refresher training to be conducted annually or whenever procedures change.

10. Documentation & Recordkeeping

- Maintain logs of waste collection and disposal activities.
- Retain disposal receipts and manifests as per organizational policy.

Note: Non-compliance with this SOP may result in disciplinary actions and potential environmental penalties.

11. Review & Revision

- This SOP will be reviewed annually or when significant changes in regulations or processes occur.