

Standard Operating Procedure (SOP): Trash Removal, Disposal, and Bin Sanitation

This SOP details the procedures for **trash removal, disposal, and bin sanitation** to maintain cleanliness and hygiene in the workplace. It covers proper waste segregation, timely collection and transport of trash to designated disposal areas, safe handling of waste materials, and thorough cleaning and sanitizing of trash bins to prevent odors, pests, and contamination. The goal is to ensure an organized, safe, and sanitary environment by adhering to established waste management protocols and environmental regulations.

1. Scope

This SOP applies to all staff responsible for handling waste in the facility, including janitorial, custodial, and support staff.

2. Responsibilities

- **Staff:** Follow procedures for collection, segregation, disposal, and sanitation of trash bins.
- **Supervisors:** Ensure compliance, provide necessary training, and oversee waste management operations.

3. Procedure

1. Waste Segregation

- Use designated bins for general waste, recyclables, organic, and hazardous materials.
- Ensure all waste is placed in appropriate and clearly labeled bins.

2. Collection and Removal

- Collect trash from all areas based on the facility's schedule (daily or as required).
- Wear appropriate PPE (gloves, masks) during collection and handling.
- Inspect for overfilled bins and report if additional collections are needed.

3. Transport and Disposal

- Seal trash bags securely before transport.
- Transport waste using trolleys or carts to designated disposal areas.
- Dispose of waste in accordance with local regulations and facility guidelines.

4. Bin Sanitation

- After emptying, remove any residue from bins.
- Clean bins with water and disinfectant at least weekly, or as needed.
- Allow bins to dry completely before relining with new bags.

5. Post-Sanitation

- Wash hands and dispose of or clean PPE as per protocol.
- Update sanitation logs and report any issues (e.g., bin damage or pest activity).

4. Safety and Environmental Guidelines

- Follow all relevant health, safety, and environmental regulations regarding waste handling.
- Report immediately any exposure to hazardous or biohazardous waste.
- Always use PPE as required.

5. Documentation

- Maintain logs of waste collections and bin sanitation activities.
- Record and report incidents, spills, or injuries according to company policy.

6. Revision History

- **Version 1.0** – “[Date]”: SOP created and implemented.