

# Standard Operating Procedure (SOP)

## Waste Collection, Handling, and Internal Transport Protocols

This SOP defines the **waste collection, handling, and internal transport protocols** to ensure efficient and safe management of waste materials within the facility. It covers procedures for waste segregation, proper use of collection containers, handling techniques to prevent contamination or injury, and designated routes for internal transport. The goal is to maintain a clean and safe environment, comply with regulatory standards, and minimize environmental impact through responsible waste management practices.

### 1. Scope

This procedure applies to all staff involved in the collection, handling, and internal transport of waste within the facility.

### 2. Responsibilities

- **All Employees:** Segregate and dispose of waste according to guidelines.
- **Cleaning and Waste Management Staff:** Collect, handle, and transport waste as per this SOP.
- **Supervisors/Managers:** Ensure compliance, training, and monitoring of waste handling activities.

### 3. Waste Segregation

Waste Type	Container Color/Label	Example Materials
General Waste	Black / "General Waste"	Non-recyclables, office waste, packaging
Recyclable Waste	Green / "Recyclables"	Paper, cardboard, plastics, metal cans
Hazardous/Biohazard Waste	Red / "Biohazard"/"Hazardous"	Chemicals, contaminated materials, sharps
Organic Waste	Brown / "Organic Waste"	Food waste, plant materials

### 4. Collection Procedure

1. Wear appropriate PPE (gloves, masks, eye protection as required).
2. Ensure waste is disposed of in the correct, clearly labeled containers.
3. Do not overfill containers. Secure lids before moving.
4. Immediately report any spills or leaks to supervisor.

### 5. Waste Handling Techniques

- Lift with legs, not the back; ask for help with heavy loads.
- Avoid direct contact with waste materials.
- Do not compress waste with hands or feet.
- Double-bag any leaking or wet waste and label accordingly.
- Decontaminate hands after handling waste containers.

### 6. Internal Waste Transport

1. Use designated trolleys/carts specifically for waste transport.
2. Follow prescribed internal routes marked for waste movement.
3. Avoid moving waste through public or food preparation areas.
4. Clean and disinfect carts after each use.
5. Dispose of waste at central collection point as per schedule.

### 7. Compliance and Training

- All staff must be trained on waste segregation and handling procedures.
- Periodic reviews to ensure compliance with regulatory and facility-specific standards.

### 8. References

- Facility Waste Management Policy
- Local/State Regulatory Requirements
- Manufacturer's Instructions for Waste Containers and PPE

## 9. Revision History

Date	Revision	Description	Approved By
2024-06-20	1.0	Initial draft	Waste Management Lead