

SOP: Waste Disposal and Recycling Procedures for Bar Area

This SOP establishes **waste disposal and recycling procedures for the bar area**, detailing proper segregation of waste, handling of recyclables, storage requirements, and regular collection schedules. It aims to minimize environmental impact, maintain cleanliness, and ensure compliance with local regulations by promoting responsible waste management practices among staff.

1. Purpose

To outline the procedures for responsible waste disposal and recycling in the bar area, ensuring safety, cleanliness, and regulatory compliance.

2. Scope

This procedure applies to all bar staff, barbacks, cleaning personnel, and management involved in waste handling in the bar area.

3. Responsibilities

- **Bar Staff:** Segregate waste, dispose of items properly, report issues.
- **Cleaning Staff:** Collect, transport, and store waste/recyclables as per schedule.
- **Managers/Supervisors:** Oversee adherence to SOP and arrange periodic training.

4. Waste Segregation Categories

Waste Type	Examples	Container Color/Label
General Waste	Used napkins, broken glassware, straws	Black (General Waste)
Recyclables - Glass	Bottles, jars (empty/rinsed)	Green (Glass Only)
Recyclables - Plastic	Plastic cups, containers, packaging	Blue (Plastics)
Recyclables - Cans	Aluminum drink cans, tins (rinsed)	Yellow (Cans)
Cardboard/Paper	Cartons, boxes, paper packaging	Grey (Paper/Cardboard)
Organic Waste	Citrus peels, fruit scraps, garnishes	Brown (Organic)

5. Procedures

5.1 Segregation and Disposal

1. Place appropriate labeled bins at all bar workstations and service areas.
2. Immediately segregate and deposit waste into correct bins upon generation.
3. Do not overfill bins; tie bags when three-quarters full.
4. Liquids must be poured down designated drains before disposing of containers.
5. Broken glassware should be placed in a puncture-proof container labeled "Broken Glass."

5.2 Handling of Recyclables

1. Rinse recyclable containers before placing in respective bins.
2. Flatten cardboard and boxes to save space.
3. Do not mix contaminated or food-soiled items with recyclables.

5.3 Hazardous Waste

- Immediate report and safe disposal for chemical or hazardous items (cleaning agents, etc.) as per MSDS guidelines.

5.4 Storage and Transportation

1. Empty all bins at the end of each shift, or when full, into designated central waste storage area.
2. Ensure bins are covered and waste is not left exposed.
3. Keep storage area clean and well-ventilated.

5.5 Collection Schedule

- **Daily:** All general waste, recyclables, and organic waste should be collected at least once per shift (more often if needed).
- **Weekly:** Deep clean and disinfection of all bins and storage areas.
- **As Scheduled:** Regional recycling and waste contractors to collect according to local municipal agreements.

6. Compliance & Training

- All employees must complete waste management training on induction and annually.
- Review and update procedures regularly to comply with local environmental and waste regulations.
- Display signage and instructions near waste disposal points.

7. Record Keeping & Continuous Improvement

- Maintain log of waste collection and incidents (mis-sort, hazards).
- Encourage staff feedback for improving waste practices.

8. Reference

- Local government waste and recycling regulations.
- Company Environmental Policy.
- Material Safety Data Sheets (MSDS) for hazardous materials.

Approved by: _____ Date: _____

Department: Bar Operations SOP Number: _____