

Standard Operating Procedure (SOP): Waste Segregation and Categorization Procedures

Purpose: This SOP details **waste segregation and categorization procedures** to ensure effective waste management by classifying waste into appropriate categories such as recyclable, biodegradable, hazardous, and non-recyclable materials. It outlines steps for proper identification, segregation at the source, safe handling, storage protocols, and disposal methods to minimize environmental impact, enhance recycling efficiency, and comply with regulatory standards. The objective is to promote sustainability and reduce health risks by implementing systematic waste segregation practices.

1. Scope

This SOP applies to all personnel involved in the generation, handling, and disposal of waste within the facility, including administrative, operational, and cleaning staff.

2. Responsibilities

- All Employees:** Properly segregate and dispose of waste as per the categories outlined.
- Supervisors:** Ensure compliance with segregation procedures and provide necessary training and materials.
- Waste Management Staff:** Collect, transport, store, and dispose of segregated waste safely.
- Safety Officers:** Monitor practices, conduct audits, and ensure regulatory compliance.

3. Waste Category Definitions

Category	Description	Examples	Container Color
Recyclable	Materials that can be processed into new products	Paper, plastics (PET, HDPE), glass bottles, metal cans	Blue
Biodegradable	Organic waste that can decompose naturally	Food scraps, yard waste, soiled paper	Green
Hazardous	Substances that pose a risk to health, safety, or the environment	Batteries, chemicals, fluorescent bulbs, medical waste	Red/Yellow
Non-Recyclable	Waste that cannot be recycled or composted	Soiled plastics, polystyrene, sanitary waste	Black/Grey

4. Procedure

- Identification:**
 - Review waste generated at the work area.
 - Refer to the category definitions and examples provided above.
- Segregation at Source:**
 - Place waste into the appropriately labeled and color-coded bins located at source points (workstations, canteen, storage rooms, etc.).
 - Ensure bins are clearly marked and accessible.
- Safe Handling:**
 - Wear protective gear (gloves, masks) when handling waste, especially hazardous materials.
 - Never mix hazardous waste with regular waste streams.
- Storage Protocols:**
 - Store collected waste in designated holding areas before collection.
 - Ensure hazardous waste is stored in secure, leak-proof containers, away from general waste.
- Disposal Methods:**
 - Send recyclable and biodegradable waste to authorized facilities for processing.
 - Dispose of hazardous waste via certified vendors as per regulatory guidelines.
 - Ensure non-recyclable waste is sent to appropriate landfill or incineration sites as authorized.

6. Documentation:

- Maintain records of waste segregation, collection, and disposal activities.
- Report incidents of improper segregation to the Safety Officer or management.

5. Training and Awareness

- Conduct regular training sessions for all staff on waste categories, segregation procedures, and safety protocols.
- Display informational posters at key locations.
- Incorporate feedback mechanisms for continuous improvement.

6. Compliance and Review

- Ensure all procedures comply with local, regional, and national regulations on waste management.
- Review and update this SOP annually, or as needed, based on operational changes or regulatory updates.

7. References

- Local waste management regulatory guidelines
- Facility waste management policy
- Relevant national and international environmental standards

8. Document Control

Version: 1.0

Effective Date: [Insert Date]

Reviewed By: [Name/Position]

Approval: [Management Signature]