

# SOP: Guidelines for Safe Food Waste Handling

This SOP details **guidelines for safe food waste handling** to ensure proper collection, segregation, storage, and disposal of food waste. It emphasizes hygiene practices, prevention of contamination, and compliance with environmental regulations. The procedures aim to minimize health risks, reduce odors and pest attraction, and promote sustainable waste management through recycling or composting where applicable.

## 1. Purpose

To outline procedures and safety measures for effective food waste handling, ensuring sanitation, compliance, and sustainability.

## 2. Scope

This SOP applies to all staff involved in food preparation, service, and waste management within the facility.

## 3. Responsibilities

- **All Employees:** Follow waste handling procedures, report issues, and maintain hygiene.
- **Supervisors/Managers:** Train staff, ensure compliance and oversee waste management.
- **Cleaning/Maintenance Staff:** Execute food waste collection, storage, and disposal as per SOP.

## 4. Definitions

Term	Definition
Food Waste	Any edible or inedible food substance discarded during preparation, storage, or service.
Segregation	Separation of food waste from recyclables, hazardous, and general waste.

## 5. Procedures

### 5.1 Collection & Segregation

1. Use clearly labelled, leak-proof bins separately for food waste, recyclables, and general waste.
2. Line bins with appropriate bags (preferably compostable for food waste).
3. Promptly dispose of food waste from prep and service areas to avoid cross-contamination.
4. Keep bins covered at all times except when adding waste.

### 5.2 Storage

1. Store food waste in designated, well-ventilated areas away from food prep zones.
2. Empty bins before they are full and at least daily to prevent odors and pest attraction.
3. Ensure storage area is pest-proof, clean, and maintained regularly.

### 5.3 Disposal

1. Transfer food waste to external, sealed containers or dumpsters as per local regulations.
2. Arrange regular collection by certified waste contractors.
3. When possible, separate food waste for recycling or composting following facility programs.

## 6. Hygiene & Safety Precautions

- Wash hands and use gloves while handling food waste.
- Sanitize bins and waste areas regularly with approved disinfectants.
- Report and replace any bins that are damaged or not sealing properly.

## 7. Environmental Compliance

- Follow local regulations for food waste segregation, storage, and disposal.
- Maintain documentation of waste disposal processes as required.

## 8. Training

- Provide annual training to all food-handling staff on waste management SOPs and safety requirements.

## 9. Monitoring & Review

- Supervisors conduct periodic audits of food waste handling and storage areas.
- Review and update SOP annually or as regulations change.

## 10. References

- Local Environmental Health Regulations
- Company Food Safety Policy