

Standard Operating Procedure (SOP)

Proper Waste Disposal and Management Procedures

This SOP details **proper waste disposal and management procedures**, including waste segregation, handling of hazardous and non-hazardous waste, storage requirements, transportation protocols, recycling and composting practices, and regulatory compliance. The aim is to minimize environmental impact, ensure workplace safety, and promote sustainable waste management practices within the organization.

1. Purpose

To establish systematic procedures for the segregation, handling, storage, transportation, recycling, and disposal of waste in accordance with local and national environmental regulations.

2. Scope

This SOP applies to all employees, contractors, and visitors involved in waste generation, handling, storage, and disposal activities within organizational premises.

3. Responsibilities

- **All Personnel:** Segregate waste correctly and follow designated disposal procedures.
- **Environmental Officer:** Monitor compliance, oversee waste management activities, and provide necessary training.
- **Waste Handlers:** Safely manage, store, and transport waste as per established guidelines.

4. Procedure

1. Waste Segregation

- Separate waste at the point of generation into categories: recyclable, non-recyclable, hazardous, biohazardous, electronic waste, compostable, etc.
- Use color-coded and clearly labeled waste bins for each category.
- Do not mix hazardous and non-hazardous waste.

2. Handling Hazardous and Non-Hazardous Waste

- Hazardous waste (chemical, biological, electronic, sharp objects) must be handled with appropriate PPE and placed in designated containers.
- Non-hazardous waste should be disposed of following routine disposal practices.

3. Waste Storage

- Store waste in suitable, well-ventilated and secure areas away from high-traffic zones.
- Ensure containers are leak-proof and labeled.
- Store hazardous waste separately and limit access to authorized personnel only.

4. Transportation of Waste

- Transport waste to collection points or disposal facilities using appropriate vehicles and equipment.
- Follow all safety and regulatory guidelines during loading, unloading, and movement of waste.

5. Recycling and Composting Practices

- Segregate recyclable materials (paper, plastics, glass, metals, electronics) for collection by authorized recyclers.
- Collect and compost organic waste at designated composting units as applicable.

6. Regulatory Compliance

- Adhere to relevant local, national, and international regulations regarding waste disposal, transportation, storage, and documentation.
- Maintain records, manifests, or certificates of disposal as required by law.

7. Incident Reporting

- Immediately report spills, leaks, or other incidents related to waste management to the Environmental Officer or Safety Team.
- Document the incident and follow corrective action procedures.

5. Training and Awareness

- Conduct periodic training for all staff on waste segregation, handling, and emergency response procedures.
- Display waste management guidelines and signage at relevant locations.

6. Review and Continuous Improvement

- Regularly review procedures for effectiveness and compliance.
- Incorporate feedback and implement improvements as needed.

7. References

- Local and National Waste Management Regulations
- OSHA and EPA Guidelines (or equivalent in your region)
- Internal Environmental and Safety Policies

8. Document Control

Version: 1.0

Approval Date: [Date]

Next Review Date: [Date]

Document Owner: Environmental Officer