

# SOP Template: Trash Removal and Disposal Protocols

This SOP details **trash removal and disposal protocols**, including proper waste segregation, handling and collection procedures, designated disposal areas, recycling guidelines, hazardous waste management, schedule adherence for timely trash removal, and environmental compliance. The goal is to maintain cleanliness, prevent contamination, and ensure responsible waste management practices within the facility.

## 1. Purpose

To outline the procedures for safe and efficient trash removal, segregation, and disposal, ensuring compliance with health, safety, and environmental regulations.

## 2. Scope

This protocol applies to all facility personnel, waste handlers, and contracted cleaning staff responsible for trash removal and disposal within the facility.

## 3. Responsibilities

- **Staff:** Properly segregate and dispose of waste in designated bins.
- **Waste Handlers:** Collect, transport, and ensure proper disposal and documentation.
- **Management:** Train staff, monitor compliance, and update SOP as required.

## 4. Waste Segregation

Waste Type	Example Items	Designated Container
General Waste	Food wrappers, non-recyclables	Black/gray bin
Recyclable Waste	Paper, plastics, metals	Blue bin
Hazardous Waste	Batteries, chemicals, sharps	Red/yellow bin, marked hazardous
Organic Waste	Food scraps, compostable items	Green bin

## 5. Handling and Collection Procedures

1. Wear appropriate PPE (gloves, mask, etc.) when handling trash.
2. Check all bins for correct segregation before collection.
3. Ensure waste is securely bagged and bags are not overfilled.
4. Transport bags using closed carts to minimize spillage and exposure.
5. Clean and disinfect collection carts after each use.

## 6. Designated Disposal Areas

- General waste: Main facility dumpsters or municipal bins.
- Recyclables: Recycling collection point or appropriate recycling service provider.
- Hazardous waste: Approved hazardous waste storage and removal services.
- Organic waste: Compost collection area, if available.

## 7. Recycling Guidelines

- Remove food residue from recyclables before disposal.
- Flatten cardboard boxes for efficient storage.
- Follow facility signage and guidelines for each recyclable category.

## 8. Hazardous Waste Management

1. Label and segregate hazardous waste at the point of generation.
2. Store in approved, clearly marked containers.

3. Arrange for licensed hazardous waste removal as per regulations.
4. Record all hazardous waste disposal in tracking log.

## 9. Schedule Adherence

- Follow daily/weekly collection schedules for all waste types.
- Empty full bins immediately to prevent overflow.
- Conduct regular audits to ensure compliance with the schedule.

## 10. Environmental Compliance

- Comply with local, state, and federal waste disposal regulations.
- Maintain documentation of all waste disposal activities.
- Prevent cross-contamination and accidental spillage at all times.
- Report any spills, leaks, or breaches to management immediately.

## 11. Training

Provide initial and periodic training on waste segregation, handling, and emergency procedures for all staff.

## 12. Revision and Review

This SOP will be reviewed annually or as required by regulatory or process changes.

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*Approved by:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Next Review:* \_\_\_\_\_ *Version:* \_\_\_\_\_