

Standard Operating Procedure (SOP)

Trash Removal and Waste Disposal Guidelines

This SOP details **trash removal and waste disposal guidelines**, covering proper segregation of waste, timely removal schedules, safe handling of hazardous materials, use of designated disposal containers, compliance with local regulations, recycling practices, and measures to minimize environmental impact. The goal is to maintain a clean and safe environment while promoting sustainable waste management practices.

1. Purpose

To ensure proper management, removal, and disposal of all types of waste in compliance with safety, environmental, and legal requirements.

2. Scope

This procedure applies to all staff, contractors, and visitors involved in the generation, handling, removal, and disposal of waste within the facility.

3. Responsibilities

- **Staff:** Correctly segregate and deposit waste in designated containers.
- **Janitorial Team:** Collect, remove, and transport waste according to the established schedule and procedure.
- **Supervisors:** Monitor compliance and provide necessary training.
- **Facility Manager:** Ensure resources, signage, and containers are available and maintained.

4. Waste Segregation

Type of Waste	Examples	Container Color/Label
General Waste	Non-recyclable packaging, food scraps	Black/Grey - "General Waste"
Recyclables	Papers, plastics, metals, glass	Blue/Green - "Recyclables"
Hazardous Waste	Chemicals, batteries, sharps, medical waste	Red/Yellow - "Hazardous Waste"
Organic Waste	Food and plant material	Brown - "Organic Waste"

5. Waste Removal Schedule

- **General and Recyclable Waste:** Daily collection (end of each work shift).
- **Hazardous and Organic Waste:** Removed immediately upon container reaching 75% capacity or at least once daily.

6. Handling and Disposal Procedures

1. Ensure correct segregation at the point of disposal.
2. Use gloves and other protective equipment when handling any waste, especially hazardous materials.
3. Seal waste bags/containers before removal.
4. Transport waste directly to designated storage or disposal areas; do not leave containers unattended in hallways or public spaces.
5. For hazardous waste, follow local regulations and use licensed disposal services.
6. Maintain records of hazardous waste disposal, including type, quantity, and disposal date.
7. Disinfect waste bins regularly.

7. Recycling Practices

- Rinse recyclables before disposal, if required.
- Remove non-recyclable attachments (e.g., plastic caps from bottles).
- Do not mix recyclables with general or hazardous waste.

8. Compliance and Training

- Staff must be trained on proper waste segregation and handling.
- SOP must be reviewed annually or when regulations change.
- Incident reporting for spills, leaks, or improper handling must be enforced.

9. Minimizing Environmental Impact

- Promote reduction, reuse, and recycling within the facility.
- Utilize suppliers with take-back or recycling programs when possible.
- Use environmentally friendly cleaning and waste-handling products.

10. Documentation and Records

- Maintain logs of waste removal and hazardous waste disposal.
- Keep records accessible for inspection and audit.

11. References

- Local waste management regulations and guidelines
- OSHA standards on hazardous waste handling
- Internal environmental and sustainability policies

Document Control:

Version	Date	Author	Approver	Notes
1.0	2024-06-30	[Author Name]	[Approver Name]	Initial release