

Standard Operating Procedure (SOP)

Waste Disposal and Recycling Processes

This SOP details the **waste disposal and recycling processes**, covering proper segregation of waste types, safe handling and storage of recyclable materials, procedures for hazardous and non-hazardous waste disposal, compliance with environmental regulations, employee training on waste management practices, and monitoring and reporting systems to ensure effective recycling and waste minimization. The objective is to promote sustainable waste management and reduce environmental impact through organized and responsible disposal and recycling efforts.

1. Purpose

To establish procedures for effective waste disposal and recycling, ensuring compliance with environmental regulations, minimizing waste generation, and promoting sustainability within the organization.

2. Scope

This SOP applies to all employees, contractors, and visitors at all company locations where waste is generated or managed.

3. Responsibilities

Role	Responsibility
Employees	Segregate, store, and dispose of waste per procedures; attend training sessions.
Supervisors/Managers	Ensure compliance, monitor practices, and report issues.
Environmental Officer	Review and update SOP; coordinate waste audits and regulatory compliance.

4. Definitions

- **Recyclable Waste:** Materials such as paper, cardboard, plastics, metals, and glass that can be reprocessed.
- **Hazardous Waste:** Waste posing substantial threats to health/environment (e.g., chemicals, batteries).
- **Non-Hazardous Waste:** Regular refuse not classified as hazardous or recyclable.

5. Procedure

1. **Waste Segregation**
 - Use color-coded bins: Green for recyclables, Red for hazardous, Black for general waste.
 - Clearly label all bins at collection points.
 - Do not mix hazardous waste with non-hazardous/recyclable waste.
2. **Handling and Storage of Recyclables**
 - Rinse containers to avoid contamination.
 - Store recyclables in designated, secure areas before pick-up.
 - Flatten cardboard prior to storage.
3. **Disposal of Waste**
 - Non-hazardous waste: Transfer to municipal solid waste collection.
 - Recyclables: Arrange regular collection by certified recycling contractors.
 - Hazardous waste: Store in labeled, sealed containers; arrange disposal through licensed vendors as per local regulations.
4. **Compliance and Documentation**
 - Maintain disposal records and certificates.
 - Follow all relevant environmental regulations and guidelines.
 - Report non-compliance or incidents immediately to supervisors.
5. **Employee Training**
 - Conduct induction and refresher waste management training annually.
 - Display visual guides in all waste generation areas.
6. **Monitoring and Reporting**
 - Conduct quarterly waste audits to track segregation and minimization performance.
 - Report findings and improvement opportunities to management.

6. Records

- Waste disposal logs

- Recycling contractor certificates
- Audit reports
- Employee training attendance sheets

7. References

- Local and national environmental regulations
- Company sustainability and waste management policies

8. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial release	Environmental Officer