

# SOP: Collection and Storage of Food Waste

This SOP details the procedures for the **collection and storage of food waste**, emphasizing proper segregation, safe handling, and secure containment to minimize contamination and odors. It includes guidelines for timely collection, use of designated containers, temperature controls, and hygiene standards to ensure efficient waste management and compliance with environmental regulations. The goal is to promote sustainable practices, reduce food waste impact, and maintain a clean and safe environment.

## 1. Purpose

To establish standardized procedures for the effective collection and storage of food waste, minimizing health risks, odors, and contamination, and ensuring environmental compliance.

## 2. Scope

This SOP applies to all staff involved in the handling, collection, and storage of food waste at the facility.

## 3. Responsibilities

- **All staff:** Follow food waste collection and segregation procedures.
- **Supervisors:** Ensure staff compliance and maintain hygiene standards.
- **Waste handlers:** Manage transport, storage, and external coordination for food waste removal.

## 4. Procedure

1. **Preparation**
  - Provide clearly labeled, color-coded food waste bins in designated areas.
  - Inspect all bins for cleanliness and proper sealing prior to use.
2. **Collection**
  - Segregate food waste from recyclables and non-organic waste at source.
  - Remove food waste promptly (at least once per shift or as needed).
  - Wear gloves and use appropriate protective gear during handling.
3. **Storage**
  - Seal filled containers tightly to prevent pests, leaks, and odors.
  - Store food waste in a designated, well-ventilated storage area with temperature controls ( $\leq 5^{\circ}\text{C}$  recommended for longer storage).
  - Ensure the storage area is cleaned and disinfected regularly.
4. **Removal and Disposal**
  - Coordinate removal with licensed waste management services as per schedule.
  - Document collection dates, volumes, and disposal methods for regulatory compliance.

## 5. Hygiene and Safety

- Wash hands before and after handling food waste.
- Disinfect equipment and surfaces in contact with food waste.
- Report spills, leaks, or contamination incidents immediately to the supervisor.

## 6. Records and Documentation

- Maintain logs of waste collection, storage, and removal.
- Keep copies of agreements with external waste disposal contractors.

## 7. Training

- Provide training to all staff on proper waste segregation, container use, and hygiene practices.
- Conduct regular refresher sessions to ensure ongoing compliance.

## 8. References

- Local environmental and waste management regulations

- In-house waste management policy

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**Effective Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_