

SOP: Collection, Storage, and Labeling of Waste Materials

This SOP details the **collection, storage, and labeling of waste materials**, encompassing the proper segregation of different waste types, safe and secure storage methods, clear and accurate labeling protocols, and adherence to environmental regulations. The goal is to minimize health hazards, prevent contamination, and ensure efficient waste management practices within the facility.

1. Purpose

To establish a standardized procedure for the safe, efficient, and compliant collection, storage, and labeling of various waste materials generated within the facility.

2. Scope

This SOP applies to all staff handling, generating, or managing waste materials within the facility, including general, hazardous, biological, and recyclable wastes.

3. Responsibilities

- **All Staff:** Segregate and deposit waste as per current guidelines.
- **Waste Management Staff:** Collect, transport, and manage waste as per SOP.
- **Supervisors/Managers:** Ensure SOP compliance and provide training.

4. Procedure

4.1 Waste Segregation

- Segregate waste at the point of generation using color-coded containers as per facility policy:
 - **Green** – Recyclables (paper, plastics, etc.)
 - **Red** – Hazardous Waste (chemicals, solvents, etc.)
 - **Yellow** – Biological/Medical Waste
 - **Grey/Black** – General Waste
- Do not mix incompatible waste streams.

4.2 Collection of Waste

1. Wear appropriate PPE (gloves, mask, protective clothing).
2. Check waste containers for proper segregation and any leakage or damage.
3. Transport waste containers to the designated storage area daily or as required, using carts or trolleys when needed.

4.3 Storage of Waste

- Store waste in designated, secure, and ventilated areas away from public and high-traffic zones.
- Keep incompatible waste types in separate, labeled bins or containment units.
- Do not exceed storage time limits as per regulatory requirements (e.g., hazardous or biological waste should not exceed 72 hours before disposal).
- Inspect storage areas regularly for cleanliness and integrity.

4.4 Labeling Protocol

- Affix durable, waterproof labels to all waste containers and bags.
- Labels must include:
 - Type of waste (e.g., Hazardous, Biological, Recyclable, General)
 - Date of collection
 - Name (or initials) of collector/generator
 - Any specific hazard warnings (e.g., “Flammable,” “Biohazard”)
- Maintain legibility at all times.

Waste Type	Color Code	Storage Requirement	Label Example
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Waste Type	Color Code	Storage Requirement	Label Example
Hazardous Chemical	Red	Sealed chemical-resistant container, away from other types.	Hazardous Chemical 2024-07-02 JS Flammable
Biological	Yellow	Biohazard bags in leakproof bins, in designated biohazard storage.	Biohazard 2024-07-02 KB Infectious
Recyclable	Green	Lined bins in recycling zone.	Recyclable 2024-07-02 AR
General	Grey/Black	Closed bins in general waste area.	General Waste 2024-07-02 ML

5. Regulatory Compliance

- Follow all relevant local, state, and federal environmental regulations regarding waste management and recordkeeping.
- Ensure documentation of waste disposal certificates and manifests.

6. Training

- All relevant personnel will receive annual training on SOP and updates as required.

7. Review and Revision

- This SOP will be reviewed annually or upon regulatory or process changes.