

SOP: Documentation and Record-Keeping of Waste Disposal Activities

1. Purpose

This SOP details the **documentation and record-keeping of waste disposal activities**, including procedures for accurate logging of waste types, quantities, disposal methods, and responsible personnel. It ensures compliance with environmental regulations, facilitates audit readiness, supports waste tracking and management, and promotes accountability and transparency in waste handling processes. Proper documentation helps in monitoring waste reduction efforts and improving overall waste management practices.

2. Scope

This SOP applies to all staff involved in the generation, handling, storage, transportation, and disposal of waste materials at [Facility/Organization Name].

3. Responsibilities

- **Waste Generators:** Accurately log all waste produced and provide required information.
- **Waste Handlers:** Ensure correct documentation during storage and transport.
- **Waste Disposal Personnel:** Complete disposal records and verify final disposal method.
- **Supervisors/Managers:** Review documentation for completeness and accuracy; maintain and archive records.

4. Procedure

1. **Identification and Segregation:**
 - Ensure all waste streams are correctly identified and segregated according to type (e.g., hazardous, non-hazardous, recyclable).
2. **Documentation:**
 - Use the approved Waste Disposal Log Sheet (see template below).
 - Record the following information for each waste disposal activity:
 - Date of disposal
 - Type of waste
 - Quantity/Weight
 - Storage/Accumulation location
 - Disposal method (e.g., incineration, recycling, landfill, third-party contractor)
 - Name and signature of responsible personnel
 - Disposal authorization reference (if required)
3. **Verification and Review:**
 - Supervisors/managers to review log sheets weekly for completeness and accuracy.
 - Any discrepancies should be investigated and corrective action documented.
4. **Record Retention:**
 - Store all waste disposal documentation securely for a minimum of [X] years or as required by regulations.
 - Ensure records are easily retrievable for audits or regulatory inspections.

5. Waste Disposal Log Sheet Template

Date	Type of Waste	Quantity/Weight	Location	Disposal Method	Responsible Personnel (Name/Signature)	Authorization/Reference	Remarks
YYYY-MM-DD	e.g., Chemical, Electronic, General	e.g., 45 kg	e.g., Storage Room A	e.g., Incineration			

6. Compliance and Audit

- Ensure all documentation meets organizational and legal requirements.
- Participate in periodic internal or external audits as requested.
- Report any non-compliance or incidents related to waste documentation immediately to the relevant supervisor.

7. Revision History

Version	Date	Description	Author
1.0	YYYY-MM-DD	Initial SOP release	[Name]

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____