

SOP Template: Temporary Storage Guidelines for Different Waste Types

This SOP provides **temporary storage guidelines for different waste types**, detailing proper segregation, labeling, containment, and storage durations for hazardous, non-hazardous, recyclable, and organic wastes. It emphasizes compliance with environmental regulations to prevent contamination, ensure safety, and facilitate efficient waste management and disposal processes on-site.

1. Purpose

To standardize temporary storage practices for various waste types to ensure environmental protection, regulatory compliance, and operational safety.

2. Scope

This SOP applies to all personnel responsible for handling and storing waste at the facility.

3. Responsibilities

- **Waste Generators:** Ensure proper segregation, labeling, and handling.
- **Facility Management:** Oversee storage areas, compliance, and training.
- **Environmental Health & Safety (EHS):** Monitor compliance and perform regular inspections.

4. Definitions

- **Temporary Storage:** Holding waste for a limited period prior to transportation or treatment.
- **Segregation:** Separation of waste according to type and hazard classification.
- **Containment:** Use of appropriate containers to prevent leaks, spills, or cross-contamination.

5. General Guidelines

- All waste must be **segregated** at the point of generation.
- Each container must be clearly **labeled** with waste type, hazards (if any), and date of accumulation.
- Waste storage areas should be **secured**, ventilated, and protected from weather and unauthorized access.
- Secondary containment must be provided where required to prevent environmental release.

6. Specific Storage Guidelines by Waste Type

Waste Type	Segregation & Labeling	Containment Requirements	Maximum Storage Duration	Additional Notes
Hazardous Waste	Store separately from other wastes; Label with proper hazard symbols and UN codes; Maintain MSDS/SDS on-site.	Use UN-approved, leak-proof, compatible containers; Secondary containment required.	90 days (or as per local regulation)	Store in locked, ventilated area; Maintain spill kits.
Non-hazardous Waste	Segregate from hazardous, recyclable, and organic wastes; Clear labeling required (type & date).	Durable containers with lids; Prevent attracting pests.	30 days	Routinely inspected to prevent leaks.
Recyclable Waste	Segregate by material (paper, plastics, metals, glass, etc.); Clearly labeled containers.	Clean, dry containers to avoid contamination; Easily accessible for collection.	60 days	Do not mix with general waste.
Organic (Compostable) Waste	Segregate from all other waste types; Label as organic or compostable.	Use bio-bins or compostable bags; Secure lids to manage odor and pests.	7 days	Store in cool place; Regularly emptied to avoid putrefaction.

7. Compliance and Recordkeeping

- Maintain logs of waste types, quantities, and storage dates.
- Ensure all staff receive regular training.
- Comply with relevant local, state, and national environmental regulations.

8. Emergency Procedures

- Ensure spill kits and personal protective equipment are readily available in storage areas.
- Report spills to EHS immediately; follow spill response SOPs.

9. Review and Update

- This SOP should be reviewed annually or following changes in regulations or facility operations.