

Standard Operating Procedure (SOP): Waste Disposal and Environmental Protection Measures

This SOP details **waste disposal and environmental protection measures**, covering proper waste segregation, collection, and disposal techniques, hazardous waste management, recycling protocols, pollution prevention strategies, spill response procedures, and compliance with environmental regulations. The goal is to minimize environmental impact, ensure safe and responsible waste handling, and promote sustainable practices within the organization.

1. Purpose

To outline procedures for safe, compliant, and environmentally responsible management of waste, protecting the environment and public health while fostering sustainable operations.

2. Scope

This SOP applies to all staff, contractors, and visitors involved in waste generation, handling, storage, and disposal at the organization's premises.

3. Responsibilities

- **All Employees:** Ensure proper segregation and disposal of waste as per guidelines.
- **Environmental Officer:** Monitor compliance, provide training, and update SOP as needed.
- **Supervisors/Managers:** Enforce SOP requirements and report incidents or non-compliance.

4. Procedure

1. **Waste Segregation**
 - Segregate waste into categories: general, recyclable, hazardous, biological, and electronic waste.
 - Label bins clearly and use color-coded containers as specified below.

Waste Type	Color Code	Examples
General Waste	Black	Office waste, packaging
Recyclable Waste	Green/Blue	Paper, plastic, glass, metals
Hazardous Waste	Red/Yellow	Solvents, batteries, chemicals
Biological Waste	Yellow	Medical/lab waste
Electronic Waste	Grey/White	Computers, phones, e-devices

2. **Waste Collection and Storage**
 - Collect segregated waste in designated bins.
 - Do not overfill containers; replace liners as needed.
 - Store hazardous and electronic waste in secured, ventilated areas.
3. **Waste Disposal**
 - Dispose of waste through licensed service providers or local authorities.
 - Maintain records of disposal activities, including dates and quantities.
 - Prohibit open burning and illegal dumping.
4. **Hazardous Waste Management**
 - Use appropriate containers and labels for hazardous waste.
 - Ensure safe handling using PPE (Personal Protective Equipment).
 - Arrange prompt pickup and disposal by certified contractors.
5. **Recycling Protocols**
 - Rinse recyclable materials before placing in recycling bins.
 - Avoid contamination of recyclables with non-recyclable waste.
 - Coordinate with approved recycling companies for collection.
6. **Pollution Prevention**
 - Minimize waste generation through reduction, reuse, and recycling.
 - Prevent releases to air, water, or soil by using containment and safety devices.
7. **Spill Response**
 - Follow the spill response plan for containment, notification, and cleanup.

- Use appropriate absorbents and dispose of contaminated materials safely.
- Report all spills to the Environmental Officer immediately.

8. Regulatory Compliance

- Adhere to relevant local, national, and international environmental regulations.
- Conduct periodic audits and training for continuous improvement.

5. Records and Documentation

- Maintain logs of waste movements, disposal manifests, and recycling receipts.
- Store records for a minimum of 5 years or as required by regulation.

6. Training

- All staff must receive training on this SOP at onboarding and annually thereafter.
- Refresher sessions to be provided after significant SOP updates or incidents.

7. Review and Updates

- SOP to be reviewed annually by the Environmental Officer.
- Update as necessary to reflect new regulations, technologies, or organizational changes.