

Standard Operating Procedure (SOP): Waste Disposal and Restocking of Cleaning Supplies

This SOP details the procedures for **waste disposal and restocking of cleaning supplies**, ensuring proper handling, segregation, and disposal of waste materials in compliance with environmental regulations. It also outlines the systematic approach to monitor inventory levels, reorder, and replenish cleaning supplies promptly to maintain cleanliness and hygiene standards in the facility. The goal is to promote a safe, efficient, and sustainable cleaning process.

1. Scope

This SOP applies to all personnel responsible for cleaning and maintenance within the facility, including contractors and staff involved in waste management and supply inventory control.

2. Roles & Responsibilities

Role	Responsibilities
Cleaning Staff	Execute waste collection, segregation, disposal, and notify for supply restocking as needed.
Supervisor	Supervise proper waste handling, approve supply orders, maintain compliance, and manage inventory records.
Inventory Personnel	Track cleaning supplies, reorder and restock as required, and monitor supply usage trends.

3. Procedure

3.1 Waste Disposal

1. Collect all waste from designated areas at specified times per cleaning schedule.
2. Segregate waste into the following categories:
 - **General Waste:** Non-hazardous materials (paper, plastics, food waste, etc.)
 - **Recyclables:** Paper, cardboard, glass, plastics (as per local recycling guidelines)
 - **Hazardous Waste:** Chemicals, sharps, batteries, or other regulated items
3. Ensure proper use of personal protective equipment (PPE) during waste collection and handling.
4. Deposit segregated waste into clearly labeled bins or containers.
5. Transport full waste bins to the designated collection or storage area, following safety protocols.
6. Record disposal activities in the waste management log sheet.
7. Arrange for pickup or disposal by authorized waste management vendors, if required.
8. Clean and disinfect waste bins regularly.

3.2 Restocking of Cleaning Supplies

1. Assess cleaning supply inventory daily/weekly, as determined by facility requirements.
2. Record usage and current stock levels using the supply inventory sheet.
3. Identify low stock items and notify the supervisor for reorder approval.
4. Place orders with approved suppliers, ensuring compatibility with environmental and safety guidelines.
5. Upon receipt, inspect supplies for quantity, quality, and expiration dates.
6. Store supplies in designated, organized areas, ensuring easy access and safe storage practices.
7. Update inventory records to reflect restocking activities.

4. Safety & Compliance

- Follow all facility, local, and national regulations for waste disposal and chemical handling.
- Use appropriate PPE (gloves, masks, etc.) during all stages of waste handling and restocking.
- Immediately report spills, leaks, or exposure incidents to supervisors.
- Participate in regular training sessions on waste segregation, hazardous material handling, and inventory management.

5. Documentation

- Waste Management Log Sheet
- Cleaning Supply Inventory and Restocking Form
- Incident/Spillage Report Form

6. Review & Updates

This SOP will be reviewed annually or as required to ensure continued compliance and effectiveness. Revisions must be documented and communicated to all relevant parties.