

Standard Operating Procedure (SOP)

Proper Handling and Disposal of Hazardous Materials

Purpose:

This SOP establishes the protocols for the **proper handling and disposal of hazardous materials**. It covers identification and classification of hazardous substances, use of personal protective equipment (PPE), safe storage and transportation methods, spill response procedures, and environmentally responsible disposal techniques. The goal is to minimize health risks to personnel, prevent environmental contamination, and ensure compliance with regulatory requirements governing hazardous waste management.

1. Scope

This SOP applies to all personnel involved in the handling, storage, transportation, and disposal of hazardous materials within the facility.

2. Responsibilities

- **Supervisors:** Ensure staff training, compliance monitoring, and availability of required materials and equipment.
- **Personnel:** Follow procedures, use prescribed PPE, and promptly report incidents or spills.
- **Environmental Health & Safety (EHS):** Provide guidance, oversight, and manage regulatory compliance.

3. Identification and Classification

- Review Safety Data Sheets (SDS) for each chemical or material.
- Label all containers clearly with contents and associated hazards.
- Classify materials according to relevant regulations (e.g. OSHA, EPA, local laws).

4. Personal Protective Equipment (PPE)

- Identify required PPE based on hazard assessment.
- PPE may include gloves, goggles, face shields, lab coats, respirators, etc.
- Inspect PPE for damage before and after use. Replace if necessary.
- PPE must be worn at all times when handling hazardous materials.

5. Safe Storage and Transportation

- Store hazardous materials in designated, well-ventilated, and secure areas.
- Segregate incompatible materials as indicated by SDS.
- Maintain an updated inventory of hazardous substances.
- Use secondary containment (e.g., trays, bins) when necessary.
- Transport only in approved, sealed containers with proper labeling.

6. Spill Response Procedures

- Alert area occupants and evacuate if needed for major spills.
- Wear appropriate PPE before addressing any spill.
- Contain the spill using absorbent materials and barriers.
- Collect and store spill cleanup waste as hazardous waste.

- Report spills to supervisor and EHS immediately.

7. Disposal Guidelines

- Do **not** dispose of hazardous materials in regular trash or down the drain.
- Follow local, state, and federal regulations for hazardous waste disposal.
- Label waste containers with contents, hazards, and accumulation start date.
- Arrange for pickup by an authorized hazardous waste disposal contractor.
- Maintain records of disposal for regulatory compliance.

8. Training & Documentation

- Personnel must complete training on hazardous material handling and emergency procedures.
- Training records and incident reports must be maintained by supervisors and EHS.

9. References

- Safety Data Sheets (SDS)
- Occupational Safety and Health Administration (OSHA) Regulations
- Environmental Protection Agency (EPA) Guidelines
- Company policies and procedures

10. Revision History

Date	Revision	Description	Approved By
2024-06-09	1.0	Initial release	[Name/Position]