

Standard Operating Procedure (SOP): Waste Disposal and Sharps Management Instructions

This SOP details **waste disposal and sharps management instructions**, covering proper segregation, collection, handling, and disposal of general, hazardous, and biomedical waste, with a focus on safe sharps disposal to prevent injuries and contamination. The procedures aim to ensure compliance with environmental regulations, maintain workplace safety, and protect public health by minimizing risks associated with waste and sharps materials.

1. Purpose

To establish systematic procedures for the proper segregation, collection, handling, and disposal of waste and sharps within the facility, ensuring safety, compliance, and environmental protection.

2. Scope

This SOP applies to all personnel involved in waste handling, including general waste, hazardous materials, biomedical waste, and sharps, within the organization.

3. Definitions

| Term | Definition |
|------------------|---|
| General Waste | Non-hazardous waste such as paper, plastics, packaging, and food scraps. |
| Hazardous Waste | Waste that poses potential risk to health or environment (e.g., chemicals, solvents). |
| Biomedical Waste | Waste generated from healthcare activities (e.g., dressings, cultures, tissue). |
| Sharps | Objects potentially able to puncture or cut skin (e.g., needles, scalpels, blades). |

4. Responsibilities

- **All Staff:** Comply with waste segregation and disposal procedures.
- **Supervisors:** Ensure training and oversight of staff in proper waste handling.
- **Waste Disposal Contractor:** Collect, transport and dispose of waste as per regulations.

5. Procedure

5.1 Waste Segregation

1. Segregate waste at the point of generation using color-coded containers:
 - **Green:** General Waste
 - **Red:** Hazardous Waste
 - **Yellow:** Biomedical Waste
 - **Puncture-proof:** Sharps Container
2. Clearly label all containers with type of waste and associated hazards.

5.2 Collection & Handling

1. Use appropriate PPE (personal protective equipment) when handling waste.
2. Do not overfill containers; replace or empty when 3/4 full.
3. Avoid manual compaction of waste.

5.3 Sharps Management

1. Dispose of all sharps immediately after use into rigid, puncture-resistant, leak-proof containers.
2. Do not recap, bend, or break needles before disposal.
3. Transport sealed sharps containers directly to designated storage or disposal points.
4. Replace sharps containers when 3/4 full and never attempt to re-open.

5.4 Storage

1. Store collected waste in secure, designated holding areas away from public access prior to removal.
2. Maintain clear labeling and separation at all stagesâ€

5.5 Disposal

1. Coordinate with licensed waste disposal services for collection and off-site disposal.
2. Ensure documentation of waste transfer and destruction as per local regulations.
3. For sharps, use only authorized incineration or destruction facilities.

6. Training

- All new staff must receive induction training on this SOP.
- Refresher training shall be conducted annually or if procedures change.

7. Records

- Maintain records of waste disposal, training, and incident reports for a minimum of 3 years.
- Ensure records are accessible for inspection by regulatory authorities.

8. Review

This SOP shall be reviewed annually or following significant changes in regulations or procedures.

9. References

- Local and national regulations on waste management
- Environmental and workplace safety guidelines

Approved by: _____ **Date:** _____