

# Standard Operating Procedure (SOP): Waste Segregation, Collection, and Disposal

This SOP provides detailed **waste segregation, collection, and disposal instructions** to ensure proper management of waste materials. It defines the categories of waste, methods for segregating recyclable, organic, hazardous, and general waste, as well as guidelines for safe collection. The procedure also includes approved disposal techniques to minimize environmental impact and comply with regulatory requirements, promoting sustainability and workplace cleanliness.

## 1. Purpose

To outline standardized processes for the segregation, collection, and disposal of various waste types within the facility, ensuring environmental compliance and safe practices.

## 2. Scope

This SOP applies to all staff, contractors, and visitors involved in handling, disposing, or managing waste materials in the facility.

## 3. Definitions & Categories of Waste

Waste Category	Description	Examples	Bin Color
Recyclable Waste	Materials that can be processed and reused	Paper, cardboard, glass, plastics (1,2,5), metals	Blue/Green
Organic (Biodegradable) Waste	Compostable or biodegradable items	Food scraps, garden waste	Green
Hazardous Waste	Substances harmful to humans or the environment	Batteries, chemicals, medical waste, electronic waste	Red/Yellow
General Waste	Non-recyclable, non-hazardous, non-organic items	Soiled tissues, wrappers, ceramics	Black/Grey

## 4. Responsibilities

- All Personnel:** Properly segregate and dispose of waste in the designated bins.
- Cleaning Staff:** Monitor bins, collect waste regularly, and transport to disposal points.
- Facility Manager:** Ensure availability of labeled bins and organize waste pickup/disposal.
- Safety Officer:** Train staff in hazardous waste handling and update SOP as needed.

## 5. Procedure

### 5.1 Segregation

- Place clearly labeled, color-coded bins at strategic locations.
- Educate all personnel on waste categories and bin usage.
- Immediately segregate waste at the point of generation into appropriate bins.
- Use only designated bins for hazardous and electronic waste.

### 5.2 Collection

- Waste collection shall be performed at least once daily or when bins are 3/4 full.
- Wear appropriate PPE (gloves, masks) when handling waste, especially hazardous or organic.
- Seal or tie hazardous and organic waste bags before transport.
- Do not mix different categories of waste during collection or transport.

### 5.3 Disposal

- Recyclable waste: Transport to certified recycling vendors or local recycling centers.
- Organic waste: Compost on-site or send to approved composting facilities.

3. Hazardous waste: Store in a secure, labeled area and arrange for collection by authorized hazardous waste carriers.
4. General waste: Dispose at a municipal landfill as per local regulations.

## **6. Safety and Compliance**

- Report any spills, leaks, or improper waste disposal incidents immediately to the Safety Officer.
- Comply with local, regional, and national waste management regulations.
- Display waste segregation posters and provide regular training sessions.

## **7. Record Keeping**

- Maintain logs of waste collected, types, and quantities disposed.
- Keep receipts from licensed disposal vendors for at least 3 years.

## **8. Review and Update**

This SOP must be reviewed annually or after significant changes in regulation or facility operations.

Note: Deviations from this SOP must be approved by management and documented accordingly.