

# Standard Operating Procedure (SOP): Waste Segregation, Disposal, and Sharps Handling Guidelines

This SOP provides comprehensive **waste segregation, disposal, and sharps handling guidelines** to ensure proper management of various types of waste generated in the facility. It covers the categorization of waste into biodegradable, recyclable, hazardous, and sharps waste, outlines safe handling and disposal procedures to minimize environmental impact and health risks, and emphasizes compliance with regulatory standards. The objective is to maintain a clean, safe, and sustainable environment by promoting responsible waste management practices and preventing injuries related to sharps handling.

## 1. Scope

This SOP applies to all staff, contractors, and visitors involved in handling, segregating, disposing, or transporting waste within the facility.

## 2. Responsibilities

- **All Staff:** Adhere to waste segregation and disposal protocols.
- **Supervisors:** Ensure compliance, provide training, and monitor practices.
- **Housekeeping/Environmental Services:** Collect, transport, and facilitate disposal of waste.

## 3. Waste Categories & Segregation

Category	Examples	Color Code / Container
Biodegradable Waste	Food waste, soiled paper, garden waste	Green bin/bag
Recyclable Waste	Plastics, paper, cardboard, glass, metal	Blue bin/bag
Hazardous Waste	Chemicals, batteries, electronic waste, expired medicines	Red/yellow bin (as per regulation)
Sharps Waste	Needles, syringes, scalpel blades, broken glass	Puncture-proof, labeled sharps container

## 4. General Waste Segregation Procedure

1. Identify waste type generated.
2. Place each waste type into its corresponding container immediately after use.
3. Never mix incompatible waste.
4. Close lids after putting waste into bins to prevent spills and leaks.
5. Label containers clearly if not pre-labeled.

## 5. Waste Collection and Internal Transport

- Housekeeping staff must wear appropriate PPE (gloves, masks, etc.).
- Transport waste in designated carts or trolleys along specified routes.
- Sharps containers should never be overfilled; replace when 3/4 full.
- Spills or leaks should be addressed immediately following emergency spill response procedures.

## 6. Disposal Procedures

- Send segregated waste to designated disposal points.
- Follow local, state, and national regulations for disposal, especially for hazardous and biomedical waste.
- Disposal records and manifests must be maintained for regulated waste types.

## 7. Sharps Handling Guidelines

1. Never recap, bend, or break used needles or sharps.
2. Dispose of sharps immediately into puncture-proof, labeled containers.
3. Do not attempt to retrieve items from sharps containers.
4. Always use tongs or a mechanical device if retrieval is unavoidable.
5. Report all sharps injuries immediately as per incident response protocol.

## 8. Training & Compliance

- All staff must complete waste management and sharps handling training during onboarding and periodic refresher sessions.
- Regular audits and inspections will be conducted to ensure SOP adherence.

## 9. References

- Local government waste management regulations
- Facility's environmental safety guidelines
- Occupational Health and Safety Administration (OSHA) standards (where applicable)

## 10. Revision History

Date	Version	Description	Approved By
2024-06-21	1.0	Initial Release	Facility Manager