

# SOP: Contractor and Third-party Waste Handling Procedures

This SOP details **contractor and third-party waste handling procedures**, covering the protocols for managing waste generated by external contractors and third-party service providers. It includes waste collection, segregation, transportation, disposal, and documentation requirements to ensure compliance with environmental regulations and organizational policies. The aim is to mitigate environmental impact, ensure safety, and maintain accountability throughout the waste management process involving contractors and third parties.

## 1. Purpose

To establish standardized procedures for the proper handling, segregation, collection, transportation, and disposal of waste generated by contractors and third-party service providers. This ensures environmental compliance, safety, and maintains organizational accountability.

## 2. Scope

This SOP applies to all contractors, sub-contractors, and third-party service providers operating on company premises or worksites where waste is generated or managed.

## 3. Definitions

Term	Definition
Contractor	Any non-employee engaged to perform services or tasks on company property.
Third-party Service Provider	External businesses managing specific operations, including waste management, on behalf of the company.
Waste	Any material, substance, or byproduct discarded as no longer useful or required, including hazardous and non-hazardous types.

## 4. Responsibilities

- **Contractors/Third Parties:** Ensure compliance with all waste handling procedures, use designated waste containers, and complete required documentation.
- **Site Manager/Project Manager:** Provide orientation on waste handling SOPs, monitor contractor compliance, and maintain documentation.
- **Environmental Health & Safety (EHS) Team:** Conduct audits, provide training, update SOP as needed, and report non-compliance issues.

## 5. Procedures

### 5.1 Waste Identification & Classification

- Contractor identifies waste streams generated by activities.
- Classify all waste as hazardous, non-hazardous, recyclable, or general according to company policy and local regulations.
- Consult EHS team for uncertain waste classification.

### 5.2 Waste Segregation

- Segregate waste at the source into designated, labeled containers provided by the company.
- Do not mix hazardous and non-hazardous wastes.

### 5.3 Collection & Temporary Storage

- Transfer segregated waste containers to designated collection points at intervals specified by site manager.
- Ensure waste is stored in secure, weatherproof, and clearly labeled containers.

### 5.4 Transportation

- Only authorized personnel will transport waste within site or offsite using appropriate equipment and PPE.
- Maintain manifest or waste tracking forms for each batch moved.

## 5.5 Disposal

- Dispose of waste via licensed waste contractors approved by EHS and as per local regulations.
- Keep disposal records and necessary permits for all batches.

## 6. Documentation

- Maintain records of waste classification, collection dates, transportation logs, and final disposal certificates.
- Complete contractor waste handling checklist and submit to the site manager upon project completion or at specified intervals.

## 7. Training & Communication

- Ensure all contractors and third-party service providers receive orientation on waste handling procedures prior to work commencement.
- Periodic refresher briefings to be conducted by EHS.

## 8. Audit and Review

- EHS team to audit contractor waste handling practices as per the audit schedule.
- This SOP to be reviewed annually or upon significant regulatory or operational change.

## 9. References

- Local environmental regulations and waste management laws
- Company Waste Management Policy
- Contractor Terms and Conditions

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### Approval:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_