

SOP Template: External Transport and Handover to Authorized Disposal Facilities

This SOP details the **external transport and handover to authorized disposal facilities**, including guidelines for selecting certified disposal partners, preparing waste for transport, ensuring compliance with regulatory requirements, documenting transfer procedures, and maintaining chain of custody. The objective is to guarantee safe, secure, and environmentally responsible handling and disposal of waste materials by authorized entities.

1. Purpose

To ensure the safe, compliant, and responsible transport and transfer of waste materials to authorized disposal facilities, maintaining proper documentation and chain of custody.

2. Scope

This procedure applies to all waste materials requiring off-site disposal through external, certified entities.

3. Roles & Responsibilities

Role	Responsibility
Waste Management Officer	Coordinates transport, reviews documentation, ensures chain of custody maintenance.
Authorized Transporter	Collects, transports, and provides required compliance documents.
Receiving Facility	Verifies waste type, quantity, and documentation on receipt.

4. Procedure

- Selection of Disposal Partner**
 - Verify partner's certification, licenses, and insurance for relevant waste types.
 - Document partner credentials and maintain records for audit purposes.
- Preparation for Transport**
 - Classify, segregate, and package waste according to regulatory standards.
 - Label each container clearly with waste type and hazard information.
 - Complete pre-transport inspection checklist.
- Compliance with Regulatory Requirements**
 - Ensure transport and packaging comply with applicable local, national, and international regulations (e.g., manifest, labeling, placarding).
- Documentation**
 - Prepare transfer documentation, including waste manifest and chain of custody form with signatures from all parties involved.
 - Retain copies of all forms in company records for the required retention period.
- Chain of Custody**
 - Maintain an uninterrupted chain of custody by documenting each handover step.
 - Collect signatures at each handover stage: internal release, transporter collection, and facility receipt.
- Handover to Authorized Facility**
 - Upon arrival, jointly inspect and verify waste type, quantity, and integrity of packaging with the receiving facility.
 - Obtain acknowledgment of receipt from facility representative on all relevant documents.

5. Documentation & Records

- Waste transfer manifest
- Chain of custody forms
- Transporter and facility certifications/licenses
- Inspection checklists

6. References

- National waste transport and disposal regulations
- Company waste management policy
- Transporter’s regulatory guidelines

7. Revision History

Date	Revision	Description	Author
2024-06-05	01	Initial template release	[Author Name]