

SOP: Waste and Chemical Disposal Procedures

This SOP details **waste and chemical disposal procedures**, covering proper identification, segregation, handling, storage, and disposal of hazardous and non-hazardous waste. It ensures compliance with environmental regulations, promotes workplace safety, and minimizes environmental impact by implementing safe disposal methods, spill response protocols, and staff training on chemical management.

1. Purpose

To provide standardized procedures for the safe identification, handling, storage, segregation, and disposal of chemical and general waste, in compliance with applicable environmental and safety regulations.

2. Scope

This SOP applies to all employees, contractors, and visitors involved in activities that generate, handle, or dispose of waste and chemicals within the facility.

3. Responsibilities

- **All Personnel:** Follow procedures in this SOP and attend mandatory training.
- **Supervisors/Managers:** Ensure SOP compliance and facilitate staff training.
- **Environmental Health & Safety (EHS):** Monitor compliance, conduct audits, and maintain disposal records.

4. Definitions

Term	Definition
Hazardous Waste	Waste that poses substantial or potential threats to public health or the environment.
Non-Hazardous Waste	Waste that does not pose significant health or environmental risks.
Chemical Waste	Any unwanted chemical, including expired, contaminated, or unused chemicals.

5. Procedure

5.1 Identification and Segregation

- Identify all types of waste generated (hazardous, non-hazardous, chemical).
- Segregate waste at the point of generation using labeled containers.
- Do not mix incompatible wastes.

5.2 Handling and Storage

- Wear appropriate personal protective equipment (PPE).
- Use only approved, labeled containers for waste.
- Store waste in designated, secure areas with secondary containment for chemicals.
- Inspect storage areas regularly for leaks or spills.

5.3 Disposal Procedures

- Arrange waste collection by licensed hazardous waste contractors.
- Complete and retain waste transfer and disposal documentation.
- Ensure compliance with local, state, and federal disposal regulations.
- Do not dispose of hazardous chemicals down sinks or drains.

5.4 Spill Response Protocol

- Evacuate area if necessary and alert supervisor/EHS.
- Use spill kits and PPE to contain and clean up minor spills.
- Report all spills as per incident reporting guidelines.

5.5 Staff Training

- All staff must complete training on waste and chemical management annually.
- Training records should be maintained and reviewed regularly.

6. Documentation & Records

- Keep records of waste generation, storage, and disposal.
- Maintain Safety Data Sheets (SDS) for all chemicals.
- Document staff training and spill/incident reports.

7. References

- Local, state, and federal environmental regulations (e.g., EPA, OSHA)
- Facility Waste Management Plan
- Safety Data Sheets (SDS)

8. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-29	Initial SOP release	Your Name