

SOP: Waste Disposal and Management Guidelines

This SOP provides comprehensive **waste disposal and management guidelines** to ensure the safe, efficient, and environmentally responsible handling of waste materials. It covers waste segregation, collection, storage, transportation, treatment, and final disposal processes. The guidelines aim to minimize environmental impact, comply with regulatory requirements, promote recycling and resource recovery, and protect public health and safety through proper waste management practices.

1. Purpose

To establish standardized procedures for proper disposal and management of all waste generated, ensuring compliance with environmental, safety, and local regulations.

2. Scope

This SOP applies to all personnel involved in the generation, handling, storage, transportation, treatment, and disposal of waste materials at the facility.

3. Definitions

| Term | Definition |
|---------------------|--|
| Waste | Any material discarded after primary use, no longer intended for use in the process. |
| Segregation | The separation of different types of waste at source for ease of handling and recycling. |
| Hazardous Waste | Waste that poses potential risk to human health or environment (e.g., chemicals, bio-medical waste). |
| Non-Hazardous Waste | Waste that does not pose direct threat to health or environment (e.g., paper, plastic, food scraps). |

4. Responsibilities

- **All Employees:** Segregate and dispose of waste as per guidelines; promptly report any waste-related issues.
- **Facility Manager:** Ensure availability of waste containers; monitor compliance; liaise with certified waste contractors.
- **Waste Management Contractor:** Collect, transport, treat, and dispose waste according to regulations and contract.
- **Health & Safety Officer:** Provide training on waste handling procedures.

5. Procedure

5.1 Waste Segregation

1. Identify and segregate waste into appropriate categories (e.g., hazardous, recyclables, general waste).
2. Use color-coded and clearly labeled bins for each waste category.
3. Do not mix hazardous and non-hazardous waste.

5.2 Waste Collection

1. Collect waste at regular intervals or as needed to prevent overflow and contamination.
2. Use proper PPE (Personal Protective Equipment) during waste handling.

5.3 Waste Storage

1. Store waste in designated areas, away from public access and food preparation zones.
2. Label temporary storage with type of waste and date.
3. Ensure storage containers are covered to prevent pest infestation.

5.4 Waste Transportation

1. Transport waste using approved vehicles and containers to avoid spills and cross-contamination.
2. Hazardous waste must be transported only by licensed contractors.

5.5 Waste Treatment and Final Disposal

1. Treat hazardous waste as per regulatory requirements before disposal.
2. Recycle eligible materials through certified recycling partners.
3. Dispose of all waste ONLY at authorized disposal sites.

6. Emergency Procedures

- Report any spills or accidental exposures immediately to supervisor and Health & Safety Officer.
- Follow spill response protocols for containing and cleaning hazardous waste.

7. Documentation

- Maintain waste transfer notes, treatment records, and disposal certificates for audit and compliance.
- Record waste quantities and types for sustainability reporting.

8. Training

- All employees must undergo annual waste management training.
- Refresher training and updates provided as needed based on regulation changes.

9. Review & Revision

- This SOP will be reviewed annually and revised as needed to reflect regulatory updates or operational changes.

10. References

- Local Environmental Protection Acts and Regulations
- Waste Management (Regulation) Standards
- Occupational Health and Safety Guidelines