# Standard Operating Procedure (SOP): Waste Disposal and Recycling Guidelines

This SOP details comprehensive **waste disposal and recycling guidelines** designed to promote environmental sustainability and regulatory compliance. It covers the proper segregation of waste materials, safe handling and storage practices, procedures for the collection and transportation of waste, recycling protocols to minimize landfill use, and employee responsibilities. The goal is to ensure efficient waste management, reduce environmental impact, and foster a culture of responsible resource use within the organization.

## 1. Purpose

To establish clear procedures for waste disposal and recycling that ensure compliance with applicable regulations, promote environmental sustainability, and support organizational best practices.

## 2. Scope

This SOP applies to all employees, contractors, and visitors at *[Organization Name]*. It covers solid waste, recyclables, hazardous waste, electronic waste, and other specific waste streams generated within the facility.

## 3. Responsibilities

- **All Employees:** Follow waste segregation and disposal guidelines, report incidents, and participate in relevant training.
- **Facilities/Environmental Management:** Provide necessary resources, monitor compliance, and coordinate with waste vendors.
- **Supervisors/Managers:** Ensure staff adherence to the SOP and address non-compliance.

## 4. Waste Segregation Guidelines

| Waste Type | Container Color/Label | Examples | Disposal Instructions |
|---|---|---|---|
| General Waste | Black/Grey | Food scraps, non-recyclable packaging | Place in general waste bins. Do not mix with other types. |
| Recyclables | Blue/Green | Paper, cardboard, plastics, glass, metals | Clean and dry items before placing in recycling bins. |
| Hazardous Waste | Red/Orange (labeled "Hazardous") | Chemicals, batteries, solvents, paints | Store in labeled hazardous waste containers; notify Facilities. |
| Electronic Waste | Special (e-waste labeled) | Outdated computers, printers, phones | Deliver to designated e-waste collection points. |
| Organic Waste | Brown | Yard trimmings, biodegradable disposables | Place in composting bins if available. |

## 5. Safe Handling & Storage Practices

1. Always wear appropriate PPE (e.g., gloves) when handling waste.
2. Avoid overfilling containers and ensure lids are closed.
3. Store hazardous and recyclable waste in designated areas away from public spaces.
4. Promptly clean any spills following spill response procedures.

## 6. Collection and Transportation Procedures

- Waste and recyclables shall be collected at scheduled intervals by authorized personnel or waste contractors.

- Transport waste using approved trolleys, carts, or bins to avoid spillage.
- Hazardous waste collection requires tracking logs and must only be handled by trained staff.
- Maintain cleanliness in storage and collection areas.

# 7. Recycling Protocols

- Regularly educate staff on recycling requirements and contamination prevention.
- Use informational signage above recycling stations for clarity.
- Partner with certified recycling vendors for downstream processing of recyclables.
- Monitor recycling rates and provide feedback for continuous improvement.

# 8. Training & Awareness

- Conduct onboarding and periodic refresher training for all employees on waste management practices.
- Display waste segregation posters in high-traffic areas.

# 9. Non-Compliance & Incident Reporting

1. Report any instances of improper disposal or spillage immediately to supervisors.
2. Non-compliance may lead to corrective actions as per company policy.

# 10. Review & Continuous Improvement

- Review this SOP annually or as regulations/operational needs change.
- Incorporate feedback and update practices to enhance waste management outcomes.

# 11. References

- Local and national waste management regulations
- *[Organization Name]* Environmental Policy
- Vendor contracts and recycling agreements

# 12. Document Control

| Version | Date Issued | Author | Approval | Review Date |
|---------|-------------|--------|----------|-------------|
| 1.0 | [YYYY-MM-DD] | [Name/Department] | [Approver] | [YYYY-MM-DD] |