

Standard Operating Procedure (SOP)

Waste Disposal and Removal Procedures

This SOP details the **waste disposal and removal procedures**, covering the proper segregation of waste types, safe handling and storage of waste materials, approved disposal methods, compliance with environmental regulations, and documentation of waste removal activities. The purpose is to ensure efficient, safe, and environmentally responsible management of waste to minimize health risks and environmental impact.

1. Purpose

To provide a standard procedure for the safe, compliant, and environmentally responsible disposal and removal of waste.

2. Scope

This SOP applies to all personnel involved in the handling, storage, segregation, and disposal of waste within the facility.

3. Responsibilities

- **All Staff:** Must follow waste segregation and handling guidelines outlined in this SOP.
- **Supervisor/Manager:** Ensure adherence to procedures and maintain records of waste removal activities.
- **Waste Disposal Contractor:** Collect and dispose of waste according to regulatory requirements.

4. Procedure

- Waste Segregation**
 - Identify the type of waste: general, recyclable, hazardous, biological, or electronic.
 - Use color-coded bins and clearly labeled containers for different waste types.
- Safe Handling and Storage**
 - Wear appropriate personal protective equipment (PPE).
 - Ensure waste containers are sealed and in good condition.
 - Store waste in designated areas away from entrances and workspaces.
- Approved Disposal Methods**
 - General waste: Transfer to municipal collection points.
 - Recyclables: Sort and transfer to approved recycling agents.
 - Hazardous waste: Dispose of through certified hazardous waste vendors only.
 - Biological waste: Autoclave and/or incinerate per biohazard protocols.
 - Electronic waste: Transfer to licensed electronic waste handlers.
- Compliance with Regulations**
 - Follow local, state, and national environmental regulations for all waste types.
 - Maintain copies of regulations and keep staff trained and informed.
- Documentation**
 - Complete a waste disposal log for each removal, including date, type, amount, and method of disposal.
 - Obtain and file waste removal certificates or manifests from contractors as required.

5. Records

Record	Retention Period	Location
Waste Disposal Logs	3 years	Waste Management Office
Removal Certificates/Manifests	As per regulation	Compliance Records File
Training Records	2 years	Human Resources

6. References

- Local Environmental Protection Agency (EPA) Regulations
- Waste Disposal Contractor Agreements
- Internal Environmental, Health, and Safety Policy

7. Revision History

Version	Date	Description	Author
1.0	2024-06-12	Initial release	Compliance Team