

# Standard Operating Procedure (SOP): Waste Management and Disposal Processes

This SOP defines the **waste management and disposal processes**, including proper segregation of waste types, safe handling and storage procedures, environmentally responsible disposal methods, recycling guidelines, hazardous waste protocols, documentation and compliance requirements, and roles and responsibilities. The goal is to minimize environmental impact, ensure regulatory compliance, protect worker health and safety, and promote sustainable waste reduction practices across the organization.

## 1. Purpose

To establish a standardized process for the safe, compliant, and environmentally responsible management, segregation, storage, and disposal of all waste generated within the organization.

## 2. Scope

This SOP applies to all personnel, departments, and contractors involved in generating, handling, storing, transporting, or disposing of waste at organizational sites.

## 3. Definitions

- **General Waste:** Non-hazardous, non-recyclable waste (e.g. office trash).
- **Recyclable Waste:** Materials suitable for recycling (e.g. paper, plastics, glass, metal).
- **Hazardous Waste:** Waste posing a potential threat to health or the environment (e.g. chemicals, batteries, medical waste).
- **Segregation:** Separation of waste by type at the point of generation.
- **PPE:** Personal Protective Equipment.

## 4. Roles and Responsibilities

Role	Responsibility
All Employees	Segregate waste, follow procedures, use correct containers.
Supervisors/Managers	Ensure compliance, train staff, conduct inspections.
Environmental Manager	Monitor waste processes, maintain records, ensure legal compliance.
Contractors	Comply with site waste disposal procedures and contractual obligations.

## 5. Procedure

### 5.1 Waste Segregation

- All waste must be segregated at its point of generation into designated containers:
  - **General Waste:** Black or gray bins.
  - **Recyclable Waste:** Blue or green bins (clearly labelled).
  - **Hazardous Waste:** Appropriately labelled, secure containers.

### 5.2 Safe Handling and Storage

- Personnel must wear appropriate PPE when handling waste.
- Containers must remain closed when not in use and stored in designated, well-ventilated areas.
- Hazardous waste storage areas must display warning signage and be kept locked.

### 5.3 Waste Disposal

- General waste: Collected regularly by authorized staff or contractors for landfill/incineration.
- Recyclables: Sent to approved recycling facilities.
- Hazardous waste: Collected by licensed hazardous waste contractors for proper treatment/disposal.

## 5.4 Recycling Guidelines

- Follow local authority guidelines for sorting recyclables.
- Rinse containers before recycling, where applicable.
- Do not place contaminated or non-recyclable items in recycling bins.

## 5.5 Hazardous Waste Protocol

- Never combine incompatible chemicals; use separate containers for each waste type.
- Label all hazardous waste containers with contents, date, and hazard symbols.
- Maintain an up-to-date hazardous waste inventory log.
- Follow emergency spill procedures if incidents occur.

## 5.6 Documentation & Compliance

- Maintain waste transfer and disposal records for a minimum of 3 years (or per regulatory requirements).
- Complete chain-of-custody forms for hazardous waste transfers.
- Periodic audits and inspections will be carried out to ensure compliance.

## 6. Training

- All relevant personnel must receive initial and annual refresher training on this SOP.
- Specialized training required for hazardous waste handlers.

## 7. References

- [List applicable regulations, such as EPA, local environmental laws, or organizational policies.]

## 8. Revision & Review

- This SOP will be reviewed annually or as required by changes in regulations or organizational processes.