

SOP: Waste Segregation Procedures by Waste Category

This SOP details **waste segregation procedures by waste category**, outlining the systematic separation of waste into designated groups such as organic, recyclable, hazardous, and general waste. The purpose is to minimize environmental impact, ensure compliance with regulatory standards, facilitate efficient waste management, and promote sustainability by properly identifying and handling each waste category throughout the disposal process.

1. Scope

This procedure applies to all personnel involved in waste generation, handling, and management within the facility.

2. Responsibilities

- **All Staff:** Properly segregate and deposit waste in designated containers.
- **Waste Management Staff:** Monitor, collect, and transfer segregated waste to appropriate processing/disposal points.
- **Supervisors:** Train staff and ensure compliance with waste segregation procedures.

3. Waste Categories and Procedures

Category	Description	Examples	Segregation Procedure	Container/Color Code
Organic/Biodegradable	Compostable waste that decomposes naturally	Food scraps, yard trimmings, paper towels	<ul style="list-style-type: none">• Remove packaging/non-organic materials.• Deposit only organic materials in the designated bin.	Green Bin
Recyclable	Materials that can be processed and reused	Plastics, glass, metals, paper, cardboard	<ul style="list-style-type: none">• Rinse containers to remove residue.• Sort by type where bins are provided (e.g., paper, plastics).• No contaminated or food-soiled items.	Blue Bin
Hazardous	Waste posing risk to health/environment	Chemicals, batteries, sharps, pharmaceuticals	<ul style="list-style-type: none">• Follow specific handling and PPE requirements.• Package in secure, labeled containers.• Report spills or leaks immediately.	Red/Yellow Bin (as per regulation)
General (Residual)	Non-recyclable, non-compostable, non-hazardous waste	Sanitary waste, contaminated wrappers, ceramics	<ul style="list-style-type: none">• Ensure no recyclables, organics, or hazardous waste are deposited.• Bag securely before disposal.	Black/Grey Bin

4. Waste Collection and Disposal

- Scheduled waste collection as per site timetable.
- Waste transport in dedicated, labeled trolleys/vehicles.
- Documentation and tracking of hazardous waste as per legal requirements.
- Maintain hygiene of waste storage areas; clean bins regularly.

5. Training and Communication

- All staff receive orientation and refresher training on waste segregation procedures.
- Signages are displayed above or on waste bins describing each category with accepted/restricted items.

6. Compliance and Review

- Periodic monitoring and audits of segregation practices.
- Continuous improvement by updating SOPs as regulations evolve.