

SOP: External Transport Procedures to Licensed Disposal Facilities

This SOP details the **external transport procedures to licensed disposal facilities**, including the preparation and packaging of waste materials, compliance with transportation regulations, selection of authorized carriers, documentation and tracking of waste shipments, communication protocols with disposal facilities, safety measures during loading and transport, and procedures for handling emergencies or incidents en route. The objective is to ensure safe, compliant, and efficient transfer of waste to licensed disposal sites, minimizing environmental impact and regulatory risks.

1. Purpose

To outline the standardized procedures for the external transportation of waste materials to licensed disposal facilities in a safe, compliant, and environmentally responsible manner.

2. Scope

This procedure applies to all personnel involved in preparing, packaging, transporting, and overseeing waste shipments to licensed disposal facilities.

3. Responsibilities

- **Waste Generator:** Ensures waste is properly identified, packaged, and labeled.
- **Transport Coordinator:** Coordinates logistics, selects carriers, arranges documentation, and communicates with facilities.
- **Authorized Carrier:** Responsible for safe, compliant transport and emergency response en route.
- **Receiving Facility:** Confirms receipt and compliance of materials.

4. Procedure

4.1 Preparation and Packaging

1. Segregate waste by type and compatibility.
2. Package waste in containers approved for the waste class (e.g., DOT/UN-certified drums for hazardous waste).
3. Label containers with appropriate hazard, identification, and contact information per regulatory standards.
4. Inspect containers for leaks, damage, or incorrect labeling before transport.

4.2 Compliance with Transportation Regulations

1. Review applicable local, state, and federal transportation regulations (e.g., DOT, EPA, HWTR).
2. Verify all required permits and manifests are completed and available.
3. Ensure carriers are licensed and meet regulatory requirements for the waste type.

4.3 Selection of Authorized Carriers

1. Review carrier licensing and credentials.
2. Confirm insurance coverage and record of regulatory compliance.
3. Document carrier selection and provide contact details.

4.4 Documentation and Tracking

1. Generate waste manifests and shipping papers with complete descriptions.
2. Track waste movement via manifest sign-offs at each point (generator, carrier, disposer).
3. File and retain all transportation and disposal records for regulatory review.

4.5 Communication Protocols

1. Notify disposal facility of incoming waste shipments and estimated arrival times.
2. Maintain open communication with carrier during transport for updates.
3. Report any shipment delays or incidents immediately to all stakeholders.

4.6 Safety Measures During Loading and Transport

1. Conduct pre-loading safety meetings and review emergency procedures.
2. Ensure use of appropriate PPE and loading equipment.
3. Secure all containers to prevent movement during transport.
4. Verify vehicle signage and placards meet regulatory requirements.

4.7 Emergency and Incident Response

1. Provide drivers/carriers with a 24-hour emergency response contact list and safety data sheets (SDS).
2. Instruct carriers in spill response, accident reporting, and evacuation procedures.
3. Report all incidents to regulatory agencies per legal and contractual obligations.

5. References

- U.S. Department of Transportation Hazardous Materials Regulations (49 CFR Parts 171-180)
- Resource Conservation and Recovery Act (RCRA)
- State and local hazardous waste regulations

6. Forms and Attachments

- Waste Manifest Template
- Carrier Qualification Checklist
- Emergency Contact Sheet

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-08	Initial Issue	[Name/Position]