

# Standard Operating Procedure (SOP)

## Garbage Collection, Disposal, and Bin Sanitization Methods

This SOP details the **garbage collection, disposal, and bin sanitization methods**, outlining proper waste segregation, scheduled collection procedures, approved disposal techniques, and thorough cleaning and sanitization of bins. The aim is to maintain a clean and hygienic environment by minimizing health risks, preventing pest infestations, and ensuring compliance with environmental regulations through effective waste management practices.

### 1. Scope

This procedure applies to all staff and cleaning personnel responsible for waste management and bin maintenance within the facility.

### 2. Responsibilities

- **Cleaning Staff:** Execute daily collection, segregation, disposal, and bin sanitization tasks as scheduled.
- **Supervisors:** Ensure compliance, monitor records, and arrange for special waste collection if needed.
- **All Employees:** Practice correct waste segregation at source.

### 3. Procedure

#### 1. Waste Segregation

- Provide labelled bins for **general waste, recyclables, organic waste**, and **hazardous materials** (if applicable).
- Ensure all waste is properly sorted at the point of disposal.

#### 2. Garbage Collection Schedule

- Collect general and organic waste daily; collect recyclables at least twice weekly.
- Hazardous waste is to be collected following statutory intervals or as required.

#### 3. Approved Disposal Methods

- Deliver segregated waste to designated on-site storage areas.
- Engage licensed waste removal contractors for off-site disposal, recycling, or composting as appropriate.
- Maintain records of waste collection and disposal.

#### 4. Bin Cleaning and Sanitization

- Empty bins completely before cleaning.
- Wash bins weekly with water and approved detergent or disinfectant.
- Allow bins to dry thoroughly before replacing liners and returning to service.
- Immediately clean and sanitize bins if contamination or spills occur.

### 4. Safety and Hygiene Precautions

- Wear appropriate PPE (gloves, masks, etc.) during collection and cleaning.
- Handle chemical cleaners/disinfectants per MSDS instructions.
- Report any broken bins or pest activity promptly to supervisors.

### 5. Recordkeeping

- Maintain a **daily log** of waste collection and bin sanitization activities.
- Report and sign off on any incidents, missed collections, or hazards encountered.

### 6. Compliance

- All procedures must comply with local environmental and waste management regulations.
- Regular inspections will verify compliance and effectiveness.

### 7. Revision History

Version	Date	Summary of Changes
1.0	2024-06-12	Initial SOP release.

Approved by: [Name]

Date: [Approval Date]