

SOP Template: Procedures for Waste Collection by Authorized Vendors

This SOP details the **procedures for waste collection by authorized vendors**, covering vendor authorization processes, scheduled collection timings, proper segregation and handling of waste, compliance with environmental regulations, documentation and tracking of waste removal, health and safety protocols for personnel involved, and measures to ensure efficient and responsible waste disposal. The aim is to maintain cleanliness, promote environmental sustainability, and ensure regulatory compliance through coordinated and standardized waste collection practices.

1. Purpose

To establish standardized procedures for the collection, handling, and disposal of waste by authorized vendors, ensuring safety, regulatory compliance, and environmental sustainability.

2. Scope

This SOP applies to all departments/units where waste is generated and to all authorized vendors responsible for waste collection and disposal.

3. Responsibilities

- **Facility Manager:** Ensures vendor compliance and oversees waste collection processes.
- **Authorized Vendor:** Conducts timely and compliant waste collection, segregation, and documentation.
- **Staff:** Segregates waste as per guidelines and reports any non-compliance.

4. Procedures

- Vendor Authorization:**
 - Vendors must submit credentials, licenses, and proof of certification for waste handling.
 - Approval from the Facility Manager is required before engagement.
- Scheduling and Collection:**
 - Establish and communicate a fixed waste collection schedule.
 - Ensure punctual arrival and departure of vendors as per the agreed schedule.
- Waste Segregation and Handling:**
 - Segregate waste at the source as per category (e.g., recyclables, hazardous, organic, general).
 - Use designated containers for each waste type; ensure containers are appropriately labeled.
 - Vendors verify segregation prior to collection and reject improperly sorted waste.
- Compliance with Regulations:**
 - Adhere to all local, state, and federal environmental regulations.
 - Ensure vehicles and equipment are compliant and maintained regularly.
- Documentation and Tracking:**
 - Maintain a **waste collection log** (see example below).
 - Obtain signatures from facility personnel authorizing the waste handover.
 - Retain disposal certificates and manifests as per legal requirements.
- Health and Safety:**
 - Personnel must use appropriate PPE (gloves, masks, etc.).
 - Follow established safety procedures for handling and transporting waste.
 - Report and manage any spills or accidents immediately.
- Review and Continuous Improvement:**
 - Conduct periodic audits of the waste management process and vendor performance.
 - Update procedures as required based on regulatory or operational changes.

5. Documentation Example

Date	Type of Waste	Quantity	Vendor Name	Signature (Facility)	Signature (Vendor)	Disposal Certificate No.
2024-06-10	Hazardous	25 kg	EcoWaste Solutions			HZD-20240610-01

6. References

- Local and national environmental protection regulations
- Company Waste Management Policy
- Vendor contracts and certification records

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-10	Initial release	Facilities Manager