

Standard Operating Procedure (SOP)

Waste Identification and Classification Procedures

This SOP details the **waste identification and classification procedures**, including the systematic process for recognizing various types of waste, categorizing them according to regulatory and environmental standards, proper labeling, and documentation requirements. The objective is to ensure accurate identification and classification to facilitate safe handling, disposal, recycling, and compliance with legal and environmental guidelines.

1. Purpose

To establish a clear and consistent process for identifying and classifying wastes generated, ensuring compliance with applicable legal and environmental standards.

2. Scope

This SOP applies to all personnel involved in the generation, handling, storage, and disposal of waste materials at [Facility/Organization Name].

3. Definitions

Term	Definition
Waste	Any material that is discarded after use or is no longer needed for its intended purpose.
Hazardous Waste	Waste that poses substantial or potential threats to public health or the environment.
Non-Hazardous Waste	Waste that does not pose immediate threat to health or environment.
Universal Waste	Commonly generated hazardous waste such as batteries, bulbs, pesticides, and certain electronics.
Recyclable Waste	Waste capable of being reprocessed and made into new products.
Regulated Waste	Waste subject to legal requirements for storage, handling, and disposal.

4. Responsibilities

- **All Employees:** Identify and segregate waste at the point of generation.
- **Supervisors:** Ensure proper training and compliance with procedures.
- **Environmental/Safety Officers:** Oversee waste management, documentation, audits, and regulatory adherence.

5. Procedure

1. **Waste Generation Point Identification**
 - Identify processes and areas where waste is generated.
 - Refer to MSDS/SDS and process documentation for material information.
2. **Waste Characterization**
 - Document type, source, and composition of waste.
 - Determine if the waste is hazardous based on regulatory definitions (e.g., EPA, local standards).
 - Perform testing or refer to product labels/MSDS as necessary.
3. **Waste Classification**
 - Categorize waste into:
 - a. Hazardous Waste
 - b. Non-Hazardous Waste
 - c. Universal Waste
 - d. Recyclable Waste
 - e. Regulated/Special Waste
 - Assign appropriate waste code(s) as per legal requirements.
4. **Labeling and Storage**
 - Affix proper labels indicating waste type, date, and relevant handling information.
 - Store waste in designated, clearly labeled containers compatible with waste type.
5. **Documentation and Tracking**

- Maintain records including waste manifests, lab reports, and disposal logs.
- Update inventory and tracking system with each waste transaction.

6. Review and Final Disposal

- Regularly review stored waste for proper classification and storage.
- Arrange for transportation and disposal by licensed vendors compliant with all regulations.

6. References

- Applicable local, state, and federal waste management regulations (e.g., EPA, OSHA, RCRA).
- Material Safety Data Sheets (MSDS/SDS).
- Company Environmental Management System (EMS) Documentation.

7. Recordkeeping

- All classification decisions, waste labels, and supporting documentation must be retained for a minimum of [X] years.
- Records should be accessible during regulatory audits and inspections.

8. Training

- All personnel involved in waste handling must receive initial and annual refresher training on the identification and classification procedures.

9. Revision History

Date	Revision	Description	Approved By
[YYYY-MM-DD]	1.0	Initial Release	[Name/Title]