

SOP Template: Waste Management and Spoilage Recording

This SOP details the procedures for **waste management and spoilage recording**, encompassing the proper segregation, handling, and disposal of waste materials, systematic documentation of spoilage incidents, regular monitoring to minimize waste generation, compliance with environmental regulations, and strategies for sustainable waste reduction. The goal is to maintain a safe and environmentally responsible operation by effectively tracking and managing waste and spoilage throughout the process.

1. Purpose

To provide a standardized procedure for waste management and spoilage recording to ensure regulatory compliance, workplace safety, and sustainable operations.

2. Scope

This SOP applies to all employees involved in production, storage, and waste handling activities.

3. Definitions

- **Waste:** Any material that is discarded during operations and is no longer useful.
- **Spoilage:** Finished goods or raw materials rendered unusable due to damage, expiration, contamination, or process failure.

4. Responsibilities

- **All Staff:** Follow waste management and spoilage recording procedures.
- **Supervisors:** Monitor implementation, review records, and provide training.
- **Waste Management Officer:** Ensure compliance with environmental regulations and oversee waste disposal.

5. Procedure

5.1 Waste Segregation

1. Identify all types of waste (organic, recyclable, hazardous, non-recyclable).
2. Place waste in clearly labeled, color-coded bins as per waste category.
3. Ensure bins are available at all relevant areas and emptied regularly.

5.2 Waste Handling and Disposal

1. Collect segregated waste at scheduled intervals.
2. Transport waste using designated trolleys or containers to secure holding areas.
3. For hazardous waste, follow regulatory guidelines for storage and removal by licensed vendors.
4. Complete *Waste Disposal Log* (see sample below) for each collection.

5.3 Spoilage Recording

1. Immediately report any spoilage incidents to a supervisor.
2. Record incident details in the *Spoilage Log* (see sample below), including batch number, product type, reason, quantity, date, and responsible person.
3. Isolate spoiled items from usable inventory to prevent cross-contamination.
4. Dispose of spoiled stock as per waste handling procedures.

5.4 Monitoring and Review

- Supervisors to review waste and spoilage records weekly.

- Investigate significant or repeated spoilage incidents following root cause analysis.
- Identify opportunities for waste reduction and implement continuous improvement measures.

6. Documentation

6.1 Waste Disposal Log (Sample)

Date	Waste Type	Quantity	Disposal Method	Handled By	Remarks
2024-07-01	Plastic Packaging	15 kg	Recycling Vendor	J. Smith	None

6.2 Spoilage Log (Sample)

Date	Batch/Product	Quantity	Reason for Spoilage	Action Taken	Recorded By
2024-07-02	Batch #1023 - Yogurt	20 L	Temperature Excursion	Disposed (Landfill)	A. Lee

7. Compliance and Training

- All staff must receive training on waste management procedures and environmental compliance annually.
- Records of training must be maintained for audit purposes.

8. References

- Local Environmental Regulations and Guidelines
- Company Waste Management Policy

9. Revision History

Version	Date	Description	Approved By
1.0	2024-07-04	Initial Issue	S. Chen