

# Standard Operating Procedure (SOP): Waste Disposal and Leftover Food Handling

This SOP details **waste disposal and leftover food handling** procedures, covering proper segregation of waste, safe storage and transportation, disposal methods compliant with environmental regulations, and hygienic practices for handling leftover food. The objective is to minimize health risks, prevent contamination, and promote sustainable waste management within the organization.

## 1. Purpose

To establish standardized procedures for the safe, hygienic, and environmentally responsible disposal of waste and handling of leftover food.

## 2. Scope

This procedure applies to all staff involved in food preparation, service, and waste management within the organization.

## 3. Responsibilities

- **All Staff:** Adhere to segregation, handling, and disposal procedures.
- **Supervisors:** Monitor compliance and provide training.
- **Cleaning Personnel:** Follow designated waste collection and transportation practices.

## 4. Procedure

### 4.1 Waste Segregation

- Use clearly labeled, color-coded bins for:
  1. Organic waste (food scraps, biodegradable material)
  2. Recyclables (paper, plastics, metals, glass)
  3. General waste (non-recyclable, non-compostable items)
  4. Hazardous waste (chemicals, cleaning agents, etc.), where applicable
- Ensure bins are positioned in accessible locations and emptied regularly.

### 4.2 Safe Handling & Storage

- Wear appropriate protective gear (gloves, aprons) when handling waste and leftovers.
- Seal bags/containers before transport to avoid spills and contamination.
- Store waste in designated, ventilated areas away from food preparation and serving zones.

### 4.3 Transportation & Disposal

- Transport waste to removal points using carts or trolleys designated for waste only.
- Dispose of waste according to local environmental regulations with licensed waste contractors.
- Maintain records of waste removal for audit purposes.

### 4.4 Handling Leftover Food

- Assess the safety and condition of leftover food immediately after meal service.
- Discard any perishable food left at room temperature for more than 2 hours.
- Store safe leftovers in clean, labeled, airtight containers under refrigeration (below 5°C/41°F) within one hour.
- Reuse or redistribute leftovers only if compliant with food safety regulations and within 24 hours of storage.
- Maintain a log for leftover food storage and disposal.

## 5. Hygiene Protocols

- Wash hands thoroughly after handling waste or leftovers.
- Clean and sanitize bins and waste storage areas daily.
- Report any waste spillages or hygiene issues immediately to a supervisor.

## 6. Training & Awareness

- Provide regular training sessions on waste segregation, safe food handling, and environmental compliance.
- Display waste management guidelines and bin labels conspicuously in all relevant areas.

## 7. Compliance & Record-Keeping

- Maintain documentation of waste disposal schedules, volumes, and contractor details.
- Keep records of leftover food handling and disposal for health and safety audits.

## 8. Table: Waste Segregation Guide

Type of Waste	Bin Color/Label	Examples	Disposal Method
Organic Waste	Green	Vegetable peels, leftovers, coffee grounds	Composting/organic waste contractor
Recyclables	Blue	Clean plastics, cans, glass bottles, paper	Recycling facility
General Waste	Black	Packaging, broken crockery, non-recyclables	Municipal landfill
Hazardous Waste	Red or Yellow	Chemicals, cleaning agents	Licensed hazardous waste contractor

## 9. References

- Local environmental and health regulations
- Food safety standards (e.g., HACCP, ISO 22000)
- Organization waste management policy

## 10. Revision History

Version	Date	Description	Approved By
1.0	2024-06-10	Initial SOP Release	Management