

# SOP: Waste Disposal and Site Cleanup Instructions

This SOP provides comprehensive **waste disposal and site cleanup instructions** to ensure environmentally responsible management of waste materials, maintain site cleanliness, and comply with regulatory standards. It covers waste segregation, proper handling and storage, disposal methods for different types of waste, spill response protocols, and routine site inspection and maintenance procedures, aiming to promote safety, reduce environmental impact, and enhance operational efficiency.

## 1. Purpose

To outline procedures for effective waste disposal and site cleanup to promote environmental compliance and operational safety.

## 2. Scope

This SOP applies to all personnel involved in handling, storing, transporting, and disposing of waste at the site.

## 3. Responsibilities

- **Site Supervisor:** Ensure compliance with this SOP and regulatory requirements.
- **All Staff:** Follow waste disposal, storage, and cleanup procedures as described.
- **Waste Contractor:** Handle removal and disposal of waste according to agreements and guidelines.

## 4. Waste Segregation

1. Identify and categorize waste into the following types:
  - General waste (e.g., paper, packaging)
  - Recyclable waste (e.g., plastics, metals, glass)
  - Hazardous waste (e.g., chemicals, contaminated materials)
  - Biological/medical waste (if applicable)
2. Label and place waste in designated, clearly marked containers.
3. Do not mix different types of waste.

## 5. Handling and Storage

1. Handle all waste with appropriate PPE (*personal protective equipment*).
2. Store waste in secure, closed containers to prevent spillage and unauthorized access.
3. Keep hazardous and incompatible wastes separated.
4. Transport waste using designated routes and equipment.

## 6. Waste Disposal Methods

| Waste Type               | Disposal Method   |
|--------------------------|---|
| General Waste            | Collected by municipal waste services; landfill if unrecyclable               |
| Recyclable Waste         | Sent to certified recycling facilities  |
| Hazardous Waste          | Collected and disposed of by licensed hazardous waste contractors             |
| Biological/Medical Waste | Processed according to biohazard protocols and disposed of by certified firms |

## 7. Spill Response Procedures

1. Evacuate and secure the area if spill is hazardous.
2. Alert supervisor and trained personnel.
3. Wear appropriate PPE before handling any spill.
4. Contain and absorb the spill using spill kits.
5. Clean up affected area, dispose of waste in accordance with Section 6.
6. Report incident and record corrective actions taken.

## 8. Routine Site Inspection & Maintenance

1. Conduct regular (e.g., weekly) inspections of waste storage and disposal areas.
2. Check containers for leaks, correct labeling, and overfilling.
3. Remove accumulated waste promptly following disposal procedures.
4. Maintain records of inspections and corrective actions.

## 9. Training and Documentation

1. All personnel must be trained on waste segregation, handling, emergency spill response, and cleanup procedures.
2. Maintain records of training and waste disposal manifests.

## 10. References

- Local and national waste management regulations
- Company Environmental Policy
- Manufacturer Safety Data Sheets (MSDS/SDS)

---

### Document Control

Revision: 1.0 | Date: [Insert Date] | Prepared by: [Name/Department]