

Standard Operating Procedure (SOP)

Collection and Labeling of Waste Materials

This SOP details the procedures for the **collection and labeling of waste materials**, including the identification of different waste types, proper segregation methods, use of appropriate containers, accurate labeling of waste containers with relevant information, safe handling practices, and compliance with environmental regulations. The objective is to ensure efficient waste management, minimize environmental impact, and maintain workplace safety through standardized collection and labeling processes.

1. Purpose

To establish standardized procedures for collecting and labeling waste materials for safe handling, transport, storage, and disposal, in compliance with environmental and safety regulations.

2. Scope

This SOP applies to all personnel involved in handling, collecting, and labeling of waste materials generated within the facility.

3. Responsibilities

- **All Employees:** Properly identify, segregate, and dispose of waste as per this SOP.
- **Supervisors/Managers:** Ensure staff are trained and the SOP is enforced.
- **Waste Management Officer/Team:** Periodically audit and oversee implementation.

4. Definitions

- **Hazardous Waste:** Waste presenting substantial or potential threats to public health or the environment.
- **Non-Hazardous Waste:** Waste that does not pose a direct threat to health or the environment.
- **Segregation:** The process of separating waste according to type and risk level.

5. Waste Types and Segregation

Waste Type	Examples	Container Color/Type
General Waste	Paper, plastics, packaging	Black/clear bags or bins
Recyclable Waste	Metal, glass, selected plastics	Blue bags or bins
Hazardous Waste	Chemicals, solvents, batteries	Red or yellow bins, properly labeled
Biological Waste	Contaminated gloves, tissues, samples	Yellow bags or bins, marked "Biohazard"
Electronic Waste	Computers, phones, cables	Labeled e-waste containers

6. Procedure

1. Identification & Segregation:

- Identify the type of waste generated at the source.
- Segregate waste into designated containers according to waste type.

2. Container Selection:

- Use containers compatible with the waste type (see table above).
- Ensure containers are leak-proof, clearly color-coded, and in good condition.

3. Accurate Labeling:

- Each waste container must be labeled with:
 - Type of waste
 - Date of collection
 - Source/location
 - Responsible person (if applicable)
 - Hazard symbols (where required)
- Remove or replace labels when containers are reused for a different waste type.

4. Safe Handling:

- Wear appropriate PPE (gloves, masks, goggles) when handling waste materials.
- Do not overfill containers; seal containers before transport.
- Immediately clean any spills according to emergency procedures.

5. Regulatory Compliance:

- Follow all local, state, national, and facility-specific regulations for waste management.
- Ensure hazardous waste is stored and disposed of by licensed contractors (where required).

7. Documentation

- Maintain records of all collected and labeled waste, including date, type, amount, and disposal method.
- Retain waste manifests and receipts from waste disposal contractors, where applicable.

8. Training

- All relevant personnel must receive training on waste types, segregation, labeling procedures, and emergency response.
- Refresher training should be conducted annually or when procedures change.

9. Review & Revision

- This SOP must be reviewed annually or when there are changes in regulations, materials, or procedures.

Document Control:

Version: 1.0

Effective Date: [Insert Date]

Next Review: [Insert Date]

Prepared by: [Name/Department]

Approved by: [Name/Title]