

# SOP Template: Hazardous Material Handling and Disposal Guidelines

This SOP provides comprehensive **hazardous material handling and disposal guidelines** to ensure safe and compliant management of hazardous substances. It covers proper identification, storage, transportation, and disposal procedures, personal protective equipment requirements, spill prevention and response protocols, regulatory compliance, employee training and responsibilities, and documentation practices. The goal is to minimize risks to health, safety, and the environment by following standardized and effective hazardous material management practices.

## 1. Purpose

To establish standardized procedures for the safe handling, storage, transportation, and disposal of hazardous materials, ensuring regulatory compliance and minimizing risks to personnel and the environment.

## 2. Scope

This SOP applies to all employees, contractors, and visitors involved in activities that include hazardous materials at the facility.

## 3. Responsibilities

- **Supervisors:** Ensure compliance with SOP; provide necessary resources and training.
- **Employees:** Follow all procedures; attend required training; report spills and incidents.
- **EH&S Staff:** Oversee hazardous materials management; maintain documentation and regulatory compliance.

## 4. Definitions

- **Hazardous Material:** Any item or agent (biological, chemical, radiological, physical) that has the potential to cause harm.
- **PPE (Personal Protective Equipment):** Equipment worn to minimize exposure to hazards.
- **SDS (Safety Data Sheet):** Document providing information on substance hazards and safe handling practices.

## 5. Procedure

### 1. Identification of Hazardous Materials

- Verify hazards using SDS and labeling.
- Maintain a current inventory of hazardous substances.

### 2. Storage

- Store according to compatibility and regulatory requirements.
- Use appropriate secondary containment and clearly labeled storage areas.

### 3. Transportation

- Properly label containers for transport.
- Use approved containers and vehicles.
- Follow all DOT and local transportation regulations.

### 4. Personal Protective Equipment (PPE)

- Identify required PPE as per SDS and task risk assessment.

- Inspect PPE prior to use and replace if damaged.

## 5. Spill Prevention and Response

- Follow procedures for spill containment, cleanup, and reporting.
- Maintain spill kits in or near hazardous material storage and use areas.

## 6. Disposal

- Segregate hazardous waste by type.
- Label and store waste in approved containers.
- Arrange for disposal through licensed hazardous waste contractors.

## 7. Documentation

- Maintain records of training, inventories, disposal, and incidents.

# 6. Regulatory Compliance

- Comply with OSHA, EPA, DOT, and local regulations.
- Keep updated with changes in relevant hazardous material management laws.

# 7. Employee Training

- Provide initial and annual training on hazardous material handling and emergency response.
- Retain training records as required by law.

# 8. References

- OSHA 29 CFR 1910.1200 (Hazard Communication Standard)
- EPA Resource Conservation and Recovery Act (RCRA)
- DOT Hazardous Materials Regulations (49 CFR)

# 9. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial SOP release	EH&S Dept.