

# Standard Operating Procedure (SOP)

## Post-Event Cleanup and Waste Disposal Procedures

### 1. Purpose

This SOP details **post-event cleanup and waste disposal procedures**, covering efficient debris removal, segregation of recyclable and non-recyclable materials, safe handling of hazardous waste, proper use of cleaning equipment, and adherence to local environmental regulations. The objective is to ensure a clean, safe, and environmentally responsible event site by implementing systematic cleanup protocols and effective waste management practices.

### 2. Scope

This procedure applies to all staff, volunteers, contractors, and vendors involved in the post-event cleanup of the event site.

### 3. Responsibilities

- **Event Coordinator:** Oversee implementation; ensure compliance with this SOP and local regulations.
- **Cleanup Crew:** Execute cleanup, waste segregation, and disposal as instructed.
- **Safety Officer:** Ensure safe handling of hazardous materials and provide PPE as required.
- **Vendors/Contractors:** Remove their own waste and cleanup materials in accordance with event policies.

### 4. Procedure

#### 1. Preparation

- Gather and conduct an inventory of cleaning equipment and waste bins (recyclable, non-recyclable, hazardous).
- Distribute personal protective equipment (PPE) to all team members.
- Review site map and assign cleanup zones.

#### 2. Debris Removal

- Collect all debris, litter, and leftover materials from event areas (including seating, vendor stalls, and restrooms).
- Move large items (stages, signage, etc.) to designated storage/disposal zones.

#### 3. Waste Segregation

- Sort waste into:
  - Recyclable materials (paper, plastics, metals, glass)
  - Non-recyclable materials (soiled paper, food waste, mixed trash)
  - Hazardous materials (batteries, chemicals, electronic waste)
- Label and seal bags/containers for each waste type.

#### 4. Safe Handling of Hazardous Waste

- Identify and segregate all hazardous materials.
- Wear appropriate PPE (gloves, goggles, masks as necessary).
- Store hazardous waste in approved containers and areas.
- Contact licensed hazardous waste disposal services for pickup if required.

#### 5. Cleaning

- Use appropriate cleaning agents and equipment for floors, surfaces, and fixtures.
- Disinfect restrooms, eating areas, and high-contact surfaces.
- Ensure all cleaning residues are collected and disposed of according to product instructions and local regulations.

#### 6. Waste Disposal

- Transport segregated waste to designated on-site collection points.
- Arrange timely pickup by municipal or private waste disposal services.
- Obtain disposal confirmation/receipts as necessary (especially for hazardous or electronic waste).

#### 7. Site Inspection & Handover

- Conduct a final inspection to verify completion of cleanup and waste removal.
- Document any issues or remaining hazards for follow-up.
- Obtain sign-off from event coordinator/venue representative.

### 5. Required Equipment & Materials

Item	Purpose
Trash bags (various colors)	Segregation of different waste types
Gloves, masks, goggles	Personal protection
Brooms, mops, dustpans	Surface cleaning
Disinfectants/cleaners	Sanitizing surfaces
Special containers	Hazardous materials collection
Hand sanitizer	Personal hygiene

## 6. Compliance & Documentation

- Adhere to all local environmental and waste disposal regulations.
- Keep records of waste volumes, contractor pickups, and any incidents involving hazardous waste.
- Provide training in proper cleanup and disposal methods to all relevant personnel.

## 7. Revision History

Version	Date	Description	Author
1.0	2024-06-04	Initial version	[Your Name/Position]