

# Standard Operating Procedure (SOP): Trash Removal, Disposal Procedures, and Waste Segregation

## Purpose

This SOP details the **trash removal, disposal procedures, and waste segregation** to ensure efficient and environmentally responsible management of waste. It covers proper sorting of recyclable and non-recyclable materials, safe handling and collection of trash, designated disposal methods, compliance with local regulations, and strategies to minimize environmental impact through effective segregation practices. The goal is to maintain cleanliness, promote sustainability, and reduce health hazards associated with improper waste management.

## Scope

This procedure applies to all employees, contractors, and service personnel involved in waste handling, collection, and disposal at the facility.

## Responsibilities

- **All Staff:** Properly segregate and dispose of waste as specified.
- **Custodial Personnel:** Responsible for daily collection and removal of waste from designated points.
- **Management:** Ensure availability of disposal resources and employee training.
- **Waste Contractors:** Ensure compliant and safe removal and disposal of collected waste.

## Definitions

- **Recyclable Waste:** Materials such as paper, cardboard, certain plastics, metals, and glass that can be processed and reused.
- **Non-Recyclable Waste:** Waste that cannot be processed for recycling, including contaminated materials and certain types of plastics.
- **Hazardous Waste:** Waste requiring special handling, such as batteries, chemicals, or medical waste.

## Procedures

1. **Waste Segregation**
  - Place clearly labeled bins for each waste type (recyclable, non-recyclable, hazardous) at accessible points.
  - Educate staff on segregation criteria and visual guides.
  - Use color-coded bags: **Green** for recyclables, **Gray/Black** for non-recyclables, **Red/Yellow** for hazardous waste.
2. **Trash Collection & Handling**
  - Collect waste daily or as scheduled from all points and replace bins/bags immediately.
  - Wear gloves and other PPE when handling trash.
  - Do not compact waste by hand. Use designated tools/equipment if necessary.
3. **Disposal Procedures**
  - Transport segregated waste to designated central disposal areas within the facility.
  - Keep recyclables dry and free from contamination.
  - Hazardous waste is to be securely contained, labeled, and handed over only to certified handlers.
4. **Waste Removal**
  - Waste contractors or municipal services will collect waste as per local schedule.
  - Maintain records of waste volumes and contractor pickups for auditing.
5. **Compliance & Training**
  - Adhere to local, state, and national waste management regulations at all times.
  - Induct and train staff annually on updated waste management procedures.

## Waste Segregation Examples

Type	Examples	Container Label/Color
Recyclable	Paper, cardboard, plastic bottles, aluminum cans, glass jars	Green/Recycling Logo

Non-Recyclable	Food waste, contaminated packaging, styrofoam, tissues	Gray/Black
Hazardous	Batteries, chemicals, expired medicines, sharps	Red/Yellow/Biohazard Label

## Environmental Impact Minimization

- Regularly review and improve segregation methods and staff compliance.
- Promote reuse/reduction strategies through awareness initiatives.
- Encourage use of eco-friendly, compostable, or recyclable products.

## Records & Documentation

- Maintain logs of waste generated, segregated, and disposed.
- Keep certificates of safe disposal for hazardous waste.
- Document staff training records and compliance checks.

## Review

This SOP is to be reviewed every 12 months or whenever local regulations or procedures are updated.

## Approval & Version History

Version	Date	Approved By	Changes Made
1.0	2024-06-XX	Facilities Manager	Initial Release