

Standard Operating Procedure (SOP): Waste Management and Disposal Protocols

This SOP details the **waste management and disposal protocols**, covering waste segregation, collection, storage, transportation, treatment, and final disposal. It emphasizes compliance with environmental regulations, minimizing environmental impact, and promoting recycling and waste reduction practices. The procedures ensure safe handling of hazardous and non-hazardous waste, staff training requirements, and monitoring to maintain a clean and sustainable operational environment.

1. Purpose

To outline systematic procedures for managing and disposing of waste in compliance with environmental standards, ensuring the safety of staff and the sustainability of the workplace.

2. Scope

This SOP applies to all personnel involved in waste generation, handling, collection, storage, transport, and disposal activities within the facility.

3. Responsibilities

- **Staff:** Proper segregation, handling, and disposal of waste as per protocol.
- **Supervisors:** Monitoring compliance and organizing training.
- **Waste Management Personnel:** Collection, transport, treatment, and documentation.
- **Environmental/Safety Officer:** Oversight, audits, and compliance reporting.

4. Definitions

Term	Definition
Hazardous Waste	Waste posing substantial or potential threats to public health or the environment.
Non-Hazardous Waste	Waste that does not pose immediate threat to health or environment.
Segregation	Separation of waste at source according to type for safe handling and disposal.
Treatment	Processes to render waste safe or reduce its hazard prior to disposal.

5. Procedure

- Waste Segregation**
 - Identify and separate waste types (e.g., recyclables, non-recyclables, hazardous, biohazard).
 - Color-coded containers must be clearly labeled and accessible at waste generation points.
- Waste Collection**
 - Collect segregated waste at regular intervals using appropriate PPE (personal protective equipment).
 - Inspect containers for damage or improper contents before transport.
- Waste Storage**
 - Store waste in designated, ventilated, and secure areas to prevent leaks or contamination.
 - Label storage areas with warning signs as required.

4. **Waste Transportation**

- Transport waste to treatment or disposal sites using approved vehicles and routes.
- Maintain documentation/logbook of transported waste types, quantities, and destinations.

5. **Waste Treatment & Final Disposal**

- Treat hazardous waste to neutralize or reduce dangers as per environmental regulations.
- Dispose of waste through authorized contractors at licensed facilities.
- Maximize recycling and recovery of materials before final disposal.

6. **Staff Training**

- All personnel must undergo waste management and safety training upon induction and annually thereafter.
- Training records must be maintained and updated by the HR or Safety Officer.

7. **Monitoring & Compliance**

- Conduct routine inspections of waste storage and handling practices.
- Maintain waste tracking logs and review for compliance with legal and organizational requirements.
- Report and address incidents of non-compliance or environmental spills immediately.

8. **References**

- Local and national environmental regulations
- Company Environmental Health and Safety Policy

9. **Revision History**

Version	Date	Changes	Approved By
1.0	2024-06-15	Initial SOP release	Environmental Manager