

Standard Operating Procedure (SOP)

Waste Segregation and Disposal Procedures

This SOP details the **waste segregation and disposal procedures**, including the classification of waste types, proper segregation methods, handling and storage guidelines, collection schedules, disposal techniques, and compliance with environmental regulations. The objective is to promote effective waste management practices, minimize environmental impact, and ensure workplace safety by systematically separating and disposing of waste materials.

1. Scope

This procedure applies to all personnel involved in the handling, segregation, and disposal of waste at [Organization/Facility Name].

2. Responsibilities

- All staff must follow segregation and disposal protocols.
- Waste management team oversees collection, storage, and final disposal.
- Supervisors ensure compliance and provide necessary training.

3. Classification of Waste Types

Type of Waste	Examples	Collection Bin Color
General/Non-Hazardous Waste	Paper, food waste, plastics	Black/Gray
Recyclable Waste	Glass, metal, cardboard, certain plastics	Blue
Hazardous Waste	Chemicals, batteries, e-waste	Red/Yellow
Biodegradable Waste	Food scraps, garden waste	Green
Medical/Biohazardous Waste	Used gloves, syringes	Yellow/Red (as per local guidelines)

4. Segregation Methods

- Segregate waste at the point of generation using clearly labeled, color-coded containers.
- Do not mix different types of wastes in one container.
- Use separate containers for sharps and liquids as per regulatory requirements.

5. Handling and Storage Guidelines

- Ensure all waste bins have proper lids and are leak-proof.
- Do not overfill waste containers; replace when 3/4 full.
- Store hazardous and biohazardous waste in restricted areas away from general access.
- Label hazardous and biohazardous waste containers appropriately.

6. Collection Schedules

- General and recyclable waste: Daily or as needed.
- Hazardous and biohazardous waste: Collected by authorized personnel at least twice weekly or as per regulation.
- Maintain records for each waste collection.

7. Disposal Techniques

- General waste: Transport to designated municipal landfill sites.
- Recyclables: Transfer to authorized recycling vendors.
- Hazardous waste: Dispose through licensed hazardous waste contractors.
- Biohazardous waste: Autoclave, incinerate, or dispose of according to local biohazard protocols.

8. Compliance and Training

- Adhere to local, state, and national environmental regulations.
- Provide periodic training in waste segregation and disposal to all staff.
- Display waste management guidelines near all waste collection points.

9. Documentation and Recordkeeping

- Maintain logs of waste collected, removed, and disposed.
- Ensure availability of documentation for regulatory audits.

10. Review and Update

- Review this SOP annually or as required by legislative changes.
- Update procedures, training material, and bin labeling as needed.

Approved by: _____ Date: _____