

SOP: Disposal and Waste Management Procedures

This SOP defines **disposal and waste management procedures** in accordance with store policy, covering the proper segregation, handling, and disposal of waste materials. It ensures compliance with environmental regulations, promotes recycling and waste reduction, and maintains a clean and safe store environment by outlining roles, responsibilities, and documentation requirements for effective waste management.

1. Purpose

To establish clear guidelines for the segregation, handling, and disposal of various types of waste generated within the store, ensuring compliance with environmental policies and legal requirements.

2. Scope

This procedure applies to all store employees, contractors, and vendors involved in any aspect of managing waste within the store premises.

3. Responsibilities

- **Store Manager:** Oversees implementation and adherence to waste management procedures.
- **All Employees:** Follow proper segregation and disposal protocols.
- **Cleaning Staff:** Ensure waste is collected, transported, and disposed of properly.
- **Safety Officer:** Conduct regular audits and training.

4. Procedure

4.1 Waste Segregation

- Separate waste into designated categories:
 - General Waste
 - Recyclables (paper, plastics, metals, glass)
 - Organic/Biodegradable Waste
 - Hazardous Waste (chemicals, batteries, electronics)
- Use color-coded bins as per store policy.
- Affix clear labels on all bins.

4.2 Handling & Collection

- Wear appropriate PPE when handling waste.
- Empty bins regularly according to schedule.
- Report any spills, leaks, or incidents to management immediately.

4.3 Storage

- Store segregated waste in designated areas.
- Ensure storage areas are clean, ventilated, and secure.

4.4 Disposal

- Dispose of recyclable and general waste through authorized vendors.
- Hazardous waste must be disposed of following legal regulations and through certified disposal partners.
- Maintain records of all waste consignments and disposal certificates.

5. Documentation

- Maintain a **Waste Disposal Log** including date, type, quantity, and method of disposal.
- Retain vendor disposal receipts/certificates for hazardous and recyclable waste.
- Keep documentation for at least [X] years as per store policy.

6. Training

- All relevant staff must attend annual training on waste management procedures.

- Training records to be maintained by HR/Safety Officer.

7. Review & Audit

- Store Manager/Safety Officer to conduct quarterly reviews of compliance and effectiveness.
- Update the SOP as required to align with changes in regulations or store policy.

8. References

- Store Environmental Policy
- Applicable Local/State/National Environmental Regulations
- Vendor Waste Tracking Records

9. Appendix

Waste Type	Bin Color	Disposal Method	Documentation Required
General Waste	Black	Municipal Collection	Collection Log
Recyclables	Blue/Green	Authorized Recycler	Vendor Receipt
Organic Waste	Brown	Composting	Disposal Log
Hazardous Waste	Red/Yellow	Licensed Disposal Partner	Disposal Certificate

Review Date: _____

Approved by: _____