

# SOP: Garbage Disposal and Waste Segregation Guidelines

This SOP details **garbage disposal and waste segregation guidelines** to promote effective waste management and environmental sustainability. It covers the categorization of waste types, proper segregation techniques at the source, safe handling and disposal methods, recycling procedures, and compliance with local regulations. The goal is to minimize environmental impact, enhance recycling efforts, and maintain a clean, safe workplace or community environment through systematic waste management practices.

## 1. Purpose

To establish systematic procedures for the segregation, handling, and disposal of various types of waste in compliance with local environmental regulations and sustainability principles.

## 2. Scope

This SOP applies to all staff, residents, or members within the premises responsible for waste generation and disposal.

## 3. Definitions

- **General Waste:** Non-hazardous, non-recyclable waste (e.g., food wrappers, ceramics).
- **Recyclable Waste:** Materials suitable for recycling (e.g., paper, clean plastics, glass, metals).
- **Organic/Biodegradable Waste:** Food scraps, garden waste, compostables.
- **Hazardous Waste:** Batteries, chemicals, electronic waste, medical waste.

## 4. Responsibilities

- All employees/residents must segregate waste at the source.
- Facility managers/supervisors are responsible for training and compliance monitoring.
- Authorized personnel must arrange for safe transportation and final disposal.

## 5. Waste Segregation Process

1. Identify the type of waste being generated.
2. Place waste in appropriately labeled containers (see table below).
3. Do not mix different waste types.
4. Follow color-coding and labeling for containers:

Category	Container Color	Examples
General Waste	Black	Styrofoam, ceramics, soiled items
Recyclables	Blue	Paper, cardboard, clean plastic, cans, bottles
Organic	Green	Food scraps, leaves, garden waste
Hazardous	Red/Yellow	Batteries, e-waste, chemicals, medical waste

## 6. Collection and Disposal

- Designated personnel must collect each waste category regularly.
- Use appropriate protective gear when handling hazardous or organic waste.
- Ensure recyclable materials are clean and dry to maintain recyclability.
- Transport segregated waste to designated storage or disposal areas.
- Arrange for collection by licensed waste management or recycling contractors.

## 7. Recycling and Composting Procedures

- Segregate recyclables as per local recycling program guidelines.
- Compost organic waste on-site if facilities are available, or send to a composting facility.

- Avoid contamination of recyclables and compostables with general or hazardous waste.

## **8. Compliance and Record-Keeping**

- Adhere to all local, regional, and national waste management regulations.
- Maintain records of disposal and recycling activities (e.g., logs, certificates).
- Conduct periodic audits and training to ensure ongoing compliance and improvement.

## **9. Emergency Procedures**

- In case of hazardous waste spillage or exposure, follow site emergency response protocols.
- Report incidents to the supervisor/manager immediately.

## **10. Review and Improvements**

- This SOP should be reviewed annually or after major incidents, with updates as necessary to improve waste management practices and environmental outcomes.

## **11. References**

- Applicable local and national waste management laws and regulations
- Facility-specific waste management policies
- Environmental Protection Agency (EPA) guidelines