

Standard Operating Procedure (SOP)

Waste Disposal and Cleanup Procedures

This SOP details **waste disposal and cleanup procedures** to ensure safe, efficient, and environmentally responsible management of waste materials. It covers waste segregation, proper disposal methods, handling hazardous waste, spill response, and cleanup protocols. The goal is to minimize environmental impact, maintain workplace safety, and comply with regulatory requirements by implementing standardized procedures for waste collection, transportation, and disposal.

1. Purpose

To establish standard procedures for the safe, efficient, and compliant disposal and cleanup of waste materials generated in the facility.

2. Scope

This SOP applies to all staff, contractors, and visitors involved in waste management, handling, segregation, cleanup, and disposal processes at the facility.

3. Responsibilities

- **All Employees:** Follow waste segregation and cleanup procedures, report spills or incidents immediately.
- **Supervisors:** Ensure staff are trained, provide necessary PPE, and monitor compliance.
- **Environmental or Safety Officer:** Maintain records, audit procedures, and update SOP as required.

4. Definitions

- **General Waste:** Non-hazardous waste such as paper, plastics, and packaging materials.
- **Hazardous Waste:** Waste that poses risks to health or the environment (e.g., chemicals, batteries, biological waste).
- **PPE:** Personal Protective Equipment, such as gloves, goggles, masks, etc.

5. Procedure

5.1 Waste Segregation

1. Sort all waste at the point of generation into designated bins: general, recyclable, hazardous, biological, etc.
2. Clearly label and color-code bins according to waste categories.
3. Do not dispose of hazardous waste in general or recycling bins.

5.2 Waste Collection and Transportation

1. Collect waste daily or as needed.
2. Use dedicated, leak-proof containers for hazardous and biological waste.
3. Transport waste to central storage or disposal area using approved trolleys or carts.
4. Wear appropriate PPE during collection and transportation.

5.3 Hazardous Waste Handling

1. Store hazardous waste in approved, labeled containers with secure lids.
2. Keep an updated inventory of all hazardous waste materials.
3. Arrange for licensed hazardous waste contractors for pickup and final disposal.

5.4 Spill Response and Cleanup

1. Evacuate area and notify supervisor if a major spill occurs.
2. Don the required PPE before attempting cleanup.
3. Contain the spill using spill kits (absorbents, booms, etc.).
4. Clean up the spill in accordance with hazardous material procedures.
5. Dispose of contaminated materials as hazardous waste.
6. Report the incident and document actions taken.

5.5 General Cleanup Protocols

1. Clean work areas regularly to avoid waste buildup.
2. Disinfect surfaces after cleanup, especially after hazardous waste spills.
3. Wash hands thoroughly after handling waste.

6. Compliance & Documentation

- Maintain records of waste disposal, training, and incident reports for regulatory inspection.
- Review and update this SOP annually or as regulations change.

7. References

- Local and national waste management regulations
- Facility policies and environmental guidelines

8. Revision History

Date	Description of Change	Author
YYYY-MM-DD	Initial SOP creation	[Name]