

# SOP: Waste Disposal and Leftover Handling Procedures

This SOP details **waste disposal and leftover handling procedures** to ensure proper management of waste materials and food leftovers. It includes guidelines for segregation, collection, storage, and disposal of different waste types, methods to minimize contamination and odors, compliance with environmental regulations, and protocols for safe handling to protect health and hygiene. The goal is to promote sustainable waste management practices and maintain a clean and safe environment.

## 1. Purpose

To establish standard procedures for safe and environmentally responsible disposal of waste and food leftovers in order to maintain cleanliness, prevent contamination, and ensure regulatory compliance.

## 2. Scope

This SOP applies to all staff involved in waste management and cleaning activities, including kitchen and janitorial personnel.

## 3. Responsibilities

- All staff: Follow waste segregation, collection, and disposal procedures as detailed below.
- Supervisors: Ensure compliance with SOP, conduct periodic inspections, and provide staff training.
- Management: Ensure availability of necessary supplies, bins, and personal protective equipment (PPE).

## 4. Procedure

### 4.1 Waste Segregation

- Use color-coded, clearly labeled bins for different waste types:

Color	Waste Type
Green	Biodegradable/Food Waste
Blue	Recyclables (paper, plastic, metals, glass)
Black	General Waste
Red	Hazardous Waste (if applicable)

- Post signage near waste bins to aid correct disposal.
- Train staff on correct segregation practices.

### 4.2 Collection and Storage

- Collect waste at least once daily or more frequently as needed.
- Seal bags before transport to prevent spillage.
- Store waste in designated, covered areas away from food preparation and public spaces.
- Do not overfill bins; replace liners as necessary.

### 4.3 Disposal

- Dispose of segregated waste as follows:
  - **Biodegradable:** Compost or municipal organic waste collection.
  - **Recyclable:** Approved recycling facilities.
  - **General:** Municipal solid waste services.

- **Hazardous:** Licensed hazardous waste handlers (if applicable).
- Keep records of waste disposal dates and quantities, if required.

#### 4.4 Minimizing Contamination and Odors

- Regularly clean and disinfect waste bins and storage areas.
- Ensure bins are tightly closed after each use.
- Promptly remove food waste from kitchen areas.
- Add absorbents or deodorizing agents if needed.

#### 4.5 Handling and Personal Safety

- Wear PPE (gloves, masks, aprons) when handling waste.
- Wash hands thoroughly after waste handling.
- Report spills immediately and follow spill cleanup protocols.
- Do not compact waste manually.

### 5. Compliance and Record-Keeping

- Adhere to all applicable local, state, and federal environmental and sanitation regulations.
- Keep logs of waste disposal activities as required.

### 6. Training

- All relevant staff must receive training on waste management procedures and safety guidelines.

### 7. Review

- This SOP is to be reviewed annually or as needed due to regulatory or operational changes.