

Standard Operating Procedure (SOP): Waste Disposal and Management

This SOP details **waste disposal and management** procedures, covering the proper segregation, collection, treatment, and disposal of various waste types. It emphasizes compliance with environmental regulations, minimizing environmental impact, promoting recycling and reuse, and ensuring the health and safety of personnel. The goal is to maintain a clean, safe, and sustainable environment by implementing effective waste management practices throughout the facility.

1. Purpose

To establish procedures for the safe and sustainable disposal and management of all waste generated within the facility.

2. Scope

This SOP applies to all employees, contractors, and visitors who generate, handle, or manage waste within the facility premises.

3. Responsibilities

- **All Personnel:** Comply with waste management procedures and report any incidents.
- **Waste Management Staff:** Collect, treat, and dispose of waste as per guidelines.
- **Supervisors/Managers:** Ensure staff are trained and procedures are followed.
- **Environmental/Safety Officer:** Monitor compliance and oversee waste management operations.

4. Definitions

- **General Waste:** Non-hazardous waste including office, kitchen, and packaging waste.
- **Hazardous Waste:** Waste posing risks to health/environment (chemicals, batteries, etc.).
- **Biodegradable Waste:** Organic waste suitable for composting (food scraps, garden waste).
- **Recyclable Waste:** Paper, plastics, glass, and metals that can be recycled.

5. Procedure

5.1 Waste Segregation

- Identify and separate waste at the source into clearly labeled, color-coded containers:

Waste Type	Container Color	Examples
General Waste	Black	Stationery, wrappers, non-recyclable plastics
Recyclable Waste	Blue	Paper, cans, glass bottles, plastics
Biodegradable Waste	Green	Food scraps, garden trimmings
Hazardous Waste	Red/Yellow	Batteries, chemicals, sharps

5.2 Waste Collection

- Designated staff to collect waste daily or as needed.
- Use appropriate PPE (gloves, masks, etc.) during handling.
- Ensure no waste overflow from containers.

5.3 Waste Storage

- Store segregated waste in designated, secure storage areas.
- Avoid mixing incompatible waste types.
- Label storage locations clearly.

5.4 Waste Treatment & Disposal

- **General Waste:** Dispose via municipal waste collection.

- **Recyclables:** Send to recycling facilities.
- **Biodegradable Waste:** Compost on-site or send to composting facility.
- **Hazardous Waste:** Store in compliance with legal requirements and dispose via licensed hazardous waste contractors.

6. Spill and Incident Management

- Report spills, leaks, or improper disposal to the supervisor immediately.
- Contain and clean up spills using suitable materials and refer to the Chemical Spill SOP (if applicable).

7. Training & Awareness

- Provide induction and refresher training on waste segregation and handling to all staff.
- Display waste segregation charts in prominent areas.

8. Compliance and Documentation

- Adhere to all local, state, and federal environmental regulations pertaining to waste management.
- Maintain records of waste disposal, including waste type, quantity, date, and disposal method.

9. Review

- This SOP shall be reviewed annually or following major incidents, regulatory updates, or operational changes.

10. References

- Local Environmental Authority Regulations
- Occupational Health and Safety Guidelines
- Waste Management Policy (Facility-specific)