

Standard Operating Procedure (SOP): Waste Disposal and Recycling Procedures

1. Purpose

This SOP details **waste disposal and recycling procedures**, covering the proper segregation of waste materials, handling and storage of recyclable items, guidelines for hazardous waste management, regular collection schedules, and compliance with environmental regulations. The objective is to minimize environmental impact, promote sustainability, and ensure safe and efficient waste management practices within the facility.

2. Scope

This procedure applies to all staff, contractors, and visitors involved in waste generation, disposal, or recycling activities at the facility.

3. Responsibilities

- **All Personnel:** Follow waste segregation, collection, and disposal procedures.
- **Facility Manager:** Oversee waste management operations and compliance.
- **Cleaning Staff:** Collect, transport, and log waste and recyclables as per schedule.
- **Environmental Officer:** Train personnel and report non-compliance or incidents.

4. Procedure

4.1 Waste Segregation

- Use color-coded or clearly labeled bins for different waste streams: **General Waste, Recyclables, and Hazardous Waste**.
- Refer to signage near waste stations for acceptable items in each category.
- Do not mix hazardous waste with general or recyclable waste.

4.2 Handling and Storage

- Securely tie bags and seal containers before moving waste from its original location.
- Store recyclable materials (paper, cardboard, plastics, metals, glass) in designated, dry, and clearly labeled bins or storage areas.
- Hazardous waste (e.g., chemicals, batteries, medical waste) must be placed in approved, leak-proof containers away from general storage.

4.3 Hazardous Waste Management

- Handle with personal protective equipment (PPE) as required.
- Label hazardous waste containers with type, date, and origin of waste.
- Arrange for specialized pick-up by certified contractors and maintain necessary documentation.

4.4 Waste Collection Schedule

Type of Waste	Collection Frequency	Responsible Party
General Waste	Daily	Cleaning Staff
Recyclables	Twice Weekly	Cleaning Staff / Vendor
Hazardous Waste	As required	Certified Contractor

4.5 Compliance and Documentation

- Ensure all waste management adheres to local, state, and national regulations, including environmental safety standards.
- Maintain records of waste disposal, recycling, and hazardous waste handling for a minimum of three years.

- Report any spills, leaks, or non-compliance incidents immediately to the Environmental Officer.

5. Training

All personnel must undergo annual training on waste disposal and recycling procedures, including updates on new waste streams or regulatory changes.

6. Audit and Review

- Conduct regular waste audits to assess procedure effectiveness and identify opportunities for improvement.
- Review and update this SOP annually or as required by regulatory changes.

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