

Standard Operating Procedure (SOP): Waste Management and Disposal Processes

This SOP details **waste management and disposal processes**, covering waste segregation, collection, storage, transportation, treatment, and final disposal methods. The procedures ensure compliance with environmental regulations, promote sustainability through recycling and reduction, and minimize health and safety risks associated with waste handling. Proper documentation and monitoring are included to maintain effective waste control and environmental protection.

1. Purpose

To outline procedures for handling, segregation, collection, storage, transportation, treatment, and final disposal of waste, ensuring compliance with regulations and environmental best practices.

2. Scope

This SOP applies to all employees, contractors, and third parties involved in waste generation and management activities within the facility.

3. Responsibilities

- **All Staff:** Follow waste segregation and disposal procedures.
- **Supervisors/Managers:** Ensure staff compliance and conduct regular training.
- **Waste Management Personnel:** Handle, transport, and dispose of waste as per SOP.
- **Environmental Manager:** Maintain records and documentation, report incidents, ensure regulatory compliance.

4. Definitions

Term	Definition
General Waste	Non-hazardous waste such as office paper, packaging, and food waste.
Hazardous Waste	Waste that poses substantial or potential threats to public health or the environment (e.g., chemicals, batteries).
Recyclable Waste	Materials capable of being reprocessed (e.g., plastics, metals, paper).
Medical Waste	Waste generated from medical processes, requiring special handling and disposal.
Segregation	Separation of waste into defined categories at the point of generation.

5. Procedure

1. Segregation

- Identify and separate waste into designated categories: general, recyclable, hazardous, medical, etc.
- Use color-coded or clearly labeled containers for each type of waste.

2. Collection

- Empty waste containers at regular intervals and avoid overfilling.
- Transport segregated waste to central collection points using approved equipment.

3. Storage

- Store waste in secure, labeled areas to prevent contamination and unauthorized access.
- Ensure hazardous/medical waste storage meets regulatory requirements (e.g., secondary containment, ventilation).

4. Transportation

- Transport waste using designated vehicles or carts.
- Follow specific protocols for hazardous and medical waste transportation, including documentation and tracking.

5. Treatment

- Treat specific types of waste as required (e.g., autoclaving, chemical neutralization for hazardous/medical

waste).

6. **Final Disposal**

- Dispose of waste through authorized contractors and disposal facilities that comply with environmental regulations.
- Prioritize recycling and composting, reduce landfill contributions, and ensure hazardous wastes are disposed of at approved facilities.

6. Documentation & Monitoring

- Maintain logs of waste quantities, types, storage, and disposal dates.
- Keep records of waste collection, transportation, and disposal activities for audit purposes.
- Perform regular audits/inspections of waste areas to ensure compliance and identify improvement opportunities.
- Report incidents or non-compliance issues immediately to the Environmental Manager.

7. Training

- Conduct initial and refresher training for all personnel involved in waste management.
- Ensure staff understand proper segregation, handling, PPE use, and emergency procedures.

8. References

- Applicable national and local environmental regulations
- Company Environmental Policy
- Material Safety Data Sheets (MSDS)
- Waste contractor agreements