

SOP: Waste Segregation and Identification Procedures

1. Purpose

This SOP details the **waste segregation and identification procedures**, outlining the systematic approach to categorizing waste into appropriate groups such as recyclable, hazardous, organic, and general waste. The procedure includes guidelines for identifying different types of waste, proper labeling, handling, storage, and disposal methods to ensure environmental compliance and promote sustainability within the organization.

2. Scope

This procedure applies to all personnel and departments responsible for waste generation, handling, storage, and disposal within the organization premises.

3. Responsibilities

- All Employees:** Segregate waste correctly at the source and follow labeling instructions.
- Facility Management:** Monitor compliance and provide necessary resources and training.
- Waste Disposal Contractors:** Adhere to applicable environmental and safety regulations during collection and transport.

4. Waste Categories & Identification

Category	Examples	Identification	Container Color
Recyclable	Paper, cardboard, plastic bottles, cans, glass	Labeled as "Recyclable Waste"	Blue
Hazardous	Solvents, batteries, chemicals, e-waste	Hazard warning labels, "Hazardous Waste"	Red
Organic	Food scraps, garden waste, coffee grounds	Labeled as "Organic Waste"	Green
General	Contaminated packaging, ceramics, tissues	Labeled as "General Waste"	Black

5. Procedure

- Source Segregation:** Waste must be sorted into the defined categories at the point of generation.
- Identification & Labeling:** All waste containers must be clearly labeled according to type and color-coded as per the table above.
- Handling:** Use personal protective equipment as required when handling hazardous or organic waste.
- Storage:** Store waste in designated areas. Hazardous waste must be stored in secure, ventilated locations, away from incompatible materials.
- Collection & Disposal:** Waste is to be collected regularly. Disposal must adhere to local regulations and use approved waste management contractors.
- Record Keeping:** Maintain logs of hazardous waste generation and disposal, including quantities, dates, and contractor details.

6. Training

All staff must undergo annual training on waste segregation and identification procedures to ensure compliance and reinforce environmental responsibility.

7. References & Revision History

- Environmental Protection Regulations

- Internal Waste Management Policy

Revision: 1.0 | **Date:** [Insert Date]