

Standard Operating Procedure (SOP): Disposal of Obsolete or Excess Supplies

This SOP details the proper procedures for the **disposal of obsolete or excess supplies**, including identification, segregation, documentation, and environmentally responsible disposal methods. The goal is to ensure efficient inventory management, compliance with regulatory standards, and minimize environmental impact by safely disposing of materials that are no longer needed or usable within the organization.

1. Purpose

To establish standardized procedures for identifying, segregating, documenting, and disposing of obsolete or excess supplies in accordance with organizational and regulatory requirements.

2. Scope

This SOP applies to all employees involved in inventory management and supply chain operations within the organization.

3. Definitions

- **Obsolete Supplies:** Items that are outdated, expired, or no longer supported for use.
- **Excess Supplies:** Items that exceed current operational requirements and are not expected to be used in the foreseeable future.

4. Responsibilities

Role	Responsibility
Inventory Manager	Oversees identification and classification of supplies for disposal.
Department Heads	Approve lists of obsolete/excess supplies from their departments.
Warehouse Staff	Segregate and prepare items for disposal.
Environmental/Safety Officer	Ensures compliance with environmental/disposal regulations.
Records Officer	Maintains documentation of the disposal process.

5. Procedure

1. **Identification**
 - Conduct regular inventory reviews to identify obsolete or excess supplies.
 - Update inventory records to reflect items identified for disposal.
2. **Segregation**
 - Physically separate identified items from usable inventory.
 - Clearly label segregated items as "For Disposal."
3. **Approval**
 - Submit list of items for disposal to the relevant Department Heads for approval.
 - Obtain necessary sign-offs prior to proceeding.
4. **Documentation**
 - Complete a Disposal Form for each batch of items, including item description, quantity, reason for disposal, and approval signatures.

- Maintain a disposal log for audit purposes.

5. Disposal Methods

- Determine appropriate disposal method based on material type and relevant environmental/regulatory guidelines (e.g., recycling, landfill, hazardous waste facility).
- Engage licensed waste disposal contractors if necessary.
- Retain documented proof of disposal (e.g., receipts, certificates) from third-party handlers.

6. Review and Reporting

- Inventory Manager reviews the disposal log quarterly for efficiency and compliance.
- Report any incidents of non-compliance or environmental risks to management immediately.

6. Records

- Disposal Forms
- Inventory lists (before and after disposal)
- Approval documents
- Waste contractor receipts/certificates
- Disposal log/audit trail

7. Compliance and Review

This SOP will be reviewed annually or as required by changes in regulations or operational practices.

8. References

- Organizational Inventory Management Policy
- Local and national environmental protection regulations
- Relevant waste disposal legislation