SOP: Documentation and Waste Tracking Systems

This SOP details the implementation and management of **documentation and waste tracking systems**, covering proper recording of waste generation, handling, storage, transportation, and disposal. It emphasizes maintaining accurate logs, ensuring regulatory compliance, minimizing environmental impact, and promoting accountability across all operational stages. The objective is to streamline waste management processes, enhance traceability, and support sustainability initiatives within the organization.

1. Purpose

To establish standardized procedures for documenting and tracking waste throughout its lifecycle, ensuring compliance, minimizing environmental impact, and improving operational efficiency.

2. Scope

This SOP applies to all employees, contractors, and partners involved in waste management activities including waste generation, collection, storage, transportation, and disposal within the organization.

3. Responsibilities

- **Waste Generators:** Accurately record waste generation events and initial classification.
- **Supervisors/Managers:** Review records for completeness and accuracy.
- **Environmental Health & Safety (EHS) Team:** Oversee system implementation, training, and compliance audits.
- **Waste Handlers/Contractors:** Maintain logs throughout storage, transport, and disposal phases.

4. Procedure

1. **Record Waste Generation**
   - Enter waste generation data in the designated tracking system (manual logbook or digital platform).
   - Include waste type, quantity, source, date/time, and responsible personnel.
2. **Label and Containerize**
   - Label waste containers with unique identification numbers and relevant information.
   - Store waste in designated, secure areas pending further action.
3. **Track Internal Moves**
   - Record all internal transfers of waste containers between departments or storage locations.
4. **Transport and Disposal Documentation**
   - Complete waste manifest or similar documentation for offsite transportation.
   - Retain disposal certificates from licensed waste contractors/facilities.
5. **Data Review and Reporting**
   - Supervisors to regularly review documentation for completeness and accuracy.
   - Generate periodic reports for internal review and regulatory compliance.
6. **Record Retention**
   - Maintain all records for the duration specified by regulatory requirements (usually 3–5 years).

5. Waste Tracking Log Template

Date	Waste Type	Quantity	Source/Dept.	Handler	Container ID	Storage Location	Disposal Method	Disposal Date	Notes

| 2024-06-01 | Chemical | 10 L | Lab A | J. Smith | CHEM-001 | Storage B1 | Offsite Incineration | 2024-06-05 | Manifest #12345 |

6. Training & Auditing

- Provide initial and refresher training on documentation and logging procedures.
- Conduct periodic audits to verify compliance and address gaps.

7. References

- Applicable local, state, and federal waste regulations (e.g., EPA, OSHA).
- Company Waste Management Policy.
- Environmental Compliance Manuals.

8. Revision History

Version	Date	Summary of Changes	Approved By
1.0	2024-06-10	Initial release	EHS Manager