

# Standard Operating Procedure (SOP): Personal Protective Equipment (PPE) Usage and Disposal Guidelines

This SOP provides comprehensive **personal protective equipment (PPE) usage and disposal guidelines** to ensure the safety and health of all personnel. It covers the correct selection, proper donning and doffing techniques, maintenance, and regular inspection of PPE. Additionally, it outlines safe disposal procedures to prevent contamination and environmental hazards, promoting compliance with safety regulations and fostering a culture of workplace safety.

## 1. Purpose

To establish consistent procedures for the proper selection, use, maintenance, and disposal of PPE, ensuring safety for personnel and compliance with regulatory requirements.

## 2. Scope

This SOP applies to all personnel, contractors, and visitors who may be required to use PPE within the facility.

## 3. Responsibilities

- **Supervisors:** Ensure PPE availability and compliance among personnel.
- **Personnel:** Proper use, maintenance, and disposal of PPE as per SOP.
- **Safety Officer:** Conduct regular training and inspections regarding PPE usage and disposal.

## 4. PPE Selection Guidelines

1. Identify hazards associated with each task or area.
2. Select appropriate PPE based on **hazard type** (chemical, biological, physical, etc.).
3. Refer to the following table for standard PPE:

Hazard Type	Recommended PPE
Chemical Exposure	Gloves, safety goggles, lab coat, chemical-resistant apron
Biological Agents	Gloves, face shield/mask, gown, shoe covers
Physical Hazards	Hard hat, safety boots, hearing protection, high-visibility clothing

## 5. Donning (Putting On) PPE

1. Inspect PPE for damage or contamination before use.
2. Follow manufacturer's instructions and sequence for donning (typical order: gown/overall, mask/respirator, goggles/face shield, gloves).
3. Ensure items fit properly and provide adequate protection.

## 6. Doffing (Taking Off) PPE

1. Remove PPE in a manner that minimizes potential self-contamination.
2. Follow correct sequence (typically: gloves, gown, goggles/face shield, mask/respirator).
3. Perform hand hygiene before, during (if necessary), and after PPE removal.

## 7. PPE Maintenance and Inspection

- Regularly inspect PPE for wear, damage, or deterioration.
- Clean and store reusable PPE according to manufacturer's instructions.
- Repair or replace defective PPE immediately.

## 8. PPE Disposal Procedures

1. Dispose of single-use PPE in designated biohazard or chemical waste containers as appropriate.

2. Avoid touching potentially contaminated surfaces during PPE removal and disposal.
3. Do not reuse disposable PPE.
4. Follow local and facility-specific regulations for PPE waste disposal.

## 9. Training

All personnel must undergo initial and periodic refresher training on PPE selection, use, and disposal. Training records must be maintained.

## 10. Compliance & Review

- Non-compliance will result in corrective action as per facility policy.
- This SOP will be reviewed annually and updated as necessary.

## 11. References

- Occupational Safety and Health Administration (OSHA) standards
- Company/facility-specific safety policies

**Always report damaged or inadequate PPE and any incidents of potential exposure to your supervisor immediately.**