

SOP: Waste Disposal and Hazardous Material Management

This SOP details **waste disposal and hazardous material management** procedures, including proper identification, segregation, handling, storage, transportation, and disposal of hazardous wastes. It aims to minimize environmental impact and ensure compliance with regulatory requirements by implementing safe and effective practices to protect workers, the community, and the environment from risks associated with hazardous materials.

1. Purpose

To establish safe practices for identification, segregation, handling, storage, transportation, and disposal of hazardous waste, in compliance with all local, national, and international regulations.

2. Scope

This SOP applies to all personnel and contractors involved in generating, handling, or disposing of hazardous waste at *[Facility/Organization Name]*.

3. Responsibilities

- **Supervisors/Managers:** Ensure SOP compliance and provide necessary training.
- **Personnel:** Follow procedures and report unsafe conditions or incidents.
- **Waste Disposal Team:** Coordinate, monitor, and document all waste handling and disposal activities.

4. Definitions

Term	Definition
Hazardous Waste	Any waste material that poses substantial health or environmental threats due to its chemical, physical, or biological properties.
MSDS/SDS	(Material) Safety Data Sheet: Document outlining properties, hazards, and safe handling of materials.
PPE	Personal Protective Equipment (e.g., gloves, goggles) required for safe handling.

5. Procedure

- Identification and Segregation:**
 - Identify wastes using MSDS/SDS and regulatory classifications.
 - Label all hazardous waste containers clearly and accurately.
 - Segregate incompatible waste streams to prevent chemical reactions.
- Handling:**
 - Wear required PPE at all times.
 - Handle containers gently to avoid spills or breakage.
 - Do not mix hazardous wastes with non-hazardous waste.
- Storage:**
 - Store in designated, labeled areas with secondary containment.
 - Keep containers closed unless adding or removing waste.
 - Inspect storage areas regularly for leaks or damage.
- Transportation:**
 - Transport only in approved containers and vehicles.
 - Ensure all documentation (e.g., manifests) is complete before transport.
 - Follow applicable DOT, EPA, and local regulations.
- Disposal:**
 - Use only licensed hazardous waste disposal contractors/facilities.
 - Retain disposal records for regulatory compliance.

6. Emergency Procedures

- Evacuate and isolate spill areas as necessary.

- Report all spills or exposures immediately per the emergency contact list.
- Use appropriate spill containment and cleanup materials (refer to MSDS/SDS).

7. Training

All relevant personnel must receive initial and annual training on hazardous waste handling, PPE use, spill response, and regulatory requirements.

8. Documentation and Records

- Maintain records of waste generation, transport, and disposal.
- Keep training and inspection records for audit purposes.

9. References

- EPA (Resource Conservation and Recovery Act - RCRA)
- OSHA Hazard Communication Standard
- DOT Hazardous Materials Regulations
- Local and national regulations as applicable

10. Revision History

Version	Date	Description	Approved By
1.0	[Date]	Initial release	[Name/Position]