

Standard Operating Procedure (SOP)

Inspection and Maintenance of Waste Storage Areas

SOP Number	â€“
Effective Date	â€“
Review Date	â€“
Department	Environmental Management
Prepared by	â€“
Approved by	â€“

1. Purpose

This SOP details the **inspection and maintenance of waste storage areas**, covering regular checks for structural integrity, cleanliness, and compliance with environmental regulations. It includes procedures for identifying leaks, damage, or contamination risks, routine cleaning schedules, proper waste segregation, and documentation of inspection findings. The goal is to ensure safe, efficient, and environmentally responsible management of waste storage facilities to prevent hazards and promote sustainability.

2. Scope

This procedure applies to all waste storage areas managed by the organization, including hazardous and non-hazardous waste holding facilities.

3. Responsibilities

- **Facility Manager:** Ensure compliance with SOP and assign inspection teams.
- **Inspection Team:** Perform regular inspections and maintenance as per schedule.
- **All Staff:** Report issues or irregularities in waste areas.

4. Procedure

- 1. Inspection Schedule**
 - Conduct visual inspections weekly (or as required by law/regulation).
 - Record inspection results in the Waste Storage Inspection Log.
- 2. Structural Integrity Checks**
 - Assess floors, walls, roofs, bins, and containment structures for cracks, corrosion, or physical damage.
 - Check for signs of pest infestations.
- 3. Leak and Damage Identification**
 - Inspect all containers for leaks, bulging, or corrosion.
 - Identify and isolate any damaged or deteriorated containers immediately.
- 4. Contamination Risk Assessment**
 - Inspect for evidence of spills, stains, or cross-contamination between waste streams.
 - Ensure secondary containment is present and functional.
- 5. Routine Cleaning**
 - Clean floors and surfaces according to the cleaning schedule (minimum monthly or as needed).
 - Disinfect areas where hazardous waste is stored.
 - Dispose of cleaning residues as per waste management procedures.
- 6. Proper Waste Segregation**
 - Ensure distinct, clearly labeled containers for different waste types (e.g., chemical, biomedical, recyclable, non-recyclable).
 - Verify lids and covers are closed when not in use.
- 7. Documentation**
 - Complete Inspection Checklists after each inspection.
 - Document actions taken for any deficiencies found.
 - Keep inspection logs available for regulatory review.
- 8. Corrective Actions**
 - For any issues found, initiate corrective actions (repair, replace, or clean) within 48 hours.
 - Document and follow up on completion of corrective actions.

5. Records

- Waste Storage Area Inspection Log
- Corrective Action Records
- Cleaning and Maintenance Schedule
- Training Records

6. References

- Local, State, and Federal waste management regulations
- Company Environmental Policy

7. Attachments / Appendices

- Inspection Checklist Template
- Incident/Spill Report Form

Controlled Document “ Uncontrolled when printed.