

SOP Template: Proper Waste Collection and Container Labeling Procedures

This SOP details **proper waste collection and container labeling procedures**, focusing on the systematic segregation, collection, and disposal of various waste types to ensure environmental compliance and workplace safety. It includes guidelines for selecting appropriate containers, clear and consistent labeling practices, handling hazardous and non-hazardous waste, scheduling regular waste collection, and training personnel to maintain hygiene and prevent contamination. The goal is to promote efficient waste management, reduce health risks, and support sustainability initiatives within the organization.

1. Purpose

To establish standardized procedures for waste collection and container labeling within the organization, ensuring segregation, safety, and compliance with regulatory requirements.

2. Scope

This SOP applies to all personnel involved in handling, collecting, or disposing of waste at organizational facilities, including both hazardous and non-hazardous wastes.

3. Responsibilities

- **Employees:** Follow proper procedures for waste segregation, collection, and labeling.
- **Supervisors:** Ensure staff are trained and compliant with SOP guidelines.
- **Waste Management Personnel:** Oversee safe removal and disposal of waste.
- **Health & Safety Officer:** Conduct routine audits and provide updated training.

4. Definitions

- **Hazardous Waste:** Material posing risks to health or environment (e.g., chemicals, biological material).
- **Non-Hazardous Waste:** General office, kitchen, or recyclable waste.
- **Label:** A tag or sticker providing clear identification of contents, hazards, and date.

5. Procedure

5.1 Waste Segregation

- Separate waste into hazardous and non-hazardous categories at the source.
- Use designated color-coded containers for each waste type (see table below).

5.2 Container Selection

- Choose containers that are durable, leak-proof, and appropriate for the type of waste.
- Ensure containers have secure lids to prevent spills and contamination.

5.3 Labeling

- Affix labels to all waste containers upon first use.
- Labels must include:
 - Type of waste
 - Date waste was deposited
 - Responsible department/personnel
 - Hazard warnings (if applicable)
- Update labels as needed, especially for hazardous waste.

5.4 Collection Schedule

- Establish a regular schedule for waste collection based on waste type and volume.
- Document and track collections to ensure compliance.

5.5 Handling and Disposal

- Personnel must wear appropriate PPE during waste handling, especially for hazardous materials.
- Transport waste to designated storage or external collection points as per guidelines.
- Do not mix incompatible wastes.

5.6 Training

- All employees must receive initial and refresher training on waste procedures and container labeling.
- Training must cover personal hygiene, spill response, and emergency procedures.

6. Color Coding and Container Labeling Guide

Waste Type	Container Color	Example Label
General Waste	Black	General Waste - [Date] - [Dept]
Recyclables	Blue	Recyclables - [Date] - [Dept]
Hazardous Chemical Waste	Red/Yellow	Hazardous Chemical - Contents: [Name] - [Date] - [PPE Req.]
Biohazard	Yellow or Orange	Biohazard - [Date] - [Biohazard Symbol]
Sharps	Puncture-proof, Red	Sharps - [Date] - [Dept]

7. Documentation

- Maintain records of waste collection schedules, volume, and disposal methods.
- Retain training attendance logs and audit reports.

8. Revision and Review

- This SOP must be reviewed annually or whenever regulations or operational activities change.

9. References

- Local and federal waste management regulations
- Health & Safety Policies
- Sustainability goals and recycling initiatives