

Standard Operating Procedure (SOP)

Safe Handling and Storage of Hazardous Waste

This SOP details the **safe handling and storage of hazardous waste**, covering proper identification, labeling, and segregation of hazardous materials, use of appropriate personal protective equipment (PPE), compliant storage methods to prevent leaks and contamination, regular inspection and maintenance of storage areas, spill response procedures, and guidelines for safe transport and disposal. The goal is to minimize health risks, environmental impact, and ensure compliance with regulatory requirements for hazardous waste management.

1. Purpose

To ensure the safe handling, storage, and management of hazardous waste to protect personnel, the environment, and comply with all applicable regulations.

2. Scope

This SOP applies to all personnel involved in the generation, handling, storage, transport, and disposal of hazardous waste at [Facility/Organization Name].

3. Responsibilities

- **All personnel:** Comply with the procedures outlined in this SOP.
- **Supervisors/Managers:** Ensure staff training and proper implementation of this SOP.
- **Environmental Health & Safety (EHS):** Oversee hazardous waste management and regulatory compliance.

4. Procedures

4.1 Identification & Labeling

- Identify all waste streams and determine if they are hazardous per regulatory definitions.
- Label all hazardous waste containers with contents, hazards, accumulation start date, and appropriate warning symbols.

4.2 Segregation of Waste

- Segregate incompatible wastes (e.g., acids and bases, oxidizers and organics) to prevent dangerous reactions.
- Store each waste type in dedicated, clearly labeled containers.

4.3 Use of Personal Protective Equipment (PPE)

- Wear appropriate PPE, including gloves, goggles, lab coats/aprons, and respiratory protection as required.
- Ensure PPE is inspected, maintained, and replaced as necessary.

4.4 Storage

- Use leak-proof, compatible containers with secure lids for waste storage.
- Store containers in designated hazardous waste areas with secondary containment to capture leaks or spills.
- Keep storage areas locked and access restricted to authorized personnel.
- Do not store waste near drains, water sources, or in areas susceptible to flooding.

4.5 Inspection & Maintenance

- Inspect storage areas and containers weekly for leaks, corrosion, or damage.
- Document inspections and correct any identified issues promptly.

4.6 Spill Response

- Keep spill kits appropriate for waste types nearby at all times.
- In event of spill:
 - Alert personnel and evacuate the area if necessary.
 - Refer to the Safety Data Sheet (SDS) for specific spill cleanup procedures.

- Don appropriate PPE and contain/clean up the spill safely.
- Report all spills to EHS or designated authority immediately.

4.7 Safe Transport & Disposal

- Transport hazardous waste using only approved containers and by authorized personnel.
- Ensure transporter is licensed and manifests are completed as per regulations.
- Dispose of waste at approved treatment, storage, and disposal facilities (TSDF) in compliance with regulations.

5. Training

- Personnel must receive initial and periodic refresher training on hazardous waste procedures, emergency response, and use of PPE.

6. Recordkeeping

- Maintain records of waste generation, container labeling, inspections, training, incident reports, and disposal manifests for at least [X] years as required by regulations.

7. References

- Applicable local, state, and federal regulations (e.g., EPA, OSHA).
- Facility-specific hazardous waste management plan.

8. Revision History

Version	Date	Description	Editor
1.0	[Date]	Initial SOP Release	[Name]