

Standard Operating Procedure (SOP): Waste Collection, Segregation, and Disposal Practices

This SOP details **waste collection, segregation, and disposal practices**, emphasizing proper identification, separation of recyclable and non-recyclable materials, safe handling of hazardous waste, and environmentally responsible disposal methods. It aims to minimize environmental impact, ensure compliance with regulations, and promote sustainable waste management within the organization.

1. Purpose

To establish standardized procedures for the effective collection, segregation, and disposal of waste, ensuring environmental safety and regulatory compliance.

2. Scope

This SOP applies to all employees, contractors, and visitors involved in waste handling within organization premises.

3. Responsibilities

- **All Staff:** Comply with segregation guidelines and dispose of waste in designated bins.
- **Facility Management:** Ensure accessibility of waste bins, oversee collection, and coordinate with authorized waste disposal contractors.
- **Waste Handlers:** Safely collect, transport, and store waste materials as per guidelines.
- **Supervisors:** Monitor compliance and provide training as required.

4. Definitions

Type of Waste	Description	Bin Color
Recyclable	Paper, plastics, metals, glass, etc., suitable for recycling.	Blue
Non-Recyclable	Food waste, ceramics, dirty packaging, etc., not suitable for recycling.	Black/Grey
Hazardous	Batteries, chemicals, sharps, bio-medical waste, etc.	Red/Yellow
Organic/Biodegradable	Garden waste, fruit peels, compostable food scraps.	Green

5. Procedure

5.1 Waste Segregation

- All waste must be segregated at the source into clearly labeled bins according to the table above.
- Posters and instructions on segregation should be displayed prominently.

5.2 Waste Collection

- Scheduled daily collection of all bins by designated waste handlers.
- Full personal protective equipment (PPE) is mandatory during collection (gloves, mask, apron).
- Bins found non-compliant with segregation must be reported and corrective actions taken.

5.3 Handling Hazardous Waste

- Hazardous waste must be handled with extreme care and stored separately.
- Clearly mark and secure hazardous waste storage areas with restricted access.
- Follow regulatory guidelines for hazardous waste removal and disposal.

5.4 Temporary Storage and Transfer

- Waste must be stored in designated areas for minimal duration before disposal/collection by authorized agencies.
- Bins and storage areas to be regularly cleaned and sanitized.

5.5 Final Disposal

- Recyclable waste to be sent to authorized recycling facilities.
- Non-recyclable and hazardous waste to be disposed of as per local, state, and federal regulations.
- Organic waste to be composted where facilities exist.

6. Environmental and Regulatory Compliance

- All activities must comply with prevailing legal and environmental standards.
- Documentation of waste movements must be maintained for inspection and audit.

7. Training & Awareness

- Periodic training sessions for all staff on updated waste management practices.
- Awareness campaigns to reinforce the importance of proper segregation and disposal.

8. Review

- This SOP will be reviewed annually or as required by changes in regulations or operational needs.

Document Control

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