

# SOP Template: Waste Disposal, Recycling, and Compactor Operation

This SOP details the procedures for **waste disposal, recycling, and compactor operation** to ensure efficient and environmentally responsible management of waste materials. It covers waste segregation, proper disposal methods, recycling protocols, operational guidelines for compactors, safety precautions, routine maintenance, and compliance with environmental regulations. The goal is to minimize environmental impact, promote recycling efforts, and maintain safe and effective compacting operations.

## 1. Purpose

To establish standardized procedures for waste disposal, recycling, and operation of compactors to promote safety, efficiency, and environmental compliance.

## 2. Scope

This SOP applies to all employees and contractors involved in the handling, disposal, recycling, and compacting of waste materials at the facility.

## 3. Responsibilities

- **Personnel:** Follow waste segregation, disposal, recycling, and compactor procedures.
- **Supervisors:** Ensure all staff are trained and that procedures are followed.
- **Maintenance Team:** Perform routine maintenance and report issues with compactors.

## 4. Waste Segregation

1. Segregate waste into designated categories: **General waste, Recyclables, Hazardous waste, Organic waste.**
2. Deposit each type of waste in clearly labeled bins or containers.
3. Do not mix hazardous materials with other types of waste.

## 5. Waste Disposal Procedures

1. Regularly collect waste from designated collection points.
2. Transport waste in proper containers to avoid spills.
3. Disposal of waste should comply with local, state, and federal regulations.
4. Hazardous waste requires special handling and documentation-see separate Hazardous Waste SOP.

## 6. Recycling Protocols

1. Clean and dry recyclables before placing them in recycling bins.
2. Flatten cardboard and separate it from other recyclables.
3. Follow signage for acceptable and non-acceptable recyclable items.
4. Schedule regular pickups with approved recycling vendors.

## 7. Compactor Operation Steps

1. Inspect compactor for visible damage or obstructions before use.
2. Ensure only authorized personnel operate the compactor.
3. Load waste materials safely-do not overload or block compactor sensors.
4. Secure any access doors, and activate the compactor following manufacturer's instructions.
5. Never reach inside the compactor while it's operating.
6. Remove compacted waste when the cycle is complete and transport to designated area.

## 8. Safety Precautions

- Wear appropriate PPE (gloves, goggles, safety shoes) during all waste handling activities.

- Do not bypass any safety interlocks on compactors.
- Report and document any injuries or near misses immediately.
- Keep area around compactor clean and clear of obstructions.

## 9. Routine Maintenance

1. Inspect compactors weekly for wear, damage, or leaks.
2. Clean compactor exterior and area regularly.
3. Report malfunctions and schedule repairs with maintenance team.
4. Keep maintenance log for all compactor activities and repairs.

## 10. Compliance

- Adhere to all environmental regulations as stipulated by law.
- Maintain documentation of waste disposal and recycling activities for audit purposes.
- Review SOP annually and update as required.

## 11. References

- Manufacturer's compactor operation manual
- Local/state/federal waste management regulations
- Hazardous waste handling SOP

## 12. Revision History

| Date       | Revision Number | Description          |
|------------|-----------------|----------------------|
| 2024-06-15 | 01              | Initial SOP release. |