

Standard Operating Procedure (SOP): Waste Management and Hazardous Materials Disposal

This SOP defines **waste management and hazardous materials disposal** protocols, including proper segregation, handling, storage, transportation, and disposal of waste and hazardous substances. It ensures compliance with environmental regulations, minimizes health risks, prevents contamination, and promotes sustainable practices by establishing clear procedures for identifying hazardous materials, spill response, waste reduction, recycling, and safe disposal methods to protect workers, the community, and the environment.

1. Purpose

To establish standardized procedures for the safe management and disposal of waste and hazardous materials, ensuring compliance with applicable laws and promoting environmental stewardship.

2. Scope

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

3. Responsibilities

- Employees:** Follow all procedures outlined in this SOP and report any hazards or incidents.
- Supervisors:** Ensure proper training, provide necessary resources, and monitor compliance.
- Environmental Health & Safety (EHS):** Oversee implementation, maintain records, conduct audits, and update the SOP as needed.

4. Definitions

Term	Definition
Hazardous Waste	Any discarded material with properties that make it dangerous or capable of having a harmful effect on human health or the environment.
Non-Hazardous Waste	Waste materials not considered dangerous or harmful.
Segregation	The process of separating hazardous wastes from non-hazardous wastes at the point of generation.
Spill Response	Procedures to address accidental release of hazardous substances.

5. Procedure

5.1 Identification and Segregation

- Identify all hazardous and non-hazardous materials using provided guidelines and Safety Data Sheets (SDS).
- Label containers clearly with waste type, accumulation start date, and hazard warnings.
- Segregate wastes according to compatibility and regulatory requirements.

5.2 Handling and Storage

- Ensure all personnel wear designated Personal Protective Equipment (PPE).
- Store waste in compatible, leak-proof, and labeled containers.
- Maintain storage in designated, ventilated, and secure areas away from incompatible substances.

5.3 Transportation

- Only authorized personnel may transport hazardous waste.
- Use approved containers and transport methods to prevent spills or accidents.
- Maintain documentation for all waste shipments.

5.4 Disposal

1. Arrange disposal only with licensed waste management contractors.
2. Retain all manifests and compliance records for the required timeframe.
3. Recycle materials whenever possible in accordance with local guidelines.

5.5 Spill Response and Emergency Procedures

1. Evacuate and secure the area as needed.
2. Notify EHS and follow the Spill Response Plan.
3. Use designated cleanup kits and dispose of cleanup materials as hazardous waste.
4. Complete incident reports and implement corrective actions.

5.6 Training

- All relevant personnel shall receive initial and annual refresher training on waste handling, spill response, and PPE usage.

6. Documentation & Recordkeeping

- Maintain logs of waste generation, storage, transport, and disposal activities.
- Keep training records and incident reports accessible for regulatory inspection.

7. References

- Resource Conservation and Recovery Act (RCRA)
- OSHA Hazard Communication Standard (29 CFR 1910.1200)
- Local and state environmental regulations
- Safety Data Sheets (SDS) for hazardous materials

8. Revision History

Version	Date	Description	Reviewed By
1.0	[Date]	Initial SOP release	[Name/Dept]

Note: This SOP must be reviewed annually and updated as necessary to reflect changes in applicable regulations or procedures.