



Standard Operating Procedure (SOP) for Waste Handling

1. Purpose

To establish a systematic process for the safe handling, segregation, storage, transportation, and disposal of hazardous and non-hazardous waste in compliance with legal requirements and organizational environmental policies.

2. Scope

This SOP applies to all employees, contractors, suppliers, and stakeholders involved in the generation, collection, handling, transportation, and disposal of waste across all company operations.

3. Definitions

- **Hazardous Waste:** Any waste that poses a risk to human health or the environment (e.g., used oil, chemicals, sludge, e-waste, contaminated rags/PPE).
 - **Non-Hazardous Waste:** Waste that does not pose significant risk (e.g., paper, cardboard, plastic, food, garden waste).
 - **Authorized Vendor:** A government-approved recycler or disposal agency licensed to handle specific waste categories.
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4. Roles & Responsibilities

- **EHS Manager:** Oversee waste management practices, conduct training, ensure compliance.
 - **Supervisors:** Ensure segregation at source and correct handling practices.
 - **Employees/Contractors:** Segregate waste as per guidelines, report spills/incidents.
 - **Approved Vendors:** Collect and dispose of waste in compliance with legal norms.
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5. Procedure

5.1 Waste Generation & Segregation

- All waste shall be segregated at source into only for **Non-Hazardous** categories.



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- Use **color-coded bins/containers**:
 - **Green/Blue:** Recyclable / Non-Hazardous Waste
 - **Black:** Food / Organic Waste
 - **Yellow/Red:** Hazardous Waste (chemical, biomedical, contaminated materials)
- Label all containers clearly with **Waste Category, Date, and Storage Area Code**.

5.2 Collection & Internal Handling

- Waste must be collected daily and transferred to designated storage areas.
- Avoid mixing hazardous with non-hazardous waste.
- Ensure waste containers are covered, leak-proof, and properly labeled.
- Use PPE (gloves, masks, goggles, safety shoes) while handling hazardous waste.


5.3 Storage

- Temporary storage areas must be:
 - Clearly marked and secured.
 - Designed with secondary containment to prevent leaks/spills.
 - Not exceeding 90 days for hazardous waste (per legal requirements).

5.4 Transportation

- Internal transportation must use **dedicated carts/trolleys** to avoid spillage.
- External transportation of hazardous waste must be done only through **authorized vendors** with proper manifests as per Hazardous Waste Rules.

5.5 Disposal

- **Non-hazardous/general waste** applies (such as food waste, office paper, plastic, cardboard, garden waste).
-  This statement is often used in **environmental policies, compliance reports, or sustainability audits** to clarify that your facility's operations **do not fall under Hazardous Waste Rules**.



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- **Non-Hazardous Waste:** Sent for **recycling, composting, or safe disposal** through approved channels.
 - Maintain proper **disposal records (date, quantity, vendor manifest number)**.
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6. Training & Awareness

- Conduct training for employees and contractors on segregation, safe handling, and emergency response.
 - Display waste segregation guidelines at all relevant locations.
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7. Emergency Response

- In case of spills or leaks:
 - Inform the EHS Manager immediately.
 - Use spill kits and PPE to contain and clean safely.
 - Record the incident and corrective actions taken.
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8. Records & Documentation

- Maintain:
 - Waste Segregation Log (Hazardous vs Non-Hazardous).
 - Vendor Disposal Manifests.
 - Waste Audit Reports.
 - Records must be retained for **minimum 3 years** for compliance audits.
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9. Review & Audit

- The SOP shall be reviewed **annually** or when regulations/operations change.
- Regular internal and external audits to verify compliance and improvements.

Approved by

GRG/HR/P/19

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