

	STANDARD OPERATING PROCEDURE		Doc No:
	WASTE DISPOSAL PROCEDURE		Rev No: Effective Date: Page:
Department:	Prepared By:	Reviewed By:	Approved By:

1. Purpose

2. Scope

3. Waste Identification & Classification

Identify the waste categories applicable to this procedure:

- Hazardous Chemical Waste
 Biohazardous / Infectious Waste
 Radioactive Waste
 Electronic Waste (E-Waste)
 Universal Waste (Batteries, Lamps)
 Non-Hazardous Municipal Waste
 Recyclable Materials

4. Responsibilities

Role / Job Title	Responsibility Description

5. Procedure

5.1 Collection and Containment

5.2 Labeling and Packaging

5.3 Storage and Handling

5.4 Transport and Final Disposal

6. Safety and Personal Protective Equipment (PPE)

7. Emergency and Spill Response

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8. Documentation and Record Keeping

Document / Record Name	Location / Storage	Retention Period

9. Revision History

Revision No.	Date	Description of Changes

10. Sign-Off and Training Acknowledgement

Employee Signature

Supervisor Signature

Date