

*Insert Facility/Institute Logo Here*

**STANDARD OPERATING PROCEDURE (SOP) *TEMPLATE***

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| Facility: |
| SOP Title: *Waste Handling and Disposal SOP* |
| Document Number: *4-02-008* | Version Number: *00* |
| Process Leader: | Effective Date: *MM-DD-YYYY* |
| Other documents cross-referenced in this SOP (i.e., manuals, SOPs, forms, records):* Biorisk Management Manual (Chapter V, Biorisk Assessment; Chapter XII, Equipment; Chapter XVIII, Disinfectants and Decontamination; Chapter XIX, Waste Handling and Disposal) (*4-00-001*)
* Personnel Protective Equipment SOP (*4-02-004*)
* *Incinerator Operation SOP (4-02-00X)* *where applicable*
* Autoclave Operation and Maintenance SOP (*3-02-006*)
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| Revision Number | Sections Changed | Description of Change | Date | Approved By |
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INSTRUCTIONS: The Biorisk Management Manual and supporting Standard Operating Procedure (SOP) templates provide a general overview of common considerations and information that should be addressed within a biorisk management system and program. These templates are not exhaustive and facilities must customize each document to ensure it is locally applicable and relevant.

* **Black text** can be considered generic text which may be appropriate for inclusion in a facility’s biorisk management manual and SOPs.
* ***Red text*** should be considered guidance or examples and must be reviewed and replaced with facility-specific information.
1. Purpose

The purpose of this document is to establish the procedures for handling and disposing of waste generated in *[Insert Facility Name]*’s biological work areas to ensure proper collection, identification, segregation, packaging, labeling, decontamination, storage, transportation and final disposition for the protection of personnel, environment and community from potential contamination and/or exposure to hazardous materials.

1. Scope

This document applies to all facility personnel and visitors who work with within the *[Insert Facility Name]* biological work area(s).

1. Responsibilities
* Process Leader ensures that:
	+ This SOP is established and implemented effectively
	+ Users are trained on this procedure and competent prior to independent biological work
* Facility personnel:
	+ Follow the procedures outlined in this SOP
	+ Report any problems to the Process Leader
* *Scientific Manager* ensures that:
	+ Waste handling and disposal supplies are ordered to appropriate specifications
	+ Waste handling and disposal supplies are adequately maintained
1. Preparation
	1. Materials
* Disinfectant *(such as 5.25% sodium hypochlorite solution based on agent-specific risk assessment)*
* Biohazard waste bags and containers
* Liquid waste containers
* Sharps containers
* Labeling materials
* *PPE as determined by risk assessment*
* Transport cart
	1. Equipment
* Autoclave
* *Incinerator*
	1. Records and Forms
* *Waste treatment records*
* *Waste disposal records*
1. Procedure *(refer to Attachment A, Waste Handling and Disposal SOP Template Flow Chart)*

*[This procedure should be consistent with local and national rules, laws, guidelines, regulations, etc. that control waste handling and disposal.]*

* 1. Collection
		1. *Describe steps to determine where and how biological work area waste is collected using questions and comments from flow chart step 1*
	2. Identification and Segregation
		1. *Describe steps to determine how waste is properly identified and segregated by type using questions and comments from flow chart step 2*
		2. *Repeat remainder of procedure for each category of waste (refer to Table 1. [Insert Facility Name] Waste Handling and Disposal Summary Table)*
	3. Packaging and Labeling
		1. *Describe steps for proper waste packaging and labeling using questions and comments from flow chart step 3*
	4. Transportation and Storage
		1. *Describe steps for proper waste transport and storage using* *questions and comments from flow chart step 4*
	5. Decontamination and Treatment
		1. *Describe steps for proper waste decontamination and/or treatment using* *questions and comments from flow chart step 5*
	6. Final disposition
		1. *Describe steps for proper final disposition of waste using questions and comments from flow chart step 6*

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| **Table 1. *[Insert Facility Name]* Waste Handling and Disposal Summary Table** |
| Type of Waste | Packaging | Labeling | Transportation | Storage | Decontamination Treatment | Final Disposal |
| *Liquid, infectious*  |  |  |  |  |  |  |
| *Liquid, chemical* |  |  |  |  |  |  |
| *Solid, infectious* |  |  |  |  |  |  |
| *Solid, chemical* |  |  |  |  |  |  |
| *Solid, sharps* |  |  |  |  |  |  |
| *General refuse* |  |  |  |  |  |  |
| *Radioactive* |  |  |  |  |  |  |
| *Others* |  |  |  |  |  |  |

1. References
2. *Local and national rules, laws, guidelines, regulations, etc. that control waste handling and disposal.*
3. Attachments
	1. Waste Handling and Disposal SOP Template Flow Chart



* *Are there relevant local, national, and/or international regulations or guidelines for waste segregation?*
* *Refer to Biorisk Management Manual: Chapter V, Biorisk Assessment; Chapter VIII, Disinfectants and Decontamination; Chapter XIX, Waste Handling and Disposal*
* *Determine appropriate actions (steps 2-6) for all types of laboratory waste (e.g., liquids, solids, chemicals, sharps, tissues [anatomical material], potentially infectious materials, perceived medical waste, general refuse [non-infectious, non-hazardous, recyclables], radioactive materials, chemical materials)*
* *Provide facility-specific definitions of all types of biological work waste (e.g., what criteria/items constitutes sharps, what material can be recycled?*
* *Describe how packaged waste is transported from the biological work area(s) to the storage or treatment site*
* *Describe the type of containers or carts used for transport (e.g., sealed, unbreakable and leakproof containers)*
* *Describe PPE for waste transport (refer to PPE SOP)*
* *Describe PPE for waste treatment*
* *Describe treatment/decontamination and validation methods (refer to Biorisk Management Manual: Chapter XII, Equipment; Chapter XVIII, Disinfectants and Decontamination; Autoclave Operation and Maintenance SOP)*
* *Describe contingency plans to address events/situations that interfere with routine operations (e.g., loss of power, equipment failure)*

Waste is collected at point of generation