STANDARD OPERATING PROCEDURE

Laboratory Waste Disposal SOP

Document no.	SOP-LAB-009
Revision	1.0
Owner	EHS Coordinator
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To make sure laboratory waste is segregated by stream, stored safely in the accumulation area, and picked up by a licensed hauler with complete manifests.

2. Scope

Applies to chemical, biohazard, sharps and general waste generated during laboratory work. Cleanup of an unplanned chemical release is covered by the chemical spill response SOP.

Definitions

Waste stream	A category of waste, such as chemical, biohazard, sharps or general, that must be segregated and disposed of by its own method.
Accumulation area	The designated space where waste containers are stored before pickup by a licensed hauler.
Manifest	The document tracking waste from generation through transport to final disposal.

3. Responsibilities

Lab Technician	Segregates and labels waste at the point of generation and moves full containers to the accumulation area.
EHS Coordinator	Manages the accumulation area, completes manifests and arranges hauler pickups.
Laboratory Manager	Approves waste vendor contracts and reviews accumulation area inspections.
Waste Hauler	Collects waste containers, provides transport documentation and delivers to the disposal facility.

RACI matrix

Activity	Lab Technician	EHS Coordinator	Laboratory Manager	Waste Hauler
Segregate waste at the point of generation	R/A	I	-	-
Move full containers to the accumulation area	R/A	C	-	-
Complete waste manifest	I	R/A	I	C
Inspect the accumulation area	I	R/A	I	-

Activity	Lab Technician	EHS Coordinator	Laboratory Manager	Waste Hauler
weekly				
Arrange and confirm hauler pickup	-	R/A	C	R

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Color-coded, stream-specific waste containers
- Chemical and biohazard waste labels
- Sharps containers
- Waste accumulation area with secondary containment
- Waste tracking manifest forms
- Scale for weighing waste containers

Personal protective equipment

- Disposable nitrile gloves
- Lab coat
- Safety glasses

5. Procedure

Step	Task	Owner	Done
5.1	**Identify the correct waste stream** At the point of generation, identify whether the waste is chemical, biohazard, sharps or general, using the SDS or protocol as a guide.	Lab Technician	☐
5.2	**Use the matching container** Place the waste only into the container designated for that stream, checking that the container material is compatible with the waste's chemical properties. **Warning:** Never mix incompatible chemical wastes, such as acids with oxidizers, in the same container.	Lab Technician	☐
5.3	**Label the container immediately** Label each waste container with the contents, hazard class and the date waste accumulation started, as soon as the first waste is added.	Lab Technician	☐
5.4	**Keep containers closed** Keep waste containers closed except when actively adding waste, and check that lids seal properly after each addition.	Lab Technician	☐
5.5	**Check fill level** Stop adding waste once a container reaches about three-quarters full to leave headspace and prevent overflow during transport. **Checkpoint:** No waste container in active use is filled beyond three-quarters capacity.	Lab Technician	☐
5.6	**Move full containers to the accumulation area** Seal a full container and move it to the designated accumulation area, placing it in the correct segregated section with secondary containment.	Lab Technician	☐

Step	Task	Owner	Done
5.7	**Log the container into the accumulation area** Record the container's contents, quantity, generation date and location in the accumulation area log.	EHS Coordinator	☐
5.8	**Complete the waste manifest** Prepare the manifest with waste description, quantity, hazard classification and generator information before pickup by the licensed hauler.	EHS Coordinator	☐
5.9	**Arrange hauler pickup** Schedule pickup with the licensed waste hauler before any accumulation time limit is reached, and confirm the vehicle and paperwork on arrival.	EHS Coordinator	☐
5.10	**Retain signed manifest copies** Collect the signed manifest copy from the hauler at pickup and file it with the waste records for the retention period required.	EHS Coordinator	☐
5.11	**Inspect the accumulation area** Walk through the accumulation area weekly, checking for leaks, unlabeled containers, overfilled containers and blocked access.	EHS Coordinator	☐
5.12	**Train staff on segregation** Provide waste segregation training to new staff during onboarding and refresh existing staff annually or after a segregation incident.	Laboratory Manager	☐

6. Quality checks

- Every waste container is labeled with contents and accumulation start date.
- No waste container exceeds the three-quarters fill level.
- Manifests are signed and filed for every pickup.
- Accumulation area inspections show no leaks or unlabeled containers.

7. Records

- Accumulation area log
- Waste manifests
- Weekly accumulation area inspection checklist
- Staff waste segregation training records

8. KPIs

- Number of waste segregation errors found per month
- Percentage of containers picked up before the accumulation time limit
- Number of overfilled or unlabeled containers found on inspection
- Waste disposal cost per month by stream

9. Common mistakes

- Mixing incompatible chemical wastes in the same container.
- Leaving a waste container unlabeled until it is full.
- Letting a waste container sit open between additions.
- Missing the accumulation time limit before pickup is arranged.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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