# **1. PURPOSE:**

The purpose of this Standard Operating Procedure (SOP) is to ensure proper handling, storage and disposal of wastes.

**2. SCOPE:**

The scope of this SOP applies to the handling, storage and disposal of wastes.

# **3. DEFINITIONS:**

NIL

# **4. REFERENCES:**

* ISO 22716:2007 Cosmetics — Good Manufacturing Practices (GMP) — Guidelines on Good Manufacturing Practices- Clause 11: Wastes
* Food Safety Management: Requirements for a Food Safety System based on Prerequisite Programmes and Hazard Analysis and Critical Control Point (HACCP) principles

# **5. AUTHORITY AND RESPONSIBILITY:**

Management ensures that wastes is disposed of in a timely and sanitary manner.

**Employees**

All employees are responsible to adhering to this SOP.

# **6. METHOD:**

**6.1 Types of waste**

Waste can generated from production and quality control laboratories activities. Waste generated is identified, handled and disposed-off to ensure it does not affect the quality of the product.

**6.2 Flow of waste**

The flow of waste is handled to ensure it does not impact on the production and laboratory operations.

Appropriate measures should be taken concerning collection, transportation, storage and disposal of

wastes.

**6.3 Waste containers**

Containers of waste should are properly identified as to contents and other information, as appropriate. Waste containers are covered with a lid to prevent harbouring of pests and rodents.

**6.4 Waste disposal**

Disposal of waste is performed in an appropriate way with an adequate level of control.

# **7. RECORDS:**

The following records are maintained.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Record Title / ID** | **Format** | **Medium** | **Retention Period** | **Custodian(s)** |
| 1 | Waste disposal schedule | English, Text | Electronic | 1 year | Production Controller |

# **8. DOCUMENT AMENDMENT HISTORY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Summary of changes from previous version of the document** | **Changes Requested by** | **Remarks** |
| V-001 | First version released for implementation. | N/A | Nil |
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