1. **ABBREVIATIONS**

**FCP:** Facility Cleaning Practice

**QC:** Quality Control

**SLWM:** Solid and Liquid Waste Management

**SOP:** Standard Operating Procedure

1. **PURPOSE:**

The purpose of this procedure is to ensure proper disposal of waste from the facility conducted by or overseen by Facilities Management staff. In addition, this procedure outlines how to prevent discharges from production site and kept properly to prevent pollutants to the product.

1. **SCOPE:**

This procedure applies to solid and liquid waste disposal activities by ……….. production facility.

1. **DEFINITIONS**

**Solid waste means:** all solid portions of the discarded material such as glass bottles, plastic containers, metals and cartons are there a cause for pollution of the production process.

**Liquid waste means:** the liquid part of the waste material which includes effluents of dairy processing facility.

1. **RESPONSIBILITY:**

Cleaners should follow the procedure and QC head should follow and ensure its implementation.

1. **PROCEDURE FOR SOLID WASTE MANAGEMENT** :
   1. All food handlers engaged in the production process are responsible for depositing their waste in the nearest appropriate trash can as appropriate.
   2. Office service staff are responsible for ensuring that their material makes it into the dumpster and debris is not left around the production area.
   3. All solid waste in the processing area should collect and dispose every six hours and even less time if it will cause for contamination.
   4. All collected solid waste disposed or removed on a routine service schedule to prevent overflowing dumpsters.
   5. Staff are responsible for properly sorting as much of their recyclable, recoverable, or reusable materials as possible to reduce improper disposal environmental impact.
   6. Service schedules are periodically adjusted as needed to reflect user demands.
   7. If disposal pit are full and material is left beside, it is the responsibility of the environmental and sanitation officer to follow up and implement proper disposal system.
   8. Container or deist bins should be closed when not in use.
   9. Recycling or used by product should be contacted out and collected by the contract party.
   10. Follow the facility cleaning procedure for solid waste management within the facility or compound.
   11. Recyclable or Reusable Materials can be diverted from disposal in a separate container and make ready for reuse in accordance with the procedure by concerned regulatory body.
   12. As there is no chemical residue in the effluents of the manufacturing there is no need of liqud waste treatment. .
   13. The liquid discharged from the food processing area can discharge to septic tank or to the nearest liquid disposal system of municipality.
   14. Plastics such as yogurt cups, plastic bottles and plastic bags, and plastic wrap can be stored in a separate collection container for recycle process and transport for reprocessing by outsourcing party.
   15. White Paper includes any white paper such as printer/copy paper, notebook paper, and spiral bound notebooks newspaper, magazines, envelopes, phone books, can be deposited like any other solid disposal will dispose(collecting and burning.)
2. **TRAINING**

All cleaning operators will be trained on this procedure by Quality Assurance Manager. And the training records will be kept in Plant Managers office

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| **Revision** | **Reason for Revision** | **Compiled by** | **Reviewed by** | **Effective Date** |
| 0 | Initial Release |  |  |  |