 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.S.SOP.53 Effective Date: 01-August 2022 Revision Date: New</p>
<p>Waste SOP</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

OBJECTIVE:

This SOP outlines the procedure for handling garbage, compost, and recycling, and frying oil disposal at the HUB.

SCOPE:

This SOP is read by all users and owners of HUB.

Waste disposal may be a shared tasks with HUB owner taking responsibility for community garbage and individual HUB Users taking responsibility for own garbage and recycling by taking it out of the facility at end of production day.


Garbage must be handled in a way as not to become an unsightly mess or a source of contamination and pest infestations.

PROCEDURE:

1. There is a designated area outside of the HUB for storage of waste (garbage, compost, recycling). Bins should be locked. Key for bin is available (*where?*)
2. Garbage pick-up is done (x) times per week. Service provider contact information is available on List of Approved Supplier (or included here).
3. Waste receptacles are identified on plant schematic. Cleaning and sanitizing waste receptacles are on the Sanitation Task List.
4. All people taking garbage out must remove aprons before taking garbage out to bin. Do not use trolleys or carts that have been used in the HUB to transfer garbage to outside area. HUB will provide designated trolley for garbage.
5. Wash hands and walk-through footbath or doorway sanitizer before reentering HUB facility after taking out garbage.
6. Follow compost and recycling procedures for municipality. A color-coded system is used to segregate recycling streams.
7. Used cooking oil may be dropped off at municipal collection centres. The use of a collection service may be required for large volumes of used oil.

DEVIATION PROCEDURE:

Monitor HUB User behavior and retrain as necessary.
Contact service provider if pickup is missed.

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RECORDS AND RELATED DOCUMENTS

- HUB.PRE.REC.10 Plant Schematic
- HUB.TRS.REC.134 List of Approved Suppliers
- HUB.S.SIGN.83 Colour Coding of Utensils and Equipment

REVIEW:

This SOP should be reviewed when changes occur and/or at least annually.