# Purpose

1.1 To ensure that the necessary steps are followed too minimize the risk of contamination as a result of internal and external waste handling.

# Scope

2.1 This procedure applies to the handling, storing and disposal of waste generated on site.

# Responsibility

3.1 [Name of Personal Responsible]

# Definitions

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| **Contamination** | Occurrence of any undesirable matter in the product, |

# Instructions and Guidelines

## 5.1 Waste Storage and Disposal

5.1.1 Waste shall be removed from the food-handling areas and other work areas at least once daily and, in the case of hazardous waste, it shall be disposed of in accordance with the requirements of the Hazardous Substances Act, 1973 (Act 15 of 1973).

5.1.2 Immediately after the waste has been disposed of, receptacles used for storage of waste and any equipment that has come into contact with the waste shall be cleaned and disinfected (MCS – Waste area).

5.1.3 Waste containers shall be provided in appropriate locations in the factory.

5.1.4 Only bona fide waste containers shall be used for the disposal of waste. The containers shall be such that they cannot be mistaken for food containers and shall be emptied daily. Packaging material, whether damaged or not, shall not be used as a receptacle for waste.

5.1.5 Litter, waste and refuse shall be stored in suitable containers that can be thoroughly cleaned. Facilities for the storage of waste shall be designed to preclude the entry and harborage of pests and to avoid the contamination of food, potable water, equipment, buildings and roadways on the premises and the environment in general.

5.1.6 Skips or containers that contain food waste and other waste material shall be emptied at least once a week, or more frequently as is consistent with minimizing the risk of infestation.

5.1.7 Skips or containers for waste shall be located as far as practicable from processing areas.

## 5.2 Specific Requirements

**5.2.1 Liquid Waste Disposal**

5.2.1.1 All liquid waste shall be disposed of into the centralized drainage system.

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| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |