

Guidance for Developing Good Operating Practice Procedures: Waste Management

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Amendment 1

Background

Every food business produces waste and stores it temporarily for disposal. Waste must not be allowed to accumulate in working areas or the surrounding environment because:

- food waste (i.e. food scraps, grease) that is not kept in sealed containers can attract and provide food for pests and vermin;
- other waste (i.e. packaging) that is allowed to build-up provides harbourage for pests and vermin to live in or under; and
- waste material is a potential source of food contamination.

1 Purpose and Scope

Write up your purpose and scope for Waste Management.

Example: To manage waste so that the risk of introducing pests and the risk of food contamination is minimised.

See also:

- Pest Control
- Cleaning and Sanitation
- Building, Facilities and Equipment

These topics have been covered individually in other guidance documents.

2 Authorities and Responsibilities

Write up who has specific authorities and responsibilities for Waste Management. Think about managers, supervisors and other people as may be necessary, including contractors.

Examples: The business operator has overall responsibility for Waste Management systems and procedures.

[Specify who] is responsible for ensuring waste management procedures are followed in [specify areas] and for ensuring any required records are kept.

Other specific waste management activities are assigned as follows [provide specific details against a job title or role].

3 Control Measures

Write up how you ensure that waste food and other waste materials are controlled in and around the workplace.

Consider how you ensure the following points are covered (as appropriate to your business):

- how you manage waste to deter harbourage and infestation by pests, e.g.:
 - providing a suitable number of waste receptacles in operating areas for the amount of food and other waste generated;
 - ensuring waste containers are emptied regularly so waste does not build up;
 - providing an adequate number of bulk waste storage containers, with sufficient capacity for the business;
 - ensuring waste containers are suitable for the purpose (e.g. food waste is kept in lidded/sealed containers that are solidly constructed and can be easily cleaned when emptied; cardboard boxes/packaging are broken down and stored off the ground, and either tied together, kept in a cage or compressed into a sealed container).
 - ensuring the different types of waste container are identifiable to ensure correct use;
 - cleaning (and where necessary sanitising) waste containers between use;
 - keeping bulk storage areas clean and free from debris;
 - ensuring bulk waste is removed regularly (e.g. by a specialist waste contractor);
 - ensuring liquid waste and drainage systems operate as intended (e.g. grease traps are cleaned regularly and maintained in accordance with manufacturers' instructions);
 - ensuring gratings are in place to prevent matter entering and blocking drainage; and
 - ensuring any local authority trade waste bylaws are complied with.
- how you protect food and food-contact surfaces from waste contamination, e.g.:

- ensuring work flow and work practices prevent waste materials and liquids coming into contact with food and associated things, such as food contact surfaces and food packaging materials;
- ensuring there is a designated area for the storage of waste and that the manner of storage will not cause waste to be mistaken for usable food;
- if appropriate, secure storage is available for potentially hazardous waste and for storage of returned or recalled food;
- staff understand and put in place good hygienic practices when handling waste (refer to separate guidance on Personal Hygiene and Behaviour).

4 Monitoring

Write up how you check that your waste management process is under control.

Consider the following checks:

- visual inspection (e.g. checking waste receptacles have lids (where appropriate) and these are used/in place; bins are regularly emptied and are not overflowing; waste storage areas are clean; waste is stored appropriately, drainage grilles/covers for liquid waste are in place and not blocked with food waste or other debris etc.); and
- observation (e.g. staff dispose of waste appropriately and follow good practices – ie wash hands after handling waste; staff responsible for removing waste from food areas and cleaning containers carry out their duties appropriately).

See also checks under Pest Control

5 Corrective Action

Write up how you correct any problems that monitoring identifies, or that you otherwise become aware of.

Include how you cover the following:

1. Defining the extent of the problem (i.e. what has happened, why and when it happened, how it happened and whether any product has been affected);
2. Restoring control (i.e. the action needed immediately to stop more product becoming affected and to fix problem);

3. Dealing with affected product and equipment. (e.g. preventing any unsafe product from being used - see the separate guidance for Complaints, Non-conforming Product, Corrective Action and Recall); and
4. Preventing re-occurrence (e.g. using information gained from the problem to identify better ways to do things; developing better procedures; improve checking systems; provide better staff training etc.).

6 Documentation and Record Keeping

Determine what records you need to keep for this procedure. These will help you to introduce and maintain consistent good practices, and to demonstrate to your verifier (auditor) that you are sufficiently controlling those factors that can impact on the safety and suitability of the food.

Assess any records you already have, and introduce any additional records you need for the monitoring and corrective action activities you specify in your procedure. When monitoring, you may have an option to either:

- record every check; or
- indicate that checks have regularly been carried out (e.g. throughout a week) and only record the results of a specific check where something went wrong. In these instances, always make a record of what you did to put things right (the corrective action).

Keep blank record forms handy for staff to use and let people know where they are. Keep completed record forms together where they can be found easily for your regular internal verification checks.

For your [general programme requirements](#) refer to the guidance document on the appropriate risk-based programme or plan which can be found on the Food Safety website.