|  |  |  |
| --- | --- | --- |
|  | **TCS** Vijay | **DOC.NO: M.122.NC** |
| **EFFECTIVE DATE: 04/05/2009** |

**Scrap Material Management**

**1. Introduction**

Effective scrap material management is critical for a food manufacturing facility (NIC Code 10101) to minimize waste, control costs, and ensure compliance with environmental regulations. This document outlines procedures for handling and disposing of scrap materials generated during the manufacturing process.

**2. Scrap Material Identification and Segregation**

* Categorization: Scrap materials should be categorized based on their composition (e.g., metal, plastic, organic waste). Clear labeling of different scrap categories is crucial for efficient handling and disposal.
* Segregation: Different types of scrap should be segregated to prevent cross-contamination and facilitate recycling or disposal. Designated containers should be provided for each category.
* Documentation: Accurate records of the types and quantities of scrap generated should be maintained. This information is essential for tracking waste generation and identifying potential areas for improvement.

**3. Storage and Handling of Scrap Materials**

* Designated Areas: Designated storage areas should be established for different categories of scrap materials. These areas should be clearly marked and easily accessible.
* Container Management: Appropriate containers should be used to store scrap materials, ensuring they are suitable for the material type and prevent leakage or spillage. Containers should be clearly labeled with the type of scrap and date.
* Frequency of Removal: Scrap materials should be removed from the production area regularly to prevent accumulation and potential hazards. A schedule for removal should be established and followed consistently.

**4. Disposal and Recycling**

* Compliance with Regulations: Disposal and recycling practices must comply with all relevant local, state, and federal regulations regarding waste management and environmental protection. This includes obtaining necessary permits and licenses for waste disposal.
* Recycling Options: Explore and utilize appropriate recycling options for recyclable scrap materials. This not only reduces waste but can also generate cost savings.
* Waste Audits: Regular waste audits should be conducted to assess the effectiveness of scrap material management practices and identify areas for improvement.

**5. Compliance Notes**

* Environmental Protection Agency (EPA): Disposal practices must comply with EPA regulations regarding hazardous waste and waste disposal.
* Local Regulations: Familiarize yourself with and comply with all local regulations regarding waste management and disposal.

**6. Practical Guidelines**

* Training: All personnel involved in scrap material handling and disposal should receive adequate training on proper procedures, safety regulations, and environmental compliance requirements.
* Waste Minimization: Implement strategies to minimize scrap generation through process optimization and improved material utilization.
* Regular Audits: Conduct periodic audits to ensure compliance with regulations and identify opportunities for improvement in scrap management practices.

---