


WORK DESCRIPTION / PROCEDURE FORM

 <p style="margin-top: 10px;">RAJABASA VILLAGE RAJABASA DISTRICT SOUTH LAMPUNG REGENCY</p>	Number: Date of Manufacture: Revision Date: Effective Date: Ratified by: HEAD OF RAJABASA VILLAGE, <div style="text-align: center; margin-top: 20px;">HERMANSYAH HR</div>
SOP Name: WASTE PROCESSING SOP	
LEGAL BASIS	<ol style="list-style-type: none"> 1. Law No. 18 of 2008 concerning Waste Management 2. Government Regulation No. 81 of 2012 concerning Management of Waste and Waste Similar to Household Waste 3. Lampung Province Regional Regulation 9 of 2021 concerning Waste Management 4. South Lampung Regency Regional Regulation Number 2 of 2015 concerning Waste Management
EXECUTOR QUALIFICATIONS	<ol style="list-style-type: none"> 1. Know the duties and functions of waste sorting 2. Understand the waste management process
LINKAGES	EQUIPMENT GEAR
<ol style="list-style-type: none"> 1) Waste Reduction SOP 2) SOP for Waste Sorting 3) Waste Processing SOP 	<ol style="list-style-type: none"> 1. Waste transportation fleet 2. Cleaning tools 3. Trash can 4. Barrow
UNDERSTANDING	<ol style="list-style-type: none"> 1. Trash is residues of daily human activities and/or natural processes in solid form consisting of household waste or similar types of household waste. 2. Household waste is waste that comes from daily activities in the household which mostly consists of organic waste, excluding feces and specific waste.

3. Waste similar to household waste is waste that does not come from households and comes from residential areas, commercial areas, industrial areas, special areas, public facilities, social facilities, and/or other facilities.
4. Organic waste is waste that comes from the remains of living things that easily decompose naturally without human intervention
5. Inorganic waste is waste produced from non-biological materials, non-renewable natural resources and the results of industrial processing technology processes that are difficult to decompose naturally.
6. Waste generators are every person and/or office manager, education manager and religious facility manager who produces waste
7. Waste management is a systematic, comprehensive and sustainable activity that includes reducing and handling waste
8. Waste reductionA series of efforts to reduce waste generation are carried out from before the production of a product and/or product packaging until the end of the use of the product and/or product packaging through programs to limit waste generation, reuse waste, and recycle waste.
9. Waste sorting is the activity of grouping and separating waste according to the type and availability of management facilities
10. Waste processing is the activity of utilizing waste that has been sorted so that it can provide benefits

A. WASTE REDUCTION SOP

1. SOP title	WASTE REDUCTION SOP
2. Outputs	The amount of waste produced has decreased
3. Executor	<ol style="list-style-type: none"> 1. Household 2. Office manager 3. Educational facilities manager 4. Manager of religious facilities
IMPLEMENTATION	
<ol style="list-style-type: none"> 1. Every household, office manager, educational and religious facility makes efforts to reduce the amount of waste produced by reducing the use of single-use plastic packaging or containers 2. Every household, office manager, educational and religious facility encourages the use of bags, containers, packaging, bottles and food containers that are not made from single-use materials. 	

3. Every household, office manager, educational and religious facility uses packaging made from paper or other materials that can decompose naturally

B, SOP FOR WASTE SELECTION

1. SOP title	SOP FOR WASTE SELECTION
2. Outputs	Waste can be grouped according to the type of waste
3. Executor	1. Household 2. Office manager 3. Educational facilities manager 4. Manager of religious facilities
IMPLEMENTATION	
1. Every household, office manager, educational and religious facility sorts the waste produced 2. Every household, office manager, educational and religious facility provides separate waste bins for organic waste, paper waste, plastic waste and metal and glass waste. 3. Sorting is done by separating the waste produced based on its type, namely organic waste and inorganic waste 4. Inorganic waste is further sorted based on type, namely paper waste, plastic waste and iron and glass waste	

C. ORGANIC WASTE PROCESSING SOP

1. SOP title	ORGANIC WASTE PROCESSING SOP
2. Outputs	Organic waste can be used to make organic fertilizer, cultivate worms and maggots
3. Executor	1. Household 2. Office manager 3. Educational facilities manager 4. Manager of religious facilities
IMPLEMENTATION	
1. Every household, office manager, educational and religious facility processes the organic waste produced 2. Organic waste processing is carried out by utilizing organic waste into organic fertilizer, cultivating worms or cultivating maggots	

3. Processing organic waste for making organic fertilizer, cultivating worms or cultivating maggots can be carried out by each waste producer or carried out in groups
4. The process of making organic fertilizer can be done using the stacked bucket method, dumping soil, composter

D. INORGANIC WASTE PROCESSING SOP

1. SOP title	INORGANIC WASTE PROCESSING SOP
2. Outputs	Waste can be grouped according to the type of waste
3. Executor	<ol style="list-style-type: none"> 1. Household 2. Office manager 3. Educational facilities manager 4. Manager of religious facilities
IMPLEMENTATION	<ol style="list-style-type: none"> 1. Processing of waste produced by every household, office management, educational facilities and religious facilities is carried out using segregated inorganic waste. 2. Inorganic waste processing is carried out using the principles of reuse, recycling and selling directly. 3. Reuse is the use of inorganic waste, namely the direct reuse of the waste produced. 4. Recycling is the process of returning waste or rubbish that is no longer useful into other items that can still be used 5. Processing of inorganic waste by reuse, recycling and direct sale can be carried out by each waste producer or carried out in groups