**Technical Operations Resources and Services**

**Laboratory and Analytical Operations**

**STANDARD OPERATING PROCEDURE**

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| **Title:** | Lab process - Disposal of Clinical waste bins | | |
| **SOP code:** | SOP 103 | **Date:** | May 2020 |
| **Author:** | Karen Bailey-Smith/ Paul Sutton/ Maria Quiles Romagosa | **Review:** | Annual |

### Purpose

To describe the procedure for the removal & transport of clinical waste bins from laboratories, to the appropriate outside storage areas.

#### Scope and restrictions

These disposal procedures are limited to waste generated in Laboratory Analytical Operations and are to be carried out by technical staff only. Staff must always work in pairs. This process is risk assessed.

Outside storage areas are:

* Owen goods road, chemical stores (for Owen/Norfolk labs).
* Basement level EMB, cupboard on the vehicle ramp - (for STEM lab).

###### Responsibilities

It is the responsibility of all members of the Technical Team to adhere to the processes outlined in this SOP and any associated documents.

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| Definitions | |
| BMRC | Biomolecular Sciences Research Centre. Labs located primarily on the 7th floor Norfolk building, but also covering 802 and 803 Norfolk research facilities. |
| PPE | Personal protective equipment e.g. safety glasses, lab coats, gloves. |
| EMB | Eric Mensforth Building |

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| **Documents referred to in this SOP** | **Code** | **Type of document *e.g. SOP, risk assessment*** |
| Lab process - Accessing the outside stores and gas cages | SOP 107 | SOP |
| Lab process - Transportation of materials between STEM lab and Owen/Norfolk labs | SOP 118 | SOP |
| Disposal of Clinical waste bins / specialist chemical waste | RA 502 | Operational Risk Assessment |
| Manual handling / moving bench equipment / setting up a lab class | RA 301 | Operational Risk Assessment |

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| **Reviews** | | | | | | |
| **Date** | **Version** | **Changes** | **Reviewer name & signature** | | **Approver name & signature** | |
| 03.07.18 | 1 | none | Print | Angela Goundry | Print |  |
| Sign |  | Sign |  |
| 19.07.19 | 1 | none | Print | Angela Goundry | Print |  |
| Sign |  | Sign |  |
| July 2020 | 2 | TORS changes | Print | Angela Goundry | Print |  |
| Sign |  | Sign |  |
| 08.02.21 | 2 | No changes | Print | Angela Goundry | Print |  |
| Sign |  | Sign |  |
| 01/03/23 | 3 | Removal of human tissue waste | Print | Celine Souilhol | Print |  |
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| **STEP** | | | | **DETAILS** | | | | **RELEVANT INFORMATION** | |
| **Owen / Norfolk Building Laboratories** | | | | | | | | | |
| 1. Full bins located in 840 Owen or outside 710 Norfolk | 1.1. For teaching - full bins are located in 840 Owen.  1.2 For BMRC - full bins are located outside 710 Norfolk. They must be stacked neatly so they do not obstruct the corridor. | | | | | Use a trolley to transport bins if required, refer to manual handling risk assessment.  Bins from the STEM lab should be transported on a trolley back to the Owen building for disposal. | | | |
| 2. Put on PPE | 2.1. Wear lab coat, safety shoes and high visibility jacket. | | | | | All the PPE is located in Owen 840 (prep room) | | | |
| 3.Collect full yellow bins from 840 Owen | 3.1. Work in pairs.  3.2. Use large black trolleys to transport bins to Owen goods lift.  3.3 If there are no BMRC collections continue with step 5. | | | | | Bins to be collected every Tuesday and Friday.  Do not carry bins over long distances. Refer to manual handling risk assessment.  Two members of technical staff need to carry out this operation to assist with moving of trolleys and opening doors. | | | |
| 4. Collect full bins from BMRC, level 7 Norfolk. | 4.1. Use black trolleys to transport bins from outside laboratory 710 Norfolk in the BMRC to the Owen goods lift. | | | | | Do not leave full bins unattended outside the goods lift.  Yellow bins with red lids are used for human tissue waste. | | | |
| 5. Collect waste from tissue freezer in BMRC. | 5.1. Collect the animal waste tissue from the small chest freezer in 713 Norfolk and place it in a yellow bin.  5.2. Log that the waste has been removed in the animal waste log book.  5.3 Add this yellow bin to the trolley for removal.  5.4 Take bin to goods lift. | | | | | Animal waste is located in the bags in the designated chest freezer.  Even if the animal waste ready for disposal does not fill a yellow clinical waste bin, place a lid on the bin and remove it to the outside store. Tissue will start to degrade and smell if left at room temperature. | | | |
| 6. Transport full bins to level 4 goods entrance. | 6.1 Take the bins in the goods lift down to level 4. | | | | | Travel in the lift with the bins. | | | |
| 7. Take bins to outside store. | 7.1. Follow SOP for accessing the outside store. | | | | |  | | | |
| 8. Place full yellow bins into the outside store. | 8.1. Slide the gate across to the left.  8.2 Stack the yellow bins at ground level just inside the gate. | | | | | Bins must not be stacked more than three high and must not prevent the outside gate from being closed and locked.  If the ground level storage area is full, excess bins must be stored on the landing area. | | | |
| 9. Collect empty yellow bins from Store 1. | 9.1 Retrieve the required number of empty bins and lids and place on the trolleys. | | | | | The NOVEX system is not present in this dry store.  **Only dry items such as storage boxes and empty clinical waste bins are to be placed in this store.** | | | |
| 10. Leave chemical stores - lock up and return keys | 10.1. Lock internal doors, slide the gate across and secure the padlock.  10.2 Sign the keys back in to security staff. | | | | | Ensure that the gate is fully secure after locking the padlock.  Always return the keys | | | |
| 11. Transport empty bins to level 7 & 8 Owen. | 11.1. Take the goods lift up to level 7 & 8 Owen. | | | | |  | | | |
| 12. Replenish stocks of empty bins. | 12.1. Replenish the stocks of yellow bins outside lab 710 Norfolk (BMRC).  12.2 Take the lift to level 8 and replenish the stocks of yellow bins and lids in 836 Owen. | | | | | Ensure that bins are not a trip hazard. | | | |
| 13. Collection of full bins by external contractor | 13.1 The bins are collected for incineration on Monday or Tuesday morning by an external contractor.  13.2 When the contractor calls it will be necessary to let them into the outside store. Follow SOP for accessing outside storage areas.    13.3 Wear PPE (lab coat, safety shoes and high visibility jacket).  13.4 Assist the delivery person in loading the bins in to the lorry.  13.5 If empty bins and lids are delivered put them in store 1.  13.6 Lock up outside store and return keys to security control room | | | | | **During projects the frequency of this service can be amended as required.**  The contractor collecting the bins will phone the stores mobile, the prep room or the goods in entrance to say that they have arrived at the university. | | | |
| **Eric Mensforth Building (STEM lab)** | | | | | | | | | |
| 14. Full bins in STEM lab | 14.1 Load bins onto large black trolley. | | | | | Do not carry bins over long distances. Refer to manual handling risk assessment. | | | |
| 15. Put on PPE | 15.1. Wear lab coat, safety shoes and high visibility jacket. | | | | | All PPE is located in the STEM lab. Safety shoes are available in the storeroom of the STEM lab. | | | |
| 16. Collect keys / phone / door stop | 16.1 Collect lift keys from key cabinet in STEM lab.  16.2 Collect key for yellow bin cupboard on vehicle ramp from key cabinet in STEM lab.  16.3 It is recommended that you take your mobile phone.  16.4 Collect door stop from the solvent trolley. | | | | | Two members of technical staff need to carry out this operation to assist with moving of trolleys and opening doors and to prevent lone working in outside store areas.  There isn't a phone in the store area.  NB. Your staff card needs to have access to level 2 for you to access the lab via the EMB lift. | | | |
| 17. Travel to basement store using EMB lift | 17.1 Refer to the SOP and RA for accessing the outside store.  17.2 Travel in the lift with the bins. | | | | | Work in pairs.  Basement store is Level L. | | | |
| 18. Unload yellow bins | 18.1 Unload bins into cupboard.  18.2 Collect new bins as required. | | | | | Inform stores personnel if new bins or a collection is required in addition to the scheduled ones.  The maximum capacity of the store is 20 empty yellow bins (2 stacks of 10) and 10-12 full bins maximum (stacked in pairs only).  There is a spill kit located in the red metal solvent / specialist waste cabinet in the EMB basement level. | | | |
| 19. Lock up and return to lab | 19.1 Return items of PPE, trolley, door stop and keys. | | | | |  | | | |
| 20. Collection of full bins by external contractor | 20.1 Inform STO that a collection is required from the STEM store.  20.3 The bins are collected for incineration on Monday or Tuesday morning by an external contractor.  20.4 When the contractor calls it will be necessary to let them into the outside store. Follow SOP for accessing outside storage areas.    20.5 Wear PPE (lab coat, safety shoes and high visibility jacket).  20.6 Assist the delivery person with the bins if required.  20.7 If empty bins and lids are delivered put them in the store.  20.6 Lock up the store and return keys to cabinet in STEM lab. | | | | | The contractor collecting the bins will phone the stores mobile, the prep room or the goods in entrance to say that they have arrived at the university. | | | |
| 21. Transfer of bins to Owen | 21.1 Small numbers of bins can be transported to the prep room in Owen building if required.  21.2 Use a trolley for transportation.  21.3 Refer to SOP for transportation of materials between STEM and Owen buildings. | | | | |  | | | |
| **9th Floor Owen (Teacher education Labs)** | | | | | | | | | |
| **Disposing of Animal Waste from Dissection Practical Classes** | | | | | | | | | |
| 22. End of Session: Put on PPE | | | | | 22.2. Put on PPE | | | | PPE located in the lab |
| 23. Ensure all animal waste is collected | | | | | 23.1 Make sure all animal waste has been placed in the Haz-bag provided.  23.2 Make sure all soiled aprons and gloves are also placed in Haz-bag.  23.3 Remove your own gloves and place in the bag. | | | | Haz-bag will be in a long cardboard box for support with edges folded down to ensure the outer bag is not contaminated |
| 24.Seal Haz-bag | | | | | 24.1. Fold up the edges of the bag, pull out of the box and seal by tying a knot at the top.  . | | | |  |
| 25. Place in Bin liner and seal | | | | | 25.1. Place sealed Haz-bag into a bin liner.  25.2 Seal the bin liner by tying a knot at the top.  25.3 Wash hands | | | |  |
| 26. Change PPE | | | | | 26.1 Remove lab coat.  26.2 Put on high-viz vest. | | | | Make sure you check the weather and wear appropriate clothing. |
| 27. Take bag out to a council bin | | | | | 27.1. Take the bag out of the building and place in a black Sheffield city council bin. | | | | Dispose of as soon as possible  Do not leave overnight as it will smell.  The bag can usually be carried safely in one hand, however if it is particularly full/heavy use a trolley and the goods lift and have a colleague accompany you.  Council bins are collected daily. |
| **9th Floor Owen (Teacher education Labs)** | | | | | | | | | |
| **Disposal of Sharps Bins** | | | | | | | | | |
| 28. Seal full sharps bin | | | | | 28.1 Seal the sharps bin by twisting the top until it locks. | | | |  |
| 29. Contact Biosciences | | | | | 29.1 Contact Biosciences to make them aware you will be bringing a sharps bin for disposal. | | | |  |
| 30. Take sharps bin to Owen 840 | | | | | 30.1 Put on Lab coat.  30.2 Take the sharps bin to Owen 840 and make a technician aware that you have arranged for it to be disposed of. | | | | Ensure good manual handling s practised - either place the sharps bin on a trolley for transportation or have a colleague accompany you to get the doors. |
| **Owen Building Food and Nutrition labs 12th floor** | | | | | | | | | |
| 31. Put on PPE | | 31.1. Wear lab coat, safety shoes and high visibility jacket. | | | | | PPE is in the 1236a lab. Safety shoes are available in the office cupboard in 1243. | | |
| 32. Full clinical waste bins located in Owen 1236a | | | 32.2. Load clinical waste bins onto large trolley. Do not allow to accumulate (maximum two clinical waste bins or three yellow bags & two sharps’ bins.) | | | | Do not carry bins over long distances. Refer to manual handling risk assessment. | | |
| 33. List waste to be stored in the cage in the disposal book | | | 33.1. The book is stored in 1236a | | | | When waste is removed by external contractor, add this information to the book. | | |
| 34. Collect keys / phone / door stop | | | 34.1. Collect keys for 360 L Eurobin and from key cabinet in 1243 office.  34.2. It is recommended that you take your mobile phone and a door stop. | | | | Two members of technical staff need to carry out this operation to assist with moving of trolleys and opening doors and to prevent lone working in outside store areas. | | |
| 35. Transport full bins to level 4 goods entrance. | | | 35.1. Take the bins in the goods lift down to level 4. | | | | Travel in the lift with the bins, do not leave bins unattended. | | |
| 36. Take bins to outside storage cage. | | | 36.1. Follow SOP for accessing the outside store. | | | |  | | |
| 37. Place full yellow bins into the 360 L Eurobin in the outside store. | | | 37.1. Waste containers should be placed carefully into the 360 L Eurobin.  37.2. Stack the clinical waste bags on top of the containers, securely locked inside the Eurobin. | | | | If the Eurobin is full, it is acceptable to place 30 L Wiva bins outside the bin stacked neatly, no more than three high and must not prevent the outside gate from being closed and locked. | | |
| 38. Lock up and return to lab | | | 38.1 Return items of PPE, trolley, door stop and keys. | | | | Ensure Eurobin and padlock for external storage cage are locked | | |
| 39. Collection of full bins by external contractor | | | 39.1. Inform Tradebe Labwaste by email using the ‘Lab smalls’ form that a collection is required from the Owen building.  39.2. Wear PPE (lab coat, safety shoes and high visibility jacket).  39.3. At least one technician is required to assist with loading and packing of waste.  If empty bins and lids are delivered put them in the trolley to store in 1236a.  Lock up the store and return keys for cage to security on the Goods road and Eurobin key to cabinet in 1243 office. | | | | Collection is booked and the driver will contact the technical team to give an approximate time of arrival.  The bins are collected for incineration around three times per year.  Labwaste usually send a driver only and two people are required. | | |

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| **Title:** | Lab process - Disposal of Clinical waste bins |
| **SOP code:** | SOP 103 |

**Declaration: I have read, understood and will comply with the SOP outlined above**

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