

Title:	Disposal of Clinical waste bins		
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Purpose

To describe the procedure for the removal & transport of clinical waste bins from Owen 8th floor and Norfolk 7th floor laboratories to the outside storage area.

Scope and restrictions

These disposal procedures are limited to waste generated in the Biomedical Research Centre (BMRC) and the teaching laboratories (8th floor Owen and Norfolk building) and are to be carried out by Biosciences technical staff only. Staff are to work in pairs at all times.

Responsibilities

HWB Bioscience local managers ensure compliance with this SOP.

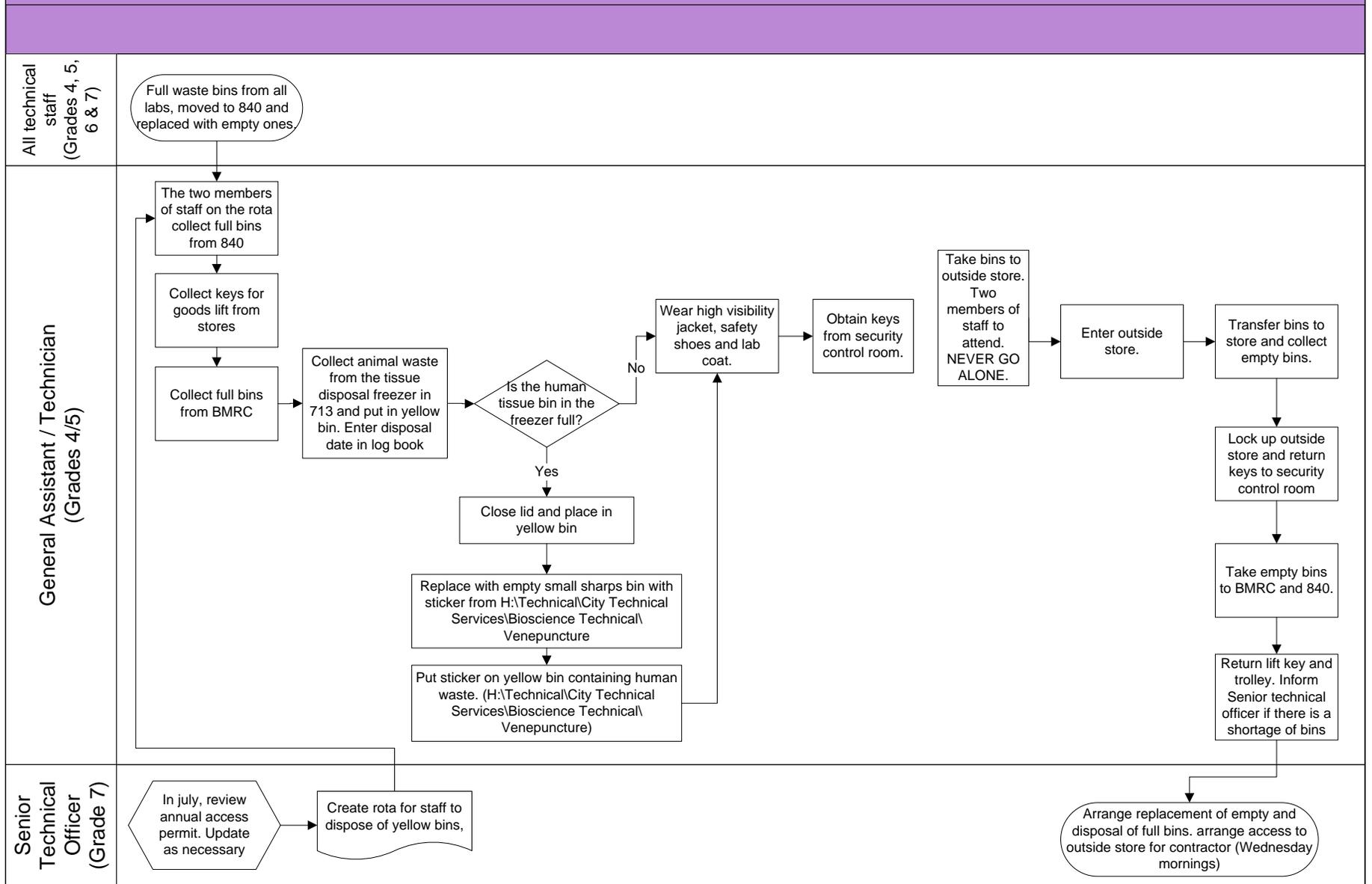
Definitions

BMRC	Biomedical Research Centre, labs located primarily on the 7th floor Owen building, but also covering 8th floor (802 and 803) research facilities.
PPE	Personal protective equipment, e.g. safety glasses, lab coats, gloves etc.
HWB	Health and Wellbeing
Local Manager	Local Manager is a generic term applied to all managers who might reasonably be expected to make decisions which influence health and safety in their areas of responsibility. They have responsibility for other members of the technical team.

Documents referred to in this SOP

	Code	Type of document e.g. SOP, risk assessment
Risk Assessment - Removal of clinical waste to the outside chemical store.	008-Tech-01	Risk Assessment

Disposal of Yellow Clinical Waste Bins



STEP	DETAILS	RELEVANT INFORMATION
1. Collect goods lift key and put on PPE	1.1. Goods lift key is located in stores - 720 Owen building. 1.2. Wear lab coat, safety shoes and high visibility jacket.	All the PPE is located in Owen 840 (prep room).
2. Collect full yellow bins from 840 Owen	2.1. Work in pairs following the rota in 840. 2.2. Use large black trolleys to transport bins.	Bins to be collected every Tuesday and Friday. Do not carry bins over long distances. Always use a trolley. 2 members of technical staff need to carry out this operation to assist with moving of trolleys and opening doors.
3. Collect full bins from level 7 Norfolk.	3.1. Transport the full bins in the goods lift down to level 7. 3.2. Collect the full bins from outside laboratory 712 in the BMRC.	Do not leave full bins unattended outside the goods lift.
4. Collect animal tissue from BMRC.	4.1. Collect the animal waste from the chest freezer in 713 Norfolk and place it in yellow bin. 4.2. Log that the waste has been removed. 4.3 Add this yellow bin to the trolley for removal.	Animal waste is located in the black bags in the 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.
5. Transport full bins to level 4 goods entrance.	5.1. Take the bins in the goods lift down to level 4.	Travel in the lift with the bins.
6. Take bins to outside store.	6.1. Cross the goods road with care to the outside chemical store.	Staff are to work in pairs at all times.
7. Obtain keys from security control room.	7.1. One member of staff collects keys from the security control room.	One member of staff must remain with the clinical waste at all times. The security control room is accessed by the outside stairs located to the left

	7.2. Sign out the keys in the log book.	of the outside chemical store.
8. Place yellow bins into outside store.	8.1. Unlock the padlock and slide the gate across to the left. Leave the padlock attached to the right hand gate. 8.2 Stack the yellow bins at ground level just inside the gate.	Bins must not be stacked more than three high. They 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. The bins are collected for incineration on Wednesdays by an external contractor. During projects the frequency of this service may increase (and the day(s) of collection may change). The contractor collecting the bins will phone the stores mobile or the goods in entrance to say that they have arrived at the university. When this call is received it is necessary to let him/her into the outside store. It will be necessary to help the delivery person load the bins in to the lorry.
9. Collect empty yellow bins.	9.1. Access store 1. 9.2. Retrieve the required number of empty bins and lids and place on the trolleys. 9.3 Leave store 1 and lock the door.	Look through the viewing window in store1 to ensure that it is safe to enter. Turn on the light. 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 outside store.	10.1. Slide the gate across and secure the padlock.	Ensure that the gate is fully secure after locking the padlock.
11. Return keys to security control room.	11.1. Sign the keys back in to security staff.	Always return the keys.
12. Transport empty bins to level 7 and 8 Owen.	12.1. Take the goods lift up to level 7.	
13. Replenish stocks of empty bins.	13.1. Replenish the stocks of yellow bins outside lab 713 Norfolk (BMRC). 13.2 Take the lift to level 8 and replenish the stocks of	Ensure that bins are not a trip hazard.

	yellow bins in 840 Owen (prep room).	
14. Return goods lift key.	14.1. Return the goods lift key to Owen 720 (stores).	Always return the keys, do not leave them in lab coat pockets.

