**Faculty of Health and Wellbeing**

**Biosciences and Chemistry**

**STANDARD OPERATING PROCEDURE**

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| **Title:**  | Lab process - Disposal of Clinical waste bins |
| **SOP code:** | SOP 103 | **Date:** | August 2017 |
| **Author:** | Karen Bailey-Smith | **Review:**  | Annual |

### Purpose

To describe the procedure for the removal & transport of clinical waste bins from Owen 8th floor, Norfolk 8th and 7th floor and Eric Mensforth 3201 (STEM lab) laboratories to the appropriate outside storage areas.

#### Scope and restrictions

These disposal procedures are limited to waste generated in the Biomolecular Sciences Research Centre (BMRC) and the teaching laboratories (8th floor Owen and Norfolk building, STEM lab) and are to be carried out by Biosciences and Chemistry technical staff only. Staff must work in pairs at all times. 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. |
| HWB | Faculty of Health and Wellbeing |
| 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 |  |
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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. |
| 5. Collect waste from tissue freezer in BMRC. | 5.1. Collect the animal and human 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 and human 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.Human tissue waste is located in the red box within the same chest freezer. The tissue must be decanted into a biohazard bag and the top knotted before being put in to a yellow bin. **Human tissue must be removed weekly.**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 the PPE is located in the STEM lab. Safety shoes are available in the store room 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.  |  |

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

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