

UCLan SHE Detailed Work Instruction

Detailed Work Instruction	DWI 7.3 – Hazardous Waste Disposal	
Policy Reference	Policy 7.0 – Material Hazards	
Procedure Approved By		

1.0 Identification

As a rule any substance marked, or known to be, Explosive, Oxidizing, Flammable, Toxic, Harmful, Irritant, Corrosive, Sensitizing, and Dangerous to the Environment or classified as Carcinogenic, Mutagenic, Teratogenic, a Biohazard or Ecotoxic must be treated as a hazardous waste. If you are unsure refer to the substance/s Material Safety Data Sheet (MSDS).

- Non-hazardous materials contaminated with any hazardous substances above the prescribed limits becomes hazardous themselves.
- The disposal of 'unknown waste' is unacceptable, all efforts must be made to identify what the waste is and what its associated hazards are. Unknown waste will only be permitted for disposal in extreme circumstances.

2.0 Packaging

It is solely the responsibility of the producer to ensure that hazardous waste is correctly packaged and clearly labelled.

2.1 Hazardous Chemicals

- Package chemicals only in containers compatible with their content. Tops/lids to containers should also be compatible with the chemical.
- Do not mix chemicals for packaging unless they are mixed in the experiment or are the same substance and will not react.
- Do not mix incompatible materials in a waste container.
- Do not overfill containers, a minimum 25mm space in a 5ltr container must be left for expansion, this is essential with waste solvents.
- All containers must have screw-type tops or caps capable of sealing the container to prevent spillage, ensure caps are tight and do not leak.
- If reusing containers ensure they are clean, show no signs of leakage and any original labels and hazard classification pictograms are removed or covered if not applicable to the waste.
- Solvent mixtures and individual solvents should be collected as either non-chlorinated or chlorinated waste solvents.
- Non-chlorinated and chlorinated waste solvents must not be mixed.
- Hazardous and non-hazardous waste must not be mixed together.
- It is not permitted to dispose of hazardous wastes via sinks and dilution with water.
- Ensure there is no outer contamination on the waste container.

2.1 Clinical (infectious) and Offensive Waste.

Clinical Waste (infectious human or animal tissue or other materials contaminated infectious body fluids, etc.) must be placed in designated bins lined with **orange clinical waste bags only**. When a clinical waste bag is no more than three-quarters full and a maximum 4 kilograms in weight, it should be securely tied (staples, etc., must not be used), and the University Clinical Waste for Disposal label (See section 3.1) completed and attached. Under no circumstances must clinical waste be allowed to enter the University's general waste stream. Clinical waste must be carefully segregated from other wastes while in production and storage, and must never be placed in internal or external general waste bins. Clinical waste may also have other hazardous properties. This may occur for instance with sharps that may be contaminated with substances classified as hazardous e.g. toxic, irritant, flammable, harmful, etc. In this case the waste will be subject to controls under the Hazardous Waste Regulations, which apply over and above other waste management controls. Such waste must be disposed of via LIS as hazardous waste.

- Infectious Tissue waste must be kept packaged in clinical waste bags and frozen in dedicated freezers.
- The Orange clinical waste bags can be obtained from LIS Technical Services.
- Prior to collection by LIS for transfer to the hazardous waste store, the orange bags should be placed in an appropriately sized yellow plastic Eco-Lock rigid container. These containers are obtained from LIS Technical services (Stores). (Note: any different type of container may not be collected by the current waste management contractor.)
- Clinical Waste sharps should only be stored in sharps containers that comply with British Standard BS 7320 and UN3291: Specification for sharps containers. When three quarters full, the container should be securely closed and on no account should an attempt be made to reopen a sealed sharps container box. Sharps containers should not be placed in a yellow clinical waste bag, but should be kept separate for collection. Damaged sharps containers should be placed complete in a larger sharps container. All sharps boxes must be accurately labelled with the Clinical Waste for Disposal label and stored securely in line with the Duty of Care requirements.

The disposal route for Clinical Waste is via incineration.

Offensive waste is soft waste that is not 'clinical waste' (e.g. it is not infectious) but which is unpleasant and may cause offence to the senses (e.g. smell and/or because of visual appearance). Such waste should be clearly marked on both the clinical waste transfer notice and labelled.

3.0 Labelling

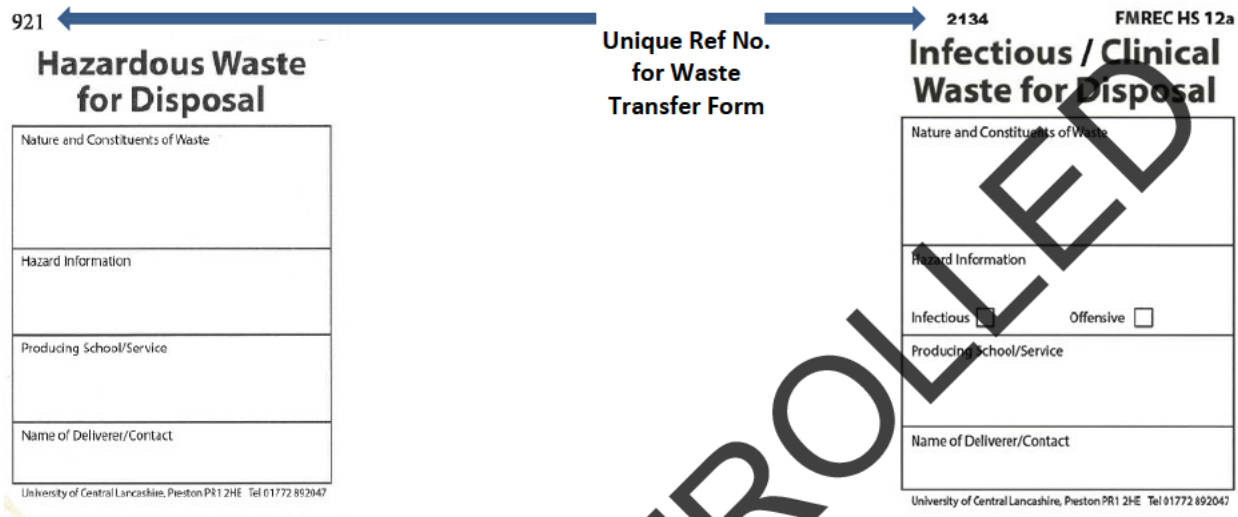
All waste must have a clear description of the contents of the container on the label. Please do not use abbreviations as they are 'meaningless' to other people who will be handling the waste. (e.g. H & E instead of Haematoxylin & Eosin) All containers must be labelled with the relevant pictograms representing the waste's hazard/s e.g.





3.1 Waste Disposal Labels

All containers must have a fully completed Hazardous or Clinical Waste for Disposal label attached to it, e.g.



- If the item for disposal is too small for a label to be attached to it, the item should be placed in a self-sealing plastic bag and the label attached to this.
- Note: when a particular waste has multiple hazards you should only reference the most significant e.g. if the waste is an 'Irritant and Corrosive' you need only label/write Corrosive, if Harmful and Toxic you need only label/write 'Toxic'.

4.0 Disposal Documentation

Every item of hazardous waste requiring disposal must be accurately and legibly entered on to a 'Hazardous Waste Disposal' electronic form (spreadsheet – available from LIS Technical Services) or the 'Clinical Waste transfer Notice' Form by the waste producer. The waste producer is also responsible for ensuring the form is fully completed, an example is given below for reference

Hazardous Waste Spreadsheet example:

	A	B	C	D	E	F	G	H
1	FM ENV REC 046 Hazardous Waste Disposal							
2	Waste Container Label Number	Producing School / Service	Date	Container Type	Substance	Quantity	Hazard Info.	Room No.
3	888	SNS	13/12/2019	Glass bottle	Chlorinated Solvent waste	2.5 litres	Toxic / Flammable	DB312
4								
5								
6								
7								
8								
9								
10								

DWI 7.4 Clinical Waste Transfer Notice (also used for Offensive Waste) example:

DWI 7.4 CLINICAL WASTE TRANSFER NOTICE					
Section A: Producer Details					
Name of Contact/Deliverer:	A Researcher	Ext No:	0000	Producing School/ Service:	SNS
Producing Building & Room Number:	Darwin 302	Date of Delivery to Hazardous Waste Store:	1/10/2021	Has this waste been produced as a result of consultancy work?	No
Section B: Waste Details					
Unique waste label ID No.	Substance/ Material (please print)	Quantity (Kg or Litres)	Hazard (H9 Infectious or Offensive)	Type of Waste Package / Item	Source Room
2134	Sharps bin	500ml	Infectious	Yellow sharps bin	DB 302
Section C: Delivery/ Collection Details					
Delivery Accepted By (SHE Section):		Signature:		Date:	

5.0 Transfer & Disposal

When your waste is ready for disposal and all labels and electronic forms have been fully completed you should contact the LIS Laboratory Support Technician, (Email: mbstores@uclan.ac.uk Tel Ext: 3547) to arrange for collection and

transfer to the Hazardous Waste Stores (Stewart Building), where the waste will be stored prior to disposal via a licenced waste disposal company.

If you are having the waste collected by Estates Services (Waste & Recycling Team), you must ensure that all the required documentation and labelling is completed prior to collection. The electronic hazardous waste spreadsheet must be emailed to LIS Stores prior to collection by Estates Services (email: mbstores@uclan.ac.uk)

Please remember you are responsible for the waste you produce. Not only is it a criminal offence to miss-describe hazardous waste, it is also potentially dangerous for all those subsequently handling and disposing of it. Therefore, if the above requirements are not completed in full your waste will not be collected until the issues have been addressed.

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