



Management of Healthcare Waste Streams

Procedures for disposal of Healthcare Waste

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Number		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM			
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Procedures for disposal of Healthcare Waste

Introduction

All healthcare waste produced by the University of Leeds needs to be managed in line with these Procedures. This ensures that the waste is disposed of safely via the correct waste streams according to its contents. The healthcare waste that leaves the University is either destroyed by an alternative treatment technology or incinerated. There are seven 'streams' of healthcare waste and each has a separate Procedure (1-7) which must be followed:

- Healthcare waste bags - Procedure 1
- Sharps waste - Procedure 2
- Cytotoxic and Cytostatic waste - Procedure 3
- ICOMed™ Boxes - Procedure 4
- Anatomical waste - Procedure 5
- Amalgam waste - Procedure 6
- Environmental Samples - Procedure 7

Scope

These Procedures must be followed by **everyone disposing of healthcare waste** except specific areas of Dentistry and specific sites at St James' Hospital who have a formal agreement in place to use the Leeds Teaching Hospitals Trust system. If any other variation to these Procedures is considered necessary it can only be put into practice if it is **agreed in writing** by the University of Leeds Head of Health and Safety or their delegated nominee.

Definitions

Healthcare waste

Any waste that consists wholly or partly of the following:

- Human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, syringes, needles or other sharp instruments.
- Biological waste produced in laboratories, from microbiological containment level 1 and 2 laboratories; waste from microbiological containment level 3 and Genetic Modification (GM) following autoclaving by a validated means; environmental samples and offensive waste.
- Waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or the collection of blood for transfusion, irrespective of the potential for the risk of infection to any person coming into contact with it.

Sharps

These are blunt and sharp needles, hypodermic needles, scalpel and other blades, knives, glass pasteur pipettes (short and long form), broken contaminated glassware, glass drug/chemical vials, surgical instruments and glass slides or any other item that may cause cuts or puncture wounds.

Semi- Sharps

These are items such as plastic pipettes; pipette tips or other items that may puncture a bag and could cause a scrape, graze or cut but are not classified as sharps (above).

Cytotoxic and Cytostatic Waste

Medicinal waste (human and animal) identified in the List of Wastes Regulations for medicinal products with more than one of the below hazardous properties;

- H6 Toxic,

- H7 Carcinogen,
- H10 Toxic for Reproduction,
- H11 Mutagenic.

N.B if this is to be produced please contact the University Biological Safety Manager or University Environmental Compliance Manager for specific guidance - a list of examples of these is included in the Cytotoxic/Cytostatics list attached to this protocol.

Anatomical Waste

Wastes of human or animal origin that would be recognisable to the public, e.g. a knee joint, carcass, an organ, or a placenta.

Amalgam Waste

From dental practices, e.g. teeth containing amalgam fillings.

Environmental Samples

Non-infectious samples used for research or teaching purposes e.g. soil, water, leaves and food screening samples. This material may include samples from an 'outbreak scenario' or those held under licence with DEFRA (FERA or APHA).

Offensive Waste

Any waste that is not infectious and does not have hazardous properties, but may cause offence to those coming into contact with it because it contains recognisable items.

This includes:

- Any laboratory disposables including gloves, pipette tips, tubes, syringes etc.
- It also includes soiled animal bedding and autoclaved laboratory waste (non-GM).

For advice, support and guidance contact your Health and Safety Manager, the University Environmental Compliance Managers, the University Biological Safety Managers or the Cleaning Services Manager - Janet Willis (j.m.willis@leeds.ac.uk ext 33434).

Procedure 1 - Disposal of healthcare waste – bags

This Procedure explains the steps which must be followed to dispose of healthcare waste via healthcare waste bags and should be read in conjunction with the introduction, scope and definitions on pages 2-3. If you need further advice support or guidance please contact the University Biological Safety Manager or University Environmental Compliance Manager.

Step 1- identify healthcare waste stream

Any waste defined above as Healthcare or offensive can be disposed of in a healthcare waste bag with the exception of sharps, cytotoxic/cytostatic, anatomical or amalgam.

Other Procedures have been written to set out how to dispose of sharps waste, cytotoxic and cytostatic waste, ICOMed™ Boxes, anatomical waste, amalgam waste and environmental samples - see the relevant Procedure.

A poster showing how waste is segregated (and which waste goes into which container/ bag) is also available to help you – see the ‘University segregation of healthcare and offensive laboratory waste’ poster attached to this procedure.

Step 2 – Identify the correct healthcare waste bag and place the correct waste in the bag (for more please contact your local Purchasing Satellite or the University Environmental Compliance Managers, University Biological Safety Managers).

Healthcare waste bags that can be used on site are orange or yellow; these will be available locally. Bags used must comply with UN3291 and can be obtained from one of the University approved suppliers.

Only healthcare waste as defined above can be put into them. Bags must **NOT** exceed the weight limit stipulated on them or 10kg - whichever is the lower.

Step 3 – tag the healthcare waste bag

Secure and tag all bags with an individual identifying tag these will be available locally.



Step 4 – place healthcare waste bag in the correct skip

In order to support the segregation of healthcare waste, the skips have been colour coded to match the waste stream. For more information, see the ‘University streaming and location poster’ attached to these Procedures.

Dispose of the healthcare waste bag in one of the colour coded locked skips at the designated healthcare waste collection sites. For more details on where these are located and the bin collection schedule, see the information sheet on ‘Disposal sites and collection schedule’ attached to these Procedures.

If there is a spillage while you are disposing of the bag, clean it up following a process appropriate to the type of waste spilled immediately. You can find more information on cleaning up waste spillage from your Health and Safety Manager or the University Environmental Compliance Manager also need to report the spillage through your local contact on the University’s accident and incident reporting system (Sentinel).

Step 5 – record the details at the waste collection site

Record the following details in the folder provided in each waste collection site, record sheets are sent to or collected by Cleaning Services (on a monthly basis) where they are collated.

- o Date

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- Your Name
- School / Faculty / Service
- Tag number(s)
- Colour of bag(s)
- Number of bag(s)

For more support, guidance and advice please contact the University Biological Safety Manager or University Environmental Compliance Manager.

Procedure 2 - Disposal of healthcare waste – Sharps

This Procedure explains the steps which must be followed to dispose of sharps waste via sharps bins and should be read in conjunction with the introduction, scope and definitions on pages 2-3. If you need further advice support or guidance please contact the University Biological Safety Manager or University Environmental Compliance Manager.

Step 1- identify healthcare waste stream

Any waste defined above as Sharps can be disposed of in a sharps bin.

Other Procedures have been written to set out how to dispose of non sharps waste, cytotoxic and cytostatic waste, ICOMed™ Boxes, anatomical waste, amalgam waste and environmental samples - see the relevant Procedure.

A poster showing how waste is segregated (and which waste goes into which container/ bag) is also available to help you – see the 'University segregation of healthcare and offensive laboratory waste' poster attached to this procedure.

Step 2 – Identify the correct Sharps Bins and place the correct waste in the bag (for more please contact your local Purchasing Satellite or the University Environmental Compliance Managers, University Biological Safety Managers).

Sharps bins that can be used on site are yellow and will have an orange, yellow or purple lid, these will be available locally and must conform to BS EN ISO 23907:2012.

Only Sharps waste as defined above can be placed in them.

Step 3 – tag the Sharps Bin

Secure and tag all the Sharps bins with an individual identifying tag these will be available locally.

Do not bag them.

Step 4 – place Sharps bin in the correct skip

In order to support the segregation of healthcare waste, the skips have been colour coded to match the waste stream. For more information, see the 'University streaming and location poster' attached to these Procedures.

Dispose of the sharps bin in one of the colour coded locked skips at the designated healthcare waste collection sites. For more details on where these are located and the bin collection schedule, see the information sheet on 'Disposal sites and collection schedule' attached to these Procedures.

If there is a spillage while you are disposing of the sharps bin, clean it up following a process appropriate to the type of waste spilled immediately. You can find more information on cleaning up waste spillage from your Health and Safety Manager or the University Environmental Compliance Manager also need to report the spillage through your local contact on the University's accident and incident reporting system (Sentinel).

Step 5 – record the details at the waste collection site

Record the following details in the folder provided in each waste collection site record sheets are sent to or collected by Cleaning Services (on a monthly basis) where they are collated.

- Date
- Your Name
- School / Faculty / Service
- Tag number(s)
- Colour of sharps bin(s)
- Number of sharps bin(s)

For more support, guidance and advice please contact the University Biological Safety Manager or University Environmental Compliance Manager.

Procedure 3 - Disposal of healthcare waste – ICOMed™ boxes (Rigid)

This Procedure explains the steps which must be followed to dispose of healthcare waste via ICOMed™ boxes and should be read in conjunction with the introduction, scope and definitions on pages 2-3. If you need further advice support or guidance please contact the University Biological Safety Manager or University Environmental Compliance Manager.

Step 1- identify healthcare waste stream

Any waste defined above as Healthcare or offensive can be disposed of in an ICOMed™ boxes with the exception of sharps, cytotoxic/cytostatic, anatomical or amalgam. The boxes offer a rigid containment so can be used for items that may puncture bags that are not classed as sharps (semi-sharps).

Other Procedures have been written to set out how to dispose of sharps waste, cytotoxic and cytostatic waste, anatomical waste, amalgam waste and environmental samples - see the relevant Procedure.

A poster showing how waste is segregated (and which waste goes into which container/ bag) is also available to help you – see the ‘University segregation of healthcare and offensive laboratory waste’ poster attached to this procedure.

Step 2– Identify the correct ICOMed™ and place the correct waste in the bag (for more please contact your local Purchasing Satellite or the University Environmental Compliance Managers, University Biological Safety Managers).

ICOMed™ boxes that can be used on site are orange or yellow these will be available locally. Only healthcare waste as defined above can be put into them. ICOMed™ boxes must comply with UN3291.

When filled the boxes must **NOT** exceed the weight limit stipulated on them or 10kg - whichever is the lower. Fill to the ‘fill’ line, close the box.



Step 3 – tag the ICOMed™ boxes

Secure and tag all the ICOMed™ boxes with an individual identifying tag these will be available locally.

Step 4 – place ICOMed™ boxes in the correct skip

In order to support the segregation of healthcare waste, the skips have been colour coded to match the waste stream. For more information, see the ‘University streaming and location poster’ attached to these Procedures.

Dispose of the ICOMed™ boxes in one of the colour coded locked skips at the designated healthcare waste collection sites. For more details on where these are located and the bin collection schedule, see the information sheet on ‘Disposal sites and collection schedule’ attached to these Procedures.

If there is a spillage while you are disposing of the ICOMed™ boxes, clean it up following a process appropriate

to the type of waste spilled immediately. You can find more information on cleaning up waste spillage from your Health and Safety Manager or the University Environmental Compliance Manager also need to report the spillage through your local contact on the University's accident and incident reporting system (Sentinel).

Step 5 – record the details at the waste collection site

Record the following details in the folder provided in each waste collection site record sheets are sent to or collected by Cleaning Services (on a monthly basis) where they are collated.

- Date
- Your Name
- School / Faculty / Service
- Tag number(s)
- Colour of ICOMed™ boxes
- Number of ICOMed™ boxes

For more support, guidance and advice please contact the University Biological Safety Manager or University Environmental Compliance Manager.

Procedure 4 - Disposal of healthcare waste – Cytotoxic and Cytostatic Waste

This Procedure explains the steps which must be followed to dispose of Cytotoxic and Cytostatic waste via purple lidded sharps bins and should be read in conjunction with the introduction, scope and definitions on pages 2-3. If you need further advice support or guidance please contact the University Biological Safety Manager or University Environmental Compliance Manager.

Step 1- identify healthcare waste stream

Any waste defined above as Cytotoxic or Cytostatic (refer to the list of Cytotoxic and Cytostatic compounds attached to this Procedure) can be disposed of in purple lidded Sharps bins.

Other Procedures have been written to set out how to dispose of healthcare waste, sharps waste, anatomical waste, amalgam waste and environmental samples - see the relevant Procedure.

A poster showing how waste is segregated (and which waste goes into which container/ bag) is also available to help you – see the 'University segregation of healthcare and offensive laboratory waste' poster attached to this procedure.

Step 2– Using purple lidded Sharps bin and place the correct waste in the Sharps bin (for more please contact your local Purchasing Satellite or the University Environmental Compliance Managers, University Biological Safety Managers).

The purple lidded Sharps bins will be available locally and must conform to BS EN ISO 23907:2012.

Only Cytotoxic and Cytostatic waste as defined above can be placed in them.

Step 3 – tag the purple lidded Sharps bin

Secure and tag all the purple lidded Sharps bin with an individual identifying tag these will be available locally.

Step 4 – place the purple lidded Sharps bin in the correct skip

In order to support the segregation of healthcare waste, the skips have been colour coded to match the waste stream. For more information, see the 'University streaming and location poster' attached to these Procedures.

Dispose of the sharps bin in one of the purple lidded skip in Worsley building.

If there is a spillage while you are disposing of the purple lidded Sharps bin, clean it up following a process appropriate to the type of waste spilled immediately. You can find more information on cleaning up waste spillage from your Health and Safety Manager or the University Environmental Compliance Manager also need to report the spillage through your local contact on the University's accident and incident reporting system (Sentinel).

Step 5 – record the details at the waste collection site

Record the following details in the folder provided in each waste collection site record sheets are sent to or collected by Cleaning Services (on a monthly basis) where they are collated.

- Date
- Your Name
- School / Faculty / Service
- Tag number(s)
- Colour of purple lidded Sharps bin
- Number of purple lidded Sharps bins

For more support, guidance and advice please contact the University Biological Safety Manager or University Environmental Compliance Manager.

Procedure 5 - Disposal of healthcare waste – Anatomical Waste

This Procedure explains the steps which must be followed to dispose of Anatomical waste via anatomical waste bins and should be read in conjunction with the introduction, scope and definitions on pages 2-3. If you need further advice support or guidance please contact the University Biological Safety Manager or University Environmental Compliance Manager.

Step 1- identify healthcare waste stream

Any waste defined above as Anatomical can be disposed of in a rigid leak-proof red lidded anatomical waste bins. Other Procedures have been written to set out how to dispose of healthcare waste, sharps waste, cytotoxic and cytostatic waste, amalgam waste and environmental samples - see the relevant Procedure.

A poster showing how waste is segregated (and which waste goes into which container/ bag) is also available to help you – see the 'University segregation of healthcare and offensive laboratory waste' poster attached to this procedure.

Step 2– Using red lidded anatomical waste bin and place the correct waste in the bin (for more please contact your local Purchasing Satellite or the University Environmental Compliance Managers, University Biological Safety Managers).

The red lidded anatomical waste bins will be available locally and must conform to BS EN ISO 23907:2012.

Only Anatomical waste as defined above can be placed in them.

Step 3 – tag the red lidded anatomical waste bin

Secure and tag all the red lidded anatomical waste bins with an individual identifying tag these will be available locally.

Step 4 – place the red lidded anatomical bin in the correct skip

In order to support the segregation of healthcare waste, the skips have been colour coded to match the waste stream. For more information, see the 'University streaming and location poster' attached to these Procedures.

Dispose of the sharps bin in one of the red lidded skips.

If there is a spillage while you are disposing of the red lidded anatomical waste, clean it up following a process appropriate to the type of waste spilled immediately. You can find more information on cleaning up waste spillage from your Health and Safety Manager or the University Environmental Compliance Manager also need to report the spillage through your local contact on the University's accident and incident reporting system (Sentinel).

Step 5 – record the details at the waste collection site

Record the following details in the folder provided in each waste collection site record sheets are sent to or collected by Cleaning Services (on a monthly basis) where they are collated.

- Date
- Your Name
- School / Faculty / Service
- Tag number(s)
- Colour of red lidded anatomical waste bins
- Number of red lidded anatomical waste bins

For more support, guidance and advice please contact the University Biological Safety Manager or University Environmental Compliance Manager.

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Procedure 6 - Disposal of healthcare waste – Amalgam Waste

If this is to be produced please contact the University Biological Safety Manager or University Environmental Compliance Manager for specific guidance.

Procedure 7 - Disposal of healthcare waste – Environmental Samples

Unless stipulated in a DEFRA licence all environmental samples should be treated as healthcare waste and disposed of to the orange bag stream as described above- this should be discussed with the

If this is to be produced please contact the University Biological Safety Manager or University Environmental Compliance Manager for specific guidance.