

# University of Ottawa

## Biomedical Waste Disposal Procedures

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Office of the Chief Risk Officer



uOttawa

<b>Subject:</b>	Biomedical Waste Disposal Procedures		
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**PURPOSE**

The purpose of this document is to define biomedical waste and to provide information on the handling and disposal of this waste stream. These procedures are intended to ensure the proper and safe management of biomedical waste at the University of Ottawa (uOttawa). Both provincial and municipal regulations, by-laws and consultative documents were referenced when drafting these procedures.

This procedure is developed to assist users (personnel, student, etc.) who utilize biological agents at uOttawa in the proper disposal of biological waste generated by their operations.

This procedure establishes the minimum requirements for Risk Group 1 and 2 (RG1 and RG2) biological waste management in a biological Containment Level 1 and 2 (CL1 and CL2) laboratories.

## Contents

PURPOSE .....	1
1. DEFINITIONS.....	4
1.1. Biomedical Waste .....	4
1.1.1. Pathogenic .....	4
1.1.2. Non-Pathogenic .....	4
1.2. Types of Biomedical Waste.....	4
1.2.1. Biological Material .....	4
1.2.2. Laboratory Associated Waste .....	5
1.2.2.1. Microbiology Laboratory Waste .....	5
1.2.2.2. Biomedical Sharps Waste.....	5
1.2.3. Anatomical Waste.....	5
1.2.3.1. Animal Anatomical Waste.....	5
1.2.3.2. Human Anatomical Waste .....	5
1.2.4. Blood and Bodily Fluids.....	5
1.2.4.1. Animal Blood any Bodily Fluids .....	5
1.2.4.2. Human Blood any Bodily Fluids.....	5
1.2.5. Other Biomedical Waste .....	6
2. ROLES AND RESPONSIBILITES .....	6
2.1. Principal Investigators.....	6
2.2. Generators (students, lab or clinic personnel) .....	6
2.3. Service or Faculty/Department Biomedical Waste Representative (where applicable) .....	6
2.4. Office of Risk Management (ORM) .....	6
3. GENERAL GUIDELINES.....	6
3.1. Segregation .....	6
3.2. Containment (waste container for disposal and treatment).....	7
Table 1.1 Waste Container Options.....	8
3.2.1. Laboratory Associate Waste .....	9
3.2.1.1. Microbiology Laboratory Waste .....	9
3.2.1.2. Biomedical Sharps Waste.....	9
3.2.2. Anatomical Waste (Human/Animal).....	9
3.2.3. Blood and Bodily Fluids (Human/Animal).....	10
3.3. Labelling .....	10
3.3.1. University of Ottawa Hazardous Waste Label – for Each Container .....	11

3.3.2.	University of Ottawa Incineration (necropsy) Tag – for Anatomical Waste .....	11
3.3.3.	Autoclaved Non-Biohazardous Waste Label.....	11
3.3.4.	Additional Labelling for Off-Site Disposal .....	11
3.4.	Handling/Transportation Rules.....	11
3.5.	On-Site Treatment at the University of Ottawa.....	12
3.6.	Collection for Off-Site Disposal .....	12
3.7.	Storage for Off-Site Disposal.....	12
3.7.1.	Biomedical Sharps Waste.....	12
3.7.2.	Anatomical Waste (Human/Animal).....	13
3.8.	Re-Supply of Biomedical Waste Containment.....	13
4.	RECORDS KEEPING .....	13
5.	SPECIAL WASTES .....	13
5.1.	Mixed Waste .....	13
5.2.	Radioactive Carcass Waste .....	13
5.3.	Cytotoxic Waste .....	14
5.4.	Ethidium Bromide .....	14
6.	LINKS & RESOURCES.....	14
	Appendix A – AN OVERVIEW OF BIOMEDICAL WASTE DISPOSAL PROCEDURES.....	15
	Appendix B – UNIVERSITY OF OTTAWA BIOMEDICAL WASTE HANDLING PROCEDURES FOR OFF-SITE DISPOSAL.....	16
	Appendix C - UNIVERSITY OF OTTAWA REQUEST FOR BIOMEDICAL WASTE SUPPLIES .....	18
	Appendix D – UNIVERSITY OF OTTAWA RADIOACTIVE CARCASS DISPOSAL LOG.....	19

☰ The information found within this document can be found on the Office of the Chief Risk Officer (OCRO) web page.

## 1. DEFINITIONS

Biohazardous Material is a term that is often synonymous with pathogenic, infectious, and biomedical. In terms of waste the proper term used by regulators is biomedical and for this reason it is being applied in this fashion at the uOttawa. This applies for human, animal, plants and aquatic animal regulated pathogens.

### 1.1. Biomedical Waste

A term applied to waste that is pathogenic, and may be applied to non-pathogenic waste depending upon the situation.

#### 1.1.1. Pathogenic

Pathogens are a specific group of microorganisms, proteins, nucleic acids or other infectious agents that are transmissible and capable of causing disease or infection in humans or animals, and are categorized as either Risk Group 2, 3, or 4 (RG 2, 3, 4).

Infectious material is a subset of pathogenic material, more specifically any isolate of a pathogen or any biological material that contains human or animal pathogens and therefore poses a risk to human or animal health.

#### 1.1.2. Non-Pathogenic

A microorganism that is unlikely to cause human, plant or animal disease is categorized as Risk Group 1 (RG1). Examples of RG1 agents include *asporogenic Bacillus subtilis* or *Bacillus licheniformis*; adeno-associated virus (AAV) types 1 through 4; and recombinant AAV constructs, in which the transgene does not encode either a potentially tumorigenic gene product or a toxin molecule and are produced in the absence of a helper virus. A strain of *Escherichia coli* is an RG1 agent if it (1) does not possess a complete lipopolysaccharide (i.e., lacks the O antigen); and (2) does not carry any active virulence factor (e.g., toxins) or colonization factors and does not carry any genes encoding these factors.

## 1.2. Types of Biomedical Waste

There are five types of biomedical waste: biological material, laboratory associated, anatomical (human and animal), blood and bodily fluids and mixed waste.

Non-pathogenic (non RG 2, 3 or 4 biological agents) waste may be incorporated into the biomedical waste stream as deemed appropriate by OCRO.

In general, CL 1 laboratories should handle their waste as non-hazardous (except if needles or contains Chemical or Radiation hazards). If a Level 1 lab still wishes to autoclave their waste before disposing or if their waste is genetically modified material or non-native which requires autoclaving because of Environment Canada regulations, they must label the bag as non-pathogenic material.

In the absence of secure or appropriate way for disposal of a non-pathogenic material, please contact OCRO to discuss appropriate disposal route.

### 1.2.1. Biological Material

Biological material refers to pathogenic and non-pathogenic microorganisms, proteins, and nucleic acids, as well as any biological matter that may contain microorganisms, proteins, nucleic acids, other infectious agents or parts thereof. Examples include but are not limited to bacteria, viruses, fungi, prions, toxins, genetically modified organisms, nucleic acids, tissue samples, diagnostic specimens, environmental samples, live vaccines and isolates of a pathogen or toxin.

## **1.2.2. Laboratory Associated Waste**

### **1.2.2.1. Microbiology Laboratory Waste**

Microbiology laboratory waste consists of all laboratory cultures:

- Human and animal cell cultures;
- Stocks or specimens of microorganism and recombinant organisms;
- Live or attenuated vaccines developed for human use;
- Human diagnostic specimens (excluding feces, urine, vomitus and tears);
- Any laboratory material (e.g. petri dishes, culture flasks, gloves, swabs) that has come in contact with one of the items listed above (solid and liquid).

### **1.2.2.2. Biomedical Sharps Waste**

Needles, syringes with needles, lancets, scalpels, razor blades, and precision knives contaminated with pathogens. Contaminated broken glass, Pasteur pipettes, test tubes, microscope slides, blood vials, microscope slides, cover slips, pipette tips or any other material capable of causing punctures or cuts.

## **1.2.3. Anatomical Waste**

### **1.2.3.1. Animal Anatomical Waste**

Animal anatomical waste is the waste related to an animal that is infected or suspected of being infected with any infectious substance, which includes animal bedding, animal carcass, tissues, organs or other body parts, other than teeth, nails, hair, feather, hooves or horns.

### **1.2.3.2. Human Anatomical Waste**

Human anatomical waste consists of all human tissues, organs, and body parts, excluding hair, nails and teeth.

## **1.2.4. Blood and Bodily Fluids**

### **1.2.4.1. Animal Blood any Bodily Fluids**

Animal blood and bodily fluids waste means waste related to an animal treated for an infectious substance and it includes:

- Liquid or semi-liquid animal/human blood or blood products;
- Items saturated with liquid or semi-liquid animal/human blood or blood products;
- Body fluids visibly contaminated with animal/human blood;
- Body fluids removed for diagnosis during surgery, treatment or autopsy.

### **1.2.4.2. Human Blood any Bodily Fluids**

Human blood and bodily fluids waste includes:

- Liquid or semi-liquid animal/human blood or blood products;

- Items saturated with liquid or semi-liquid animal/human blood or blood products;
- Body fluids visibly contaminated with animal/human blood;
- Body fluids removed for diagnosis during surgery, treatment or autopsy.

#### **1.2.5. Other Biomedical Waste**

Biomedical waste that also contains other hazardous material/substance such as: cytotoxic waste, radioactive, and chemical such as, ethidium bromide (see Chapter 5).

## **2. ROLES AND RESPONSIBILITIES**

### **2.1. Principal Investigators**

- Ensure all lab staff/students have received proper training to deal with biomedical waste.
- Communicate these guidelines to key personnel.
- Ensure labs are equipped with the proper containers and or bags and that they are ideally located.

### **2.2. Generators (students, lab or clinic personnel)**

- Practice due diligence at all times when handling biomedical waste (i.e. insure appropriate containers securely closed, wear protective equipment)
- Ensure familiarity with the handling, treatment and disposal procedures of the waste you generate.
- The waste generator has the primary responsibility for proper packaging and labeling of waste containers before sending them for treatment or disposal.

### **2.3. Service or Faculty/Department Biomedical Waste Representative (where applicable)**

- Arrange for pick-up/drop off of waste with users.
- Transport or assist in transport of waste to designated storage areas.
- Log waste information in the appropriate log.

### **2.4. Office of the Chief Risk Officer (OCRO)**

- Oversee the manifesting and off-site disposal for all biomedical waste.
- Provide guidance regarding the handling, treatment or disposal of biomedical waste.
- Ensure compliance with uOttawa guidelines and legislative requirements.

## **3. GENERAL GUIDELINES**

### **3.1. Segregation**

- Biomedical waste must be stored in a secure environment at all times.
- Whenever possible, biomedical waste must not be mixed with chemical, radioactive or other laboratory trash. This may be unavoidable (i.e. radioactive carcasses) and in such instances

special handling may be required (see Chapter 5 SPECIAL WASTES). For further information contact OCRO.

- The various types of biomedical waste should be segregated from each other.
- Fluid waste should be contained separately from solid waste.

### 3.2. Containment (waste container for disposal and treatment)

Containers for biomedical waste must be appropriate for its contents (Table 1.1). There are several different kinds of containers and bags available for the containment and disposal of biomedical waste. Containers and bags are available through your faculty/service, sciences stores or OCRO.





The following are some guidelines to remember when packaging waste:

- Double bag if necessary to prevent perforations.
- Add absorbent material if the possibility of large volumes of liquid exists.
- Ensure the bags are well sealed.
- Do not overfill the containers/bags **max 75% of the container volume.**
- If the outside of the bag is contaminated, double bag.
- Secondary containment should also be labeled with the biohazard symbol.

**Note:** For those types of biomedical waste which are not mentioned in this document, please consult OCRO for proper containers.



Table 1.1 Waste Container Options

Biomedical Waste Container Options Selection must be assessed to:				
<ul style="list-style-type: none"> <li>Prevent the release of material</li> <li>Prevent possible exposure</li> <li>Accommodate the waste volume / mass</li> <li>Container must never exceed ¾ full</li> <li>Appropriately labelled</li> </ul>				
Type of Waste	Type of Container (example of )			
	Autoclave Bag 	Yellow puncture proof container 	Red puncture proof container (anatomical) 	Drum (anatomical ) 
<b>Biological Material</b> (ampules, vials)	P	p **	p ***	-
<b>Lab Associated:</b> gloves, gowning, disposal pipettes/loops, etc.	X†	p †	p ***	-
<b>Biomedical Sharps</b>	-	X **	p ***	-
<b>Anatomical</b> (animal/human)	-	-	p ***	X****
<b>Blood and Bodily Fluids</b>	p *	p **	p ***	p†
<b>Mixed Biomedical Waste</b>	To be evaluated	To be evaluated	To be evaluated	To be evaluated
<b>Special Notes</b>	† if autoclave not available contact OCRO * if not saturated or for treatment prior to disposal	† if autoclave not available contact OCRO	*** if anatomical or prion work - incinerate	**** Red biohazard bag lined in the drum † for saturated items
<b>Disposal</b>	To be autoclaved prior to regular waste disposal	Bio-cage (at 4°C for blood) and then pick-up by specialised company	Bio-cage (at 4°C for anatomical waste) and then pick-up by specialised company	Bio-cage at 4°C and then pick-up by specialised company
Chart: X ( First choice) P ( Possible) *, **, ***, ****, † (See special note)				

If confused or uncertain contact the Risk Management Specialist – Biosafety [bio.safety@uottawa.ca](mailto:bio.safety@uottawa.ca)

### 3.2.1. Laboratory Associate Waste

#### 3.2.1.1. Microbiology Laboratory Waste



##### Solid

- Collect waste in orange autoclave bag
- Label: University of Ottawa Hazardous Waste label

For more info refer to the “A Guideline for the Safe Use of Autoclaves”.



##### Liquid

- Use leak-proof containers which are able to withstand thermal or chemical treatment
- Label: University of Ottawa Hazardous Waste label



Microbiology laboratory waste that **cannot** be treated on-site and must be disposed off-site

- Disposed in approved containers
- Label: University of Ottawa Hazardous Waste label

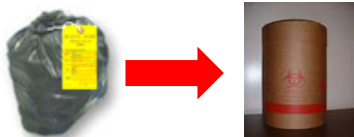
Review of current practices indicates most biological laboratory waste is treated in-house (autoclaved or chemically treated - see section 3.5). If in-house treatment is not suitable, contact OCRO to discuss other means of disposal.

#### 3.2.1.2. Biomedical Sharps Waste



- Deposited in approved sharps container
- Label: University of Ottawa Hazardous Waste label

### 3.2.2. Anatomical Waste (Human/Animal)



- Place waste in a red biohazard bag or a black garbage bag if the waste will immediately be stored at 4°C in a drum lined with red biohazard bags.
- Drums are approved heavy duty rigid cardboard.
- Label: Each bag must be tagged with a completed yellow incineration (necropsy) tag.

### 3.2.3. Blood and Bodily Fluids (Human/Animal)



#### Vials

- Deposited in approved sharps container
- Label: University of Ottawa Hazardous Waste label



#### Blood/Bodily Fluids

- Use rigid leak-proof container
- Store the container at 4°C
- Label: University of Ottawa Hazardous Waste label



#### Saturated Items

- Place waste in a red biohazard bag or a black garbage bag if the waste will immediately be stored at 4°C in a drum lined with red biohazard bags.
- Drums are approved heavy duty rigid cardboard.
- Label: Each bag must be tagged with a completed yellow incineration tag.

**Note:** The following are **NOT** considered as biomedical waste and it can be disposed of in the regular waste stream.

- Dispose of non-reusable lab items (plastic or glass), lab matting, and gloves that **have not been** in contact with infectious or biological material along with other solid waste.
- Place broken or unbroken glassware that **has not been** in contact with infectious materials in broken glass boxes with a plastic liner to prevent accidental cuts.
- Biomedical waste which has been decontaminated by using an autoclave thus it is **no longer** considered as infectious material.

### 3.3. Labelling

All containers for biomedical waste must display the **biohazard symbol** and the words 'Biohazard' in a color contrasting the container.



The various types of packaging and associated labelling used for different types of biomedical waste are outlined below.

### 3.3.1. University of Ottawa Hazardous Waste Label – for Each Container

The University of Ottawa Hazardous Waste label **MUST** be put on each container before its usage.



Information **MUST** be legibly and accurately recorded on the label:

- Professor name
- Building, room identification and phone number
- Contact person
- Date
- Contents: Biosafety Certificate number, Risk Group, Containment Level and content of waste

### 3.3.2. University of Ottawa Incineration (necropsy) Tag – for Anatomical Waste



Information **MUST** be legibly and accurately recorded on the tag:

- Is necropsy required?
- Date of death
- Principle Investigator: name, department, building, room and phone number
- In contents section: type of contaminants, specials comments, date and contact person

### 3.3.3. Autoclaved Non-Biohazardous Waste Label

If biomedical waste is decontaminated properly by using an autoclave, the biohazardous symbol on the autoclave bag must be defaced by the University of Ottawa 'Autoclaved Biomedical Waste-Non-Hazardous' label, which indicates the bag of waste is disposed of in the regular waste stream. (See [A Guideline for the Safe Use of Autoclave available in the Biosafety Manual!](#))

### 3.3.4. Additional Labelling for Off-Site Disposal

For some types of biomedical waste, i.e. anatomical waste, radioactive carcass waste, cytotoxic waste, pharmaceutical waste etc., additional labelling is required before sending to a waste disposal site. These labels are provided and attached by OCRO authorized personnel.

## 3.4. Handling/Transportation Rules

- Untreated waste should be handled as little as possible.
- Avoid contaminating exterior surface of waste container, or ensure exterior surfaces are decontaminated.
- Avoid transport of untreated waste through non-lab or high traffic corridors.

- Secondary containers must be used when transporting waste (especially for liquids). The secondary containers should be decontaminated after use.
- Whenever possible use carts with raised sides for transport.
- Ensure containers or bags are tightly closed or taped shut during transport.

### 3.5. On-Site Treatment at the University of Ottawa

If not sent off-site for disposal, all biological waste should be decontaminated prior to disposal (including Risk Group 1 agents). Decontamination of waste results in the destruction or removal of microorganisms to a lower level, such that there is no danger of infection to others. The two main choices for waste decontamination at the University of Ottawa are **autoclaving** (preferred) and **chemical disinfection**. Waste that has been decontaminated or disinfected is no longer considered biomedical waste. Therefore, once the biological waste is treated, it can be disposed of in the regular waste stream or chemical waste stream. (Please refer to the “A Guideline for the Safe Use of Autoclaves”.)

**Note:** Any waste that cannot be treated on-site (i.e. sharps, carcasses, tissues and body parts) remains biomedical waste and must be incinerated off-site.

### 3.6. Collection for Off-Site Disposal

Collection of biomedical waste may vary for different services or faculty/departments depending upon waste generation practices, available resources or management approaches. Labs can request for service to pick-up specific waste (biomedical sharps and some non-anatomical waste that cannot be autoclaved on-site). For other types of waste (anatomical waste etc.), they may have to be dropped off at the biomedical waste storage location (biomedical waste cage/cold room) by the lab workers.

\*For more information, please refer to *Appendix B – University of Ottawa Biomedical Waste Handling Procedures for off-site Disposal*, or contact the biosafety specialist by sending an email to [bio.safety@uottawa.ca](mailto:bio.safety@uottawa.ca).

Eventually the biomedical waste will be picked up by the external company from the biomedical waste storage location for off-site disposal. Any further preparation for transport (i.e. labelling, monitoring, and paper work) will be conducted by OCRO.

### 3.7. Storage for Off-Site Disposal

Although biomedical waste should be treated as promptly as possible it can be held temporarily. Treatable waste should not be allowed to accumulate. Waste that is to be disposed off-site should be stored in designated areas which are secure and access is limited to delegated individuals.

#### 3.7.1. Biomedical Sharps Waste



- Benchtop sharp containers must be placed in a defined cardboard box, double lined with two yellow bags, which displays the biohazard symbol.
- When boxes/containers are full they should be closed, packing taped shut on all sides (with a Packing tape that withstands condensation).
- Boxes should be held in designated biomedical waste cages

### 3.7.2. Anatomical Waste (Human/Animal)



- Drums, either while filling or when full must be held in cold storage at a 4°C minimum.
- Once full, drums should be closed and the lid should be taped securely.
- All drums which contain carcasses or anatomical waste must have an 'Anatomical' sticker affixed. These may be applied by OCRO or the waste generator.

### 3.8. Re-Supply of Biomedical Waste Containment

- Autoclave bags: Researchers are responsible for the purchase of the autoclave bags. On main campus, you can purchase them through the Science Store at D'Iorio Hall.
- Other containers (sharps containers, liners, pails and drums):
  - Maybe requested by submitting an online request form (refer to *Appendix B*);
  - Maybe requested by completing the *University of Ottawa Request for Biomedical Waste Supplies* form (see *Appendix C*) and submitting to [bio.safety@uottawa.ca](mailto:bio.safety@uottawa.ca).

## 4. RECORDS KEEPING

As biomedical waste is potentially hazardous, it is important to document the nature of the waste. Labels attached to waste bags or sharps containers should detail the contents. While OCRO maintains records of the type of waste (e.g. tissue or sharp), the weight and the corresponding cost for disposal, each waste generator should have a system to track their own waste.

## 5. SPECIAL WASTES

### 5.1. Mixed Waste

Mixed waste may consist of any combination of biohazardous, chemical and radioactive waste. These combinations present various challenges and inactivation and disposal will be considered on a case-by-case basis or as required. As a general rule, the biological component should be inactivated first.

### 5.2. Radioactive Carcass Waste



- All carcasses labeled with radioisotopes **must** be disposed of separately from other biomedical waste.
- Carcasses must be placed in a black garbage bag and tagged with a yellow incineration tag.
- Carcasses must be held in a designated container which displays the radioactive trefoil and the words 'Radioactive' as well as the Biohazard symbol.
- The container must be held in a temperature controlled room/freezer (contact your hazardous waste representative

or OCRO for locations).

**Note:** Radioactive Carcass Disposal Log (see *Appendix D*) must be completed and kept with disposal container and at the decay freezer.

### 5.3. Cytotoxic Waste

Cytotoxic waste is any material that may have come into contact with a cytotoxic drug. Cytotoxic waste has the potential for causing carcinogenic, mutagenic or teratogenic effects. Therefore, this waste must be handled with caution and **OCRO must be consulted**. Waste of this nature cannot be treated by autoclaving and must be incinerated off-site. While cytotoxic waste is handled similarly to other biomedical waste there are some important differences:



- Cytotoxic waste **must** be segregated from other biomedical waste.
- Sharps containers or red biohazard bags used to contain cytotoxic material must be labeled as 'Cytotoxic Waste'.
- Packaging for disposal (boxes or drums) must also be labeled as 'Cytotoxic Waste'.
- Cytotoxic waste **must NOT** be refrigerated.

**Note:** when the waste consists of both cytotoxic and anatomical components (i.e. tissue from chemotherapy treated patient or animal) the anatomical classification assumes priority.

### 5.4. Ethidium Bromide

While ethidium bromide (EtBr) is not a regulated waste per se, due to its properties it may present a hazard if it is poured down the drain or placed in the regular garbage untreated. Correct procedures for the disposal of EtBr depend on the nature of the waste materials and the concentration of EtBr that they contain. Therefore, due to its many uses, it is not possible to have one all-encompassing mode of disposal. Please contact OCRO to discuss disposal approaches, which are tailored to the characteristics of your waste.

## 6. LINKS & RESOURCES

Block, S.S. (Ed.). (2001). *Disinfection, Sterilization, and Preservation*, (5<sup>th</sup> Ed.). New York: Lippincott Williams & Wilkins.

*C-4: The Management of Biomedical Waste in Ontario*. Ministry of Environment.

**Appendix A – AN OVERVIEW OF BIOMEDICAL WASTE DISPOSAL PROCEDURES**

	Biological Material or Lab Associated Waste		Biomedical Sharps waste	Blood and Bodily Fluid Waste			Anatomical Human or Animal Waste	
<b>Identification</b>	Cultures, stocks or specimens of microorganisms, live or attenuated vaccines, human or animal cell cultures and laboratory material that has come into contact with these (solid and liquid).		Needles, syringes with needles, lancets, scalpels, razor blades, and precision knives. Contaminated broken glass, pipettes, test tubes, microscope slides, blood vials or any other material capable of causing punctures or cuts.	Fluid blood and blood products, items saturated or dripping blood, bodily fluids contaminated with blood and bodily fluids removed for diagnosis during surgery, treatment or autopsy. This does not include urine or feces.			Animals carcasses, tissues and body parts, infectious bedding, liquid or semi-liquid blood and blood products, bodily fluids, items contaminated with blood bodily fluids.	
<b>Segregation</b>	<u>Solid</u>	<u>Liquid</u>	↓	<u>Vials</u>	<u>Fluids</u>	<u>Saturated items</u>	↓	<u>Radioactive carcasses</u>
<b>Containment</b>	Autoclave biohazard bag	Rigid, leak-proof container (i.e flask)	↓	Approved sharps container	Rigid, leak-proof container	Black garbage bag	↓	Black garbage bag
<b>Labeling</b>	University of Ottawa Hazardous waste label		University of Ottawa Hazardous waste label	University of Ottawa Hazardous waste label	University of Ottawa Hazardous waste label	University of Ottawa yellow necropsy label (individual bags)	University of Ottawa yellow necropsy label (individual bags)	
<b>Treatment</b>	Autoclave or chemical decontamination		Off-site treatment	Autoclave or chemical decontamination or off-site treatment	Off-site treatment	Off-site treatment	Off-site treatment	
<b>Packaging for disposal</b>	Once treated affix a 'non-hazardous waste' sticker Place inside a sealed black garbage bag	↓	Place inside approved cardboard box double lined with 2 yellow biohazard bags	⊗ For larger volumes (+ 300ml) contact ORM	Place inside approved cardboard drum double lined with 2 red biohazard bags	Place inside approved cardboard drum double lined with 2 red biohazard bags		
<b>Storage</b>	↓	↓	Designated biomedical waste cage	Store in designated cold storage (at least 4°C) if send out for off-site disposal	Store in designated cold storage (at least 4°C)	Store in designated cold storage (at least 4°C) Allow to decay in designated freezer		
<b>Records</b>	Autoclave cycle records	↓	↓	Autoclave cycle records if an autoclave is used	↓	Radioactive carcass disposal log		
<b>Disposal</b>	Regular garbage	Get rid of as chemical waste	OCRO will arrange for off-site disposal	send for off-site disposal	OCRO will arrange for off-site disposal	OCRO will arrange for off-site disposal		

Detailed information is available in the *Biomedical Waste Disposal Procedures*.



**Appendix B – UNIVERSITY OF OTTAWA BIOMEDICAL WASTE HANDLING PROCEDURES FOR OFF-SITE DISPOSAL**

**Purpose**

Biomedical waste is regulated by the Ontario Government’s Ministry of Environment. For biomedical waste which cannot be decontaminated on-site (such as by autoclaving), the University of Ottawa has a contract with Stericycle for the off-site disposal of biomedical waste. This document gives brief guidelines about how to handle/prepare the biomedical waste generated in your lab for off-site disposal and how to request your biomedical waste container replacement.

**1. General Information**

Biomedical Waste Generating Site	Main Campus	RGN Campus	Lees Campus
Biomedical Waste Generating Buildings	LMX, VNR, BSC, DRO, GNN, MRN, CRG, CBY, SITE, ARC, Minto	RGN	LEES
Stericycle Pick-up Schedule 🕒	Bi-weekly, Wednesday 11:30	Weekly, Monday 9:00 – 13:00	Please contact OCRO to schedule a pick-up time
Stericycle Pick-up Location	DRO Loading Dock (DRO 130)	RGN Loading Dock (RGN 1129 B1)	LEES-C Loading Dock

**2. Biomedical Waste Handling Procedure**

- Make sure you are using the correct containers for your waste. **Do not** fill the container to more than **75%** of the container’s volume.
- Ensure that each biomedical waste container is **labelled** with a completed “University of Ottawa Hazardous Waste” tag.
- Ensure that all containers are **sealed**.
- Sharps containers can be picked up by submitting an online request form (refer to Section 4).
- Other biomedical waste should be transferred by the lab to the drop-off location (refer to Section 4) by using a trolley.

**3. Containment Re-Supply**

Please refer to Section 4 to learn how to request your containment re-supply.

4. Off-Site Biomedical Waste Disposal and Containment Re-Supply for Different Faculties/Departments

Faculty/Department	Biomedical Waste Disposal	Containment Re-Supply
<b>Main Campus</b>		
<b>ACVS (VNR)</b>	– Waste is dropped off at the DRO loading dock by the lab on the waste pick-up day before 11:30am.	– Place an order by contacting OCRO.
<b>Faculty of Education (LMX)</b>	– Sharps containers*, yellow pails and cardboard boxes can be collected by submitting a Hazardous materials technical services- regular collection request form. – Contact OCRO if other biomedical waste needs to be disposed of.	– Replacement for sharps containers, yellow pail and cardboard boxes with liners can be requested by submitting a Hazardous materials technical services- regular collection request form.
<b>Faculty of Engineering (CBY, SITE)</b>		
<b>Faculty of Science (BSC, DRO, GNN, MRN, CRG, ARC)</b>		
<b>RGN Campus</b>		
<b>ACVS</b>	– Waste is dropped off and stored in the freezer room (CTE room) located in RGN 1129-B1.	– Other containers should be requested from OCRO. – Place an order directly to Stericycle.
<b>Faculty of Health Science</b>	– Sharps containers, yellow pails and cardboard boxes can be collected by submitting a Hazardous materials technical services- regular collection request form. – Other biomedical waste should be dropped off at the biomedical waste cage in RGN 1129-B1 by the lab.	– Replacement for sharps containers, yellow pails and cardboard boxes with liners can be requested by <ul style="list-style-type: none"> <li>• Submitting a Hazardous materials technical services- regular collection request form.</li> </ul> – Other containers should be requested by contacting OCRO.
<b>Faculty of Medicine</b>		
<b>NRI/OHR/KRC</b>		
<b>LEES Campus</b>		
<b>Faculty of Health Science</b>	– Contact OCRO for waste pick-up schedule.	– Place an order by contacting OCRO.
*Appropriate sharps containers are the <u>4.5L yellow benchtop sharps containers</u> and the <u>23L yellow pails</u> .		

OCRO contact information:  
Email: [bio.safety@uottawa.ca](mailto:bio.safety@uottawa.ca).

**Appendix C - UNIVERSITY OF OTTAWA REQUEST FOR BIOMEDICAL WASTE SUPPLIES**

**REQUESTER INFORMATION**

Name		Department	
Email		Phone	

**TYPES OF SUPPLIES REQUESTED**

<b>Non Anatomical Supplies</b>	<b>Unit</b>	<b>Quantity Requested</b>
Plastic Yellow Sharps Containers 4.5 L	Case of 32	
Plastic Yellow liners for Sharps containers 30" x 38"	Roll of 10	
Plastic Yellow Sharps Pail 23 L	Each	
Small Cardboard Boxes 14" x 14" x 24"	20 per bundle	

<b>Anatomical Supplies</b>	<b>Unit</b>	<b>Quantity Requested</b>
Plastic Red Pail 23 L	Each	
Small Fibre Drums for Anatomical waste	Each	
Large Fibre Drums for Anatomical waste	Each	
Plastic Red liners for Small Fibre Drums 30" x 38"	Roll of 10	
Plastic Red liners for Large Fibre Drums 37" x 50"	Roll of 10	

<b>Labels</b>	<b>Unit</b>	<b>Quantity Requested</b>
Anatomical Labels (4"x4")	Roll of 500	

**DELIVERY**

Address		Department	
E-mail		Phone	
Desired Delivery Date			

Send completed forms to Risk Management Specialist at [bio.safety@uottawa.ca](mailto:bio.safety@uottawa.ca)

For any other supplies, please contact the Risk Management Specialist by sending email to [bio.safety@uottawa.ca](mailto:bio.safety@uottawa.ca)

**Appendix D – UNIVERSITY OF OTTAWA RADIOACTIVE CARCASS DISPOSAL LOG**

Date	Generator Information		Tag Id.*	# of carcasses + Species	Radioactive Material		
	Lab Representative	Investigator Name			Weight (Kg)	Radioisotope	Activity-µCi/kg
			<b>TOTAL</b>				

\* Tag Identification should be the initials of the Permit Holder and a lab assigned number.

OCRO assigned waste bag #: \_\_\_\_\_  
 Date transferred to OCRO controlled storage facility: \_\_\_\_\_  
 Transferred by: \_\_\_\_\_