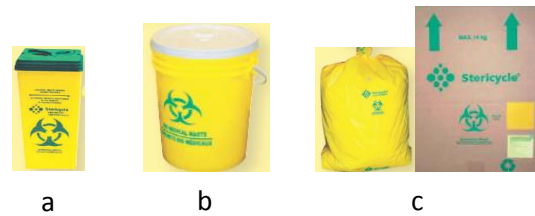


This document describes the procedures for the use of the **biomedical waste door-to-door collection service** offered by the Office of the Chief Risk Officer at the University of Ottawa.

1. Appropriate biomedical waste containers:

- a. 4.5 L bench-top sharps containers
- b. 23 L yellow pails
- c. Small cardboard box lined with double yellow liners (if autoclave is not available)



*For other types of biomedical waste containers (red pails, fiber barrels etc.) to be disposed of, please contact bio.safety@uottawa.ca.

2. To request the biomedical waste containers pick-up service:

- Request the service by completing and submitting the Hazardous Material Technical Services Regular Collection Request Form. <https://www.uottawa.ca/about-us/administration-services/office-risk-management/environmental-management/hazardous-materials-technical-services-regular-collect>.
- A confirmation email with the pick-up time and date will be sent to the contact person in the laboratories requesting the service. For the service schedule, please refer to <https://www.uottawa.ca/about-us/administration-services/office-risk-management/environmental-management/hazardous-materials-technical-services>
- A hazardous waste technician will come to the laboratories during the dedicated time slot and collect the biomedical waste containers identified on the request form.

3. Requirements for your biomedical waste containers to be picked up:

- Accurately identify all biomedical waste containers with completed "University of Ottawa Hazardous Waste" labels (Abbreviations will not be accepted).
- Make sure the containers are no more than $\frac{3}{4}$ full with the lids sealed.
- Ensure that waste containers are in good condition, free from cracks or damage and safe to transport from one location to another.
- Complete the Hazardous Materials Technical Services Regular Collection Request Form accurately and for the safety of the technician, include as much detail as possible when describing the nature of the hazardous waste.

4. To request the biomedical waste containers replacement:

- Request the container replacement at the same time when filling up the request form. The type of container must be clearly indicated in the request form.
- The replacements will be delivered to the laboratory while the hazardous waste technician is present to pick-up your hazardous waste.

If you have any questions, please contact bio.safety@uottawa.ca