

Research Procedures for Solid Biohazardous Waste Removal



Environmental Services (EVS) provides solid biohazardous waste removal services to the BIDMC on-site research laboratories, and contracts OneSource to provide the same services to our off-site research laboratories. To ensure that all of the applicable Massachusetts Department of Public Health regulations are followed, it is crucial that all research staff work in conjunction with EVS to do their part.

For questions on pick-up and replacement containers contact the service response center at **617-632-0070**. To report any service problems both on-site and off-site please contact Gary Thompson of Hotel Services at **617-667-9067** or via email at gthomps1@caregroup.harvard.edu If you have any questions about the proper disposal of biohazardous waste, please contact Yu-Rong Chu, BIDMC Biosafety Officer at **617-667-5148** or via email at ychu@bidmc.harvard.edu.

On Site Locations (Slosberg-Landay, Research West, Dana): Environmental Services (EVS) provides solid biohazardous waste removal services to the BIDMC on-site research laboratories.

Offsite Locations (Research North, East, 21/27 Burlington): OneSource (BIDMC's offsite cleaning company) provides solid biohazardous waste removal services to all Research North, East, and 21/27 Burlington laboratories.

Types of Biohazardous Waste & Appropriate Disposal Procedures:

Sharps

Sharps are often defined by potential rather than actual contact with potentially contaminated items, these items must go into sharps containers. The maximum weight on Biosystems Sharps containers is 10 lbs. Appropriate examples include:

- Hypodermic needles and syringes
- Scalpel blades
- Razor blades
- Microtome knives
- Suture needles
- Pasteur pipettes (made of glass)
- Glass microscope slides /cover slips
- Glass vials
- Glass capillary tubes
- Broken glass

On-Site Research personnel responsibilities are as follows:

When sharps containers are approximately $\frac{3}{4}$ full, they must be sealed and moved into the hallways for EVS staff to remove. Empty sharps containers to replace the containers removed can be ordered through the Service Response Center. The researcher who brings out the full container from the laboratory must call Service Response at Ext. 2-0070 to get an empty container to replace the full one they removed.

Off-Site Research personnel responsibilities are as follows:

When sharps containers are approximately $\frac{3}{4}$ full, they must be sealed and moved into the hallways for OneSource staff to remove. Empty sharps containers to replace the containers removed are available on the first floor, right inside the doors nearest to the front doors of the building. **The researcher who brings out the full container must go down to the first floor to get an empty container to replace the full one they removed.**

Burn Boxes / Bio-waste Boxes

Items in here are biological waste, including material used at BL1 and BL2. Material inside the box must leave the facility double bagged. Unless everything is bagged prior to disposal, it is best to double bag the box when it is set up. Each bag must be closed individually. ***Tissue waste from animals should be double bagged and returned to the carcass freezers in the animal facilities.***

Human tissue waste should be double bagged and discarded in the biohazardous waste boxes, but you must label the box "**Incinerate Only**" with the labels provided by Stericycle. To avoid odor problems it is advisable to freeze the tissue until the box is being packed for final shipping. By learning the pick up schedule for your location, you can avoid packaging a box that will sit a room temperature for several days. Boxes must be covered when not in use. There should be no liquids disposed of in the boxes. Appropriate examples include:

- Petri dishes
- Gloves used in the biosafety cabinet
- Eppendorfs
- Falcon tubes
- 96 well plates
- Plastic volumetric pipettes
- Hydrophobic filters
- Disposable lab coats
- Disposable loops
- Autoclave ampoules

Disposal Procedures

When burn boxes are approximately $\frac{3}{4}$ full, each red bag should be individually shut with two-inch wide tape. The cardboard outer boxes (with lids you can assemble to keep them covered when not in use in the laboratory) should have the tops placed back on them and then be securely taped shut with two-inch wide tape and then the name of the Principal Investigator should be written on the outside of the box or alternatively, if the box is being removed from a shared tissue culture room or laboratory, put the room number on the box. This is to ensure that if there is any problem with the box leaking (liquid waste should never be disposed of in a burn box), the leaking box can be traced back to the laboratory that improperly packaged it for repackaging. The sealed, labeled box should then be put into the hallway for OneSource to remove. **Neither, OneSource or EVS will pick up a burn box from the hallway unless a Room # or PI's name is clearly labeled on the box.**

Replacements for On-Site Research personnel responsibilities are as follows:

EVS assembles new burn boxes, double lines them with two red bags, and leaves them in the hallways outside of the laboratories. The researcher who brings out the full burn box must get an empty, assembled box to replace the full one that they removed. The bottom of the box must be securely taped shut with two-inch wide tape and double lined with two red bags prior to use and this should be double checked prior to using the burn box in the laboratory. **Open burn boxes with biohazards in them cannot be left in the hallways and are only to be used in the laboratories.**

Replacements for Off-Site Research personnel responsibilities are as follows:

Empty burn boxes, burn box lids, and red bags to replace the containers removed as well as two-inch wide tape are available on the first floor, in the hallway near the loading dock where full burn boxes are brought for transport offsite. **The researcher who brings out the full burn box must get an empty box, a lid for the new box, and two red bags to replace the full one that they removed. The bottom of the box must be securely taped shut with two-inch wide tape, double lined with two red bags, and have an assembled lid placed on top of the box prior to use in the laboratory.**

Regular Trash

Not all trash from research areas needs to go out in the above two waste streams. Non-hazardous materials can be placed in the regular trash. This is the least expensive stream to Medical Center. Appropriate examples include:

- **Extra copies of grant proposals**
- **Unwanted Catalogs from vendors**
- **Junk mail**
- **Left over food from lunch**
- **Journal wrappers**