

REGIONAL Standard Operating Procedure

Title: Handling of Healthcare Waste

Policy Number: 17-06-V1

Region: Stanton Territorial Hospital

Applicable Domain: Occupational Health and Safety

Additional Domain(s): Administration and Leadership, Hospital Based Clinical Services, Infection Control, Lab DI and Pharmacy Services, Legal, Public Health Services, Risk and Compliance Services

Effective Date:
03/12/2019

Next Review Date:
03/12/2022

Issuing Authority:
COO Stanton Territorial Hospital

Date Approved:
03/12/2019

Accreditation Canada Applicable Standard:

- Biomedical Laboratory Services – 8.5, 22.4
- Cancer Care – 3.1, 3.2
- Infection Control – 2.8, 9.3
- Leadership – 2.9
- Perioperative Services and Invasive Procedures – 12.8
- Point-of-Care Testing – 8.5, 8.14
- Reprocessing of Reusable Medical Devices – 6.6
- Service Excellence – 5.6
- Transfusion Services – 6.9



GUIDING PRINCIPLE:

Stanton Territorial Hospital (STH) is committed to “*the best care for everyone*”. This includes protecting the safety of all employees, other persons, and the environment from the effects of the biologically hazardous material it handles.

PURPOSE/RATIONALE:

This Regional Standard Operating Procedure has been designed to guide and assist personnel with the appropriate handling, storage and disposal of all waste originating from the health care facility. The purpose is to ensure that healthcare waste is handled in a manner which supports public health and employee safety without creating an environmental hazard or violating environmental laws.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

DEFINITIONS:

Garbage: Garbage is a waste that is NOT recyclable, NOT compostable, and NOT biomedical and that is NOT hazardous and is NOT banned from the landfill. (Healthcare garbage includes items NOT saturated with, dripping with, or devices containing blood or body fluids.)

Glass Waste: Empty medical and non-medical glass that is not contaminated with severely toxic contaminants or blood and body fluids.

Recyclable Waste: Recycling is the process of converting waste materials into new products, materials and/or objects.

Organic Waste: Organic waste, or green waste, is organic material such as food, garden and lawn clippings.

Confidential Waste: Confidential waste is any item containing personal information which can identify a patient or employee. This waste may be on paper, non-paper (such as ID bands), or on medical items (such as empty IV bags).

Biomedical Waste: Biomedical (biohazardous) waste originates from human or animal health care, medical research, medical teaching facilities, funeral establishments, laboratories and other facilities. A portion of that waste stream is infectious or potentially infectious and presents a potential hazard to the public health and the environment.

Pharmaceutical Waste: Pharmaceutical waste refers to unused (or partly used) drugs or medications that are no longer required, expired, contaminated, or have been improperly stored.

Cytotoxic Waste: Cytotoxic materials can cause direct irritant or allergic reactions and may present a hazard due to their mutagenic, carcinogenic, and teratogenic properties. All items coming in contact with cytotoxic drugs must be treated as cytotoxic waste and handled and disposed of by incineration.

Chemical Waste: A chemical hazardous waste is a solid, liquid, or gaseous material that displays either a hazardous characteristic or is specifically listed by name as a hazardous waste. There are four characteristics chemical wastes may have to be considered as hazardous. These are flammability, corrosiveness, reactivity, and toxicity.

SCOPE/APPLICABILITY:

This procedure applies to all individuals disposing of healthcare waste.

PROCEDURE:

There are many different kinds of healthcare waste. Each type of waste needs to be segregated from the general waste stream (garbage to the landfill). By separating the waste into appropriate containers, we are able to divert materials that are recyclable, or require special handling and disposal.

Healthcare waste is divided into the following categories:

- Garbage
- Glass
- Recycling
- Organic
- Confidential
- Biomedical
- Cytotoxic
- Pharmaceutical
- Chemical

Step	Action
1	Determine which kind of waste you are disposing of. (See Attachment 1 – Healthcare Waste Segregation Chart)
2	If required, wear personal protective equipment appropriate for the type of waste you are disposing of.
3	Dispose of the waste in the receptacle described in the chart.
4	Perform hand hygiene after handling hospital waste.
5	If required, notify the appropriate parties described in the Special Considerations column of the chart.

PERFORMANCE MEASURES:

- Training rates for Handling Healthcare Waste Training modules
- Hazardous Waste Disposal Records
- Records of waste diverted from the landfill
- RL-6 incident reports involving healthcare waste

CROSS-REFERENCES:

- Stanton Territorial Hospital Biosafety Program Manual

ATTACHMENTS:

- Attachment 1 – Healthcare Waste Segregation Chart

NOTE: Containers shown are available at STH specifically. Waste receptacles at offsite locations may appear different than shown. Please contact your manager or supervisor for clarification, if required.

REFERENCES:

- Canadian Centre for Occupational Health and Safety. (n.d.). *WHMIS 2015 - Pictograms*. Retrieved June 06, 2019, from OSH Answers Fact Sheets: https://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/pictograms.html
- City of Yellowknife. (n.d.). *Residential Recycling Guide*. Retrieved June 06, 2019, from City of Yellowknife: <https://www.yellowknife.ca/en/living-here/resources/Garbage/2774-CYK-Recycling-brochure-WEB-READY.pdf>
- CSA Group. (2015). *Handling of health care waste materials*. Toronto, Ontario, Canada: CSA Group.
- Government of the Northwest Territories. (2005). *Guidelines for the Management of Biomedical Waste in the Northwest Territories*. Yellowknife, Northwest Territories, Canada: Government of the Northwest Territories.
- Government of the Northwest Territories. (2017). *Guideline for Hazardous Waste Management*. Yellowknife, Northwest Territories, Canada: Government of the Northwest Territories.
- Provincial Health Services Authority - Learning Hub. (n.d.). *Waste Management Basics*. British Columbia. Retrieved June 03, 2019, from <https://accounts.learninghub.phsa.ca>
- Saskatoon Health Region. (2013, January 18). *Waste Management 7311-20-019*. Retrieved June 06, 2019, from Saskatoon Health Region: <https://www.saskatoonhealthregion.ca/about/RWPolicies/7311-20-019.pdf>
- Xerox. (n.d.). *Xerox Green World Alliance*. Retrieved June 06, 2019, from Xerox: <https://www.xerox.ca/about-xerox/recycling/enca.html>

APPROVAL:

3 December 2019

Date



Kimberly Riles

Digitally signed by Kimberly Riles
Date: 2019.12.03 16:04:59 -07'00'


COO Stanton Territorial Hospital


Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.


Attachment 1: Healthcare Waste Segregation Chart

Garbage		
Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> Soiled dressings Sponges IV bags / tubing Diapers Sanitary napkins Casts Coffee cups Hair, teeth and nails Disposable gloves, gowns, drapes and hair nets 	Grey, black or taupe fire-resistant container with black or dark green liner. 	Garbage is compacted and landfilled.
Glass (not contaminated)		
Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> Glass from maintenance and kitchen areas Broken window panes Empty glass bottles 	White pail labelled "GLASS ONLY" and double-lined with black or dark green garbage bags.	Email STH_Maintenance@gov.nt.ca Personnel will arrive with the collection pail to remove the glass. Pail remains in the waste room until filled. Glass is disposed of as garbage (not compacted).
Recyclable Items NOT Appropriate for Recycling		
Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> Tubing Specimen containers Plastic drapes Empty IV bags Glass vials Empty Syringes 	Grey, black or taupe fire-resistant container with black or dark green liner. 	Medical items made from recyclable materials are currently NOT accepted by recycling companies due to the perception of biological contamination. Place these in the garbage even if they are clean.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.



Recycling - Paper		
Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> Newsprint Paper without confidential information 	Blue "Slim Jim" container with clear liner 	Please do not place other types of waste into these containers.

Recycling - Beverage Containers		
Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> Milk cartons Pop or juice cans or bottles Water bottles Juice boxes 	Yellow "Slim Jim" container with clear liner 	Containers that cannot be recycled include infant formula, milk and liquid milk containers smaller than 30 mL, containers sold empty or open containers filled with a drink when sold.


Recycling - Printer Supplies and Cartridges		
Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> Xerox or HP supplies or replacement cartridges 	Cardboard box with clear or black liner 	Full instructions for recycling materials on the Take Back List are available at: https://www.xerox.ca/about-xerox/recycling/enca.html

Recycling - Cardboard		
Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> Cardboard boxes 	Break down cardboard items and place next to garbage receptacle	Cardboard is collected by Dexterra housekeeping personnel and taken to waste holding for preparation for recycling.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

Organic Waste		
Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> Fruits, vegetables, bread, pasta, cereal, rice, flour Dairy products, eggs, eggshells, fish, shellfish Bones, grease, fat, cooked meat, small amounts of raw meat Coffee grounds, filters, tea bags Leaves, grass clippings, plant trimmings 		<p>Do NOT place plastic, clothing, textiles, rubber products or diapers into this container.</p> <p>The majority of this waste is currently collected and separated within the hospital kitchens or by grounds maintenance personnel.</p>
Confidential Waste - Paper		
Examples	Receptacle	Special Considerations
Any paper item containing personal information which can identify a patient or employee.	<p>Secure, locked containers – usually grey or beige.</p> 	Paper documents are collected and shredded by an approved contractor.
Confidential Waste - Electronics		
Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> Computers Cell phones Printers Scanners Faxes Secured USBs 	Not Applicable	<p>Email TSCServiceDesk@gov.nt.ca</p> <p>TSC will provide further instructions</p>


Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

Confidential Waste – Other Media (containing policies, procedures or other internal documents)		
Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> • Unsecured USBs • CDs and DVDs • Tape Cartridges • Microfiches 	Not applicable	Contact Quality and Risk Management for review of contents and further instruction.
Confidential Waste – Medical Items		
Examples	Receptacle	Special Considerations
Medical items containing personal information which can identify a patient. <ul style="list-style-type: none"> • Specimen containers • Empty IV bags • Vials 	If personal information is destroyed or removed, dispose of as garbage. Otherwise, dispose of in containers with yellow liners. <div style="text-align: center;">  </div>	These items are NOT biomedical waste and would otherwise be disposed of as garbage. This is an exception due to the personal information content. Do NOT place in sharps containers, these are not sharps waste.

Biomedical Waste


- Biomedical waste is hazardous and as such must be segregated, packaged, stored, transported and treated for disposal in accordance with the regulations.
- Within the Biomedical Waste category, there are four subcategories of waste that are typically generated in a healthcare facility.
- All non-anatomical waste and medical sharps container waste is transported to the Hazardous Waste Room by Dexterra housekeeping personnel.
- Stanton Facility Services personnel place this waste into designated cardboard receptacles with Transport Canada approved yellow liners. The waste is then sealed and appropriately stored until transport to the treatment facility.

Personnel who package and label non-anatomical waste for transportation must be certified to do so in accordance with the Transportation of Dangerous Goods Regulations.




Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

Biomedical Waste – Non-Anatomical

Examples	Receptacle	Special Considerations
<p>Any items saturated with, dripping with, or devices containing blood or body fluids.</p> <ul style="list-style-type: none"> • Pads, sponges, gauze, dressings • Fluid drainage containers • Suction liners • IV bags and tubing containing blood 	<p>White or beige receptacle with a yellow liner.</p> 	<p>The following items are NOT included unless visibly contaminated with blood.</p> <ul style="list-style-type: none"> • Hair • Teeth • Nails • Diapers • Urine • Feces

Biomedical Waste – Medical Sharps

Examples	Receptacle	Special Considerations
<p>Items capable of cutting or puncturing the skin and have come in contact with blood, body fluids, or microorganisms.</p> <ul style="list-style-type: none"> • All needles and devices containing needles or spikes • Broken medical glassware • Contaminated scalpel, blades, scissors, razors • Lancets 	<p>Yellow sharps container.</p> <p>NEVER line a sharps container.</p> 	<p>Do NOT place cytotoxic sharps in these containers.</p> <p>Dispose of medical sharps waste into one time use sharps containers.</p> <p>When the container is $\frac{3}{4}$ full (or at the fill line), close the locking lid and place in your holding area for collection.</p>

Biomedical Waste – Microbiological Waste

Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> • Laboratory cultures • Stocks/specimens containing microorganisms • Human diagnostic specimens • Disposable laboratory material that has come into contact with the above items. 	<p>Cardboard receptacles with Transport Canada approved yellow liners.</p> 	<p>The container must not be over-filled and must not weigh more than 12 kg.</p> <p>The yellow bag lining must be tied securely or otherwise sealed after the container has been filled.</p> <p>The container must be properly closed. Box flaps should be inserted as indicated.</p>

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

		This is NOT a "Sharps Container". Pointed or edged objects may puncture this container and should not be placed in this container without first being placed in a "Sharps Container".
--	--	---

Biomedical Waste – Anatomical Waste

Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> • Human tissue • Organs • Body parts • Bones • Body fluid exceeding 12 kg. 	Red biohazard container. No liner is required if receptacle has sealing gasket lid. Otherwise red liner required.	Does NOT include hair, teeth or nails.



Cytotoxic Waste

Examples	Receptacle	Special Considerations
Cytotoxic waste is waste that has come into contact with cytotoxic agents. These drugs are used to treat cancer and are also called antineoplastics or cancer therapy drugs.	Red biohazard container containing the "Cytotoxic C" symbol.	Do not put cytotoxic sharps waste directly into this container. All cytotoxic waste is transported offsite for disposal by incineration.



Cytotoxic Sharps Waste

Examples	Receptacle	Special Considerations
Items capable of cutting or puncturing the skin and that have come into contact with cytotoxic drugs or patients being treated with cytotoxic drugs.	Sharps container bearing the "Cytotoxic C" symbol.	If smaller containers containing cytotoxic waste are being placed inside another larger waste container, a cytotoxic hazard label must be applied to the outer container.



Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

Pharmaceutical Waste

Examples	Receptacle	Special Considerations
<ul style="list-style-type: none"> • Open or partial dose oral medications • Partially used vials and ampules • Partially used syringes and IVs • Expired pharmaceuticals 	White pharmaceutical pail with blue Rx label. 	Do NOT put hazardous pharmaceuticals in this container (such as cytotoxic waste). Do NOT put narcotics, controlled drugs, or benzodiazepines in this container. Contact the Pharmacy for further instruction.










Chemical Waste

Some chemicals and substances used in healthcare can be hazardous due to their poisonous, toxic, flammable, reactive or corrosive properties.

Hazardous chemical waste is collected for treatment and disposal separate from other wastes.

- Know the properties of the chemicals you work with PRIOR to handling them.
- Information can be found in the Safety Data Sheet (SDS) provided by the manufacturer, directly from the manufacturer, from the [Guideline for Hazardous Waste Management](#) and other relevant legislation, or waste management consultants.

These materials are identified by a hazard pictogram on the packaging.

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

- If it is in good condition, dispose of waste chemical in its original container.
- Otherwise, place in a designated clean chemical waste container.
- Do NOT mix chemicals, they may react with each other.
- Ensure the container is appropriate for the chemical.
- Appropriately label the container to identify the contents.
- Stanton Territorial Hospital is a registered hazardous waste generator.
- To organize disposal of your hazardous material, contact STH_Maintenance@gov.nt.ca
- Be prepared to provide the relevant SDS sheet(s) and the waste disposal billing code for your department.
- Waste disposal records are maintained by the Stanton Facility Services team.

Batteries

Examples	Receptacle	Special Considerations
Batteries <ul style="list-style-type: none"> • Rechargeable • Non-rechargeable 	White pail labelled "Batteries"	Collect waste batteries in a suitable container in your department. Once you are ready for disposal, contact STH_Maintenance@gov.nt.ca to arrange a suitable time to drop off your container of waste batteries. Waste batteries will be stored in the waste room (battery waste pail) until there is a sufficient quantity for disposal or recycling.

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.