

WTCHG LABORATORY CHEMICAL WASTE: SUMMARY OF DISPOSAL PROCEDURES

The following text serves to advise WTCHG personnel dispose of hazardous chemical waste and to outline local arrangements for collection prior to disposal.

Further details on local procedures for disposal of hazardous waste are available in the document '*WTCHG guidance: disposal of laboratory chemical waste*' available on the intranet –

<http://www.well.ox.ac.uk/chemical-safety-and-waste>

University of Oxford procedures for disposal of hazardous waste are available via the Safety Office web pages –

<https://www1.admin.ox.ac.uk/safety/oxonly/haswaste/>

and documented in policy statement UPS05/11 –

<https://www1.admin.ox.ac.uk/safety/oxonly/upss511/>

The TW2 form used to list chemicals requiring disposal in the WTCHG and further local guidance are available on WTCHG H&S intranet pages –

<http://www.well.ox.ac.uk/chemical-safety-and-waste>

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HAZARDOUS WASTE CHEMICALS

USER

- Completes TW form
- Email to Frances Russell & chemicalwaste@well.ox.ac.uk
- TW form & codes from Safety Office returned to USER
- USER prints out form & labels all containers with TW number
- Email to chemicalwaste@well.ox.ac.uk (arrange collection of chemicals and form)

LAB SUPPORT

- Arranges collection or delivery to chemical store
- Checks the following...
 - All items (and quantities) on TW form
 - Reject any items not listed
 - Containers are ...
 - Labelled with TW number & chemical ID
 - Secure, free from leakage etc.
 - There are no syringes or sharps
- Place waste in appropriate white bin (labelled with bin # number, and waste code e.g. FTL, TIL, TOS ...)
- Multiple items from different TW assignments can go into a single bin
- Record all transactions (item location, bin # etc.) on TW sheet and file in yellow folder

PLASTICS PROCEDURAL WASTE (PHENOL, CHLOROFORM, TRIZOL, etc.)

(if in doubt – consult Facilities Manager and/or HS Officer)

LOW VOLUME (<1%) RESIDUAL CHEMICAL CONTAMINATION [TYPE 1]

USER

- Collect in dispojars (plain labelled, no biohazard signs)
- Label jar with chemical contents & username
- Email chemicalwaste@well.ox.ac.uk to arrange collection

LAB SUPPORT

- On collection checks that ...
 - No biohazard labels visible
 - USER ID & chemical contents are indicated on jars
 - No syringes or sharps
- Transfer to black bag waste by dilution with other waste
- Record details in 'diary'

SIGNIFICANT VOLUMES (>1%) OF 'PHENOL' LIQUIDS [TYPE 2]

USER

- Collect in robust, chemical resistant, leak-proof primary container (e.g. tightly closed Falcon, micro-centrifuge tubes)
- Place in dispojars (plain labelled, no biohazard signs)
- Label jar with chemical contents & username
- Email chemicalwaste@well.ox.ac.uk to arrange collection

LAB SUPPORT

- On collection checks that ...
 - No biohazard labels visible
 - USER ID & chemical contents are indicated on jars
 - No syringes or sharps
- Transfer to white bin in chem store labelled '>1% PHENOL' (different bins with letter A-Z)
- Record details in 'diary'

ALDOSORBER SCAVENGER CARTRIDGES

(from CVMed, FGF & other areas)

- Cartridges must be double bagged when placed in blue steel drum
Total unit count will be required prior to collection

USER

- Place single units in bag
- Email chemicalwaste@well.ox.ac.uk to arrange collection/disposal

LAB SUPPORT

- Place units in black bin liners inside blue steel drum
- Record numbers in diary

FORMALDEHYDE PLASTICS WASTE / BLUE PLASTIC SECURITY BINS

(from HTG)

USER

- MISEQ and other 'approved' cartridge waste should be sealed with tape
- Carefully stack in blue bin to minimise leakage
- Do not overfill the blue bin
- Email chemicalwaste@well.ox.ac.uk to arrange collection/disposal

LAB SUPPORT

- Place blue bins in store
- Record numbers in 'diary' (*Total bin count will be required*)
- Do not close security lid prior to collection

AEROSOL & GAS CANISTERS

Empty aerosols and self-sealing gas canisters

are not hazardous but are collected by the University Safety Office (with hazardous chemical waste) to ensure that appropriate disposal/recycling routes are deployed

Butane-Propane Gas Canisters

Two types of canisters are commonly used e.g. Bunsen burners

- Blue, 'camping-gas' *puncture-to-use* canisters can be disposed of in recycling waste bins (clear bags)
- Self-sealing gas canisters must be recycled as for aerosols (see below)

USER

- Check and ensure that any aerosol or self-sealing gas canister is fully discharged, only empty units will be collected without TW codes**
- Email chemicalwaste@well.ox.ac.uk with details of items requesting collection/disposal

LAB SUPPORT

- Collect aerosol or self-sealing gas canisters and keep in separate waste store bins
- Record type & numbers in 'diary' (*total count will be required*)
- Do not close bin lids prior to collection

****UNUSED OR PART-FULL Aerosols & Gas canisters**

are likely to contain hazardous substances and should be disposed of as hazardous chemical waste; complete TW form, etc., (see page 2)

COLLECTION & TRANSPORT OF CHEMICAL WASTE

(for Lab Support only)

- Contents must remain 'visible' until collection approved
- Do not fill containers with vermiculite or seal prior to approval/collection

- HS Officer to carry out audit of store content
- Summarise all bins, TW numbers etc. on XLS sheet
- Email details to Frances Russell and arrange collection

- Frances Russell will ...
 - produce transport labels
 - organise collection
 - attend site with waste contractor

After contents and collection are approved by Frances Russell

- Label, add vermiculite, close & seal bins