



STANDING OPERATING PROCEDURE

Subject	Management of Other Hazardous Waste SOP024
Applicable to	This standard operating procedure applies to all support staff, retail staff, clinical and care staff who work for or on behalf of Nottinghamshire Hospice.
Date issued	9 May 2023
Next review date	9 May 2026
Lead responsible for Policy	Director of Finance and Resources
Policy Reviewed by	Facilities and Transport Manager
Notified to	Quality and Safety Committee 9 May 2023
Authorised by	Quality and Safety Committee 9 May 2023
CQC Standard	Well-led
Links to other Policies/Procedures	Personal Protective Equipment Policy for Infection Prevention and Control (CS020).pdf H&S Policy RM0001.pdf Reporting of Incidents and Accidents Policy OP002.pdf Waste Management Policy OP011
Summary	Process for the reporting, collection and disposal of non-clinical hazardous waste.
Target Audience	All support staff, retail staff, clinical and care staff who work for or on behalf of Nottinghamshire Hospice.

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

<p>1.</p>	<p>Introduction</p> <p>This procedure is to ensure that all parties involved in the production of and disposal of hazardous waste at sites operated by Nottinghamshire Hospice will follow a standard process to ensure:</p> <ul style="list-style-type: none"> • The safe and correct disposal of hazardous waste. • The prevention of environmental contamination. • The correct segregation of hazardous waste. • The safe collection of hazardous waste. • The correct recording of hazardous waste. • The final disposal of hazardous waste. <p>Whilst some items of waste are easily identified as being hazardous, other everyday items offer similar serious risks to both the individual, wider society and the environment if disposed of incorrectly.</p>
<p>2.</p>	<p>Identification of Hazardous Wastes</p> <p>COSHH products – Paints, solvents, oils, petroleum products and specialist cleaning materials are the most common items found. Items in use within the Hospice estate should have a relevant COSHH assessment and safety data sheet completed. Specific disposal processes will be listed within this documentation. On no account are unused COSHH products to be disposed of within general waste.</p> <p>Fluorescent lighting – Tubes and bulbs of this type contain both phosphor and mercury; both offering a health hazard and potential for serious environmental contamination. On no account are bulbs or tubes to be disposed of within general waste.</p> <p>Batteries – Batteries are manufactured with many types of metals, all of which pose a health hazard. Metals such as lithium can cause serious explosions and fires if not handled correctly during their disposal process. Larger batteries such as those found on vehicles are wet cell types, many</p>

	<p>containing high concentrations of acid. On no account are batteries of any type to be disposed of within general waste.</p> <p>Compressed Gas Cylinders – Compressed gases are inherently hazardous. Empty compressed gas cylinders pose a continued hazard due to the vapour residue contained within. Gas cylinders are not to be disposed of in general waste or as miscellaneous metal scrap.</p> <p>Fire Extinguishers - All commercial fire extinguishers hold the contents under high pressure. When such equipment is life expired or found to be unserviceable, they must not be disposed in general waste or as miscellaneous scrap.</p> <p>Printer Cartridges, waste toner – Both waste toner and printer cartridges are now classed as hazardous waste. Some toner types are considered carcinogenic for prolonged periods of exposure if inhaled. The toner also contains micro beads of pigmented plastic which do not biodegrade and remain within the food chain. On no account are printer cartridges, toner or waste containers to be disposed of within general waste.</p>
<p>3.</p>	<p>Segregation of Hazardous Waste</p> <p>Where employees or volunteers encounter the following hazardous waste types, they are to follow the respective instructions below:</p> <p>COSHH Products</p> <ul style="list-style-type: none"> • Consult the user instructions and safety data sheets for the product. • Follow the instructions for disposal. Empty containers should be disposed of as per the instructions given by the manufacturer on the product labelling. • If the product requires specialised disposal or there is doubt over the correct disposal procedure, then the Facilities Manager or Shop Support Manager must be informed to assist. • Disposal will be through the Local Authority waste management and recycling centres or a contracted licenced waste disposal agent.

Fluorescent lighting

- Fluorescent lighting tubes and bulbs are to be returned to the Facilities Management team at Woodborough Road.
- Tubes should be packaged in their original cardboard packaging or if not available, suitable protective packaging to prevent their damage in transit.
- This waste will be secured for storage until final disposal through the Local Authority waste management and recycling centre.

Batteries

- Expended dry cell batteries are to be collated and returned to the Facilities Management Team at Woodborough Road. Batteries can also be placed in the marked battery recycling box situated next to room D18 at Woodborough Road.
- Dry cell batteries will be disposed of monthly to prevent a build-up of stored waste.
- Wet cell batteries for disposal are to be reported to the Facilities Manager who will facilitate their collection and disposal.
- All batteries will be disposed of through the Local Authority waste management and recycling centres.

Compressed Gas Cylinders

- The Shop Support Manager or Facilities Manager should be informed to arrange the collection and disposal of this waste, irrespective of if the cylinders are full, partly full or empty.
- Cylinders will be temporarily stored in the maintenance compressed gas cylinder cage to ensure security and safe storage.
- The Facilities Manager will arrange disposal through the Local Authority waste management and recycling centre.

	<p>Fire Extinguishers</p> <ul style="list-style-type: none"> • Life Expired or unserviceable fire extinguishers are to be returned to the Facilities Manager for disposal. • Waste fire extinguishers will be stored in a locked area controlled by The Facilities Manager. This will prevent the unwanted mixing of serviceable and unserviceable fire-fighting equipment. • Disposal of unserviceable or life expired fire extinguisher will be conducted yearly - at the time of the Fire Safety Equipment Inspection by an outside contractor. <p>Printer Cartridges, waste toner</p> <ul style="list-style-type: none"> • Printer cartridges, toner cartridges and waste toner containers are to be repackaged in the replacement units trade packaging. The container/bag is to be sealed with adhesive tape. • Shop managers are to return this waste to the Facilities Manager who will arrange disposal. Staff at Woodborough Road should place the sealed packaging within the marked recycling box in the understairs cupboard. • The Facilities Manager will, when the recycling box is filled, arrange for the collection by contractors to remove the waste for recycling.
<p>4.</p>	<p>Recording of Waste</p> <p>Where hazardous waste is collected for later disposal, it will be stored securely and recorded in the Hazardous Waste Register noting:</p> <ul style="list-style-type: none"> • Date of recovery • Waste Type • EWC Code • Container Type • Storage Location

<p>5.</p>	<p>Storage of waste</p> <p>Hazardous Waste will be packaged by the maintenance team within suitable sealed containers.</p> <p>The waste containers will be clearly marked to identify the contents and show the respective Hospice Hazardous Waste Register serial number.</p> <p>Containers will be stored securely and separately to prevent accidental mixing of hazardous and non-hazardous waste.</p> <p>Hazardous waste will be managed to ensure that quantities do not build up and shall be consigned for final disposal at the earliest opportunity.</p>
<p>6.</p>	<p>Final Disposal of Waste</p> <p>The final disposal of hazardous waste will be arranged by the Facilities and Transport Manager.</p> <p>Only regulated and authorised waste disposal contractors or agencies will be used for the disposal of hazardous waste.</p> <p>Each consignment sent for final disposal will be recorded in the Hospice Hazardous Waste Register, showing the following details:</p> <ul style="list-style-type: none"> • Contractor Details. • Carrier Reg Number. • Consignment code. • Consignment note serial number. • Date of Final Disposal. <p>Hazardous Waste Management records will be retained for a period of 10 years.</p>