APPLICATION

All New York University Academic, Research, Dental and Health Services Facilities.

PURPOSE

To outline procedures for the handling and disposal of Regulated Medical Waste in order to minimize employee exposure and injuries from Regulated Medical Waste.

POLICY AND GENERAL INFORMATION

1.0 Materials that are classified as Regulated Medical Waste

1.1 Regulated Medical Waste (RMW) refers to items regulated under federal, state and/or local regulations. This includes agents that are infectious to humans and associated biologicals (serums, vaccines, antigens, and antitoxins), and is not limited to, cultures and stocks, pathological waste (tissue, organs, body fluids and anatomical parts (animal or human)), human blood and blood products (includes items that are saturated with blood), and gloves used in the handling of such waste. Any personal protective equipment saturated with blood or cultures/stocks, must be treated as RMW. Pasteur Pipettes, sharps (e.g., all needles, syringes, and scalpels (regardless of whether they are contaminated), broken glass, glass tubes used in experiments involving RMW) and animal waste (body parts, body fluids, blood or bedding originating from animals known to be contaminated with infectious agents or inoculated during research, production of biologicals or pharmaceutical testing with infectious agents) are considered Regulated Medical Waste.

1.2 Infectious Agents means any organisms that cause disease or an adverse health impact to humans.

2.0 Training

2.1 All persons generating Regulated Medical Waste shall be trained by their supervisor in the proper handling and disposal of Regulated Medical Waste. For those who are responsible for bringing sealed boxes to a central storage area, basic personal protective equipment must be worn (gloves and safety glasses) should be worn. This policy outlines procedures for the handling and packaging of Regulated Medical Waste.
3.0 Procedures for Handling Materials that will be Disposed of as Regulated Medical Waste

3.1 Personal Protective Equipment

3.1.1 Specialized clothing, such as lab coats, gloves, and eye and face protection, shall be worn by personnel handling materials that are classified as Regulated Medical Waste. Personal protective equipment shall be readily available through the department in which the persons are employed.

3.2 Warning Signs/Labels

3.2.1 A Biohazard warning sign shall be placed on doors to laboratories and rooms where Regulated Medical Waste is being generated or temporarily stored. Warning labels or signs must be placed on receptacles used to temporarily hold Regulated Medical Waste. These signs can be ordered from any laboratory safety catalog.

3.3 Packaging of Regulated Medical Waste for Disposal

3.3.1 Regulated Medical Waste shall never be disposed of as conventional garbage. All Regulated Medical Waste shall be placed in specialized cardboard or reusable plastic containers for transport and disposal. These containers shall have the words "Infectious Waste" and the generator's name and address printed on them or have stickers with such designation adhered to the containers. Each cardboard container shall have two red liners placed inside: an outer liner with the generator's name and address pre-printed on it and an inner liner with no pre-printed information. Assemble cardboard containers in appropriate manner indicating “this side up”. The reusable plastic container shall have one red liner, with the preprinted generator's name and address, placed inside. It is imperative that these supplies be kept under strict control so they can only be used for what they were intended. The Building Management of each facility shall provide the necessary supplies.

3.3.2 Sharps - All sharps shall first be placed into specialized sharps containers prior to being placed in the lined cardboard or reusable containers used for transport. Sharps containers are made of a rigid, puncture resistant material (i.e. plastic). At no time shall sharps be placed inside the lined cardboard containers without first being placed in the sharps container or disposed of as conventional garbage. The containers should be closed when ¾ full to avoid using pressure to close. The Building Management shall supply the containers. The outside of the boxes/reusable containers should be marked “SHARPS”.

3.3.3 Non-Sharps - all materials other than sharps material (e.g., tissue, organs, blood, carcasses, etc.) shall be placed in lined cardboard or reusable containers. Should small intermediate receptacles be used (i.e., within dental clinics, health service examining rooms, etc.), they shall be lined with red bag liners. The full small liners shall then be placed within the double lined cardboard containers or single lined plastic reusable container for disposal.
3.3.4 Pathological Waste – pathological waste (body parts, organs, tissues and body fluids) shall be placed into specialized lined cardboard drums. This waste shall not be mixed with other Regulated Medical Waste or vice versa. The Building Management shall supply the containers. Advanced notice of disposal is needed to give to the Building Management the necessary time to order them.

3.3.5 Once the containers are at a capacity where they are full or filled with material as not to cause the containers’ integrity to be jeopardized, the liner(s) shall be taped closed, one at a time, and the transport container shall be sealed. Cardboard containers are required to be sealed with packaging tape. Full is defined as 90% of capacity.

3.3.6 Scheduling of pick-ups of Regulated Medical Waste from individual laboratories, clinics, rooms, etc. shall be coordinated through the Building Management.

3.3.7 Should a central collection/storage area be utilized, transport of RMW must be in a sealed red bag and placed in a rigid secondary containment (i.e., a plastic tub). If the material is of a weight that may result in the tub being dropped, a rolling cart with shall be used. Appropriate packaging containers, liner bags and tape should be available in the room. All containers must be labeled with the responsible person’s name and room number for tracking purposes.

3.3.8 Full cardboard containers shall be stored in a secure location until the licensed waste hauler is scheduled to pick up a shipment for transport to a licensed treatment facility.

3.3.9 At no time is RMW to be left unattended or unsecured.

3.3.10 At the end of each work day, all containers should be temporarily closed if not ready for disposal.

3.4 Disposal of Regulated Medical Waste

3.4.1 Regulated Medical Waste shall be transported from New York University property by a licensed vendor to a licensed treatment facility. Coordination shall be through the New York University Environmental Services Department (998-1450).

3.4.2 Recordkeeping - Each shipment that is removed from New York University property shall be recorded on a multi-paged manifest. Prior to removal from New York University property, the licensed transport driver and a representative of New York University sign a copy of the manifest with the number of containers and total weight of the shipment. A copy of the pickup manifest is provided to the NYU representative. Once the waste has been properly disposed of (incinerated or autoclaved), a fully signed copy of the manifest is returned to the New York University Environmental Services Department for the Washington Square Campus and the Dental Center Building Management for the Kriser Dental Center, indicating such. The New York University Environmental Services Department is responsible for maintaining records for the Washington Square Campus. Building Management at the Kriser Dental Center is responsible for maintaining records specific to that facility.
3.5 Disposal of Hypodermic Needles from Student Housing and Real Estate Properties

3.5.1 In an effort to provide proper disposal of used hypodermic needles (for insulin-dependent individuals) from Student Housing and Real Estate properties, and to prevent injuries by housing staff and NYC Sanitation workers, an arrangement has been made with University Health Center to accept spent needles.

3.5.2 Each user of hypodermic needles should recap the spent needle with the original cover and place it in a coverable puncture resistant container (coffee can, plastic container or commercially available sharps container). The container should not be over packed so it cannot be covered and sealed properly.

Full containers should be brought to the University Health Center, located on the 3rd Floor of 726 Broadway. Designated times and dates shall be coordinated with the Environmental Services Department. The containers will be accepted the first Monday of each month, from 9:00 AM to 11:00 AM. This schedule may change due to the response.

4.0 Other Precautions

4.1 At no time shall eating or drinking be allowed in areas where Regulated Medical Waste is generated or stored.

4.2 Proper personal hygiene practices shall be used after handling Regulated Medical Waste. Hands should be washed following the handling of Regulated Medical Waste.

4.3 Non-disposable personal protective equipment shall not leave the work area. Home laundering of lab coats is prohibited. Any disposable personal protective equipment shall be disposed of as Regulated Medical Waste.

4.4 Should there be a lapse of time between the generation and pick-up of Regulated Medical Waste, refrigeration or freezing is recommended for animal carcasses, tissues, organs, and pathological waste.

4.5 Any questions regarding Regulated Medical Waste should be directed to the New York University Environmental Services Department at extension 81450.

5.0 Source Reduction

5.1 Any waste that is not considered Regulated Medical Waste (e.g., food waste, paper towels and other paper waste) should not be put in receptacles designated for Regulated Medical Waste. A separate conventional waste receptacle should be available for such waste.