

Who is responsible for waste management in Capital Health?

- Every staff member who creates waste is responsible for managing its disposal correctly. For most staff, this simply means sorting the waste appropriately and discarding it in the correct container.
- Waste containers are emptied and the waste transported within Capital Health sites by Environmental Services staff.
- Waste disposal contracts are tendered, negotiated, and managed by Regional Materiel Management.

Why is waste sorting important?

- **Safety** – The presence of biomedical or hazardous wastes in the wrong containers can expose co-workers, patients and visitors to infectious or dangerous substances, or increase risk of injury.
- **Protection Of Privacy** – Capital Health is legally required to dispose of documents and other items containing personally identifiable patient or staff information in a confidential manner. Improper disposal can lead to a serious breach of privacy.
- **Environmental Responsibility** – Improper disposal of hazardous items can cause environmental damage or personal injury, and may lead to legal action.
- **Cost Savings** – Some types of waste, such as biomedical waste, are costly to treat or destroy. At some sites, as much as 50% of the waste discarded as biomedical waste may be more appropriately placed in a general solid waste container. Proper waste sorting makes good financial sense.

How should different types of waste be discarded?

Type of Waste	Examples	How to Discard
General solid waste	paper towels, food waste, packaging, used IV tubing, most patient bedside waste, "regular garbage"	Place in a container or wastebasket lined with a dark green or black plastic garbage bag. Wet materials (i.e. kitchen waste) should be double-bagged. Sharp items (broken glass, etc.) should be packaged separately to prevent injury. Contact Environmental Services for further information.
Biomedical waste	needles and syringes, blood and body fluids, disposable items that are saturated with blood or body fluids, dialysis waste, isolation waste	<u>Sharps</u> : Place in an approved clinical sharps container <u>Liquids</u> : Place in yellow biomedical waste pails Filled suction canister liners: Place in biomedical waste boxes lined with yellow plastic bags, using provided cardboard inserts to keep canisters upright <u>Other items</u> : Place in biomedical waste boxes lined with yellow plastic bags. All biomedical waste containers should be labeled with a biomedical waste bar-code label before pick-up.
Confidential paper waste	discarded documents that contain identifying information about patients or staff	Place in a locked secure confidential paper cabinet (such as an Info-Safe) High volumes (i.e. file purging, etc.): Contact Environmental Services for further information.
Confidential non-paper waste	diskettes, film printer ribbons, microfilm, microfiche containing identifying information about patients or staff	Place in a cardboard box, tape shut, mark "For Confidential Disposal" and keep in a secure area. Contact Environmental Services for pickup.
Corrugated cardboard	cardboard boxes	Flatten boxes and discard in cardboard recycling bin (located in high volume areas) or place next to a blue paper recycling bin for pickup
Recyclable paper	non-confidential office paper (white and coloured), envelopes, pamphlets, magazines, newsprint	Collect in a desk-side box or container, which can be emptied periodically in a paper recycling bin (usually blue). These are strategically located throughout most sites.
Hazardous waste	batteries, solvents, paint, chemicals	Collected separately for disposal by a licenced hazardous waste contractor. Handling and documentation requirements depend on the nature of the waste. Contact your site's Environmental Services Department. Do not mingle with other waste, discard in regular garbage or pour into drains.

Type of Waste	Examples	How to Discard
Toner cartridges	toner cartridges from laser printers, fax machines (does not include inkjet cartridges)	Place in original packaging (or the packaging for the replacement cartridge). Most sites have a bin located in the loading dock area where these are collected for recycling. Contact Environmental Services for further information.
Obsolete computers, peripherals, and electronic items	computers, printers, keyboards and mice, monitors, etc.	Contact Information Systems. If no longer usable, these items are carefully purged of all data and then recycled.
Scrap metals	metal ductwork, construction items, furniture parts	Place in scrap metal recycling bin (located on larger sites where volumes justify scrap metal recycling).
Pharmaceutical waste	unused or outdated medications	<u>All narcotics and controlled drugs:</u> Contact Pharmacy <u>Non-controlled medications:</u> Place in biomedical waste containers. Non-controlled liquids may be flushed into the sanitary sewer system with plenty of water.
Cytotoxic waste	some chemotherapy drugs and some types of diagnostic agents used in nuclear medicine, as well as patient care or staff apparel items (gloves, etc.) contaminated with cytotoxics	Place in a white cytotoxic container for disposal. Small containers, when 2/3 filled, should be placed in a biomedical waste container. Ensure that all boxes, etc. containing cytotoxic waste are labeled with the cytotoxic symbol.

Does Capital Health recycle?

The following types of waste are currently recycled in the region:

- corrugated cardboard
- paper
- obsolete computer / electronic equipment

Why not recycle other items, such as plastics or glass?

There is currently no recycling program for glass and plastic items, largely because there is little or no market for such items and therefore no contractor in the region willing and able to take such materials. However, a number of departments, site auxiliaries, and patient care units have organized their own recycling of items acceptable to bottle depots, such as pop cans, juice bottles, etc. Contact Environmental Services for further information.

Who should I contact for waste management pickup and other services?

- Your site's Environmental Services Department

Where can I get waste management supplies?

- Call Environmental Services to obtain the following:
 - biomedical waste boxes with liner bags
 - cardboard inserts for biomedical waste boxes (used to keep filled suction containers upright)
 - biomedical waste barcode labels
- The following supplies may be ordered through Regional Stores:
 - garbage bags
 - biomedical waste pails
 - sharps containers
 - cytotoxic waste containers

Where can I get more information?

- Your site's Environmental Services (Housekeeping) Department.
- Capital Health Bizworx @ call centre
- Regional Occupational Health and Safety (regarding needlestick and waste-related injuries and exposures)
- (Coming soon!) Capital Health Regional Waste Management Policies and Procedures Manual