I. Purpose

The purpose of this policy is to ensure that medical (or biological) waste is handled in a prudent manner at Villanova University. Medical waste is waste material, which is or may be contaminated by a disease producing microorganism or material, or may harm or threaten human health. Cultures and stocks of etiological agents are included in medical waste. All materials contaminated with human blood are treated as medical waste.

II. Waste for Autoclaving

- All medical waste that contains a known infectious agent must be autoclaved.
- Everyone (students, staff, and faculty) who autoclave must receive training from Jason Scheidel in the Biology Department on the safe operation of the autoclave machine. Training must be documented in writing.
- Trained faculty members may train their students to operate the autoclave machine. Training must be documented in writing.

A. Autoclave Containers

- All waste that is to be autoclaved must be in autoclave bags that are labeled with the universal biohazard warning label. The name of the generator and date of generation should be written on the bag with an indelible marker.
- Waste or broths that are autoclaved must be placed in the appropriate tub or tray before being autoclaved (see Jason Scheidel for details).

B. Collection of Waste

- Segregate contaminated waste from regular trash.
- Collect contaminated waste in containers labeled with the universal biohazard sign.
- Clearly define a system to distinguish between contaminated and uncontaminated materials e.g. red tubs for contaminated glassware and green tubs for autoclaved glassware.
C. **Placement of Waste in Containers**
   - Do not place sharp objects or articles in autoclave bags.
   - **DO NOT PUT CHEMICAL WASTE, SPILL DEBRIS FROM CHEMICAL WASTE, OR OTHER TRASH IN RED BAGS.**
   - If you have waste that you believe is both a chemical and a biological hazard please contact Eric Welsh in the EH&S department for packaging instructions.

D. **Disposal and Transportation**
   - Autoclaved Waste should be packed in Medical Waste boxes and stored in Mendel G4 for pick-up by the contracted vendor for proper disposal.
   - Copies of the completed Medical Waste Disposal Manifests are kept in the EH&S Office.

III. **Waste for Offsite Incineration** – All solid medical waste, including autoclaved waste, must be sent off-site for incineration.

   A. **Laboratory Disposal Containers**
      - Medical boxes provided by the vendor.
      - Red bags provided by the vendor.
      - Rigid containers for sharps and syringes provided by Villanova.

   B. **Placement of Waste for Offsite Shipping Containers**
      - The container box must be lined with a red bag prior to placing waste in the box.
      - Place all sharps, syringes or other articles that could puncture the red bag or cause a skin puncture in rigid containers. Close and seal the rigid container prior to placing it in the box for disposal.
      - **DO NOT PLACE SHARP OBJECTS IN RED BAGS.**
      - Boxes may be kept in designated Academic Labs until full. Academic labs are designated by the Science Department(s).
      - When full, seal the box with packing tape (available in Biology stock room) and contact the appropriate Medical Waste Coordinator to arrange storage for pick up.
      - PA State law requires Villanova to ship all full boxes of medical waste every 30 days.
C. Collection of Waste / Medical Waste Coordinators

- The waste will be picked up by the contractor every 4th Thursday according to the yearly calendar provided by the contractor. A copy of this calendar is on Villanova’s EH&S website.

- Pick-up sites and contacts are listed below.
  - Jake Nevins (Leonard Currier X4125) Training room.
  - Biology (Lindsay Whitelock X4858) Autoclave room Mendel G4.
  - Chemistry (Cian Watts X6348) Autoclave room Mendel G4.
  - Facilities (Eric Welsh X8989).
  - Health Services (Mary McGonigle X4070) 2nd floor of HSB, Nurses Storage Closet.
  - CEER Engineering (Chris Townend X 4986) Outside solvent storage room.
  - School of Nursing (Sue Markert X 4925) Ground Floor, Storage Closet, Driscoll Hall.
  - St. Thomas Monastery (Alenka Durdevik X 7399) Monastery Nurses Office.
  - Psychology Department (Louise Carbone X 4925) Mezzanine, Tolentine Hall.
  - All other departments (Eric Fogarty X4858 or Eric Welsh X8989) Mendel G4.

D. Disposal and Transportation

- Disposal and transportation, including documentation required by regulation is provided by a qualified contractor, as determined by EH&S.