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I. Purpose
The purpose of this policy is to ensure that medical (or biological) waste is handled in a compliant manner at Villanova University.

II. Scope
This plan applies to all laboratories and areas of employment at Villanova University where medical waste is generated or stored.

III. Definitions

**Biosafety Level (BSL):** levels of containment required for research with biological materials based on infectivity, severity of disease, transmissibility, and nature of work being conducted.

**Bloodborne Pathogen (BBP):** Pathogenic (disease producing) microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

**EH&S:** Villanova Environmental Health and Safety Department

**Medical Waste:** is waste material, which is or may be contaminated by a disease producing microorganism or material, that 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. All needles from labs or healthcare facilities will be collected in sharps containers and incinerated as medical waste.

IV. Policy Statement & Procedures

A. Treatment of Waste
- All medical waste that contains or may contain an infectious agent must be either autoclaved or incinerated by a licensed medical waste incinerator.
- All medical waste classified as a BSL3 or greater by Villanova’s Institutional Biosafety Committee (IBC) must be autoclaved before disposal. Currently there is no BSL3 research at Villanova.
- Any medical waste that is determined to present an offsite hazard to the general public must be autoclaved before disposal.
- All students, faculty and staff who autoclave must receive training from Lindsay Bair in the Biology Department on the safe operation of the autoclave machine. Training must be documented in writing. See Attachment 1 Sign-in Sheet.
• Trained faculty members may train their students to operate the autoclave machine. Training must be documented in writing. See Attachment 1 Sign-in Sheet.

B. 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 Lindsay Bair for details.)

C. Collection of Waste
• Segregate medical waste from regular trash.
• Collect medical waste in containers labeled with the universal biohazard sign.
• Each waste generator must clearly define a system to distinguish between contaminated and uncontaminated material.

D. Placement of Waste in Containers
• The container box must be lined with a red bag prior to placing waste in the box.
• Do not place sharp objects or articles in autoclave bags.
• 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.
• DO NOT PUT CHEMICAL WASTE, SPILL DEBRIS FROM A CHEMICAL SPILL, OR OTHER TRASH IN RED BAGS.
• Boxes may be kept in designated academic labs until full. Academic labs are designated by the Science Departments.
• When the box is 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.
• 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.

E. Disposal and Transportation
• Medical waste requiring off campus incineration must be packed in medical waste boxes (provided by Villanova’s medical waste management vendor) and stored in one of the designated locations for pick-up by the contracted vendor for proper disposal.
• If a sealed container of medical waste is transferred from one building to another, the person transferring the waste is trained.
• Medical waste manifests will be signed by an authorized representative from the EHS Department.

F. Laboratory Disposal Container
• Medical boxes and red bags are provided by the medical waste vendor. Supplies can be requested during your medical waste pick-up.
• Rigid containers for sharps and syringes are provided by the department generating the waste at Villanova. Supplies can be purchased through the vendors in NovaBuy.

G. Placement of Waste for Offsite Shipping Containers
• PA state law requires Villanova to ship all full boxes of medical waste every 30 days.

V. Related Information
For information on Blood Borne Pathogens, see Villanova’s Blood Borne Pathogen Exposure Control Plan.

VI. History – Issued May 7, 1993, Revised August 24, 2017

VII. Responsible University Division Department
A. Collection of Waste/Medical Waste Coordinators
The waste will be picked-up by the contractor every 4th Thursday according to the annual calendar provided by the contractor. A copy of this calendar is on Villanova’s EHS website.

B. Pick-up sites and contacts are listed below:
Athletics, Jake Nevin Field House Training Room – (Leonard Currier X 4125)
Biology, Mendel G4 Autoclave Room (Lindsay Whitelock X4858)
CEER Engineering – Outside solvent storage room (Chris Townend X4986)
Chemistry, Mendel G4 Autoclave Room (Cian Watts X6348)
Facilities (Eric Welsh X8989)
Health Services – HSB, 2nd Floor Nurses Storage Closet (Mary McGonigle X4070)
Nursing, Driscoll Hall, Ground Floor Storage Closet (Sue Markert X4925)
St. Thomas Monastery, Monastery Nurses Office (Alenka Durdevik X7399)
Psychology Department, Tolentine Hall Mezzanine (Louise Carbone X4925)
White Hall, (Jacob Elmer X3093)
All other departments, Mendel G4 (Lindsay Bair X4858 or Eric Welsh X8989)
Inn at Villanova, (Kelly Ryan 610-519-8000)

VIII. Responsible Administrative Oversight
A. Environmental Health & Safety Department
• The EHS Department will select and approve all medical waste management vendors for the University.
• The EHS department shall collect and maintain copies of all the medical waste disposal manifests.
• The EHS department shall provide Blood Borne Pathogen Exposure Control training to all Villanova staff members who are at risk for exposure to a BBP at Villanova.

B. Academic Departments:
• The academic departments will provide Blood Borne Pathogen Exposure Control training to all Villanova staff members, students, and faculty who are at risk for exposure to a BBP at Villanova.

EW/mgs 9-7-17
Attachment 1

**Auto Clave Training**

Date: ________________________________

Trainer Name: ________________________________

**Sign-In Sheet**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Extension or</th>
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