1.0 Purpose & Goals Description
Hamilton Health Sciences is responsible for the proper disposal of all waste streams generated as a result of corporate activity. This policy establishes the guidelines and process for the disposal of materials that can be recycled. This policy standardizes procedures and allows Hamilton Health Sciences to be a responsible corporate agent in meeting patient, staff and community waste diversion expectations, legislated requirements and protection of the environment.

2.0 Equipment/Supplies
Clear recycling collection bags
Recycling containers – individual bins and central collection containers
Personal Protective Equipment – Gloves

3.0 Policy
Hamilton Health Sciences (HHS) is responsible for proper waste stream segregation as regulated by federal and provincial waste guidelines and legislation. HHS is to comply with the provincial requirements of Ontario Regulation 102/94 by providing opportunities for recycling in the hospital environment for all users of their facilities. All generators of recyclable waste at HHS are required to abide by the principles of this protocol.

4.0 Procedure
4.1 Responsibilities
4.1.1 Waste/Recycling Generators
- Any waste generators disposing of recyclables shall dispose of them in the manner identified in this protocol and not in any other waste stream.
- Generators to refer to Appendix A of this protocol to determine materials acceptable for recycling.
- Segregate recycling at source and place in recycling container lined with clear bag.
- Empty their own desk side waste containers into a central waste collection container.
- Generators are responsible for ordering desk side recycling containers from Stores or Purchasing, if required.
- Generators unable to locate a central recycling collection container should contact Housekeeping for information on locations of containers or where to place bags of recyclables for collection.

4.1.2 Customer Support Services (CSS) Leader Responsibilities
- CSS EA Leaders are to ensure staff are aware of their responsibilities in
clinical areas for the appropriate segregation and disposal of recyclable waste.

- CSS EA Leaders are to review compliance to the Recycling Protocol in the regularly scheduled waste audits of clinical areas.

4.1.3 **Unit Staff**
- Segregate recycling at source and place in recycling container lined with clear bag.
- Collect recycling bags, tie off securely and place in waste holding areas, ready for pickup.
- Ensure weight of container is not more than 25 lbs – if it cannot be lifted, it is too heavy.
- If improper disposal methods are observed, bring to attention of supervisor.

4.1.4 **Waste Operators (Housekeeping)**
- Follow safe work procedures for recycling collection by wearing Personal Protective Equipment (gloves) when handling waste.
- Pick up recycling from public areas and waste holding areas on units/core areas and transport to waste dock area.
- Ensure general waste bags are separated from recycling bags and disposed of in proper bins for pickup by waste service providers.
- If improper disposal methods are observed, bring to attention of supervisor.

4.1.5 **CSS Waste Management Coordinator (WMC) Responsibilities**
- Waste Management Coordinator is to recommend locations of central recycling containers throughout HHS facilities and coordinate servicing with Housekeeping on a regular scheduled frequency.
- WMC is to work, in partnership with the Corporate Waste Committee, to ensure the continual improvement of the recycling program.
- WMC is to conduct on-going monitoring, including effective and consistent data management and reporting for waste, recycling and reuse programs in accordance with regulations.

4.1.6 **Engineering/Maintenance Staff**
- Segregate recyclables at source and manage as identified for waste generators and according to requirements for bulk recyclables noted in Appendix A.

4.2 **General Procedure**
4.2.1 All staff are to separate general waste from recyclables – see Appendix A - HHS Recycling Guide.
4.2.2 All recyclables other than bulk recyclables are to be disposed in a clear waste bag. Black or green waste bags are prohibited.
4.2.3 All staff are to ensure confidential waste is not placed in recycling containers.
4.2.4 In accordance with Fire Regulations **no** waste or recycling is to be deposited in corridors at any time.
4.2.5 Contact Waste Management Coordinator at extension 73491 for acceptability of items for recycling not included in this protocol.

5.0 Training
- Managers/supervisors and Clinical Educators are responsible to ensure that staff are trained to the requirements of this procedure.
- A training review is to take place annually or as a procedure change occurs.

6.0 Definitions
General Waste: Waste, not including, biomedical waste, sharps waste, confidential waste, recyclables, or hazardous waste.

Recyclable Waste: Waste identified in this protocol as acceptable in the HHS recycling program

SRC: Customer Support Service Response Center (extension 77744).

Unit Staff: Includes Environmental Aides (EAs), Health Care Aides (HCAs).

Waste Generator: A person who generates waste

Waste Segregation: Separation of waste by the waste generator at the origin according to waste streams.

Waste Stream: A particular classification of waste type e.g. biomedical waste, recyclables.

7.0 Cross Reference
Sharps Disposal Protocol
Biomedical Waste Disposal Protocol
General Waste Disposal Protocol
CSS Waste Audit Procedure
CSS Waste Incident Procedure
Confidential Waste Handling and Disposal Policy
HHS Contractor Safety Guidelines (s. 37.0 Waste Management)

8.0 External References
Environmental Protection Act and Regulation 347 (General - Waste Mgt.)
Ontario Regulation 102/94 (Source Separation Regulation)
Ontario Regulation 103/94 (Waste Audits and Workplans)
Occupational Health and Safety Act and Regulations

9.0 Developed By
Waste Management Coordinator
Customer Support Services Waste Working Group

10.0 In Consultation With
Customer Support Services Senior Management Team
Corporate Waste Management Committee
11.0  Approved By
Director, Customer Support Services

Keyword  waste audit, segregation, general waste, biomedical waste, batteries,
Assignment  books, paper, confidential waste
### APPENDIX A - HHS RECYCLING GUIDE

<table>
<thead>
<tr>
<th>Item</th>
<th>Collection Method</th>
<th>Acceptable Materials</th>
<th>Unacceptable Materials</th>
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</thead>
</table>
| Beverage Cans and Bottles (Glass, Metal, Plastic), | Recycling containers (where available) lined with clear bags – take bags to central waste collection areas (Glass, metal and plastic containers can be mixed together) | • Clear and coloured glass bottles and jars  
• Plastic beverage bottles and food jars  
• Metal beverage and food cans  
• Tetra pak drink boxes | Any bottles or cans with leftover liquids  
• Milk cartons, styrofoam, other glass (e.g. drinking glasses, window glass, glass lab bottles or beakers, mirrors, light bulbs, fluorescent light tubes), ceramics (e.g. dishes, cups and pottery) food contaminated foil, aerosol cans, metal clothes hangers, pots and pans etc.  
• Plastic bottles that contained motor oil |
| Mixed Paper/Boxboard (non-confidential) | Recycling containers (where available) lined with clear bags – take bags to waste holding area  
If purging paper, call the Service Response Centre(SRC) (x77744) to request paper recycling bin. Call again, when container is full, for pickup. | Fine paper, newspapers, magazines, telephone books, soft cover books, brochures, envelopes, Boxboard - includes anything similar to a cereal box, glove box, tissue box, FedEx packaging etc. | Binders, plastic covered reports, confidential paper, carbon paper, paper coffee cups, paper towels/tissues, plastic coated paper, etc. |
| Hardcover Books                           | Place in boxes and label as “Hard Cover Books for Recycling” – no more than 25 lbs in each box.  
Place in central waste collection area or call the Service Response Centre(SRC) (x77744) for pickup. | Hard Cover Books | Binders, plastic covered reports, confidential paper, carbon paper, paper coffee cups, paper towels/tissues, plastic coated paper, etc. |
| Other Paper, Glass, Metal and Plastic Packaging and/or Containers (e.g. cleaning chemical containers, blue wrap, plastic packaging) | Recycling containers (where available) lined with clear bags | Contact Waste Management Coordinator to review acceptability of materials. | Any bottles or cans with leftover liquids  
• Milk cartons, styrofoam, other glass (e.g. drinking glasses, window glass, glass lab bottles or beakers, mirrors, light bulbs, fluorescent light tubes), ceramics (e.g. dishes, cups and pottery) food contaminated foil, aerosol cans, metal clothes hangers, pots and pans etc.  
• Plastic bottles that contained motor oil |
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<tbody>
<tr>
<td>Plastic wrap</td>
<td>Collect in clear plastic bags and take to waste holding room or waste dock for collection by Housekeeping</td>
<td>Clear plastic film from linen carts, shrink wrap, bubble wrap</td>
<td>Plastic bottles that contained motor oil, Black plastic bags, Blue plastic sheeting or gowns, Food contaminated plastic wrap</td>
</tr>
<tr>
<td>Cardboard</td>
<td>Flatten boxes and place with regular waste or in waste holding area.</td>
<td>Corrugated cardboard</td>
<td>Anything that is not cardboard</td>
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<td></td>
<td>Oversize cardboard boxes – break down no larger than 3 ft x 3 ft.</td>
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<td></td>
<td>Cardboard (and all other packaging materials) from bulk deliveries of furniture or other equipment must be taken away by company making delivery.</td>
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<tr>
<td>Scrap Metal</td>
<td>Refrigerant must be removed from equipment (where applicable) prior to disposal (contact Site Maintenance)</td>
<td>Scrap Stainless Steel, Aluminum, Copper and Brass Metal Desks, Filing Cabinets etc.</td>
<td>White goods containing refrigerant, All non-metal scrap or metal scrap that has more than 1/3 non metal parts.</td>
</tr>
<tr>
<td></td>
<td>Contact Site Biomedical Technology for removal of all metal patient equipment.</td>
<td>White Goods, (Only if refrigerant removed)</td>
<td>Batteries, lamp ballasts, propane tanks, metal drums.</td>
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<tr>
<td></td>
<td>Contact Housekeeping at 77744 for removal/recycling after Engineering and Biomed have given clearance</td>
<td>Paint cans (must be clean and dry with no residual material)</td>
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<td></td>
<td>(Contact Waste Management Coordinator for instructions regarding unacceptable items.)</td>
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<tr>
<td>Batteries</td>
<td>Place used batteries in small box (approx 1 litre size), tape box and</td>
<td>Alkaline batteries</td>
<td>Leaking batteries.</td>
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<td></td>
<td>Lithium, Nickel metal hydride and rechargeable</td>
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<tr>
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<tr>
<td>label “Used Batteries for Recycling” Place boxes in waste holding area or call 77744 to request pickup of box by Housekeeping</td>
<td>batteries to be identified, collected in separate boxes All large lead acid batteries and re-chargeable batteries to be collected separately. (Contact Waste Management Coordinator for instructions regarding the non- alkaline batteries).</td>
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<tr>
<td>Electronics</td>
<td>Call IT Helpdesk at 43000 for removal of equipment with an HHS asset tag including monitors, computers, and printers. Call Biomedical Technology for removal of surplus medical/patient electronic equipment. Call Housekeeping at 77744 for pickup arrangements for all other non-functioning equipment.</td>
<td>Monitors, CPUs, printers, fax machines, scanners, copiers, medical equipment, televisions, AV equipment, etc.</td>
<td>All equipment not included on list. All equipment must be signed off for disposal/recycling by department manager prior to acceptance by Housekeeping.</td>
</tr>
<tr>
<td>Food Waste</td>
<td>Nutrition Department staff collect in green bins (Chedoke only)</td>
<td>Meat, poultry, fish, vegetables, fruits and their trimmings, soup, bread, dessert, dough, sugar, bones, carcasses, leftover or spoiled food</td>
<td>Detergents, grease trap material, cans, glass, aluminum foil, condiment packages, utensils</td>
</tr>
<tr>
<td>Skids</td>
<td>Collected at receiving docks Call site Shipping and Receiving staff to collect at dock areas for removal/reuse by recyclers.</td>
<td>Wood Skids Wooden shipping boxes if dismantled.</td>
<td>Plastic skids or compressed wood skids.</td>
</tr>
<tr>
<td>Fluorescent Lamps</td>
<td>Collected by Maintenance staff - contact Site Maintenance for removal.</td>
<td>Fluorescent lamps</td>
<td>All non-fluorescent lamps</td>
</tr>
<tr>
<td>Toner Cartridges</td>
<td>Toner cartridges - non Ricoh Place cartridges in original box in waste holding area for pickup by Housekeeping or Receiving staff.</td>
<td>Toner cartridges from printers and other electronic devices.</td>
<td>Ricoh photocopier toner – collected under a different program</td>
</tr>
<tr>
<td>Toner Cartridges - Ricoh only</td>
<td>Key operators or designated user responsible for collection</td>
<td>Ricoh printer and copier toner containers only</td>
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<tr>
<td>Hamilton Health Sciences</td>
<td>Clinical Manual</td>
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<td><strong>Posting History Dates:</strong></td>
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<td><strong>Title:</strong> CSS - Recycling Protocol</td>
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