

User guide for contract to dispose of clinical and biological waste – for use by all University management units

SRCL Ltd has been awarded a contract for the disposal of:

- Human tissue or body parts
- Human body fluids & excreta
- Material or items contaminated with human tissue or body fluids/excreta (e.g. swabs, tissues, gloves etc)
- Sharps
- Laboratory culture waste
- HEPA filters (e.g. from laminar flow cabinets and ventilation systems)
- Animal tissue or body parts
- Animal body fluids & excreta
- Material or items contaminated with animal tissue or body fluids/excreta (e.g. swabs, tissues, gloves etc)
- Animal tissue or body parts that are animal by-products (ABP)*
- Animal body fluids & excreta that are animal by-products* (including animal bedding that is contaminated with these wastes)
- Pharmaceuticals including controlled drugs
- Miscellaneous biological waste

including any items listed above that may be Special Waste (Special Waste Regs 1996 as amended) and for the supply of related waste.

(* In this guide Animal By-products has the same meaning as that in Article 3 of Regulation (EC) 1069/2009).

Management Units wishing to make use of this service should follow the guidelines shown below.

A schedule of prices for disposal of waste and for supply of waste containers is included in Appendix 1.

A. Contacting the Supplier

All contact should be made using the following contact routes:

Telephone: 0333 240 4400

Email: glasgowuni@srcl.com

Fax: 0113 270 9140

Address: Indigo House, Sussex Ave, Leeds LS10 2LF

B. Obtaining a quotation for disposal of waste

Standard pricing for disposal of various wastes is shown in Appendix 1, however, if service users require a quotation for non-standard service then the following steps should be followed:

1. A standard form that should be used to obtain a quotation is shown in Appendix 2. This form should be used to prepare a list of all items of waste to be disposed. The list should show an accurate description of each item of waste, including information on any contaminants that may be present. Abbreviations and trade names should not be used. It should also show the physical form of the waste (eg solid, liquid etc), the size of the container, the number of containers of this size and the quantity of each type of waste.
2. Send the completed form to the Supplier by email, fax or post.
3. The Supplier will generally respond with a price quotation for disposal within 24 hrs. This period may be extended if the Supplier requires more information from the Management Unit.
4. The Management Unit will be offered the choice to pay for disposal on the basis of weight or by the container.
5. Where the Management Unit has a requirement for regular uplifts, the Supplier will determine, in conjunction with that Unit, if their circumstances are suitable for the use of the Supplier Biotrack system. If both parties agree to adopt this system the Supplier will provide all necessary containers and tags and will operate the system to meet the needs of the management Unit.
6. In some cases it will be necessary for the Supplier to visit the location from which the waste is to be uplifted to determine the type of vehicle that is suitable to access the location.
7. Where the Management Unit has a requirement for a particular disposal route (e.g. incineration) this should be specified at the time of requesting the quotation.
8. If the Management Unit has not specified a disposal route, and where there are alternative legal disposal routes available and costs differ, the Supplier will provide quotations for each route. Where there is no cost differential the Supplier will dispose of the waste by the most environmentally sound, legally compliant, route.
9. If, having received the quotation, the Management Unit wishes to proceed with the disposal it should raise a purchase order for the service.

C. Ordering the waste disposal service

1. The Management Unit will raise a purchase order and provide the following details to the Supplier:
 - a. Description of the waste, including the correct European Waste Code (EWC). Examples of commonly used EWCs are shown in Appendix 3 however, the Supplier will assist the Management Unit in determining the correct use of these codes. Abbreviations and trade names must not be used in the description of waste. The description must include information on any contaminants that may be present and must also show the physical form of the waste (e.g. solid, liquid)

- b. Quantity of waste. Where waste is to be presented in bags, the number of bags and the total weight of waste contained in these should be notified. If the Management Unit has elected to pay by weight then they will attach tags to the waste containers that state the weight and the Management Unit account number, or they will operate an alternative, reliable, system of labeling the container with this information. **The inclusion of an accurate weight measured by the Management Unit is important to ensure that a correct charge is allocated by the supplier.** In the case of rigid containers (e.g. sharps bins) these should be recorded by the number of containers of each size (e.g. 5 sharps containers each of 10 litres).
 - c. If the Management Unit provides information on weight of waste to be uplifted to the Supplier by email on the morning of the day preceding the uplift the the Supplier will append that information to the paperwork that accompanies the uplift and that is provided to the Management Unit at that time.
 2. On receipt of a purchase order the Supplier will contact the Management Unit to arrange a suitable date and time for uplift and transport of the waste.
 3. Some Management Units may have a requirement for a regular uplift service (e.g. weekly or fortnightly). The Supplier will accommodate this requirement and agree a suitable, fixed, collection cycle in addition to offering an on-demand service.
 4. The Supplier will prepare all statutory paperwork that is necessary for the process of uplift and disposal of the waste. It will also carry out any required pre-notification of enforcing authorities.

D. Uplift and disposal of waste

1. The Supplier will verify the waste presented for uplift against the purchase order supplied by the Management Unit. If there is any waste type presented that was not on the quotation list the Supplier will decline to uplift it. At the time of uplift the Supplier is legally only permitted a small variance on the quantity of waste that had been shown on the order. If the quantity or type of waste does not conform to these parameters the Supplier will reject the components or excess quantities that it is not permitted to uplift.
2. At the time of uplift the Supplier will request that the statutory paperwork is signed by a representative of the Management Unit that is disposing of the waste. The Management Unit must ensure that this statutory paperwork is fully completed and that the information contained in it is correct prior to the waste leaving the University.
3. The Supplier will leave a copy of this paperwork with the representative of the Management Unit who must ensure that this is clearly legible. Management Unit copies of statutory paperwork must be retained in such a way that they are readily accessible in the event of an internal audit or audit by the enforcing authority.
4. The Supplier will dispose of the waste on behalf of the Management Unit.

E. Supply of waste containers

The Supplier is able to offer a range of waste containers that are suitable for the collection and disposal of various waste types. The suitability of containers for each waste stream should be agreed between the Management Unit and the Supplier. Requests for the supply of containers will normally be fulfilled within 24 hours of receipt of an order. Information on containers and prices is shown in Appendix 1.

When containers have been requested, and these are to be delivered at the time of uplift of waste, the type and quantity will be noted on the paperwork that is issued to the Supplier's operative who effects the uplift/delivery and a copy of this will be left with the Management Unit.

F. Duty of care and disposal routes

Waste producers must ensure that they comply with their legal duty of care. This includes ensuring that the waste is properly described so that those managing it for them have all of the information required to do so safely and legally. Further information on [waste duty of care](#) is available on SEPS web site.

Where practicable and safe to do so, waste should be treated to remove or reduce its hazardous potential prior to disposal.

Some activities undertaken within the University may be subject to additional controls that dictate specific disposal routes for waste generated by them.

G. Contract management issues

For any minor problems or concerns surrounding the standard of service provided by the Supplier that may crop up on a day-to-day basis it is expected that the Management Unit will address these directly with the Supplier. Should there be any more serious issues, or any of a persistent nature, then the Management Unit must record full details of these, together with copies of any relevant communications with the Supplier and relevant dates. The Management Unit should then contact the contract manager who will progress the matter with the Supplier. The contract manager is Dr Ann Galbraith, Safety & Environmental Protection Services, ann.galbraith@glasgow.ac.uk.

Appendix 1

Table 1 Pricing schedule for the disposal of clinical and biological waste. Price (Ex VAT) per Kg

Waste type		Standard treatment/disposal route	Price (Ex VAT) £	Alternate treatment/disposal options	Price of alternate treatment/disposal options (Ex VAT)
Human tissue or body parts	Non Special waste	Incineration	0.499	N/A	N/A
	Special waste	Incineration	0.499	N/A	N/A
Human body fluids & excreta	Non Special waste	Landfill	0.270	N/A	N/A
	Special waste	Incineration	0.499	N/A	N/A
Material or items contaminated with human tissue or body fluids/excreta (e.g. swabs, tissues, gloves etc)	Non Special waste	AT	0.330	Incineration	0.499
	Special waste	AT	0.330	Incineration	0.499
Animal carcasses, body parts or tissues	Non Special waste, not ABP	Incineration	0.499	N/A	N/A
	Special waste but not ABP	Incineration	0.499	N/A	N/A
	Non Special waste but is ABP	Incineration	0.499	N/A	N/A
	Special waste and ABP	Incineration	0.499	N/A	N/A
Animal carcasses, body parts or tissues that are animal by-products and contain organisms subject to SAPO legislation*	Non Special waste, not ABP	Incineration	0.499	N/A	N/A
	Special waste but not ABP	Incineration	0.499	N/A	N/A

	Special waste and ABP	Incineration	0.499	N/A	N/A
Animal body fluids & excreta)	Non Special waste, not ABP	Landfill	0.270	N/A	N/A
Animal body fluids & excreta	Non Special waste but is ABP	Incineration	0.499	N/A	N/A
Animal body fluids & excreta)	Special waste but not ABP	Landfill	0.270	N/A	N/A
Animal body fluids & excreta)	Special waste and ABP	Incineration	0.499	N/A	N/A
Animal body fluids & excreta (including animal by-products)	Non Special waste but subject to SAPO legislation*	Incineration	0.499	N/A	N/A
Animal body fluids & excreta (including animal by-products)	Special waste and subject to SAPO legislation*	Incineration	0.499	N/A	N/A
Material or items contaminated with animal tissue or body fluids/excreta (e.g. swabs, tissues, gloves, animal bedding etc)	Non Special waste, not ABP	Incineration	0.499	N/A	N/A
	Special waste, not ABP	Incineration	0.499	N/A	N/A
Material or items contaminated with animal tissue or body fluids/excreta (e.g. swabs, tissues, gloves, animal bedding etc) containing organisms subject to SAPO legislation	Non Special waste, not ABP	Incineration	0.499	N/A	N/A
	Non Special	Incineration	0.499	N/A	N/A

	waste but is and ABP				
	Special waste and ABP	Incineration	0.499	N/A	N/A
Sharps (egg hypodermic needles)	Non Special waste	AT	0.330	Incineration	0.499
	Special waste	Incineration	0.499	N/A	N/A
Laboratory culture waste	Non Special waste	Incineration	0.499	N/A	N/A
	Special waste	Incineration	0.499	N/A	N/A
Laboratory culture waste containing organisms subject to SAPO legislation	Non Special waste	Incineration	0.499	N/A	N/A
	Special waste	Incineration	0.499	N/A	N/A
HEPA filters (e.g. from laminar flow cabinets and ventilation systems)		Incineration	0.499	N/A	N/A
Pharmaceuticals,		Incineration	0.499	N/A	N/A
Empty pharmaceutical vials		Incineration	0.499	N/A	N/A
Controlled drugs		Incineration	0.499	N/A	N/A
Empty controlled drug vials		Incineration	0.499	N/A	N/A
Miscellaneous biological and ABP waste (please specify)		Incineration	0.499	N/A	N/A
Transport					
SEPA Consignment Note charge			10		
Other charges					

*SAPO – The Specified Animal Pathogens Order (Scotland) 2009 as amended.

Table 2 Pricing schedule for waste containers

Container description	Size (litres)	Price (Ex VAT) £
Yellow waste sack for Special Waste to incineration		1.50
Orange waste sack for waste to incineration that is not Special Waste		1.50
Sacks for waste that is offensive but not Special and does not require incineration		1.25
Sharps containers, rigid	1	2.29
	5	2.29
	7.5	2.29
	12.	5.03
Sharps containers, rigid for Special Waste	1	2.29
	5	2.29
	7.5	2.29
	12	5.03
Sharps containers rigid for cytotoxic/static contaminated waste	1	2.29
	7.5	2.29
	12	5.07
Rigid yellow containers for waste pharmaceutical bottles from clinical areas	30	15.00
	60	22.50
Rigid containers for waste pharmaceutical bottles from clinical areas that is contaminated with cytotoxic/static material	30	15.00
	60	22.50
Rigid containers for waste pharmaceutical bottles from clinical areas that is contaminated controlled drug	30	15.00
	60	22.50
Eurobin	1100	1.75 (per week)

Appendix 2

Quotation request for disposal of clinical or biological waste

Name of Management Unit requesting service _____

Address _____

Management Unit contact Name _____ **Email** _____ **Telephone** _____

Location of waste to be uplifted _____

Description of waste (give full details of type, number of items and weight. Do not use trade names or abbreviations)

Description of waste	Number of bags	Total weight	Number of rigid containers	Size of each container	Physical form of waste
e.g. Mouse brain tissue in formalin	0		40	10ml	Solid in liquid
e.g. Small animal bedding containing cytostatic material	3	15kg			Solid

Appendix 3 Some commonly used European Waste Codes (EWCs)

SRCL Biotrack colours and European Waste Codes

		SRCL identification code	European Waste Code (EWC)	Description
Waste arising from veterinary related work				
Orange	Infectious veterinary waste suitable for alternative treatment (not incinerated)	VT	180202	Hazardous animal waste suitable for alternative treatment (autoclave/shredding/landfill). May include 'sharps' but not those containing pharmaceuticals/cytotoxic/static
Red	Infectious animal anatomical waste for incineration	VA	180202	Animal anatomical parts that require incineration due to infection hazard
Yellow	Infectious veterinary waste for incineration	VI	180202	Waste from veterinary work that is not anatomical but requires incineration due to infection hazard.
Yellow	Sharps containing pharmaceuticals other than cytotoxic/static	VI	180202	Sharps containing pharmaceuticals
Purple	Veterinary waste containing cytotoxic or cytostatic contamination for incineration	VY	180207	Waste from veterinary work that contains cytotoxic/cytostatic compounds. Cannot go for alternative treatment, must be incinerated
Blue	Non hazardous veterinary medicines for incineration	VP	180208	Veterinary medicines. Cannot go for alternative treatment, require incineration
Tiger stripe (yellow & black)	Non infectious veterinary waste suitable for landfill	VL	180203	Waste that is not suitable for disposal in general waste stream (may be 'offensive') but is not hazardous and so does not require treatment before disposal

Note to those who are unable to use Biotrack
You may use yellow sacks to contain animal anatomical parts.

SRCL Biotrack colours and European Waste Codes

		SRCL identification code	European Waste Code (EWC)	Description
Waste arising from human/healthcare related work				
Orange	Infectious waste suitable for alternative treatment (not incinerated)	HT	180103	Hazardous waste suitable for alternative treatment (autoclave/shredding/landfill). May include 'sharps' but not those containing pharmaceuticals/cytotoxic/static
Red	Infectious anatomical waste for incineration	HA	180103	Human anatomical parts that require incineration due to infection hazard
Yellow	Infectious sharps waste for incineration	HS	180103	Sharps containing infectious materials
Yellow	Sharps containing pharmaceuticals other than Cytotoxic/static	HS	180109	Sharps containing pharmaceuticals other than cytotoxic/static compounds
Yellow	Highly infectious waste for incineration	HI	180103	Waste from work that is not anatomical but requires incineration due to infection hazard. Sharps containing pharmaceuticals
Purple	Waste containing cytotoxic or cytostatic contamination for incineration	HY	180108	Waste from work that contains cytotoxic/cytostatic compounds. Cannot go for alternative treatment, must be incinerated
Blue	Non hazardous medicines for incineration	HP	180109	Medicines. Cannot go for alternative treatment, require incineration
Tiger stripe (yellow & black)	Non infectious waste suitable for landfill	HL	180104	Waste that is not suitable for disposal in general waste stream (may be 'offensive') but is not hazardous and so does not require treatment before disposal

Note to those who are unable to use Biotrack

You may use yellow sacks to contain human anatomical parts.