

**Texas Tech University  
Health Sciences Center  
Regulated Waste Disposal Manual**

MANAGEMENT AND DISPOSAL OF REGULATED WASTE  
AT TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## INTRODUCTION

The purpose of this document is to provide information, requirements, guidelines, and procedures for the handling and disposal of hazardous and non-hazardous waste for all the departments of the Texas Tech University Health Sciences Center (TTUHSC) and regional campuses.

In Texas, disposal of regulated waste is controlled by the Texas Department of State Health Services (DSHS) and the Texas Commission on Environmental Quality (TCEQ). Local regulations of the City of Lubbock, El Paso, Amarillo, and Odessa also apply.

**“REGULATED WASTE”** means any solid or liquid waste that is hazardous because of its physical, chemical, radioactive, or biological nature. All waste that contains infectious material or which, because of its biological nature, may be harmful to humans, animals, plants, or the environment is medical/special (biohazardous) waste. This includes: waste from infectious animals, bulk human blood or blood products, infectious microbiological waste (including contaminated disposable culture dishes and disposable devices used to transfer, inoculate and mix cultures), pathological waste, sharps, and hazardous products of recombinant DNA biotechnology and genetic manipulation. Generally it means discarded material from teaching and research laboratories and operations. It does not include household or office trash, waste from Food Services, Physical Plant, bedding, litter, or manure from noninfectious animals. Definitions for terms used in this document can be found in *Procedure for Disposal of Medical, Special, or Infectious Waste* (page 7).

Biohazardous waste generated at TTUHSC is treated by steam disinfection (autoclaved), or by grinding to be deposited in the Lubbock Municipal Landfill, or by incineration by a commercial vendor. Liquid biohazardous waste should be disinfected by the generator and discharged into the local sewer system. Personnel with the potential for contact with biohazardous material must be appropriately trained and equipped with appropriate personal protective equipment (PPE).

The key requirements for disposal of TTUHSC’s medical/special (biohazardous) regulated waste are that it must be:

- (1) *Segregated* from other waste,
- (2) *Treated* to eliminate the biological hazard,
- (3) Securely *packaged*,
- (4) *Transported* for disposal, and
- (5) *Documented* from “cradle to grave.”

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## RESPONSIBILITIES

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### Introduction

The disposal of hazardous material at TTUHSC is subject to regulations of

- The Environmental Protection Agency (EPA)
- Department of Transportation (DOT)
- Texas Department of State Health Services (DSHS)
- Texas Commission on Environmental Quality (TCEQ)
- Texas Bureau of Radiation Control (TBRC)
- City of Lubbock, El Paso, Amarillo, Odessa

The Environmental Safety division of Safety Services at TTUHSC complies with these regulations to dispose of all hazardous material in a safe and environmentally sound manner.

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### Safety Services' Environmental Safety Division

This office will:

- Administer the Regulated Waste Management Program at TTUHSC,
  - Identify waste as hazardous or non-hazardous,
  - Recommend to management appropriate treatment or disposal,
  - If necessary, contract with outside laboratories for analysis of waste,
  - Maintain records of all results as required by law,
  - Arrange for licensed contractors to transport and dispose of hazardous waste,
  - In conjunction with the contractor, verify that hazardous materials are contained and labeled in accordance with EPA, TRC, and DOT regulations,
  - Maintain disposal records as required by law, and
  - Submit monthly and annual reports of hazardous waste disposal as required by required by state regulations.
- 

### Generator

Generator (clinics, laboratories, support services, etc.) will:

- Identify all sources of potentially hazardous waste and report these to the Environmental Safety Division of Safety Services,
  - Report to the Environmental Safety Division of Safety Services any changes or discrepancies in the initial waste identified,
  - Report all new waste-generating operations,
  - Provide safety training for all employees required to handle regulated waste,
  - Collect and store hazardous waste in a safe manner as defined by written safety procedures ,
  - Be accountable for the waste generated in the respective areas managed, and
  - Segregate waste in accordance with the procedures contained herein.
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**RESPONSIBILITIES (continued)**

**Staff**

Staff will:

- Wear the required personal protective equipment (PPE) when handling waste (e.g., eye protection, apron, gloves, and closed-toe shoes),
  - Keep informed on the characteristics and hazards associated with the waste produced in the laboratories and clinics,
  - Collect waste in designated, approved containers,
  - Maintain records on the amount of waste generated and the method of disposal,
  - Record proper disposal information on the Request for Transfer of Chemicals Form (on-line, see Appendix 1). Form is located on the Safety Services web page.
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**TYPES OF REGULATED WASTE**


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The hazardous waste generated at TTUHSC includes chemicals, biological materials, and radioactive waste. Ref: RCRA 40 code of Fed. Reg. part 240 et seq. and TCEQ 30 Texas Administrative Code sec 335.1 et seq.

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**Toxic**

As defined by the Environmental Protection Agency (EPA), hazardous chemical waste is fatal to humans, even in low doses, or is capable of causing or significantly contributing to an increase in irreversible illness or incapacitating reversible illness. In the absence of human toxicity data, the following levels specify toxicity:

- Rat: oral - LD50 below 50 mg/kg  
inhalation - LC50 below 2mg/l
- Rabbit: dermal - LD50 below 200mg/kg

Examples of toxic waste include osmium tetroxide and chloroform.

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**Corrosive**

Corrosive waste (EPA Hazardous Waste Number D002)

- Has a pH less than 2 or greater than 12.5, or corrodes steel at a rate exceeding ¼ inch per year

Examples of corrosive waste include acids (acetic, chromic, hydrobromo, hydrochloric, hydrofluoric, nitric, perchloric, and sulfuric) and bases (ammonium hydroxide, potassium hydroxide, and sodium hydroxide).

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**Ignitable**

Ignitable waste (EPA Hazardous Waste Number D001)

- Is an oxidizer,
- Has a flash point less than 140°F (60OC),
- May cause a fire through friction,
- May cause a fire through absorption of moisture, or
- May cause a fire through spontaneous chemical change.

Examples of ignitable waste include ethanol, ether, acetone, xylene, isopropyl alcohol, white spirits, naphtha, kerosene, petroleum distillates, ethylene dichloride, and most non-chlorinated solvents.

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**Reactive**

Reactive waste (EPA Hazardous Waste Number D003)

- Is unstable and readily undergoes violent changes or forms explosive mixtures with water,
- Detonates if heated or subjected to shock, or
- Contains cyanide or sulfide.

Examples of reactive waste include sodium, hypochlorite, organic peroxides, perchlorates, permanganates and sulfates, picric acid, acetyl chloride, chromic acid, and cyanides.

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**Extraction  
Product  
Toxic Waste**

Extraction Product (EP) toxic waste contains any of the following contaminants:

- Arsenic (EPA #D004),
  - Lead (EPA #D008),
  - Barium (EPA #D005),
  - Mercury (EPA #D009),
  - Cadmium (EPA #D006),
  - Selenium (EPA #D0010),
  - Chromium (EPA #D007),
  - Silver (EPA #D011), and
  - Certain pesticides
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**NOTE**

Almost all laboratory chemicals are considered to be hazardous.

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**Biohazardous**

Biohazardous waste includes:

- Sharps
  - Bulk blood, bulk human blood products, and bulk human body fluids (including semen, vaginal secretions, any body fluid containing visible blood, saliva in dental settings, amniotic fluid, cerebrospinal fluid, peritoneal fluid, pleural fluid, and synovial fluid),
  - Microbiological waste,
  - Pathological waste, and
  - Animal waste (from infectious animals).
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**Radioactive**

Radioactive waste is considered to be any waste product that contains or is contaminated by radionuclides. See TTUHSC Radiation Safety Manual for waste disposal instructions.

## REGULATED CHEMICAL WASTE CONTAINERS

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### Introduction

Empty chemical containers are considered to be hazardous if they are contaminated with any of the chemical agent that they previously contained. Keep chemical containers boxed and separated for pick-up, never put them in the trash. Reusable, empty, hazardous containers must be triple rinsed must be collected as hazardous chemical waste. Do **not** pour down the drain.

Call your **Safety Services Department** for pick-up.

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### Use

Before using empty glass, plastic, or metal chemical containers to collect hazardous waste for disposal, be sure that:

- The waste is compatible with the former contents of the container (if not, thoroughly rinse the container prior to re-use),
  - The waste is compatible with the type of container being used (example: never put corrosives in metal container),
  - All collection vessels have leak-proof seals, and
  - Thin-walled secondary glass containers, such as acetone bottles, are not used to collect heavy waste liquids (example: chromic acid).
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### Safety Solvent Cans

In some cases, safety-solvent cans and other containers may be provided by Safety Services Environmental Safety Division for the collection of continuous liquid waste streams; call **Safety Services** for more information.

## PROCEDURE FOR DISPOSAL OF REGULATED CHEMICAL WASTE

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### Liquid Waste Streams

When collecting liquid chemical waste for disposal make sure that:

- Any chemicals to be mixed are compatible,
  - The wastes are segregated into separate containers for: chlorinated solvents, non-chlorinated solvents, aqueous acidic, or basic solutions,
  - A record is kept of the volume and contents of each addition to the waste container,
  - When the container is to be disposed of, the volumes and concentrations each chemical are totaled, and
  - You have completed the Request for Transfer of Chemicals Form (on line, Appendix 1) and have attached a copy to the container(s).
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### Note

*Request for Transfer of Chemicals* form (Appendix 1) should be submitted using the on-line system. This on-line form is located on the Safety Services website. Safety Services will print out a hardcopy for signatures when the chemicals are picked up. Copies will be made for the department upon request. Regional facilities in El Paso, Amarillo, and Odessa should use the online form. The form will be faxed to the appropriate facility safety manager when received in Lubbock.

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### Outdated or Unwanted Chemicals

To dispose of outdated or unwanted chemicals, identify each completely (no abbreviations or trade names) on a Request for Transfer of Chemicals Form (Appendix 1) by listing each chemical and the approximate amount remaining in each container and submit the request using the on-line system located on the Safety Services web page.

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### Mercury Waste

Liquid mercury and broken thermometers are considered to be hazardous, and **cannot** be discarded in the regular trash. Call Safety Services to report spills or to pick up mercury waste.

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### Important

**DO NOT PUT THE FOLLOWING CATEGORIES OF WASTE ITEMS DOWN A DRAIN:**

- Pathogenic tissue specimens (certain pathogenic waste such as urine, may be flushed down the drain with the prior approval of Environmental Safety,
- Solutions of a pH less than 2 or greater than 12,
- Bulk blood or body fluids (only minimal amounts are allowed by the city),
- Solutions containing heavy metals,
- Reactive or unstable chemicals,
- Flammable liquids,
- Chlorinated solutions,
- Anything not miscible with water, or
- Formaldehyde

Please use the Request for Transfer of Chemicals Form and submit using the on-line system.

## PROCEDURE FOR DISPOSAL OF MEDICAL, SPECIAL, OR INFECTIOUS WASTE

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### Definitions §TAC 1.132

The following words and terms, when used under this undesignated heading, shall have the following meanings unless the context clearly indicates otherwise.

- Biological Indicators - commercially-available microorganisms (e.g., United States Food & Drug Administration-approved strips or vials of Bacillus species endospores) which can be used to verify the performance of waste treatment equipment and/or processes.
- Body Fluids – those free-flowing body substances other than blood, plasma, or serum identified under universal precautions as recommended by the United States Centers for Disease Control & Prevention, and includes, but not limited to:
  - Semen,
  - Vaginal secretions,
  - Any body fluid containing visible blood,
  - Saliva in dental settings,
  - Amniotic fluid,
  - Cerebrospinal fluid,
  - Peritoneal fluid,
  - Pleural fluid,
  - Pericardial fluid, and
  - Synovial fluid.
- Bulk - contained, aggregate volume of 100 milliliters (ml) or more.
- Bulk human blood, bulk human blood products, and bulk human body fluids - all free-flowing waste: human blood, serum, plasma, other blood components, and body fluids, including disposable items saturated (thoroughly wet such that liquid or fluid flows freely from the item or surface without compression) with blood or body fluids.
- Chemical Disinfection - the use of a chemical agent to reduce significantly the numbers of active microorganisms, but not necessarily their endospores, from the surfaces of inanimate objects.
- Chlorine disinfection/maceration - the process of shredding waste in the presence of a chlorine solution under negative pressure.
- Contagious - capable of transmission from human to human, animal to human, or animal to animal.
- Contaminated - the presence or the reasonably anticipated presence of blood or those body fluids as defined elsewhere in this section.
- Deposition in a sanitary landfill - deposition in a sanitary landfill in accordance with Title 30, Texas Administrative Code, Chapter 330.
- Discharge to sanitary sewer system - a discharge or flushing of waste into a sanitary sewer system which is done in accordance with provisions of local sewage discharge ordinances.
- Disinfection - a somewhat less lethal process compared to sterilization which destroys or inactivates viruses, fungi, and bacteria (but not necessarily their endospores) on inanimate surfaces.
- Grinding - that physical process which pulverizes materials, thereby rendering them as unrecognizable, and for sharps, reduces the potential for the material to cause injuries such as puncture wounds.

## Definitions

§TAC 1.132

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- Immersed - a term which denotes that a waste is submerged fully into a liquid chemical agent in a container, or that a sufficient volume of liquid chemical agent is poured over a containerized waste, such that the liquid completely surrounds and covers the waste item(s) in the container.
- Incineration - that process of burning SWFHCRF in an incinerator as defined in Title 30, Texas Administrative Code, Chapter 101 under conditions in conformance with standards prescribed in Title 30, Texas Administrative Code, Chapter 111 by the Texas Commission on Environmental Quality.
- Internment - the disposition of pathological waste by cremation, entombment, burial, or placement in a niche.
- Log 10 - logarithm to the base ten (10).
- Log 10 Reduction - a mathematically defined unit used in reference to level or degree of microbial inactivation. A 4 log<sub>10</sub> reduction represents a 99.99% reduction in the numbers of active microorganisms, while a 6 log<sub>10</sub> reduction represents a 99.9999% reduction in the numbers of active microorganisms.
- Microbial Inactivation - inactivation of vegetative bacteria, fungi, lipophilic/hydrophilic viruses, parasites, and mycobacterium at a 6 log<sub>10</sub> reduction or greater, and inactivation of Bacillus subtilis endospores or Bacillus stearothermophilus endospores at a 4 log<sub>10</sub> reduction or greater
- Microbiological Waste – microbiological waste includes:
  - Discarded cultures and stocks of infectious agents and associated biological products,
  - Discarded cultures of specimens from medical, pathological, pharmaceutical, research, clinical, commercial, and industrial laboratories,
  - Discarded live and attenuated vaccines, but excluding the empty containers thereof,
  - Discarded, used, disposable culture dishes, and
  - Discarded, used, disposable devices used to transfer, inoculate or mix cultures.
- Parametric Controls - measurable standards of equipment operation appropriate to the treatment equipment including, but not limited to pressure, cycle time, temperature, irradiation dosage, pH, chemical concentrations, or feed rate.
- Pathological Waste - pathological waste includes but is not limited to:
  - A. Human materials removed during surgery, labor and delivery, autopsy, embalming, or biopsy, including:
    1. body parts,
    2. tissues or fetuses,
    3. organs, and
    4. bulk blood and body fluids
  - B. Products of spontaneous or induced abortions, regardless of the period of gestation, including:
    1. body parts
    2. tissues or fetuses,
    3. organs, and
    4. bulk blood and body fluids
  - C. Laboratory specimens of blood and tissue after completion of laboratory examination, and
  - D. Anatomical remains.

## Definitions

§TAC 1.132

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- Saturated – thoroughly wet, such that liquid or fluid flows freely from the item or surface without compression.
- Sharps - sharps include, but are not limited to the following materials:
  - A. When contaminated:
    1. hypodermic needles,
    2. hypodermic syringes with attached needles,
    3. scalpel blades,
    4. razor blades, disposable razors, and disposable scissors used in surgery, labor and delivery, or other medical procedures,
    5. intravenous stylets and rigid introducers (e.g., J wires),
    6. glass Pasteur pipettes, glass pipettes, specimen tubes, blood culture bottles, and microscope slides,
    7. broken glass from laboratories, and
    8. tattoo needles, acupuncture needles, and electrolysis needles.
  - B. Regardless of contamination:
    1. hypodermic needles and
    2. hypodermic syringes with attached needles.
- Shredding - physical process which cuts, slices, or tears materials into small pieces.
- Special Waste – from healthcare-related facilities: a solid waste if improperly treated or handled may serve to transmit an infections disease or diseases and which is comprised of the following:
  1. animal waste,
  2. bulk blood, bulk blood products, and bulk body fluids,
  3. microbiological waste,
  4. pathological waste, and
  5. sharps.
- Steam Disinfection - the act of subjecting waste to steam under pressure under those conditions which effect disinfection. This was previously called steam sterilization.
- Unrecognizable - the original appearance of the waste item has been altered such that neither the waste nor its source can be identified.

### Clinic & Laboratory

**Responsibilities** Clinics and laboratories are responsible for the segregating the waste generated by their operation(s) into normal trash or infectious (biohazardous) waste.

### Waste

**Definition** Infectious (biohazardous) waste consists of body fluids, microbiological waste, pathological waste, and sharps as described in the previous definitions.

### Examples

Guides to waste examples is outlined as follows: it must be understood that the waste determination as to the definition rests with the generator.

### Clinic Waste

Type of waste:

- A. Special/infectious (biohazardous) waste:
  1. sharps,
  2. expired medications (may be placed in sharps container),
  3. blood soaked (saturated) material,

4. blood samples,
  5. body fluids
- B. Normal (non-biohazardous) trash (unless it is soaked or saturated with blood or body fluids or known to be infectious):
1. gloves (vinyl or latex),
  2. bandages,
  3. diapers,
  4. table examination paper,
  5. sanitary napkins,
  6. band aids,
  7. paper towels,
  8. paper cups,
  9. patient cast(s)
  10. food waste, and
  11. disposable gowns and foot covers.

**Procedure**

All special/infectious waste can be disposed of by incineration or by steam disinfection (refer to Appendix 2).

- Place all waste, **including small sharps containers**, into biohazardous fiber drums or red tubs for weekly pickup by custodial personnel,
- Keep drums covered at all times, always replace the lid after it is removed,
- Place all large (too big for drum) sharps containers on top or next to drum for pickup, and
- Do **not** remove plastic liners from drums for any reason or use.

**Laboratory Waste**

Type of waste:

- A. Special/infectious (biohazardous) waste:
  - 1. sharps,
  - 2. microbiological waste,
  - 3. pathological waste,
  - 4. animal waste,
  - 5. bulk blood, bulk blood products, and bulk body fluids.
- B. Normal (non-biohazardous) trash (unless it is soaked or saturated or known to be infectious):
  - 1. empty vaccine containers
  - 2. paper towels,
  - 3. empty boxes or wrappers,
  - 4. food waste,
  - 5. gloves (vinyl or latex).

**Procedure**

All special/infectious lab waste can be disposed of by incineration or by steam disinfection (refer to Appendix 2). Place all waste including sharps into biohazardous drums with clear plastic liners or into commercial containers with red plastic liners, and make sure they are closed for weekly pickup by custodial personnel. Problems with waste pick up should be directed to the Environmental Safety Manager in Safety Services.

**PROCEDURE FOR DISPOSAL OF PATHOLOGICAL WASTE**

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**Methods**

TTUHSC “Regulated” SWFHCRF pathological waste will be disposed of in the following ways:

- cremation/incineration or
- commercial vendor

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**Tissue Waste Disposal**

When collecting tissue waste for disposal by commercial vendor, make sure to:

- Place waste in proper containers (Gross Anatomy Personnel),
- Limit weight to vendors specifications of 40 lbs. (Gross Anatomy Personnel), and
- Place yellow incinerator shipping labels on each container.

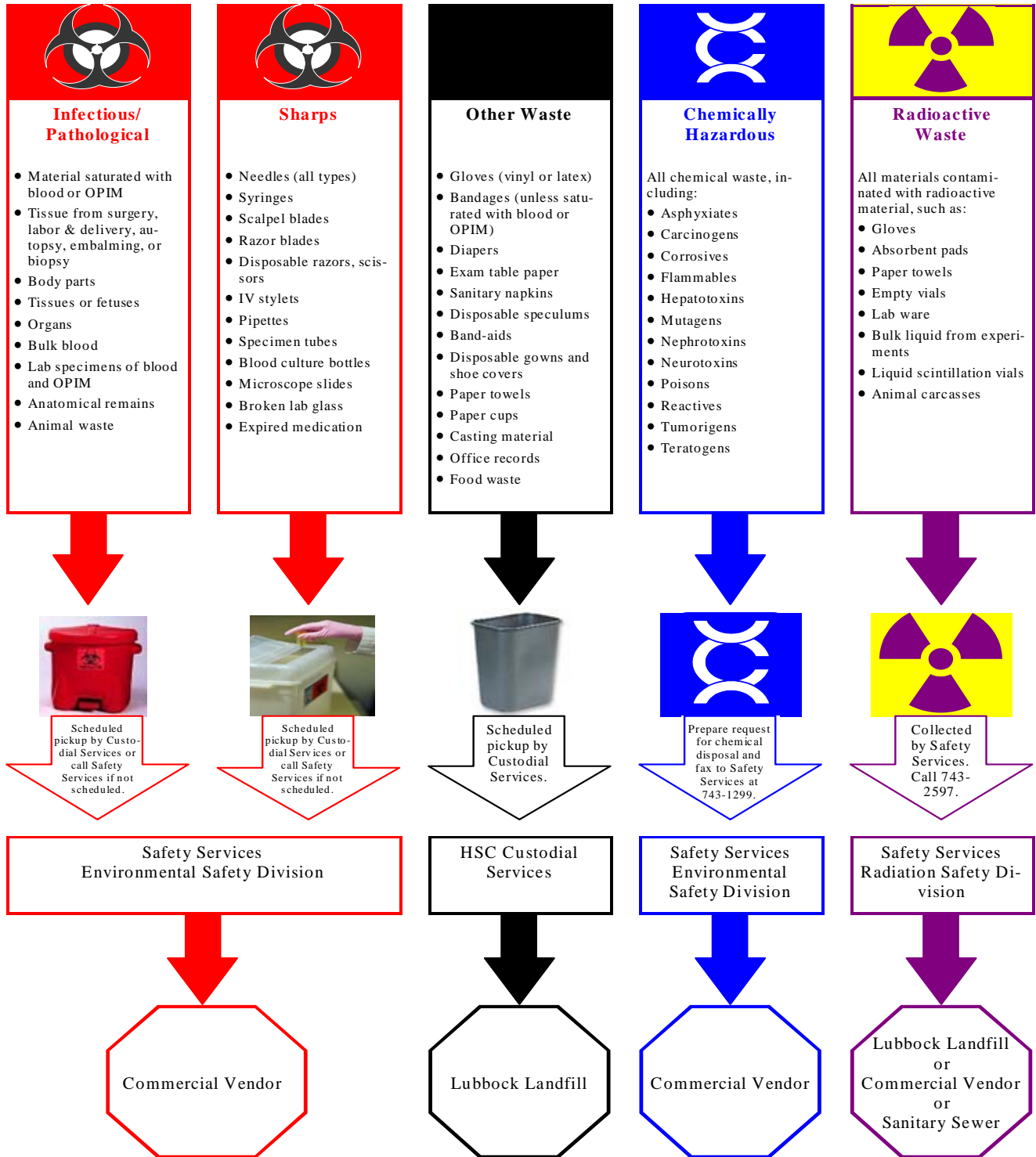
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**Note**

Incinerator use in cremation procedures is monitored by the Anatomy Department for proper air emission control according to State and Federal Regulations. Problems with waste pick up from commercial vendor should be directed to the Manager of Environmental Safety in Safety Services.

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**Texas Tech University Health Sciences Center**  
 Clinic / Laboratory Infectious, Pathological, Hazardous and Radioactive Waste Streams



REFERENCES

*Municipal Solid Waste Management Regulations*, Texas Department of State Health Services, Subchapter L Hazardous Waste Management, February 1982.

Resource Conservation and Recovery Act, *Federal Register*, May 19, 1980, Vol. 45-98, Subpart D, Regulation 361.33, 40 CFR 260-265.

Definition, Treatment & Disposition of Special Waste from Health-Care Related Facilities, Texas Department of Health, Regulation 25 TAC subpart 1.131-1.137, January 1995

Solid Waste Management Rules for Medical Waste Management, Disposal, Transportation, Collection, Storage, and on Site Treatment on Mobile Vehicles, Texas Commission On Environmental Quality, Title 30 Texas Administrative code Chapter 330 (30 TAC 330), Subchapter A: General Information, 330.2 Definitions, 330.4 Permit Required, February 1995.

**APPENDIX 1  
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  
DEPARTMENT OF SAFETY SERVICES: ENVIRONMENTAL SAFETY  
REQUEST FOR TRANSFER OF CHEMICALS**

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  
DEPARTMENT OF SAFETY SERVICES: ENVIRONMENTAL SAFETY  
**REQUEST FOR TRANSFER OF CHEMICALS**

Requestor:

Department:

Building/Room:

Phone:

Date:

Time:

<b>Chemical Description</b> Common Name	<b>CAS</b> <b>Number</b>	<b>Chemical Form</b> liquid, powder, etc.	<b>Container Type</b> glass, plastic, etc.	<b>Number of</b> <b>Containers</b>	<b>Hazard Characteristics</b> flammable, corrosive, reactive, toxic
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Comments:

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⏩

Note: All containers must be capped/sealed and **LABELLED** or they will not be picked up.

Submit additional form if you have more than 7 chemicals to transfer.

**APPENDIX 2**  
**Records & Requirements for Autoclave**

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**Steam  
Disinfection**

Steam disinfection (autoclave) operations shall meet all the following requirements:

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**Procedure**

- A. To allow for sufficient steam access to or the penetration of the waste; the waste shall be:
    1. packaged according to the recommendations provided by the manufacturer and
    2. loaded into the chamber so as to not exceed the capacity limits set by the manufacturer
  - B. When subjecting waste to steam under pressure, the temperature in the chamber of the autoclave must reach at least 121 degrees Celsius and there must be at least 15 pounds per square inch gauge pressure for at least 30 minutes, and
  - C. The autoclave must be operated according to the manufacturer's instructions.
- 

**Labeling**  
that  
this

For proper disposal in the landfill, label autoclave bags with commercially available autoclave tape produces **“dark diagonal lines”** or the word **“autoclaved”** upon adequate thermal treatment. Apply tape across the biohazard symbol on the bag before autoclaving.

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**Records**

A written record must be maintained by each lab/clinic that shows the following information for each batch of waste treated:

- Date of treatment,
  - Amount of waste treated,
  - Method/conditions of treatment,
  - Name (printed) and initials of person(s) performing treatment, and
  - Written procedure for the operation.
- 

**Testing**

A minimum of 99.99 % reduction of active microorganisms shall be demonstrated on a weekly performance test of autoclaves. Testing should be with biological indicators that contain commercially available microorganism (i.e. strips or vials of bacillus species endospores or PyMaH Corp. SteriGage Steam Integrator).

## Appendix 3

TUB/DRUM LIST FOR DISPOSAL BY  
UMC COMMERCIAL VENDOR**Monday Pickup**

<u>DEPARTMENT</u>	<u>LOCATION</u>
1. Eye Bank Lab	BAB 104E
2. Orthopedic Clinic	1A 113
3. Family Practice Clinic	1C 155/159
4. Surgery Clinic	3A 112-Room 16
5. Surgery Lab	3A 136/143/152/157
6. OB/GYN Clinic	3B Storage
7. OB/GYN Lab	3B 207 Hall
8. Dermatology Clinic	4A 100-Room I/Lab
9. Physiology Lab	5A 146/170
10. Neuropsychiatry	4A153
11. Orthopedic Surgery	4A144

**Tuesday Pickup**

<u>DEPARTMENT</u>	<u>LOCATION</u>
1. Pathology Lab	BB 202/204
2. E.M. Center Lab	BC 200
3. HLA Lab	1A 114/ 1A114A
4. Pathology Lab	1A 115/239
5. Pathology Lab	1A 115/239
6. Anesthesiology Lab	1C 242

- 7. Clinical Simulation Ctr. Lab 3C 117/122
- 8. Clinical Lab Science 3C 155/156/157/158
- 9. Internal Medicine Lab 4B 196 (Hall)
- 10. Internal Medicine Lab 4C 123/134/145/156
- 11. Internal Medicine Lab 4C 229

### Wednesday Pickup

<u>DEPARTMENT</u>	<u>LOCATION</u>
1. Pharmacy Lab	4B086/087
2. Pediatric Clinic/Lab	4B 137/139 (Hall)
3. Cell Biology & Biochemistry Lab	5A 141
4. Cell Biology & Biochemistry Lab	5B 121/131
5. Microbiology Lab	5B 173/174
6. Cell Biology & Biochemistry Lab	5C 107/117
8. Cell Biology & Biochemistry Lab	5C189 /5C132 5C148
9. Pharmacy Lab	5C170

## Appendix 4

## Vendor Pick Up Locations

NAME	SERVICE ADDRESS	CITY/STATE/ZIP	PICKUP
Clint Wellness Center	12583 Derrington Rd	Horizon City, TX 79928	every 12 weeks
Ector County Jail	200 S.HWY.385, POB 2066	Odessa, TX 79761	Monthly/Wednesday
Family Medicine	9849 Kenworthy	El Paso, TX 79924	Monthly/Monday
International Pain Institute	4430 South Loop 289	Lubbock, TX 79413	Monthly/ Wednesday PM
Midland Internal Medicine Clinic	2401 West Wall Street	Midland, TX 79703	By Request
Montwood Wellness Center	11950 Bob Mitchel	El Paso, TX 79936	Monthly/Thursday
Physician Associates	1500 N.Mesa	El Paso, TX 79902	By Request/closed 1-16-04
Physician Associates	4875 Maxwell	El Paso, TX 79904	Every other month
Physician Associates	11861 Physicians Road	El Paso, TX 79936	Every other month
Sanchez State Jail	3901 State Jail Road	El Paso, TX 79905	Monthly/Monday
Sheffield Boot Camp	#1 School House Road	Sheffield, TX 79781	Mail Back
South West Medical Center, Diabetes/Endocrinology	6630 Quaker, Room 203	Lubbock, TX 79413	Monthly/ Wednesday PM
South West Medical Center, Fast Track	6610 Quaker	Lubbock, TX 79413	Monthly/ Wednesday PM
South West Medical Center, Pharmacy	6630 Quaker, Suite G	Lubbock, TX 79413	Monthly/ Wednesday PM
TDCJ Allred Unit	2101 FM.369 N.	loway Park, TX 76367	Bi-Weekly
TDCJ Brownwood Unit	Old Bangs Road	Brownwood, TX 79804	Monthly/Thursday
TDCJ Clements Unit	9601 Spur 591	Amarillo, TX 79107	Monthly
TDCJ Jordan Unit	1992 Hilton Road	Pampa, TX 79065	Bi-Weekly/Tuesday
TDCJ Montford Unit	8602 Peach	Lubbock, TX 79404	Weekly/Monday
TDCJ Neal Unit	9055 Spur 59	Amarillo, TX 79107	Monthly
TDCJ Pamio Unit	9601 Spur 591	Amarillo, TX 79107	Monthly
TDCJ Vernon Unit	8407 FM.433	Vernon, TX 76384	By Request
Texas Tech University Campus	800 Block Canton Avenue	Lubbock, TX 79409	By Request
TTUHSC Odessa	701 W.5TH	Odessa, TX 79763	Weekly/Wednesday
TTUHSC Amarillo Clinic	1400 Coulter	Amarillo, TX 79107	Bi-Weekly
TTUHSC El Paso Wellness Center	4801 Alberta 3703 Avenue A	El Paso, TX 79905 Lubbock, TX 79404	Monthly/Monday Monthly
West Texas State School Family Medicine Clinic	S. Service Road I-20 4241 N. Tanglewood	Pyote, TX 79777 Odessa, TX 79762	Monthly By Request
Womens Health Research Institute	1400 Wallace	Amarillo, TX 79107	bi-monthly(2x a month)
Kellogg Clinic Fabens	600 N.E. 4th St	Fabens, TX 79838	By Request
Kellogg Clinic Monta Vista	14900 - B Greg Drive	El Paso, TX 79838	By Request
Kellogg Clinic San Elizario	13661 Socorro Rd	Clinic, TX 79849	By Request
Kellogg Clinic Socorro	313 S. Rio Vista Rd, Room 27	Socorro, TX 79927	By Request
Coke County Juvenile Center	7055 S. US 277	Bronte, TX 76933	Monthly
Amarillo Area Health Care (Pedi Partners)	1600 S. Coulter Ste. F 600	Amarillo, TX 79106	bi-monthly(2x a month)
Lubbock County Medical Examiner	4434 South Loop 289	Lubbock, TX 79414	bi-monthly(2x a month) Thursdays

Appendix 5  
 "Chem-Exchange"  
 Redistribution Program

 **"CHEM-EXCHANGE"**   
**(REDISTRIBUTION PROGRAM)**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Lab/Room/PI: \_\_\_\_\_

"Chem-exchange" is a TTUHSC internal chemical redistribution program designed by Safety Services. The goal of Chem-exchange is to minimize existing campus chemical excesses and effect cost savings in the purchasing of new chemicals. Chemicals available for redistribution often have been offered for a number of reasons. These include:

- a. An excessive quantity of a chemical has been ordered.
- b. A general laboratory review has disclosed excess chemicals.
- c. There have been changes in project or personnel.
- d. Departments wanting to reduce costs by recycling.

The Department of Safety Services will coordinate the redistribution program. A list of chemicals available for redistribution will be maintained by Safety Services. The list will be published on a regular basis. Copies of the listing will be sent to all applicable departments. In addition, a formal listing of surplus chemicals will be available through the Safety Services web homepage and updated as required.

"Chem-exchange" objectives:

1. To effect significant cost savings in the purchasing of new chemicals.
2. Reduction of excess chemical stores by making surplus chemicals available for cost-free redistribution.
3. To facilitate periodic review of chemical inventories, to detect possible chemical degradation, and minimize duplicate purchasing.
4. To reduce chemical disposal costs by encouraging faculty, and staff involvement in material management.

Laboratory personnel are encouraged to review the surplus list on the Safety Services webpage before purchasing any chemicals. The desired chemical may be obtained through the redistribution process. Individuals/departments/researchers wishing to request surplus chemicals should contact the Department of Environmental Safety at 743-2597

**To be eligible for redistribution, chemicals must comply with the following criteria:**

1. Chemicals should be in their original containers, and be of uniform color. Secondary containers will ONLY be accepted if chemical name, date, and purity are clearly labeled.
2. Chemicals must be inspected for deterioration before being offered for redistribution. Only stable chemicals will be accepted.
3. Personnel offering chemicals for redistribution must provide the following information: chemical name, CAS number, chemical form, container type, number of containers and hazard characteristic . This information can be filled in "on-line" at the Safety Services website and then submitted to Safety Services by using the Transfer of chemicals form.

Department heads or laboratory supervisors wishing to offer chemicals for redistribution or disposal should fill out the Transfer of Chemicals Form on the Safety Services website and submit the form. (<http://www.ttuhs.edu/admin/safety/>).

Materials not suited for redistribution will be taken by Environmental Safety and disposed of properly. This includes the redistribution of agents presently registered with the IBC including Select Agents. Select Agents (in either exempt or non-exempt) quantities must be destroyed/neutralized in the lab of origin and not transferred to another lab or PI. When a select agent is destroyed Environmental Safety shall be notified.