STANDARD OPERATING PROCEDURE				
Ragon Institute of MGH, MIT and Harvard	**Biohazardous Waste Disposal Procedure**		**SOP#**	LS-SOP-007
	Originated by:	EH&S	Date:	07 June 2019
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I. PURPOSE:

The purpose of this procedure is to establish and outline the general rules and safety requirements for disposal of biohazardous waste at the Ragon Institute.

II. SCOPE:

This procedure applies to all employees, contractors and trainees that are required to dispose of biohazardous waste.

III. RESPONSIBILITIES:

A. The lab managers are responsible for the overall implementation of this procedure. The management needs to periodically reviewing the outlined procedure and initiated any updates to this procedure.
B. All employees, contractors and trainees are required to follow this procedure.

IV. SAFETY:

This document outlines the guidelines to be followed in the BSL 1, BSL 2, and BSL 2+ laboratories.

V. GUIDELINES:

A. Solid Biohazardous Waste Disposal

1. All solid, non-sharp biohazardous waste must be placed in the grey, plastic biowaste box located at each bench.
    i. Acceptable waste includes contaminated gloves, paper towels, well plates, pipette tips, etc.
    ii. Waste from BL2+ Tissue Culture rooms must be autoclaved before being placed in the biowaste box.
2. The biowaste box must have 1 red bag securely placed in the box before waste can be added.
3. The biowaste box must be closed when not in use.
4. When approximately75% full lab staff should prep the box for shipment and replace it with an empty box and bag from the biowaste storage room on their floor.
    i. To prepare the box for shipment, tie (knot, zip tie, or tape are acceptable) the red bag securely shut, then securely close the interlocking lid of the box. The lid should be able to be closed completely and lie flat.
    ii. The total weight of the contents in the box cannot exceed 50 pounds, to allow it to be safely lifted and moved.

B. Biohazardous Sharps Waste Disposal

1. Both biologically contaminated and clean sharps are to be disposed of in sharps containers. If the sharps material is chemically contaminated, contact the EHS department as this cannot enter the biological waste stream.
    i. Sharps waste includes but is not limited to: broken glass, syringes, glass Pasteur pipettes, razor blades, glass slides.
2. All sharps waste must be placed into a red plastic bin, with a lid, specifically designed for sharps material. The lid of the bin must be closed when not in use.
3. Once full, the lid of the sharps bin should be securely locked prior to disposal.
    i. Full, locked bins can be disposed of in a biowaste box, provided:
        a. The red bag can still be tied off.
        b. The biowaste box can still be completely and securely closed.
        c. The total weight of the biowaste box does not exceed 50 pounds.
        d. Multiple sharps containers can be placed in the same biowaste box provided the above conditions are still met.
    ii. A "Caution Biohazardous Sharps" sticker should be affixed to the exterior of the grey biowaste box. Stickers are located with the Stericycle labels on each floor.

C. Biohazardous Liquid Waste Disposal

1. Liquid Waste must be rendered non-infectious before disposal. This can be done by either:
    i. Autoclaving the waste (See RIO-SOP-005 for autoclave use procedure).
    ii. If autoclaving is not possible, the waste may also be treated with an approved disinfectant (Bleach, D-125, etc.)
        a. Select appropriate disinfectant dependent upon exact nature of the waste. Contact EH&S with any questions about appropriate disinfectants.
        b. Confirm that there are no constituents in the liquid waste that will negatively react with the disinfectant.
        c. Disinfectant should be added to the liquid waste and allowed a contact time per manufactures recommendation.
        d. Chemically treated liquid biowaste may then be carefully poured down the sink while water is running.