

WHEN TO USE THIS GUIDE:

- For large volumes of waste, otherwise too large to discard into your regular waste receptacles
- “Spring cleaning” scenarios like purging old files, books, contents of cupboards/closets
- Routine annual file purging

STEPS:

- 1) Assess the total volume of your waste. If it is more than 2 large garbage bags or more than your regular waste containers in your office can handle, contact your site’s housekeeping for direction
- 2) Follow the waste stream guide below for details on how to correctly discard these common items
- 3) If you have unusual waste items or are unsure of how to discard of items, please contact waste@hhsc.ca

PURGING QUICK REFERENCE	
Non-Recyclable Items	Contact your site’s Housekeeping to book a delivery of waste bin.
Confidential Waste	Contact HHS Waste Management Coordinator to book a delivery of confidential waste purge totes
Hard & Soft Cover Books	Large QTY (>11 books): Contact HHS Waste Management Coordinator
Non-Confidential Paper	Contact your site’s HSK to book a delivery of blue recycling totes
Cardboard & Boxboard	Contact your site’s HSK to book a delivery of blue recycling totes
Electronic Waste	IT: Call IT Helpdesk at 43000 for removal of equipment with an HHS asset tag Patient Equipment: Call Biomedical Technology at your site OTHER: Call Housekeeping for pickup arrangements
Scrap Metal & Other Non IT/Biomed Equipment	Contact HHS Waste Management Coordinator <i>NOTE: If discarding one off items, place the item into your waste holding room and attach a label reading “waste.” Then call Housekeeping to advise that the item is ready for collection.</i>

RELATED POLICIES & PROCEDURES (CLICK POLICY TITLE)

CSS—General Landfill Waste Disposal Protocol	Guide to discarding regular waste
CSS—Confidential Waste Disposal Protocol	Guide to discarding confidential waste
CSS - Confidential Waste Disposal Poster	Details about confidential waste receptacle types, and their use
CSS - Recycling Protocol	Guide to recycling —See “Appendix HHS Recycling Stream Guide”
CSS - Mixed Recycling Guide	Recycling sorting poster for generic use

VISIT: [HHS hub](#) > [Your HHS](#) > [HHS Teams](#) > [Corporate Support Services](#) > [Waste Management](#)

EMAIL OR PHONE THE WASTE MANAGEMENT COORDINATOR: waste@hhsc.ca or x73491