

Posting Date: 2022-03-15

Posting History Dates: 2009-09-04, 2013-05-23, 2018-03-01

Next Review Date: 2023-03-15

Title: CSS - Recycling Protocol

Applies to: All employees located in Hamilton Health Sciences facilities.

Table of Contents

1.0	Purpose & Goals Description
2.0	Equipment/Supplies
3.0	Policy
3.1	General Statements
3.2	Segregation and Packaging Standards
4.0	Procedure/Responsibilities
4.1.1	General
4.1.2	Requirements for New Locations/Building/Renovations
4.1.3	Requirements for HHS staff decanting space or purging recyclable materials
4.1.4	Customer Support Services (CSS) Leaders and Core Housekeeping Management Responsibilities
4.1.5	Environmental Aides/Health Care Aides responsibilities
4.1.6	Waste Operators (Housekeeping) responsibilities
4.1.7	CSS Waste Management Coordinator (WMC) responsibilities
4.1.8	Engineering/Maintenance Staff responsibilities
4.2	Training
5.0	Definitions
6.0	Cross Reference
7.0	Other HHS References
8.0	External References
9.0	Developed By
10.0	In Consultation With
11.0	Approved By
12.0	Appendix Appendix: Mixed Recycling (Blue Bin) Reference Table Appendix: Guide to HHS Recycling Streams Appendix: Waste Instructional Posters Appendix: Supply & Equipment Information

***These documents are for internal use only at **Hamilton Health Sciences (HHS)** and are CONTROLLED documents. As such, any documents appearing in any format (paper or electronic) found outside of the HHS Policy and Document Library, are not controlled and should ALWAYS be checked against the version on the Policy and Document Library intranet prior to use to ensure this document is current. Only the documents contained on the Policy and Document Library site are official HHS approved versions. No modifications to these documents (including conversion of forms to fillable format) are permitted. ***

Posting Date: 2022-03-15

Posting History Dates: 2009-09-04, 2013-05-23, 2018-03-01

Next Review Date: 2023-03-15

Title: CSS - Recycling Protocol

1.0 Purpose & Goals Description

- 1.1 Hamilton Health Sciences is responsible for the proper disposal of all [waste streams](#) generated as a result of corporate activity.
- 1.2 This policy and protocol establishes the guidelines and process for the disposal of materials that can be recycled. It also provides standardized 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 or blue tinted waste liners
- Approved recycling containers – individual bins and central collection containers [see Appendix: [Supply & Equipment Information](#)]

2.1 Personal Protective Equipment (PPE)

- Cut resistant gloves (for waste operators)
- CSA steel-toed safety footwear (for waste operators)
- Disposable gloves for staff collecting waste

3.0 Policy

3.1 General Statements

- 3.1.1 Hamilton Health Sciences (HHS) is responsible for proper [waste stream segregation](#) as regulated by federal and provincial waste guidelines and legislation.
- 3.1.2 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 policy.
- 3.1.3 In accordance with Fire Regulations, no waste or recycling receptacles or bags of waste are permitted in corridors unless location is approved by HHS fire safety officer.
- 3.1.4 Waste Management Coordinator (extension 73491) is to be contacted for acceptability of items for recycling not included in this policy.

Note: Acceptable recyclable material may change based on the contracted service provider. Please refer to [CSS - Mixed Recycling Guide](#) for the most current list of acceptable items.

3.2 Segregation and Packaging Standards

- 3.2.1 Recyclable waste must be segregated from general and biohazardous waste streams by the [waste generator](#) (end user) and packaged/separated into the correct recycling stream according to the recycling stream guide. See Appendix: [Guide to HHS Recycling Streams](#).
- 3.2.2 Instructional signage will be provided for the end-user on an as needed basis. See Appendix: [Waste Instructional Posters](#) and Appendix: [Mixed Recycling \(Blue Bin\) Reference Table](#) for current available signage printable by the end-user.
- 3.2.3 All recyclables other than bulk recyclables are to be disposed of into a transparent blue or clear waste bag. Black or green waste bags are prohibited.

Posting Date: 2022-03-15

Posting History Dates: 2009-09-04, 2013-05-23, 2018-03-01

Next Review Date: 2023-03-15

Title: CSS - Recycling Protocol

3.2.4 All staff are to ensure confidential waste is not placed in recycling containers, following HHS Confidential Waste Handling protocols (see [CSS – Confidential Waste Disposal Protocol](#))

4.0 Procedure/Responsibilities

4.1.1 General:

The following describes the responsibilities of those staff involved in the generation and disposal of biomedical and pharmaceutical waste.

4.1.2 Requirements for New Locations/Building/Renovations:

- Contact Waste Mgt. Coordinator to advise of new location/building/renovation
- Ensure the correct receptacles have been ordered to support proper recycling in this unit/area/office
- Follow the procedure outlined in 4.1.3 for decanting or purging of existing recyclables

4.1.3 Requirements for HHS staff decanting space or purging recyclable materials:

- Contact Waste Mgt. Coordinator to advise of scope of decanting/purge
- Coordinate with your site's housekeeping to ensure your area is equipped with the proper types of purging waste receptacles (totes/pallets/bins)
- Sort and dispose of recyclables and other waste according to HHS protocol or as otherwise advised by Waste Mgt. Coordinator
- Follow the procedure for decanting waste/purging outlined in Appendix: [Waste Instructional Posters](#) (see [Purging Guide](#))

4.1.4 Customer Support Services (CSS) Leaders and Core Housekeeping Management responsibilities:

- Ensure staff are aware of their responsibilities in clinical areas for the appropriate segregation and disposal of recyclable waste
- Review compliance to the CSS - Recycling Protocol in the regularly scheduled waste audits of clinical areas

4.1.5 Environmental Aides/Health Care Aides responsibilities:

- Segregate recycling at source and place in recycling container lined with a transparent blue tinted or 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 pounds (lbs.)
- If improper disposal methods are observed, bring to attention of supervisor

4.1.6 Waste Operators (Housekeeping) responsibilities:

- Follow safe work procedures for recycling collection by wearing Personal Protective Equipment (gloves and CSA steel-toed safety footwear)
- Pick up recycling from public areas and waste holding areas on units/core areas and transport to waste dock area
- Ensure [general landfill waste](#) bags are separated from recycling bags and disposed of in proper bins for pickup by waste service providers
- Ensure all other recycling stream (e-waste, toners, etc.) are properly sorted and maintained in waste holding area
- If improper disposal methods are observed, bring to attention of supervisor

Posting Date: 2022-03-15

Posting History Dates: 2009-09-04, 2013-05-23, 2018-03-01

Next Review Date: 2023-03-15

Title: CSS - Recycling Protocol

4.1.7 **CSS Waste Management Coordinator (WMC) responsibilities:**

- Work toward the continual improvement of the recycling program
- Recommend locations of central recycling containers throughout HHS facilities and coordinate servicing with Housekeeping on a regular scheduled frequency
- Conduct on-going monitoring, including effective and consistent data management and reporting for waste, recycling and reuse programs in accordance with regulations
- Provide training materials for all staff, available online, on an e-learning module or by request

4.1.8 **Engineering/Maintenance Staff responsibilities:**

- Segregate recyclables at source and manage as identified for waste generators and according to requirements for bulk recyclables noted in See Appendix: [Waste Instructional Posters](#) and Appendix: [Mixed Recycling \(Blue Bin\) Reference Table](#).

4.2 **Training**

- Managers/supervisors and Clinical Educators are responsible to ensure that staff are trained to the requirements of this policy
- WMC will attend nursing annual reviews, when possible, for nursing refresher training
- A training review is to take place annually or as a procedure change occurs

5.0 **Definitions**

General Landfill Waste - Landfill Waste, not including, biomedical waste, sharps waste, confidential waste, recyclables, pharmaceutical waste or other hazardous waste.

Recyclable Waste - Waste identified in this policy as acceptable in the HHS recycling program. See Appendix: [Mixed Recycling \(Blue Bin\) Reference Table](#) or Appendix: [Waste Instructional Posters](#)

Waste Generator - Any 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.

6.0 **Cross Reference**

CSS - Mixed Recycling Guide

CSS - Sharps Disposal Protocol

CSS - Biomedical and Pharmaceutical Waste Disposal Protocol

CSS - Landfill Waste Disposal Protocol

CSS - Confidential Waste Disposal Protocol

HHS Contractor Safety Guidelines (s. 37.0 Waste Management)

7.0 **Other HHS References**

Available from HHS Hub -> HHS Teams -> Corporate Services-> Waste
[Waste Container Purchasing Guide/Matrix](#)

Posting Date: 2022-03-15**Posting History Dates:** 2009-09-04, 2013-05-23, 2018-03-01**Next Review Date:** 2023-03-15**Title: CSS - Recycling Protocol****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

11.0 Approved By

Director, Corporate Services

2022 Review/Approval

Waste Management Coordinator
 Director, Corporate Services

12.0 Appendix

Appendix: [Mixed Recycling \(Blue Bin\) Reference Table](#)

Appendix: [Guide to HHS Recycling Streams](#)

Appendix: [Waste Instructional Posters](#)

Appendix: [Supply & Equipment Information](#)

**Keyword
Assignment**

Recycling, recycle, diversion, waste audit, segregation, landfill waste, biomedical waste, batteries, books, paper, confidential waste, battery, paper, toner, purging, garbage, waste

Posting Date: 2022-03-15**Posting History Dates:** 2009-09-04, 2013-05-23, 2018-03-01**Next Review Date:** 2023-03-15**Title:** CSS - Recycling Protocol**Appendix: Mixed Recycling (Blue Bin) Reference Table**

Use this table when trying to determine if an item is eligible to be recycled in the standard HHS blue bin recycling program.

Item	Yes	NO	Sometimes	Notes
Items marked with the following Recycling Code/Symbol unless otherwise described below				
#1 PET Items			X	If not listed on this table, email waste@hhsc.ca
#2 HDPE			X	If not listed on this table, email waste@hhsc.ca
#3 PVC		X		
#4 LDPE (Low-Density Polyethylene)			X	If not listed on this table, email waste@hhsc.ca
#5 – PP (Polypropylene)			X	If not listed on this table, email waste@hhsc.ca
#6 – PS (Polystyrene) not styrofoam			X	If not listed on this table, email waste@hhsc.ca
#7 – Other (BPA, Polycarbonate and LEXAN)			X	If not listed on this table, email waste@hhsc.ca
Aluminum, can (e.g. pop)	X			
Aluminum, foil	X			Must be COMPLETELY clean - no food residue
Aluminum, tray (e.g. food tray)			X	Must be COMPLETELY clean - no food residue
Bags, paper	X			
Bags, plastic peel packs		X		
Bags, plastic shopping		X		
Bags, plastic sterrad pouches		X		
Bags, sandwich (e.g. ziplock)		X		
Blueware (e.g. k-basin, washbasin, slipper pan)		X		Not acceptable due to history of contamination
Books, hardcover			X	Call Housekeeping if disposing of more than 10 at one time
Books, soft cover	X			

Posting Date: 2022-03-15**Posting History Dates:** 2009-09-04, 2013-05-23, 2018-03-01**Next Review Date:** 2023-03-15**Title: CSS - Recycling Protocol**

Item	Yes	NO	Sometimes	Notes
Bottle, aerosol (empty)	X			Must be Empty
Bottle, formula	X			Must be empty
Bottle, glass	X			Must be empty
Bottle, nutritional beverage (e.g. Ensure)	X			Must be empty
Bottle, plastic - Saline	X			Must be empty
Bottle, plastic - Cleaning Agent	X			Must be empty
Bottle, plastic - Drink (Water, Pop, Juice)	X			Must be empty
Bottle, previously used for lab chemicals		X		Must be empty
Bottles, hand sanitizer (with pump lid)	X			Must be empty
Bottles, soap pump (with pump lid)	X			Must be empty
Boxboard (e.g. glove boxes, cereal boxes, etc)	X			No plastic attached
Bubble wrap		X		
Can, pop	X			Must be empty
Can, powdered formula	X			Must be empty
Can, steel food container	X			Must be empty & clean
Canister, plastic - Cleaning Agent	X			Must be empty
Cardboard	X			Break down boxes
Cereal Bowl (single serve)			X	Must be COMPLETELY clean, no lid
Clamshell container, fiber		X		
Clamshell container, paper		X		
Clamshell container, plastic	X			Must be empty
Courier packages, boxboard	X			
Courier packages, paper with bubble wrap		X		
Creamers		X		

Posting Date: 2022-03-15**Posting History Dates:** 2009-09-04, 2013-05-23, 2018-03-01**Next Review Date:** 2023-03-15**Title:** CSS - Recycling Protocol

Item	Yes	NO	Sometimes	Notes
Cutlery, bamboo or wood		X		
Cutlery, metal		X		If hospital asset, return to kitchen
Cutlery, plastic		X		
Diapers, briefs, hygiene liners		X		Dispose as Biomedical waste if saturated with blood
Foil sandwich wraps		X		
Gift Bags			X	Paper bags only, no foil or plastic
IV bags		X		
IV tubing		X		
Juice Cups			X	Must be COMPLETELY clean, no lid
Lab specimen bags (with biohazard symbol)		X		Dispose as Biomedical Waste
Metal, Scrap			X	Contact Waste Management Coordinator
Metal, Equipment			X	Contact Waste Management Coordinator
Milk Cartons	X			Must be empty
Paper, bags		X		
Paper, cups (e.g. coffee cups)		X		
Paper, magazines	X			
Paper, newspaper	X			
Paper, plates		X		
Paper, printer (e.g. white or colored)	X			
Paper, towel & napkins		X		
Paper, trays with waxy coating		X		
Pizza boxes		X		Too contaminated with grease for recycling

Posting Date: 2022-03-15**Posting History Dates:** 2009-09-04, 2013-05-23, 2018-03-01**Next Review Date:** 2023-03-15**Title: CSS - Recycling Protocol**

Item	Yes	NO	Sometimes	Notes
Plastic, beakers			X	Email waste@hhsc.ca for confirmation
Plastic, black containers		X		
Plastic, cup lid		X		
Plastic, pails (e.g. food or cleaning agent)	X			Must be COMPLETELY clean
Plastic, rigid instrument trays (e.g. staple trays)	X			Plastic only, no paper/Tyvek covers or lids
Plastic, wrap & cling film		X		
Pop cans	X			Yes if no residue remains
PPE (e.g. Gloves, masks)		X		X (Biomedical if saturated with blood)
Snack cups (e.g. apple sauce, jello, pudding)			X	Must be COMPLETELY clean, no lid
Specimen Jar		X		
Straws		X		
Styrofoam (e.g. cups, containers)		X		
Surgical Masks			X	X (Biomedical if saturated with blood) OR X- Specialty PPE Waste Container if available
Tetra packs (e.g. juice boxes)	X			Must be empty
Tyvek paper product or bag		X		
Urine Jug		X		No - even if never used for urine
Wrappers (e.g. candy, snacks, muffins)		X		
Wrappers, IV Bags (not the IV bag itself)	X			
Wrappers, Surgical Supply Peel Packs	X			Plastic only, no paper/Tyvek attached
Yogurt Containers, bulk	X			Yes if no residue remains
Yogurt Containers, single portion		X		

Posting Date: 2022-03-15**Posting History Dates:** 2009-09-04, 2013-05-23, 2018-03-01**Next Review Date:** 2023-03-15**Title:** CSS - Recycling Protocol**Appendix: Guide to HHS Recycling Streams**

CATEGORY	SORTING METHOD	GUIDES/POSTERS:
Mixed Recycling (Blue Bin) (Glass, Metal, Plastic, Paper)	Centrally located blue bin or otherwise labelled recycling container for mixed recycling	<ul style="list-style-type: none"> Appendix: Mixed Recycling (Blue Bin) Reference Table Appendix: Mixed Recycling Guide Poster
Confidential Waste	Review " CSS - Confidential Waste Disposal Protocol " in Policy Library	
Hardcover Books	<p>Small QTY (less than 10 books): Remove hardcover and place into blue wheeled recycling tote. Place hardcover into regular waste</p> <p>Large QTY (greater than 11 books): Contact HHS Waste Management Coordinator at x73491 and advise of purge. Option a) box the books for collection by housekeeping or b) coordinate to have the books placed onto a pallet for bulk recycling</p>	None
Softcover Books	<p>Small QTY (less than 10 books): Place into blue wheeled recycling tote.</p> <p>Large QTY (greater than 11 books): Contact HHS Waste Management Coordinator at x73491 and advise of purge. Option a) box the books for collection by housekeeping or b) coordinate to have the books placed onto a pallet for bulk recycling</p>	None
Cardboard	<p>Flatten boxes and place with regular waste or in waste holding area.</p> <p>NOTE: Cardboard (and all other packaging materials) from bulk deliveries of furniture or other equipment must be taken away by company making delivery.</p>	None

Posting Date: 2022-03-15**Posting History Dates:** 2009-09-04, 2013-05-23, 2018-03-01**Next Review Date:** 2023-03-15**Title:** CSS - Recycling Protocol

CATEGORY	SORTING METHOD	GUIDES/POSTERS:
Scrap Metal & Other Non IT/Biomed Equipment	<p>Old and decommissioned equipment and scrap metal must be disposed of using a waste service provider determined by the Waste Management Coordinator or delegate.</p> <p>Patient Equipment: Contact Site Biomedical Technology for removal of all metal patient equipment.</p> <p>Refrigerators: Refrigerant must be removed from equipment prior to disposal by Facilities Management staff.</p> <p>OTHER: Contact Housekeeping for removal/recycling after Facilities Management and Biomed have given clearance</p> <p><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. It needs to be labelled "waste" in order for HSK to collect.</i></p>	None
Batteries	Place batteries into dedicated pails. If you do not have a pail or if pail is full, please contact Housekeeping to obtain a desktop pail.	CSS - Battery Recycling Poster
Electronics/E-Waste	<ol style="list-style-type: none"> 1) IT: Call IT Helpdesk at 43000 for removal of equipment with an HHS asset tag including monitors, computers, and printers. 2) Patient Equipment: Call Biomedical Technology for removal of surplus medical/patient electronic equipment. 3) OTHER: Call Housekeeping for pickup arrangements for all other non-functioning equipment. 	None
Food Waste	Nutrition Department and Volunteer Association collect and place in food waste dehydrator with by product collected in green bins.	Collection program limited to designated areas managed by the Volunteer Association and Nutrition Services

Posting Date: 2022-03-15**Posting History Dates:** 2009-09-04, 2013-05-23, 2018-03-01**Next Review Date:** 2023-03-15**Title:** CSS - Recycling Protocol

CATEGORY	SORTING METHOD	GUIDES/POSTERS:
Skids	Collected at receiving docks. Recycled using a waste service provider determined by the Waste Management Coordinator or delegate.	None
Fluorescent Lamps	Contact Facilities Management/Engineering for removal.	None
Toner Cartridges (Non-Ricoh)	1) Place cartridges in original box. 2) Mark with "For Recycling" 3) Place in waste holding area for pickup by Housekeeping or Receiving staff.	CSS - Toner Recycling Poster
Toner Cartridges (Ricoh Only)	HGH, MUMC, JHCC, WLMH, SPH: 1) Place cartridges in original box. 2) Mark with "For Recycling" 3) Place in waste holding area for pickup by Housekeeping or Receiving staff. Other Sites: 1) Place cartridges in original box. 2) Go to Ricoh website to print off mailing label.	CSS - Toner Recycling Poster
Blueware/Bedside Ware	Place into designated disposal hamper. Note, as of 2019, blueware is no longer recyclable.	CSS - Blueware Waste Poster
Specialty Recycling: This category may include PPE Recycling, OR specific recycling programs or Nutrition Services specific programs.	Please contact the HHS Waste Management Coordinator at waste@hhsc.ca for more information.	None
Toner Cartridges (Ricoh Only)	HGH, MUMC, JHCC, WLMH, SPH: 4) Place cartridges in original box.	CSS - Toner Recycling Poster

Posting Date: 2022-03-15**Posting History Dates:** 2009-09-04, 2013-05-23, 2018-03-01**Next Review Date:** 2023-03-15**Title:** CSS - Recycling Protocol

CATEGORY	SORTING METHOD	GUIDES/POSTERS:
	5) Mark with "For Recycling" 6) Place in waste holding area for pickup by Housekeeping or Receiving staff. Other Sites: 3) Place cartridges in original box. 4) Go to Ricoh website to print off mailing label.	
Blueware/Bedside Ware	Place into designated disposal hamper. Note, as of 2019, blueware is no longer recyclable.	CSS - Blueware Waste Poster
Specialty Recycling: This category may include PPE Recycling, OR specific recycling programs or Nutrition Services specific programs.	Please contact the HHS Waste Management Coordinator at waste@hhsc.ca for more information.	None

Posting Date: 2022-03-15**Posting History Dates:** 2009-09-04, 2013-05-23, 2018-03-01**Next Review Date:** 2023-03-15**Title:** CSS - Recycling Protocol**Appendix: Waste Instructional Posters**

Poster Title & Clickable Hyperlink	Description
CSS - Mixed Recycling Guide Poster	Sorting instructions for mixed recycling (blue bin)
CSS - Battery Recycling Poster	Sorting, supply and packing instructions for battery recycling
CSS - Toner Recycling Poster	Sorting, supply and packing instructions for toner recycling
CSS - Confidential Waste Disposal Poster	Disposal instructions for confidential waste
CSS - Purging Recyclables, Confidential Materials and Waste Poster	Disposal instructions for decanting large volumes of recyclable, non-recyclable, and other wastes during a purge or decanting
CSS - Blueware Waste Poster	Disposal instructions for blueware/bedware waste

Posting Date: 2022-03-15**Posting History Dates:** 2009-09-04, 2013-05-23, 2018-03-01**Next Review Date:** 2023-03-15**Title:** CSS - Recycling Protocol**Appendix: Supply & Equipment Information**

Supply Item	Meditech No.	Other Supply Information
Recycling Liners/Bags – Blue Tint		
Blue tint waste bags 38"x48"	098187	For use in tall/large recycling bins
Other		
Cut Resistant Glove	074300	For use by waste operators
Recycling Receptacles		
Large multi-stream waste containers for public areas	Consult with Purchasing & Waste Management Coordinator waste@hhsc.ca	
Standard recycling bins for office areas	See the Waste Container Purchasing Guide/Matrix available on the HHS Hub - https://hub.hhsc.ca/about-us/hhs-teams/Corporate-Services/Pages/Waste-Management.aspx	
Large totes for recycling depots	See the Waste Container Purchasing Guide/Matrix available on the HHS Hub - https://hub.hhsc.ca/about-us/hhs-teams/Corporate-Services/Pages/Waste-Management.aspx	