



Standard Operating Procedure Document			
Title:	Biohazardous Material Handling and Disposal		
SOP #:	PBSOP007	Rev #:	2

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Issue Date:	08-May-24
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This is a controlled document, authored and maintained by the Joint Health and Safety Committee (JHSC) at the Leslie Dan Faculty of Pharmacy, University of Toronto.

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08-May-24

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## 1. Scope

The scope of this SOP is to provide building-specific details regarding the safe use and disposal of biohazardous materials in the Leslie Dan Faculty of Pharmacy.

This SOP is not intended to replace, supersede, or contravene any of the policies or training outlined by the Office of Environmental Health and Safety (OEHS), available online via the following website:

<https://ehs.utoronto.ca/resources/>

The SOP is intended to clarify how site-specific aspects of OEHS policies are dealt with in order to ensure they are appropriately implemented. OEHS policies will not be re-iterated in this document, but rather the reader is referred to the link above, to the Policies and Procedures Listing Health and Safety Manual.

## 2. Objective

The objective of this SOP is to outline the appropriate training, resources, policies, and the building-specific procedures pertaining to the use and disposal of biohazardous materials in the Leslie Dan Faculty of Pharmacy.

## 3. Background

The Leslie Dan Faculty of Pharmacy is an organization committed to protecting and monitoring the health and safety of people in the building. The Joint Health and Safety Committee is the body responsible for overseeing this important task and reporting to the OEHS at the University of Toronto. SOPs are now required by the OEHS. This series of SOPs are compliant with this requirement.

## 4. Definitions and Abbreviations

Biological waste includes:

- liquids such as used cell culturing media, supernatant, blood or blood fractions (serum), etc., which contain viable biological agents;
- materials considered pathological, including any part of the human body, tissues and bodily fluids, but excluding fluids, extracted teeth, hair, nail clippings and the like that are not infectious;
- any part of an animal infected [or suspected to be infected] with a communicable disease;
- non-sharp, solid laboratory waste (empty plastic cell culture flasks and petri dishes, empty plastic tubes, gloves, wrappers, absorbent tissues, etc.) which may be, or is known to be, contaminated with viable biological agents;



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- all sharp and pointed items used in medical care, diagnosis, and research, including the manipulation and care of laboratory animals, which should be considered potentially infectious;
- laboratory glassware which is known or suspected to be contaminated with hazardous biological agents.

Abbreviations used in this document are defined in this section:

SOP	Standard Operating Procedure
JHSC	Joint Health and Safety Committee of the Leslie Dan Faculty of Pharmacy, at the University of Toronto
OEHS	The Office of Environmental Health and Safety, University of Toronto
TBD	To be determined
N/A	Not Applicable
Rev.	Revision

## 5. Policies

1. The OEHS offers the following accredited Laboratory Biosafety Training courses:  
<https://ehs.utoronto.ca/our-services/biosafety/#training-courses>
2. Biological Waste Management guidelines are available on the OEHS website:  
<https://ehs.utoronto.ca/our-services/biosafety/>
3. Students or faculty wishing to use biohazardous materials must be authorized to do so, and shall be appropriately trained in the appropriate OEHS training course(s).
4. It is each laboratory's own responsibility to ensure they are in compliance with OEHS policies, which include (not inclusively) safe and appropriate handling, documentation, keeping the appropriate logs, wearing the appropriate protection, and following the appropriate disposal procedures.
5. Biohazardous waste is to be stored in the appropriate covered yellow buckets bearing the biohazardous symbol.
6. Biohazardous waste is picked up from each lab individually.
7. All Principal Investigator laboratories at the Faculty are certified by University Biosafety permit which details all organisms and procedures approved, and further verifies training of all research personnel.

## 6. Procedures

### 6.1.1 Biosafety Procedures

1. Equipment-specific procedures and guidelines pertaining to the safe use and disposal of biohazardous materials are provided to the students during the OEHS Laboratory Biosafety Training course.
2. Refer to hand-outs of this course for the proper biosafety procedures.
3. Use of biohazardous materials must be in accordance with the training provided.



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4. Biohazardous waste bins are collected weekly every Monday, from the building hallways on research floors (7-12).
5. Biohazardous waste bins are stored inside individual laboratories appropriately authorized to handle biohazardous materials (i.e. Level 2 and above laboratories).
6. Biohazardous waste bins from these laboratories are to be placed in the hallway on Monday morning for collection.
7. Biohazardous waste bins are not to be placed in the hallway overnight, or over the weekend.

## 7. Revision History

Revision #	Date	SOP Section(s)	Revision Description	Revised By
0	20-Mar-12		SOP PBSOP007 created.	David Dubins (author)
1	05-Dec-17	1, 5.1, 5.2	Web links updated.	David Dubins (reviser)
2	08-May-24	5.7	Signatories and web links updated. Policies Section 5.7 added.	David Dubins (reviser)