



**TITLE: Instructions for access and use of the hazardous waste warehouse of the Faculty of Biology**

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## INDEX

1. OBJECT.....	3
2. SCOPE.....	3
3. DEFINITIONS .....	3
4. REFERENCES.....	3
5. RESPONSABILITIES .....	3
6. DEVELOPMENT .....	4
<b>Appendix 1.</b> Modification of documents .....	7
<b>Appendix 2.</b> Plan of access routes to the hazardous waste warehouse.....	8
<b>Appendix 3.</b> Plan of the lifts to be used to access the warehouse from the Margalef building. ....	9
<b>Appendix 4.</b> Plan for the distribution of spaces in the hazardous waste warehouse. ....	10
<b>Appendix 5.</b> Distribution sheet of the work instruction. ....	11



## 1. OBJECT

Detail the instructions for accessing the hazardous waste warehouse of the Faculty of Biology and use it correctly.

## 2. SCOPE

Buildings of the Faculty of Biology of the University of Barcelona. This instruction affects all users of the centre's laboratories, as they can use the hazardous waste warehouse at one time or another, as well as the OSSMA staff who coordinate waste management at the centre.

## 3. DEFINITIONS

- *Management.* A set of operations that aim to ensure that the disposal of waste complies with current regulations. For the purposes of this work instruction, transportation, storage, and waste collection are included.
- *Collection.* Operation that includes the collection, classification and / or grouping of waste to transport it. A distinction is made between internal collection (that carried out by users of the laboratories and workers of the UB designated for this purpose) and external (that carried out by authorized companies).
- *Transport.* In relation to this work instruction, operation of transfer of the waste from the laboratories where it's generated to the hazardous waste warehouse of the Faculty.
- *Storage.* Operation of temporary deposit of the waste, that is carried out initially in the laboratories, and later in the hazardous waste warehouse of the Faculty.

## 4. REFERENCES

- Hazardous laboratory waste management procedure (P.MA.4.4.6/002).
- Legislative Decree 1/2009, of July 21st, approving the Revised Text of the Law regulating waste (DOGC 5430, 28/7/2009).
- Decree 152/2017, of October 17th, on the classification, coding and management of waste in Catalonia (DOGC 7477, 19/10/2017).

## 5. RESPONSABILITIES

Laboratory users

- Identify and classify hazardous waste generated in the laboratory in accordance with current procedure and work instructions.
  - Transport the hazardous waste from the laboratory to the warehouse of the Faculty.
  - Deposit hazardous waste in the spaces indicated for each group.
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- Support the users of the laboratories in the operations of classification and transport of hazardous waste.
  - Manage the hazardous waste warehouse of the Faculty.
  - Maintain the Faculty's hazardous waste register.
  - Request the regular collection of waste by an authorized carrier or management company.
  - Control and monitor management, detect deficiencies and propose improvements.
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## 6. DEVELOPMENT

The Faculty of Biology of the University of Barcelona has a hazardous waste warehouse located in the Margalef building, which can be accessed from the inside through the corridor of the Library and from the outside at the bottom of the outdoor car park.

The warehouse is divided into two separate areas (see Appendix 4):

- clean area, where the customer service office and spare parts (empty containers and drums) are located, and
- dirty area, where the hazardous waste that has been generated in the laboratories of the Faculty must be deposited.

Since this is an infrastructure shared by many users of all laboratories, this work instruction defines the aspects necessary to access and make good use of it.

You can freely access the warehouse to pick up spare material or leave waste every working day, and throughout the working day. However, **it is recommended to access preferably on Wednesdays and Fridays from 8 am to 3 pm**, when it is attended to by the OSSMA staff who coordinates waste management at the centre. All you have to do is **call ibercom 21243 in advance** for the OSSMA staff to open the accesses.

If you want to get access at a time when the warehouse manager is not present, **ask for the keys at the information point in your building**. You will need to sign a record sheet indicating which lab and department you come from.

If you only want to take spare material, ask for the R4 key, which corresponds to the access through the Library corridor. If you need to leave chemical residue or want access from the outside, take the complete set of keys.

If you have to transport waste, **use a cart**. If you do not have it available in your laboratory or department, take one of the three available transport carts (Appendix 2):

- information point of the Prevosti building,
- ramp next to the Library corridor, and
- hazardous waste warehouse.

Before loading the waste containers, check that they are tightly closed (especially the threaded ones) and fold one of the side walls of the cart, to make your task easier. When the cart is full, unfold the side wall again.

Carry the waste along the routes indicated on the map (Appendix 2), avoiding sharing the elevators with other users. From the outside, it can be accessed from the Floor -2 of the Prevosti, or from the basement of the Margalef, by the exit next to the Phytopathology laboratory.

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If you are coming from the Prevosti, you must go to Floor -1, take the corridor of the practice laboratories and cross the access door to the Library. Approximately in the middle of the Library corridor you will find the **access door to the warehouse marked with the code R4**.

If you come from Margalef we have two situations (Appendix 3):

- users of Plant Physiology (5th floor), Botany / Plant Physiology (4th floor), Botany (3rd floor), Animal-Invertebrate Biology (2nd floor) and Animal-Vertebrate Biology (1st floor), take the elevator in front of the department, go directly to Basement Floor (key needed at the moment), and continue down the ramp to the access door to the Library corridor;
- users of Ecology (5th floor), Physiology and Immunology (3rd and 4th floors), Animal Biology-Anthropology (2nd floor), Practice Laboratories (1st floor) and Information Point area (ground floor), take the elevator that we find going around the department (next to the even classrooms), go down to the ground floor "technical unit", change to the elevator in front of the post office (next to the Aula Magna), go down to the basement (key is needed at the moment) and continue down the ramp to the access door to the Library corridor.

Once in the warehouse, press button 1 on the elevator. Wait for the red light to go out to open the door.

Place the cart in the centre of the elevator platform. **DO NOT USE THE LOADER FOR GOING UP OR DOWN YOURSELF UNDER NO CIRCUMSTANCES**, as it is only intended to be used to move load, not people.

Press the 0 button to lower the elevator to the warehouse. When the red light goes out, you can open the door and remove the cart.

**Leave the waste in the corresponding spaces:**

Space R1 (other chemicals)	Space R2 (flammable)	Space R3 (sanitary)
<ul style="list-style-type: none"><li>• Organic or high COD solutions</li><li>• Inorganic compounds</li><li>• Inorganic acids</li><li>• Inorganic bases</li><li>• Mineral oils</li><li>• Contaminated solids</li><li>• Contaminated packaging</li></ul>	<ul style="list-style-type: none"><li>• Halogenated organic compounds</li><li>• Non-halogenated organic compounds</li><li>• Highly dangerous</li><li>• Obsolete reagents</li></ul>	<ul style="list-style-type: none"><li>• Biohazardous (group III)</li><li>• Cytotoxic (group IV)</li></ul>

**Place the drum or container in the appropriate place:** in each space you will find a sign on which bucket or shelf you must put each group of waste.

Carefully place the glass containers in the crossbow containers of contaminated packaging to prevent them from breaking and causing adverse reactions.

**Take the spare material you need**, which is stacked in different compartments in the clean room (space R3):

- Group III and group IV sanitary waste containers.
- Wide mouth drums of 5 and 10 litres, preferably for contaminated solids.
- Small mouth drums of 5 and 10 litres, preferably for liquid chemical waste.
- 0.5 liter drums, preferably for highly hazardous or chemical waste in very small quantities.
- 60 litre crossbow drums, preferably for contaminated solids.

If you access at a time when the warehouse manager is not present, **lock all doors when you leave**.

When you have finished using the cart, leave it in its place with a chain, as you found it.



## APPENDICES

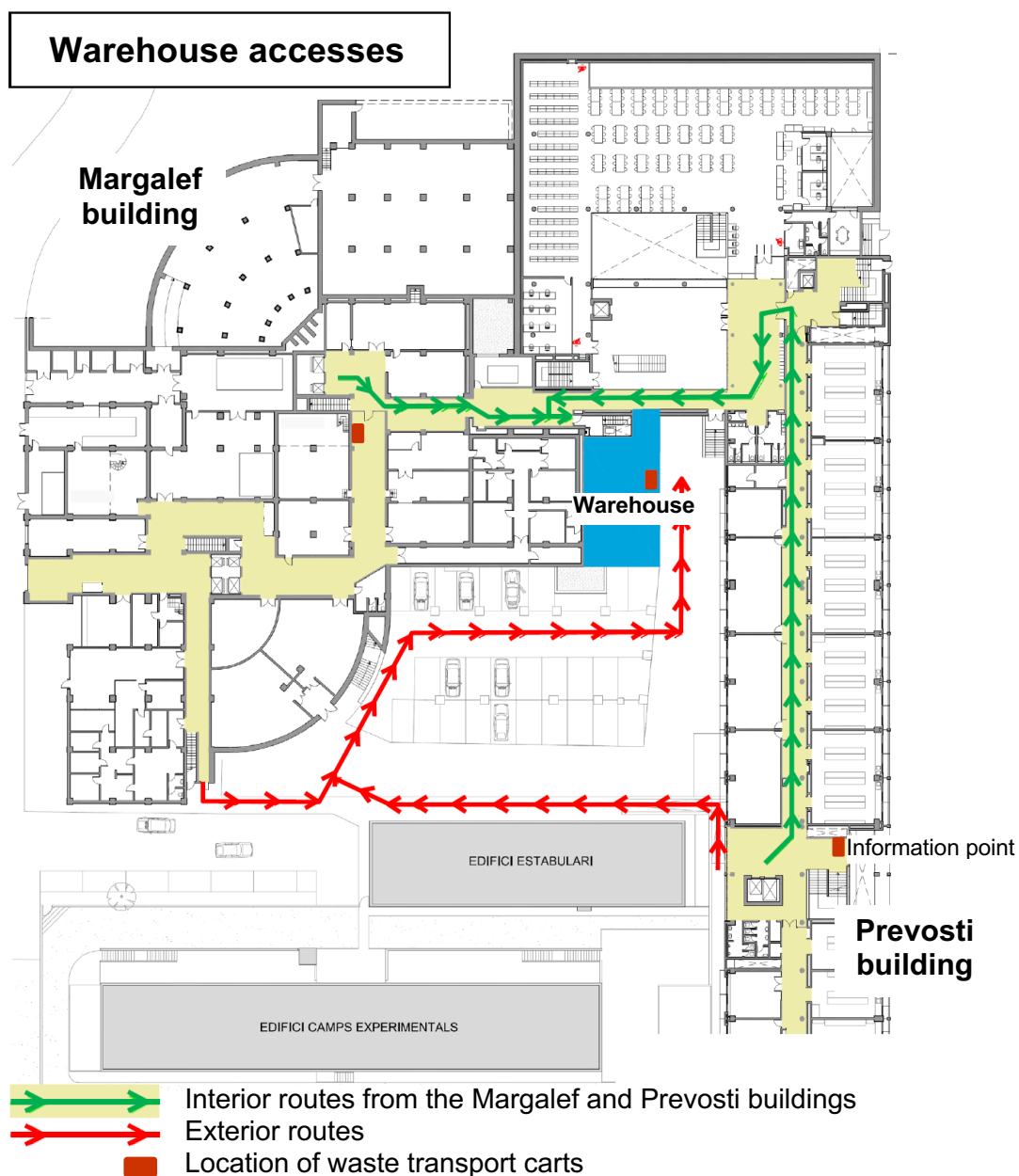
1. Modification of documents
2. Map of access routes to the hazardous waste warehouse
3. Map of the lifts to be used to access the warehouse from the Margalef building
4. Plan for the distribution of spaces in the hazardous waste warehouse
5. Distribution sheet of the work instruction



## Appendix 1. Modification of documents

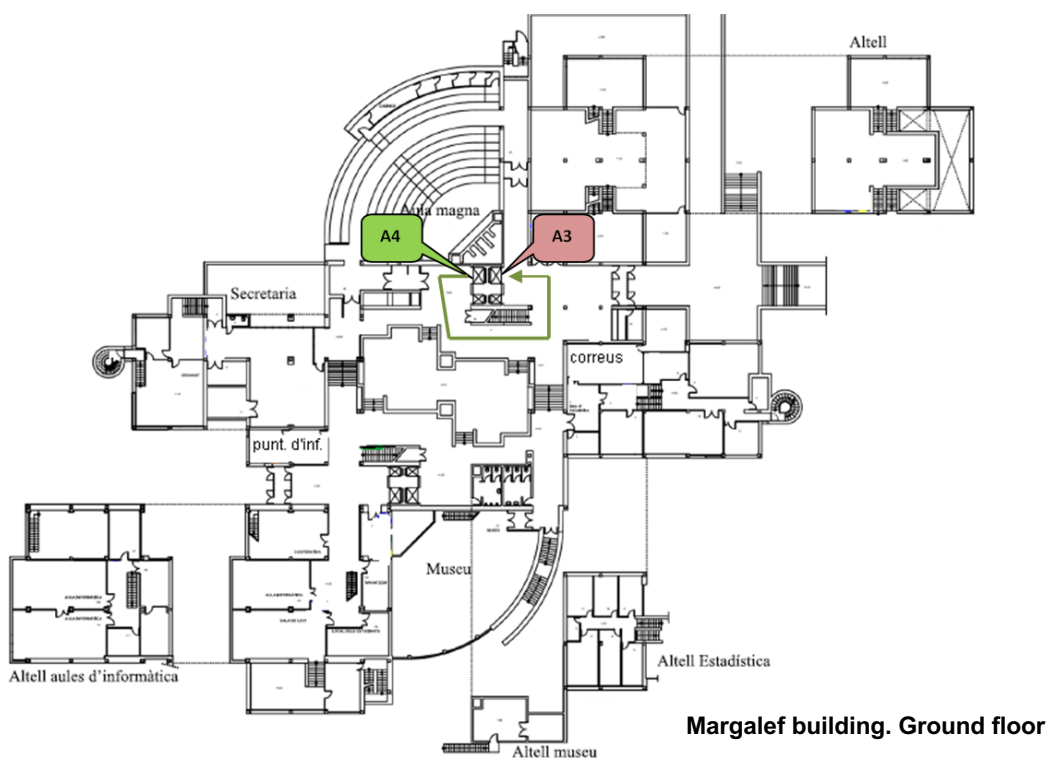
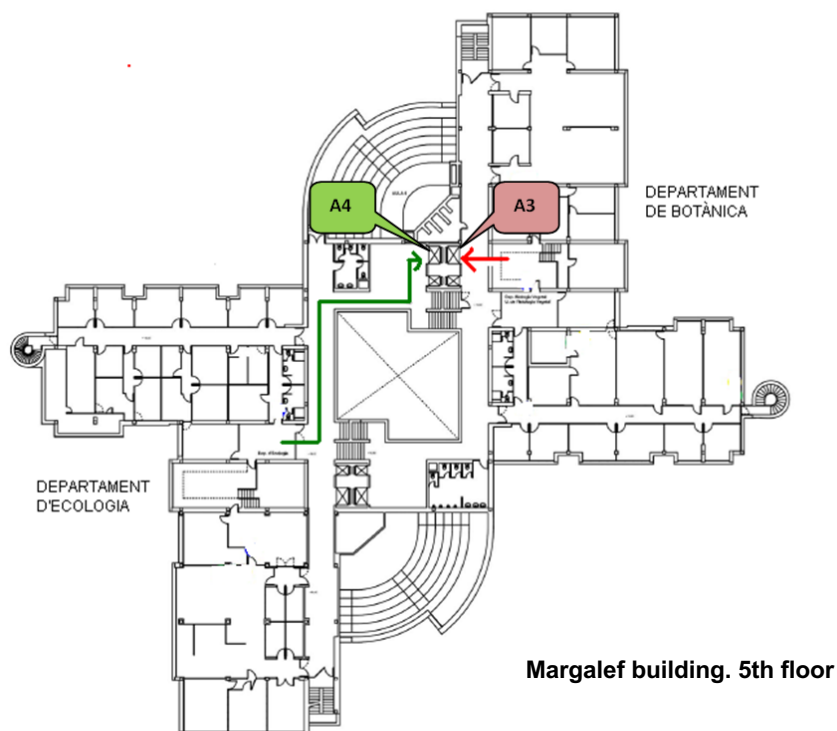
Date	Edition	Modification
01/06/2020	2	<ul style="list-style-type: none"><li>— UB brand update</li><li>— Update of regulations in section 4. <i>References</i></li></ul>

## Appendix 2. Plan of access routes to the hazardous waste warehouse.

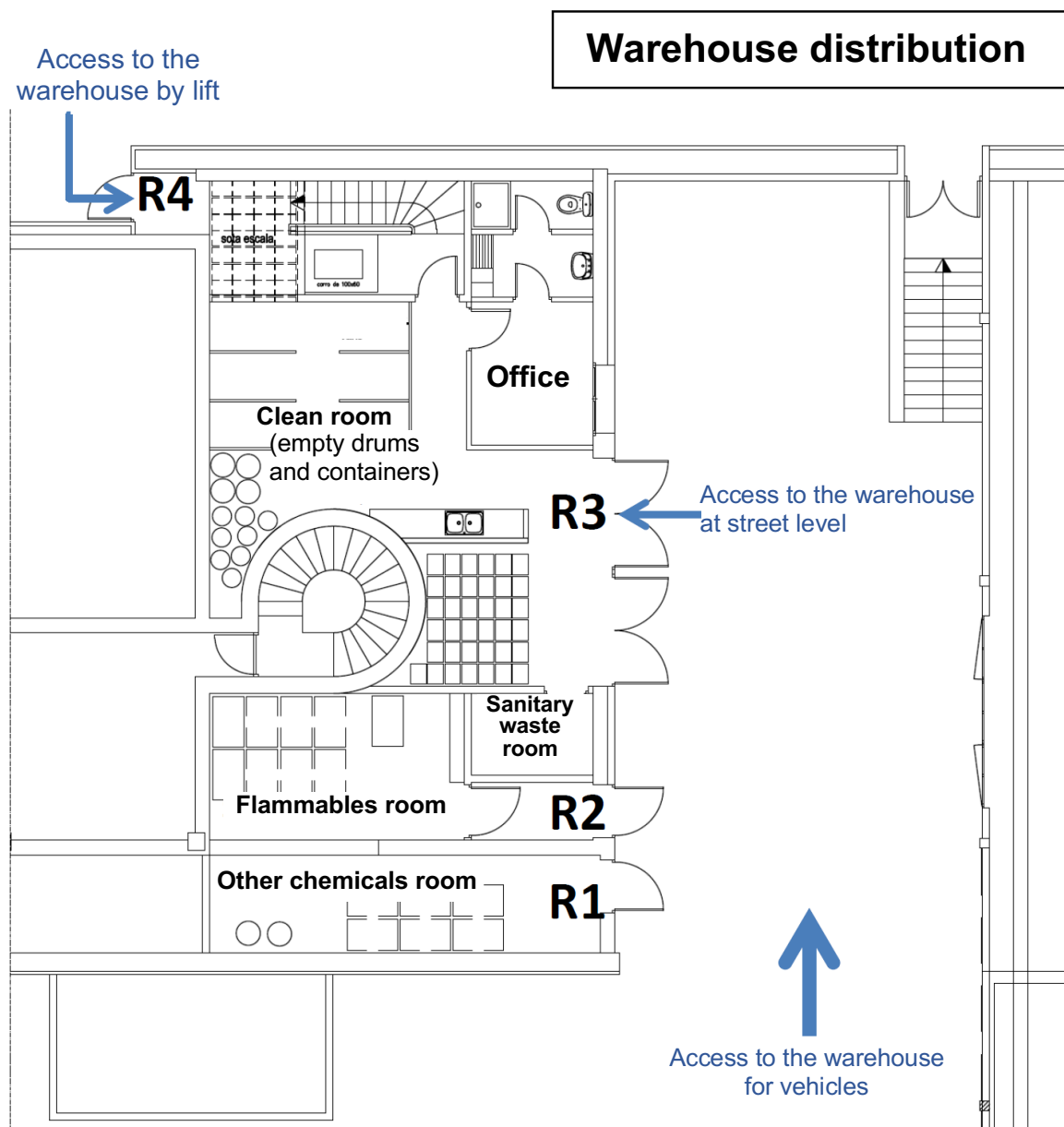




**Appendix 3.** Plan of the lifts to be used to access the warehouse from the Margalef building.



**Appendix 4.** Plan for the distribution of spaces in the hazardous waste warehouse.



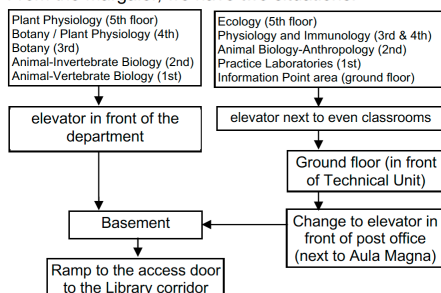
## Appendix 5. Distribution sheet of the work instruction.



### Instructions for access and use of the hazardous waste warehouse of the Faculty of Biology

IT/CG0/MAM/001 [distribution sheet]

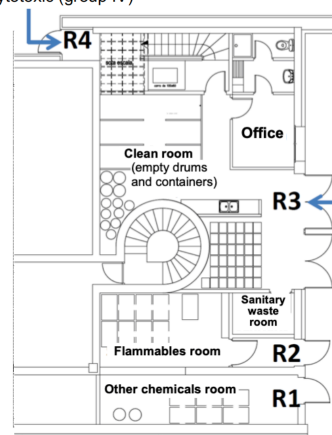
- You can freely access the special waste warehouse of the Faculty of Biology, to take empty drums or leave waste, every working day and throughout the working day.
- It is recommended to access on Wednesdays and Fridays from 8 am to 3 pm**, when it is attended by the OSSMA staff who coordinates waste management at the centre. All you have to do is **notify ibercom 21243 in advance**.
- To access when the warehouse manager is not present, **ask for the keys at the information point in your building**. You will need to sign a record sheet indicating which lab and department you come from.
- If you only want to take spare material, ask for the R4 key, which corresponds to the access through the Library corridor. If you need to leave chemical residue or access from the outside, take the complete set of keys.
- To transport waste, **use a cart**. You will find three: at the information point in the Prevosti building, on the ramp next to the Library corridor and in the hazardous waste warehouse.
- Before loading the waste drums, check that they are tightly closed (especially the threaded ones) and fold a side wall of the cart, to make the task easier. When the cart is full, unfold the side wall again.
- Take the waste along the routes indicated on the map, avoiding sharing the forklifts with other users. We recommend accessing through the interior of the building.
- From the Prevosti, go to Floor -1, take the corridor of the practice laboratories and cross the access door to the Library.
- From the Margalef, we have two situations:



- When you reach the centre of the Library corridor, **open the access door to the warehouse marked with the code R4**.
- To use the loader, press the 1 button. Wait for the red light to go out to open the door.
- Place the cart in the centre of the elevator platform. **DO NOT USE THE LOADER FOR GOING UP OR DOWN YOURSELF UNDER NO CIRCUMSTANCES**, as it is only intended to be used to move load, not people.
- Press the 0 button to lower the elevator to the warehouse. When the red light goes out, you can open the door and remove the cart.
- Leave the waste in the corresponding spaces:**

Space R1 (other chemicals)	Space R2 (flammable)	Space R3 (sanitary)
<ul style="list-style-type: none"> <li>Organic or high COD solutions</li> <li>Inorganic compounds</li> <li>Inorganic acids</li> <li>Inorganic bases</li> <li>Mineral oils</li> <li>Contaminated solids</li> <li>Contaminated packaging</li> </ul>	<ul style="list-style-type: none"> <li>Halogenated organic compounds</li> <li>Non-halogenated organic compounds</li> <li>Highly dangerous</li> <li>Obsolete reagents</li> </ul>	<ul style="list-style-type: none"> <li>Biohazardous (group III)</li> <li>Cytotoxic (group IV)</li> </ul>

- Place the drum or container in the appropriate place:** in each space you will find a sign on which bucket or shelf you must put each group of waste.
- Carefully place the glass containers in the crossbow containers of contaminated packaging to prevent them from breaking and causing adverse reactions.
- Take the spare material you need**, which is stacked in different compartments in the clean room (space R3).
- If you access at a time when the warehouse manager is not present, **lock all doors when you leave**.
- When you have finished using the cart, leave it in its place with a chain, as you found it.



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