# SOP – Sarstedt tip box recycling

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| **SOP #:** | **Implementation Date: 18/08/2022** |
| **Revision #:** | **Approval Authority:** |

**IMPORTANT NOTES:**

* Visually inspect all tip boxes for any signs of contamination.
* Tip boxes that have come into contact will any potentially hazardous materials cannot be recycled.
* Tip boxes that have been used in a fume hood or in relation to any chemical assays cannot be recycled.
* Only clean, sterile tip boxes that have been used for aseptic procedures in a clean biosafety cabinet with regular UV sterilization and 70% ethanol / Chemgene spraying can be recycled, provided that the steps below are strictly adhered to.
* Training on this SOP will be included in the lab induction process. Only fully trained and approved lab members are permitted to recycle tip boxes. Spot checks will be regularly conducted by the Lab Manager to ensure that correct procedures are being followed.

**Decontamination procedure:**

1. Separate the lid and inner tips holder from the base of the box
2. Any tip boxes that have come in contact with any hazardous materials or are visibly contaminated must be disposed of in a yellow biohazard bin bags. All clean tip boxes that are intended for recycling must be decontaminated before removing them from the biosafety cabinet.
3. The operator must wear be wearing fresh, clean, non-contaminated gloves when removing items from the items from the biosafety cabinet to avoid cross-contamination.
4. When removing the tip boxes from the cabinet, spray all surfaces with 70% ethanol upon removal from the cabinet.
5. Place the tip boxes on the draining board by the sink to allow the ethanol to evaporate.
6. As soon as they are fully dry, place the components in the collection box in main lab, matching like with like from other stacked boxes.

**Packaging boxes to return to Sarstedt:**

1. Take a used carboard box from previous deliveries, it does not need to be a Sarstedt box. Pick a large enough box to keep boxes to a minimum.
2. Fill the box with the sorted tip boxes collected in main lab
3. Once there are 5 or more boxes email Sarstedt to arrange collection ([info@sarstedt.com](mailto:info@sarstedt.com)) and complete attached declaration form. In your email include a contact number for the courier. Communication between the courier and us on collection day can be poor so it is best to liaise with the delivery bay and provide them with your contact details too.
4. The declaration form should be printed and placed in each box.
5. Tape the boxes shut with packing tape for collection, the delivery driver will provide the delivery labels.

# RA – Sarstedt tip box recycling

# **Trinity Centre for BioMEDICAL engineering, Dept of Mechanical, Manufacturing & BIOMEDICALEngineering: Risk Assessment Form**

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| Risk Assessment # | Location | L3 Labs in TBSI |

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| Brief Outline  of work activity | Decontamination and returning of clean tip boxes to Sarstedt for recycling |

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| **Hazards/Risks** | This procedure potentially involves the following hazardous materials / equipment:   * 70% ethanol / Chemgene spray * Class 1 & 2 biological (both animal & human-derived) tissues / cells |  |  |  |  |  |  |
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| **Personnel**  **exposed** | All tissue engineering laboratory members | approximate  # of personnel  exposed | 50 |

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| **Existing control**  **measures** | **Policy:**   * All items being removed from biosafety cabinets that are to be re-used / recycled (i.e. items not immediately disposed of as hazardous waste, such as moulds, tip boxes etc) must be sprayed with 70% ethanol or Chemgene to ensure decontamination of any potential biological hazards. If any signs of biological matter are present, the item must either be disposed of as hazardous waste (in the case of tip boxes) or soaked in virkon bleached and washed thoroughly (in the case of reusable experimental moulds etc.) * Training on this SOP will be included in the lab induction process. Only fully trained and approved lab members are permitted to recycle tip boxes. Spot checks will be regularly conducted by the Lab Manager to ensure that correct procedures are being followed.   **Engineering Controls:**   * Use of class II biosafety cabinet.   **Administrative Controls:**   * Material Safety Data Sheet * Personnel Training * Standard operating procedure   **Personal Protective Equipment Controls**   * Lab coat * Nitrile Gloves * Safety Glasses * Masks * Oversleeves   **Waste Disposal:**   * Material disposed of as hazardous waste in Yellow bins * Bleach/Virkon is added to Media/Cells waste before pouring in the sink |

**Are Risks adequately Controlled Yes**

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| **If NO, list additional controls & actions required** | **additional controls** | **action by:** |
| All items being removed from biosafety cabinets and not immediately disposed of as hazardous waste will sprayed with 70% ethanol to ensure decontamination of any potential biological hazards. | The operator |

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| **Completed by:** | Niamh Wilson | Signature: | Date: 08/08/24 |

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| **Supervisors:** | Simon Carroll | | Signature: | | | Date: 18/09/2024 |
| **Date of reviews:** |  |  | |  |  |  |
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A copy of this form must be lodged with the Departmental Safety Officer