

Making the Most of Your Walk Through Assessments

Every department in your facility is different and the opportunities for waste minimization and pollution prevention vary. As you conduct your assessment, it is helpful to consider each area as part of the whole system and as an entity unto itself. Your task is to observe and learn as much as possible about the unique features of each area, the "culture," the activities, the products used, the schedules, the space logistics, and identify the little things that each area can consider doing to improve overall environmental performance. Placing a recycling bin beside a printer or copier may seem like a small gesture, but over time, that 'gesture' can allow for the diversion of tons of materials for recycling. Placing a used battery collection container in a convenient location on a cardiology unit may seem like a 'small gesture' yet, again, over time, that gesture can result in less pollution getting into the air and water of the community.

The following pages offer area specific checklists to help guide your department level assessments as you explore the types of changes to be implemented in your facility. Use the pages to take notes about things you learn from staff. Use your skills of inquiry to learn about what really happens in different areas. What happens, when it happens, how it happens, why it happens, and the products and tools used, are all key findings to consider when creating an overall waste minimization and pollution prevention plan. Sometimes you will learn that a purchasing decision made with the stroke of a pen, can do far more to eliminate pollution than placing a recycling bin in a specific location. Other times you will discover that simply changing the type of container beside handwashing sinks in a single department can result in the reduction of tons of red bag waste per year.

Use the area specific pages to test your ideas out with staff. Engage staff to explore how things might work. Preface your questions with "What if you....." a) eliminated a trash can? b) eliminated a biohazard waste container? c) suggested a product or process substitution? d) suggested adding new containers to further segregate out hazardous pharmaceuticals? or suggested other interventions that you determine would create less waste volume or reduced waste toxicity for an area? Make notes. Refer to them. Collect names and phone numbers of key staff in each area. Chances are you will need their support in implementing changes and troubleshooting waste problems that may arise in the future.

Hospitals are not static environments. Most of the people working in them creating waste do not have any knowledge of waste regulations, cost of waste disposal or the cost of the products they use to care for patients that eventually become wastes. A collaborative, thoughtful, shared learning approach, has been a successful strategy for countless hospitals around the country that have implemented such changes. Consider that you and your colleagues are on a learning curve together, trying to bring about positive changes to protect workers, the environment and reduce costs. It may take several attempts to create the ideal pollution prevention and waste minimization scenario for a given department.

Walk-through Assessment

When conducting an assessment, there are several 'lenses' to use in understanding what is going on with product use and waste generation. The following pages outline things to look for in each area of your facility as you go about doing an assessment.

Waste Systems - General Features

- ❑ Uniformity: Are waste containers uniform in color, shape, size, location?
- ❑ Container placement: Does container location make sense? E.g. trash cans beside handwashing sinks, recycling bins beside copiers
- ❑ Signage: Are signs present instructing waste generators on proper disposal?
- ❑ Safety features:
 - ☐ Are sharps containers located to prevent accidental disposal of sharps in regular trash or red bags?
 - ☐ Are waste collection schedules adequate to avoid overflowing & heavy waste loads?
- ❑ Waste Segregation or waste separation: Are staff discarding of wastes in the appropriate containers? Are solid waste options available in clinical areas?
- ❑ Is there an education program on waste management provided to all staff including new hires, travelers, volunteers, and physicians, medical and nursing students?
- ❑ Crash carts: crash carts should have sharps containers affixed or nearby. Wastes generated from items inside the crash cart are usually packaging from medications, endotracheal tubes, IV tubing, and other items, and can be collected as solid waste. Red bags should be available, but not necessarily open
- ❑ Confidentiality: Confidential documents are generated in many locations within the hospital. New legislation is requiring that these documents be kept secure and confidential. Explore lock boxes for confidential document collection at point of generation & document destruction services.

Waste Systems: Documenting programs for consistent management

- ❑ Do you know where your red bags are? Create locator sheets for each area and note red bag waste container locations. Update locator sheets periodically as waste program changes. Be intentional about red bag waste management. Each red bag waste container, over the course of a year, can collect nearly a ton of waste materials. It is vital that ONLY necessary wastes get discarded as biohazard materials.
- ❑ Sharps Management: document location of sharps containers on each unit. Specify whose responsibility it is to monitor container fullness, change out & replace containers when they are full. Track injuries related to sharps collection and disposal. Set goals for ZERO needlesticks for your facility.

Tools for the Assessment

- Clipboard, pen, paper
- Digital camera & battery pack
- Bar-b-que tongs
- Master key
- Identification badge
- flashlight

Ready, set, go!

NOTES:

Administrative areas

This includes offices, nurses stations, medical records areas, and other non-patient care or diagnostic spaces.

***** If set up properly, most of the waste from administrative areas can be collected for recycling.***

- Identify location of waste containers. Look inside. Evaluate the contents.
- Recycling bin located beside copiers and printers
- Recycling bin convenient to each desk
- Signage explaining what materials are acceptable for recycling
- Desk top recycling units. Some offices have desk top paper collection units.
- Used Batteries: Collection container for used batteries from pagers, flashlights, equipment, clocks, cellphones, and other devices
- Toner cartridge recovery and mailback program
- Confidential document management program. If confidential documents are generated, a lock box should be available to collect materials. Some offices prefer to have shredders. See workbook for review of issues associated with on-site shredding to determine the approach your facility might consider around document disposal.
- Recycling containers for other recyclable materials generated in the area, such as cans, glass, plastic or cardboard.
- Every workstation or desk should have a recycling bin beside it.
- Magazines, junk mail, file folders, books, newspapers and other types of office waste paper can be collected for recycling. Discuss preferred waste paper segregation with your waste paper recycler to set up the best collection program.
- If recycling bins are present, are they being used correctly?
- Are waste containers conveniently located for staff access?
- Are waste containers consistent in color, style and labeling?
- Source Reduction: Use interoffice mailers; make double sided copies, email

Ambulatory Surgery Centers

These areas often include patient waiting rooms, office areas, exam areas, surgical suites, and staff locker rooms. The majority of wastes from these areas is solid waste or recyclable wastes.

- Surgical suites should be set up to capture clean pre-surgery packaging wastes as solid waste or trash.
- Kick buckets - small red bags
- Sharps container on anesthesia cart and in pre-op areas
- Trash bags with clear liners beside all handwashing sinks, including Scrub sinks
- Recycling container beside printers
- Confidential document management -lock boxes to collect surgical schedules and other patient sensitive information
- Used battery collection container
- Collect used magazines and newspaper for recycling
- Recycling containers for cans & glass if vending machines are in the area

Cardiac Cath Labs

This area usually includes a waiting area, catheterization suites, a pre/post procedure holding area, scrub area, control room and conference areas. The majority of waste from this area can be discarded as trash or solid waste.

- ❑ Used battery collection container for used batteries from pagers, flashlights and other equipment
- ❑ Clear bag/solid waste collection containers for most items
- ❑ Clear bags/trash in suites to capture clean packaging materials
- ❑ Red bags in kick buckets
- ❑ Sharps containers; may need oversize containers depending on devices used.
- ❑ Control room, intake area, and charting stations need clear bag/trash
- ❑ Recycling bins for paper
- ❑ Clear lined containers beside scrub sinks and handwashing sinks
- ❑ Explore area for mercury containing devices such as thermometers, sphygmomanometers. Have mercury spill kits on hand if mercury items are present. Plan to phase out mercury items.

Dialysis Units - Hemodialysis & Peritoneal Dialysis

Dialysis units often include a patient waiting area, treatment areas, nurses lounge, training areas, machine rooms and supply rooms.

- ❑ Solid waste/trash/clear bag containers for waiting areas, handwashing sinks, nurses desk, and dialysis set up areas
- ❑ Red bag available for end of hemodialysis treatment to collect lines and dialyzer (if discarded).
- ❑ Sharps containers available at each station
- ❑ Used battery collection container
- ❑ Identify mercury containing products (thermometers, sphygmomanometers)
- ❑ High PVC use areas; lines, tubing and IV bags are often PVC. Explore alternative products.
- ❑ Explore recycling #2 HDPE containers from dialysis solutions, vinegar, bleach, and other products used.
- ❑ Worker safety: schedule waste collection to coincide with each shift of treatment. Dialysis wastes can be wet and heavy and create ergonomic issues for waste workers.
- ❑ Spill prevention: Evaluate liners used for waste containers. Explore heavy ml thickness bags to minimize spills and leaks.
- ❑ Clear bags in storage areas.
- ❑ Recycle cardboard, boxboard and paper wastes
- ❑ Conference rooms - paper recycling bins
- ❑ Recycling bins to collect containers if vending machines in the area

Emergency Departments

Emergency Departments usually include a waiting area, intake area, office areas, supply rooms, utility areas, treatment rooms, medication room, nurses station, staff locker rooms and ambulance intake areas. Much of the waste generated in emergency departments is solid waste and can be discarded in clear bags as trash. Careful placement of red bags, helps to minimize red bag waste generation. Certain areas, such as trauma rooms and isolation rooms can be set up with red bag waste containers. Other areas should be set up with clear bag trash containers. In the case of an emergency when lots of contaminated waste is generated, the clear bags can always be discarded in red bags as biohazard waste, if needed.

- ❑ Used battery containers for batteries from flashlights, pagers, cell phones and other devices
- ❑ Kick buckets with red bag liners
- ❑ High use area for PVC plastic products.
- ❑ Sharps containers in all clinical areas, including medication room
- ❑ Clear bag containers in medication room, at nurses desk, at intake stations, in staff lounge, conference rooms, supply rooms, utility rooms.
- ❑ Red bag liners and containers available for use if needed.
- ❑ Avoid random placement of red bag waste containers in hallways
- ❑ Avoid floor & low placement of sharps containers to prevent children's access
- ❑ Identify hazardous pharmaceuticals & educate staff about these items (see U & P lists of hazardous pharmaceuticals e.g. warfarin, epinephrine, nitroglycerine, etc.) and establish a return-to-pharmacy policy.

Endoscopy Areas

This is the area where endoscopic studies take place, or procedures using endoscopic devices. The area may include a waiting area, exam rooms, equipment rooms, storage rooms, utility areas and charting areas. Mercury filled esophageal dilators may be used in this area. Glutaraldehyde solutions may be used in this area.

- ❑ Used battery collection container
- ❑ Identify mercury containing products and devices and begin plans for phase-out. In the interim, ensure that mercury spill kits are on hand.
- ❑ Clear bags in most areas
- ❑ Sharps containers in exam/treatment areas
- ❑ Collect paper/cardboard/boxboard packaging for recycling
- ❑ Recycle jugs and other fluid containers if possible (plastic recycling)
- ❑ Confidential paper collection container needed
- ❑ Collect and recycle fluorescent bulbs from viewboxes
- ❑ Use rechargeable batteries for diagnostic equipment where possible
- ❑ Ensure that Glutaraldehyde solutions are properly neutralized prior to disposal

Food Services - Nutrition Services

Food services can be a near Zero Waste zone of your facility if adequate waste recovery and diversion programs are established. Baseline programs to put in place include:

Source reduction:

- Purchase milk in plastic cartons for recycling, versus waxboard containers
- Purchase beverages in bulk, versus single serve bottles
- Use reusable dishware, flatware and serviceware whenever possible for patients and staff
- Eliminate use of doilies, paper placemats
- Use cloth towels and dishrags
- Use reusable mop-heads
- Use cloth table cloths wherever possible

Recycling:

- Recycle corrugated cardboard, boxboard, paper menus, office papers, magazines, newspaper
- Recycle kitchen glass including clear, brown, and green glass
- Recycle steel and aluminum cans
- Recycle plastic containers such as milk jugs, mayonnaise jugs
- Recycle kitchen grease from fryolators
- Recycle wood pallets, wooden vegetable cartons
- Compost- organic prep wastes, egg cartons, coffee grounds and filters, outdated and old foods

- Collect used batteries for recycling

- Collect spent fluorescent light tubes for recycling

- Sharps container to discard sharps accidentally placed on patient trays

- Solid waste disposal for mixed packaging wastes, wax paper, waxboard boxes, foils, films

- Worker Safety: Review waste collection schedules to keep waste volume accumulation minimal and avoid ergonomic injuries.

Laboratories

(Hematology, Histology, Chemistry, Microbiology, Surgical Pathology)

All types of activities take place in laboratories. There are literally dozens of regulations governing laboratory activities. Many hazardous chemicals are used in laboratories and proper disposal of them is critical. See PRUDENT PRACTICES in LABORATORIES form more information and details.

Much of the waste generated in laboratories is packaging wastes, and can be collected as either solid waste (trash) or for recycling (paper, boxboard, plastic containers, and glass containers). Careful segregation is vital to allow for the diversion of as much material as possible to recycling options.

- ❑ Recycle bins for paper beside copiers, printers
- ❑ Clear bags for trash beside handwashing sinks
- ❑ Red bags beside areas where biohazard wastes are generated.
- ❑ Ample supply of sharps containers for point of generation use
- ❑ Used Battery collection containers
- ❑ Identification of mercury containing products and devices & plan to phase out.
- ❑ Solvent recovery and distillation program
- ❑ Formalin recovery and filtration process
- ❑ Alcohol recovery and distillation program
- ❑ Proper management of mixed wastes such as tissue and formalin
- ❑ Identification of Hazardous chemical wastes and proper storage and disposal of those items (see RCRA, NFPA, OSHA)
- ❑ Proper signage and labeling to alert staff NOT to dispose of hazardous chemicals in biohazard waste containers.
- ❑ Worker safety: evaluate waste collection schedules to minimize heavy waste loads
- ❑ Worker safety/spill prevention: evaluate waste bag liners. Use heavy liners to avoid leaks
- ❑ Glass waste disposal option: for glass wastes that are not contaminated, yet are not recyclable (lab glassware) consider special containers for disposal that offer added protection for waste workers (e.g. glass collection boxes)

Labor & Delivery & Maternity

Birth centers, labor suites and newborn care areas are where many births take place. These areas usually include a waiting area, nurses station, soiled utility area, clean supply area, nursery, delivery rooms, labor rooms, family suites, kitchenettes and surgical suites. Much of the waste generated in this division is solid waste or recyclable wastes. A small percentage of the waste is biohazardous wastes.

- Used battery collection containers
- Identify mercury containing products and devices (thermometers, sphygmomanometers)
- Clear bags for trash by all handwashing sinks
- Sharps containers in every delivery room, labor room, soiled utility area
- Red bags available for birthing suites, labor suites
- Red bags in kick buckets for surgical suite
- Paper recycling container beside copiers and printers
- Identify hazardous pharmaceuticals and have a return-to-pharmacy policy
- Sharps container on crash cart; clear bag on crash cart; red bag available
- Container for pathological waste collection (placentas)
- In OR suite, clear bags available to collect clean packaging wastes as trash, red bags available
- Sharps container on anesthesia cart; clear bag on cart
- Glass recycling for formula/glucose water bottles
- High PVC plastics use area; evaluate alternative products
- Confidential paper collection needed here
- Collect magazines and newspaper for recycling
- Collect container for recycling from vending machines (glass, metal, aluminum)

Oncology - Inpatient and Outpatient

These areas often consist of family and patient waiting rooms, treatment areas, nurses stations, kitchenettes, utility areas, storage areas and medication rooms.

The wastes generated in this area can be very diverse including the following:

Solid waste - trash

Recyclable wastes - newspapers, magazines, paper, cardboard, glass, plastics

Biohazardous wastes - sharps, bloody wastes, other

hazardous chemical wastes - residual chemotherapy

It is important to understand the distinctions in waste type and have programs designed to appropriately collect, transport and dispose of wastes without exposing workers to hazardous chemical wastes.

- used battery collection container
- Sharps containers at point of use - for regular sharps
- Sharps container for chemotherapy sharps waste (usually yellow or white; different from a regular sharps container.
- Collection containers for chemotherapy wastes such as gauze, pads, gowns, gloves, and other items contaminated with trace amounts of chemotherapeutic agents
- Collection container/program to discard bulk chemotherapy or unused/expired/outdated chemotherapy. Much of this material needs to be discarded as a hazardous waste.
- Do not dispose of cytotoxic agents (P or U listed substances) down the drain.
- Confidential document management
- Recycle paper, cardboard, boxboard

Surgical Services: Operating Rooms

There are many opportunities to reduce red bag wastes coming from surgery. Most of the waste generated prior to surgery beginning is clean packaging material and can be collected in clear bags as solid waste for disposal. Additionally, much of the packaging waste generated during surgery is also solid waste and can be disposed of in clear bags. Bloody wet wastes (gauze, products) should be discarded as biohazardous wastes. Careful segregation programs in surgery can dramatically minimize the volume of red bag wastes.

- used battery collection containers
- clear bags beside hand washing sinks in scrub areas
- clear bags in OR's during set up
- red bags in kick buckets
- clear bags on anesthesia carts
- sharps containers on anesthesia carts
- Source Reduction: use reusable gowns and drapes
- Source Reduction: use reusable underpads, positioning pillows
- Source Reduction: use reusable pulse oximeters
- Recycle paper, boxboard, cardboard packaging
- Recycle fluorescent light tubes & u-bulbs from lamps and viewboxes
- Collect clean packaging materials for diversion to other uses
- Clear bags in trash cans at nurses desk, intake stations
- Recycle toner cartridges

Surgical Services: Post Anesthesia Care Units

This is the area where many patients are brought immediately after surgery to wake up from the effects of anesthesia. Here they receive special care and monitoring.

- used battery collection container
- identify all mercury containing products and devices and plan to phase out use
- Sharps containers at point of use
- Clear bags beside handwashing sinks
- Clear bags beside patient beds
- red bags available if needed
- Source Reduction: use reusable pulse oximeters
- Source Reduction: use reusable patient gowns, drapes, underpads
- Source reduction: use reusable basins
- Source reduction: use reusable dishware
- Recycle paper, cardboard, boxboard
- Confidential document management
- Source Reduction: use blanket warmers and warm cloth blankets to keep patients warm

Shipping and Receiving/Mailroom

- Recycle pallets/skids or request shippers to take them back
- used battery collection container
- Sharps containers available
- Collect wastes as solid waste/trash
- Recycle cardboard, boxboard, paper
- Recycle magazines, phone books
- Recycle films such as stretch wrap, shrink wrap
- Reuse packing materials such as foam peanuts, bubble wrap
- Toner cartridge recycle
- Source Reduction: Request supplies delivered in reusable totes
- Use interoffice mailers

Surgical Services: Anesthesia Work Room

- ❑ used battery collection container
- ❑ Sharps containers at point of use
- ❑ Clear bags for all packaging wastes
- ❑ Recycle cardboard, boxboard
- ❑ Recycle glass, plastic, metals
- ❑ Identify all hazardous pharmaceutical agents and plan for their proper disposal
- ❑ Program for expired pharmaceuticals with reverse distribution company

Intensive Care: Surgical, Medical, Neonatal, Burn Units

These areas usually include family waiting rooms, patient care units, nurses stations, soiled utility areas, storage rooms, equipment rooms, treatment rooms, medication rooms.

- identify all mercury containing products and devices and plan to phase out
- used battery collection containers
- clear bags for trash beside handwashing sinks
- Sharps containers at point of use
- red bags in kick buckets or available as needed
- program to collect and properly manage all hazardous pharmaceuticals
- recycle paper
- confidential document management
- recycle glass, plastic and metal containers
- Source Reduction: use cloth gowns, drapes, underpads
- Source Reduction: use reusable ventilator circuits, reusable ambu bags
- Source Reduction: use mattresses with built-in eggcrates
- Source Reduction: use reusable pulse oximeters, or mail-back remanufactured ones
- Recycle toner cartridges

Outpatient Clinics

These areas usually include waiting rooms, office space, treatment rooms, storage areas, kitchenettes, mini-lab spaces, utility areas and conference rooms.

- used battery collection container
- Sharps containers at point of use
- Recycle bins beside copiers and printers
- Recycle magazines, newspaper, junk mail
- Confidential document management
- Clear bags beside handwashing sinks
- Program to manage expired pharmaceutical samples/disposal
- If chemotherapy is administered, set up program to manage chemotherapy wastes
- Identify and phase out all mercury containing products and devices
- Recycle fluorescent light tubes from lighting and viewboxes
- Red bags available for biohazardous waste generated during procedures
- Recycle toner cartridges
- Recycle metal, glass and plastic containers from vending machines
- Source Reduction: use cloth exam gowns and drapes
- Source Reduction: use cloth underpads
- Source Reduction: use rechargeable batteries for AutoShapes, pagers
- Source Reduction: use reusable dishware for staff kitchen

Dental Offices/ Dental Clinics / Oral Surgery

Dental offices or clinics may be positioned within the hospital complex. Dental practices generate unique wastes and must be managed carefully to prevent unintentional pollution. Dental offices usually include office space, waiting areas, x-ray facilities and treatment rooms.

- used battery collection container
- mercury traps to collect mercury debris from spittle
- silver recovery from x-ray fixer/developer & films
- sharps containers at point of generation
- recycle magazines, newspaper, junk mail
- recycle paper, cardboard, boxboard
- Keep mixed wastes, such as mercury containing teeth out of biohazardous waste stream
- Clear bags for trash beside handwashing sinks

Patient Care Units - Medical, Surgical, Neurology, Urology, Cardiology

Patient care areas include patient rooms and bathrooms, nurses station, treatment rooms, supply rooms, utility areas, kitchenettes, waiting rooms, office spaces, and conference rooms.

Most of the waste generated in patient care areas is similar to wastes generated from hotels and restaurants. Patients recuperate in their rooms. Some biohazardous waste may be generated as a result of certain procedures and treatments. These wastes should be kept segregated from other wastes.

- Used battery collection container
- Sharps container
- Recycling containers for paper
- Confidential paper collection
- Recycling containers for glass, metals and plastics

Pediatrics

This area usually includes patient care rooms, nurses station, kitchenette, utility areas, treatment rooms, waiting rooms, play room, supply rooms, equipment rooms, storage areas.

- ❑ Used battery collection containers
- ❑ Confidential document management
- ❑ Identify all mercury containing products and devices and phase out
- ❑ Recycle magazines and newspaper
- ❑ Recycle paper, cardboard, glass, metal and plastic
- ❑ Sharps containers at point of use; Pay careful attention to be sure all containers are out of reach of children
- ❑ Oncology care within pediatrics? If so, outfit the area to collect chemotherapy wastes
- ❑ Clear bags in patient rooms; red bags available as needed
- ❑ Source Reduction: use reusable cloth diapers, gowns, drapes, underpads
- ❑ Source Reduction: use reusable mops, cleaning cloths

Pharmacy

Hospitals often have a main pharmacy and several satellite facilities. Be sure to visit each site and establish waste minimization and pollution prevention programs.

- Identify and establish a program to manage RCRA listed hazardous pharmaceuticals (see U and P listed items).
- Explore using a reverse distribution company to allow for returns of expired, outdated and no longer needed medications, especially those on the RCRA lists. This process keeps the items from ever being declared a 'waste' and being counted volume-wise as hazardous waste.
- Used battery collection container
- Recycle paper, cardboard, boxboard
- Recycle glass, metal and plastic containers
- Identify all mercury containing products and devices and phase out
- Recycle fluorescent light tubes
- Confidential paper management
- Sharps containers at point of use
- Chemotherapy area: set up with proper waste segregation for cytotoxics
- Chemo spill readiness: supplies on hand; drains protected
Psychiatry / Inpatient psychiatric care areas

Psychiatry / Inpatient psychiatric care areas

Special adjustments need to be made in this area to ensure patient safety. Sharps containers should not be present in patient rooms, but rather brought in to an area when an injection is being administered and then removed. All razors and other sharp personal care items should be discarded in sharps containers in non-patient care areas.

- ❑ Used battery collection containers
- ❑ Confidential document management for paper wastes
- ❑ Source Reduction: use reusable linens, gowns, pillows, underpads, and other patient care items

Physical Therapy/ Occupational Therapy

All types of treatments are offered in these areas including hydrotherapy, massage, exercise, strength training and prosthesis adjustment and fittings. Much of the waste generated can be diverted for recycling or as solid wastes.

- ❑ Used battery collection containers
- ❑ Recycle paper, glass, metal, plastics
- ❑ Source Reduction: Use cloth gowns, sheets, linens
- ❑ Source Reduction: Use cloth underpads, reusable pillows
- ❑ Source Reduction: purchase gel and lotions in bulk; refill containers and dispensers
- ❑ Identify mercury containing products and devices
- ❑ Clear bags beside handwashing sinks
- ❑ Recycle bins beside copiers and printers
- ❑ Recycle newspapers, magazines
- ❑ Identify, properly store and dispose of hazardous chemicals used in making prosthetic devices

Gift Shop/retail services

Hospital gift shops range in size from small operations to large complex stores. Explore your hospital gift shop carefully to identify any mercury containing products or devices that might be inadvertently being sold (such as mercury containing thermometers, or greeting cards with mercury switches in them -- [musical cards from overseas]) etc.

- ❑ Recycle paper, cardboard, boxboard packaging materials
- ❑ Recycle used batteries
- ❑ Source reduction: request products shipped in reusable totes
- ❑ Recycle fluorescent light tubes
- ❑ Reuse foam peanuts and other packaging materials

Radiology/ Nuclear Medicine

- ❑ Collect used batteries
- ❑ Identify all mercury containing products and devices and plan for phase-out
- ❑ Sharps containers at point of use for medication administration
- ❑ Low level radioactive storage set up (lead pigs) and labeled to protect staff
- ❑ Silver recovery units on film processors
- ❑ Recycle x-ray film
- ❑ Recycle paper, cardboard, metal, glass, plastics
- ❑ Recycle magazines, newspaper, books

Nursing Homes

- ❑ Collect used batteries
- ❑ Identify mercury containing products and devices and plan phase-out and replacement with non-mercury containing products.
- ❑ Recycle fluorescent light tubes
- ❑ Recycle paper, cardboard, glass, metals and plastic
- ❑ Confidential document management
- ❑ Use reusable products where feasible such as dishware, cutlery, linens, gowns, pillows, underpads, ambu bags, ventilator tubing
- ❑ Consider reusable cloth diapers

Child Care Centers

- ❑ Collect used batteries
- ❑ Recycle paper, cardboard, metal containers, glass containers, plastic containers
- ❑ Compost leaf and yard wastes

Facilities Management

Paint shops, electric shops, plumbing shops

- Collect used batteries
- Recycle Fluorescent light tubes
- Recycle empty paint cans including aerosol containers
- Recycle construction and demolition debris
- Identify and properly manage RCRA listed hazardous wastes
- Identify and properly manage all mercury containing products, devices and switches

Grounds Maintenance

This department is usually responsible for pest management (insects, animals), groundskeeping (landscaping, snow removal), and external maintenance and cleaning.

- Recycle used batteries from pagers and other equipment
- Practice Integrated pest management to minimize the use of toxic product use
- Use organic fertilizers
- Compost leaf and yard wastes
- Use non-toxic cleaners wherever possible

Medical Information Services/ Medical Records

This area can be a near ZERO WASTE area of your facility if proper waste diversion and recycling programs are established. This area tends to be a 'behind the scenes' area, not usually accessible to the public.

- Destroy all confidential documents via a confidential document destruction firm
- Recycle paper, cardboard, boxboard
- Recycle toner cartridges
- Used battery collection for batteries from pagers, dictaphone machines, cell phones, other
- Recycle bins at every workstation
- Degauze and recycle used diskettes
- Recycle books, phone books, directories

Security

- ❑ Used battery collection containers
- ❑ Paper recycling
- ❑ Confidential paper management
- ❑ Recycling for wastes generated through fleet management (used tires, waste oil, coolant from air conditioners)
- ❑ Recycle batteries (lead acid) from carts and other battery powered transport equipment
- ❑ Recycle identification badges (PVC) plastic
(contact Conigliaro Industries in Massachusetts <www.conigliaro.com>)