

THINK BEFORE YOU THROW: A GUIDE TO WASTE DISPOSAL AT NYP

MATERIAL TYPE

EXAMPLES

DISPOSAL INSTRUCTIONS



CLEAR BAG

LANDFILL TRASH

Use receptacles lined with clear bags to dispose of packaging materials, non-bloody patient care items, wet items, and food.

- Dressings
- Gloves
- Paper Towels & Napkins
- Food Waste
- Diapers
- Isolation Gowns

Never trash linen, regardless of how saturated.

Trash receptacles are located throughout the hospital.

Contact Environmental Services for pickup. House Phone: 311 Option #2 or via NYPrequest.



BLUE BAG

RECYCLING

Use receptacles lined with blue bags to dispose of recyclables including clean plastic, non-confidential paper, and metal.

- Plastic Water Bottles
- Newspapers/Magazines
- Light Cardboard
- Empty Aluminum Cans
- Water Irrigation Bottles
- Clean Basins & Pitchers

No Styrofoam, Gloves, Tyvek or Plastic Film.

Recycling receptacles are located throughout the hospital.

Contact Environmental Services for pickup. House Phone: 311 Option #2 or via NYPrequest.



LOCKED BIN

CONFIDENTIAL PAPER

Confidential paper must be placed into the hospital's locked shredding bins. This paper will be recycled after it has been shredded.

- Protected Health Information
- Confidential colleague or confidential business related material

Confidential paper bins are serviced by an outside vendor.

Contact Environmental Services for pickup or to introduce a new bin. House Phone: 311 Option #2 or via NYPrequest.



RED BAG

REGULATED MEDICAL WASTE

Discard items that are saturated with blood to the point of dripping, items that are soaked in blood and microbiological waste containing blood and other body fluids.

- Bloody Suction Canisters (Solidified)
- Blood Transfusion Tubing and Bag

Never place linen in a red bag/bin, regardless of how soiled or blood soaked.

RMW receptacles are located throughout the hospital.

Do not fill containers beyond $\frac{3}{4}$ full.

Contact Environmental Services for pickup and replacement. House Phone: 311 Option #2 or via NYPrequest.



SHARPS BIN

SHARPS DISPOSAL

Staff should place all sharp objects in sharps disposal containers; this includes anything that can cut or puncture the skin. Containers must be closed immediately.

- Hypodermic, intravenous or other medical needles
- Vacutainers filled with blood
- Syringes with or without needles attached
- Pasteur pipettes, scalpel blades and blood vials

Do not fill containers beyond $\frac{3}{4}$ full.

Contact Environmental Services for emergency pickup or for additional containers. House Phone: 311 Option #2 or via NYPrequest.



TEAL BIN

SINGLE-USE DEVICE REPROCESSING

Single-use devices which can be reprocessed should be placed into the teal Stryker reprocessing bins in soiled utility rooms/ORs.

- SCD/DVT Sleeves
- Single patient EKG Leads
- Harmonic Scalpels
- Tourniquet Cuffs
- Pulse Oximetry Sensors & Probes

A key detailing all devices which can be reprocessed can be found on the NYPgreen page of the Infonet.

For assistance, contact Stryker Sustainability, 1-888-888-3433.



BLACK BIN

HAZARDOUS PHARMACEUTICAL WASTE

Please dispose of Hazardous Pharmaceutical drugs in the designated black bins.



BEIGE BIN WITH YELLOW LINER

SOFT CHEMO PPE

PPE that came into contact with chemotherapy drugs are disposed in bins which are lined with a yellow bag.

Do not fill containers beyond $\frac{3}{4}$ full.

Contact Environmental Services for pickup.

House Phone: 311 Option #2 or Via NYPrequest



GREEN BAG

SOILED LINEN

No matter how bloody or soiled, place used linen in the green soiled linen bags.



PURPLE BAG

REJECTED LINEN

Place clean linen that is damaged in purple reject bags to remove these from circulation.

Contact your linen services team via NYPrequest or by phone.

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UNUSED MEDICATION

NON-CONTROLLED: Place unused medication in applicable medication bin within the Dispensing Cabinet. Place patient specific items in the Return to Pharmacy bin.

CONTROLLED: Place controlled substance in return bin of the Automated Dispensing Cabinet (ADC). If there is no ADC or bin, hand deliver directly to Pharmacy.



PARTIALLY USED, NON-HAZARDOUS MEDICATION

NON-CONTROLLED: Place all non-controlled medications, plastic vials/bottles in the regular trash. Dispose glass vials/bottles, needles, and syringes in a puncture-proof sharps container.

CONTROLLED: Unfinished medication must be poured down the sink drain. Perform waste disposal in presence of another nurse or Authorized Licensed Practitioner (Witnessed Destruction).



EXPIRED MEDICATION

NON-CONTROLLED: Place all non-controlled medications, plastic vials/bottles in the regular trash. Dispose glass vials/bottles, needles, and syringes in a puncture-proof Sharps container.

CONTROLLED: Unfinished medication must be poured down the sink drain. Perform waste disposal in presence of another nurse or Authorized Licensed Practitioner (Witnessed Destruction).

With questions, contact the main Pharmacy:

WC: 212-746-0740, CU/MSCHONY: 212-305-2775, WD: 914-997-5073, AH: 212-932-4052, LM: 212-312-5115



ELECTRONICS

All NYP owned electronic equipment, including computers, pagers, monitors, and mobile phones, should be returned to the Information Technology department. IT will ensure that equipment is redistributed or recycled responsibly.

With questions, contact Information Technology at: 212-746-4357



BIOMEDICAL EQUIPMENT

All Biomedical equipment which is no longer needed in an area, should be returned to the biomedical engineering department along with an equipment retirement request form. Once retrieved by Biomed, this equipment will be distributed to another clinical area, donated to charity, used for parts, or sold at auction.

With questions, please contact Biomed:

AH/CU/MSCH: 212-305-6321 WC/WD: 212-746-0919 LMH: 212-312-5015



FURNITURE & BULK WASTE

Furniture being discarded should be removed and recycled by the dealer installing your new furniture. In other cases, please use NYPRequest to schedule a pick up by Waste Management. **In order to maintain a safe hospital environment, please never dispose of bulk waste in hallways or tunnels.**

Please note: Furniture purchased at NYP is covered under warranty for normal wear and tear. To inquire if your furniture is eligible for repair or replacement, please submit a facilities service request via NYPRequest.



USED TONER CARTRIDGES

Empty cartridges should **not** be discarded in regular trash. Please bring empty toners to the hospital's designated toner drop-off areas. Visit the NYPgreen page on Infonet for a full list of drop-off locations. If your department prefers to recycle toner via mail, please affix a return label, and drop the box off to your mail room.



SUPPLY DONATION

NYP is proud to work with The Afya Foundation, an organization which rescues no-longer-needed items from hospitals and delivers them to humanitarian efforts overseas. To initiate a donation of non-expired medical supplies, please email supplydonation@nyp.org