



SITE-SPECIFIC PROCEDURES FOR AUTOCLAVING BIOHAZARDOUS WASTE

AUTOCLAVE INFORMATION			
Autoclave make/model:		Lab/Facility Name:	
Location (building/room):		Principal Investigator/Supervisor name:	
Person responsible for autoclave:		Phone number:	
Email:		Location of autoclave records:	
Completed by:		Date completed:	
MAINTENANCE INFORMATION			
Maintenance schedule:		Maintenance contact:	
Company:		Phone number:	
PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED:			
<input type="checkbox"/> Lab coat <input type="checkbox"/> Safety glasses <input type="checkbox"/> Face shield <input type="checkbox"/> Heat-resistant gloves <input type="checkbox"/> Latex gloves <input type="checkbox"/> Other (specify):			
PREPARE THE AUTOCLAVE			
<ul style="list-style-type: none"> Inspect the door gasket for cracks or bulges. Gasket should be smooth and pliable. Clean drain screen of debris if necessary. If the autoclave is not already on, turn the power on, and allow time for jacket to reach sufficient temperature and pressure. If any problems are found, contact the responsible person listed above. 			
PREPARE ITEMS			
<ul style="list-style-type: none"> Package waste items according as specified on the EH&S Biohazardous Waste and Sharps and Laboratory Glass webpages. Refer to the Packaging Sharps and Lab Glass Waste poster. 			
Waste Type (select all that apply)	Preparation		
<input type="checkbox"/> Bagged solid biohazardous waste	<ul style="list-style-type: none"> Loosely tie or tape biohazard bags. Double bag agar plates to prevent leaking. Affix autoclave tape to bag. If items are protruding from the bag (e.g., pipet tips), re-package as biohazardous lab glass or plastic. 		
<input type="checkbox"/> Liquid biohazardous waste	<ul style="list-style-type: none"> Ensure caps on tubes or bottles are loose. Cover uncapped bottles or flasks with foil. Affix autoclave tape to items. 		



PREPARE ITEMS (continued)	
Waste Type (select all that apply)	Preparation
<input type="checkbox"/> Sharps containers	<ul style="list-style-type: none"> ▪ Affix autoclave tape across closed lid and attach to sides without blocking vent holes. ▪ Label container with PI name and room number. ▪ If items are protruding from sharps container, place inside a larger sharps container before autoclaving.
<input type="checkbox"/> Biohazardous lab glass and plastic	<ul style="list-style-type: none"> ▪ Loosely tie or tape biohazard bags if using. ▪ Tape boxes closed, but do not seal completely. ▪ Label with PI name and room number. ▪ Affix autoclave tape to box. ▪ If items are protruding from box, place inside a larger box and relabel.

LOAD THE AUTOCLAVE
<ul style="list-style-type: none"> • Place waste into autoclave tubs. Always use secondary containment in case of spillover. • Load tubs onto autoclave rack or shelf. Do not place directly on bottom of autoclave. • Insert a chemical integrator into the center of the load. • If necessary, add water to tubs, or add an autoclavable cup of water to the load. • Do not overfill the autoclave.

OPERATE
<ul style="list-style-type: none"> • Close and lock door. Be sure door is secure before starting a cycle. • Select appropriate cycle to achieve minimum of 121°C/250°F for at least 30 minutes.

Waste Type (select all that apply)	Cycle Number	Liquid / Dry	Sterilization Time	Sterilization Temperature
<input type="checkbox"/> Bagged solid biohazardous waste				
<input type="checkbox"/> Liquid biohazardous waste				
<input type="checkbox"/> Sharps containers				
<input type="checkbox"/> Biohazardous lab glass and plastic				

<ul style="list-style-type: none"> • Record run on autoclave log sheet. • Do not open the autoclave door during a cycle! If necessary, abort the cycle and wait until chamber depressurizes. • If cycle fails, notify responsible person and follow back-up plan. Post the “Do Not Use Autoclave” poster. The waste still needs to be sterilized even if autoclave tape changed color. Cycle failure includes: <ul style="list-style-type: none"> ▪ Autoclave tape did not change color. ▪ Chemical integrator failed. ▪ Cycle did not maintain sterilization temperature for required time. ▪ Biological indicator test failed (refer to Biological Indicator Instructions).



UNLOAD

- When cycle is complete, verify that chamber temperature has dropped and pressure is zero.
- Wear appropriate PPE to protect yourself from heat and steam.
- Slowly open the door to allow steam to escape gradually. Keep your face away from the door.
- Allow items to stand in the autoclave for 10 minutes.
- Visually inspect bags, boxes, and sharps containers for protruding objects.
- Cautiously remove items, and place items in a safe area to cool. Do not agitate containers.
- Record run information on autoclave log sheet.

DISPOSAL

- Black lines on autoclave tape indicate waste is safe for handling by custodial staff.
- Refer to the Biohazardous Waste Flow Chart for your location.

Waste Type (select all that apply)	Disposal information
<input type="checkbox"/> Bagged solid biohazardous waste	▪ Place in regular trash container for custodial pick-up and disposal via municipal waste.
<input type="checkbox"/> Liquid biohazardous waste	▪ After liquids have cooled, dispose via sanitary sewer.
<input type="checkbox"/> Sharps containers	▪ Depends on location; refer to the Biohazardous Waste Flow Chart for your location.
<input type="checkbox"/> Biohazardous lab glass and plastic	▪ Place next to regular trash container for custodial pick-up and disposal via municipal waste.

ACCIDENTS AND NEAR MISSES

- Post the Exposure Response Poster near the autoclave.
- In the event of an accident, immediately provide first aid and get help.
- Report any accidents or near misses via the [Online Accident and Reporting System \(OARS\)](#).

BACK-UP PLAN IF AUTOCLAVE IS OUT OF SERVICE (SELECT ONE):

- Use an alternate autoclave. Specify location:
- Transport waste to Health Sciences Laboratory Services (T276).
- Ship waste off-site via contracted carrier (training and account set-up required).
- Store waste in secure freezer for up to 90 days. Specify location: