Researcher Identifies material for disposal & informs PI for authorisation.

PD forwards certificate of destruction to researchers for proof of destruction.

PD files HTA disposal forms in local folder together with receipt and waste destruction certificate once received from contractor.

On day of waste collection PD or deputy witnesses waste collection and completes Appendix 4 record form

PD arranges for waste collection/Appendix 4 Disposal record form to be quality checked before collection

Local PD contacts the Waste & Contracts Officer (when there is sufficient waste for collection) who arranges a collection date with contractor.

PD fills out Appendix 3 HTA waste awaiting disposal and Appendix 4 HTA Disposal record/waste collection form (note one item of material per line on form only)

Waste for disposal transferred to local holding area.

Researcher submits completed disposal form (Appendix 2) along with bins for disposal to PD.

Researcher packs samples. Material ref number documented on side and lid of cin bin.

Researcher contacts local PD for material reference number and completes Appendix 2 HTA Relevant Material Disposal Request Form.

Researcher files a copy of Appendix 2 in their site file/HTA folder and notes date, reason and method of disposal against their sample log.

Contractor sends receipt and waste destruction certificate to PD

Contractor signs and dates Appendix 4 waste collection form and a copy emailed to contractor

Copy of Appendix 4 sent to waste contractor prior to day of waste collection