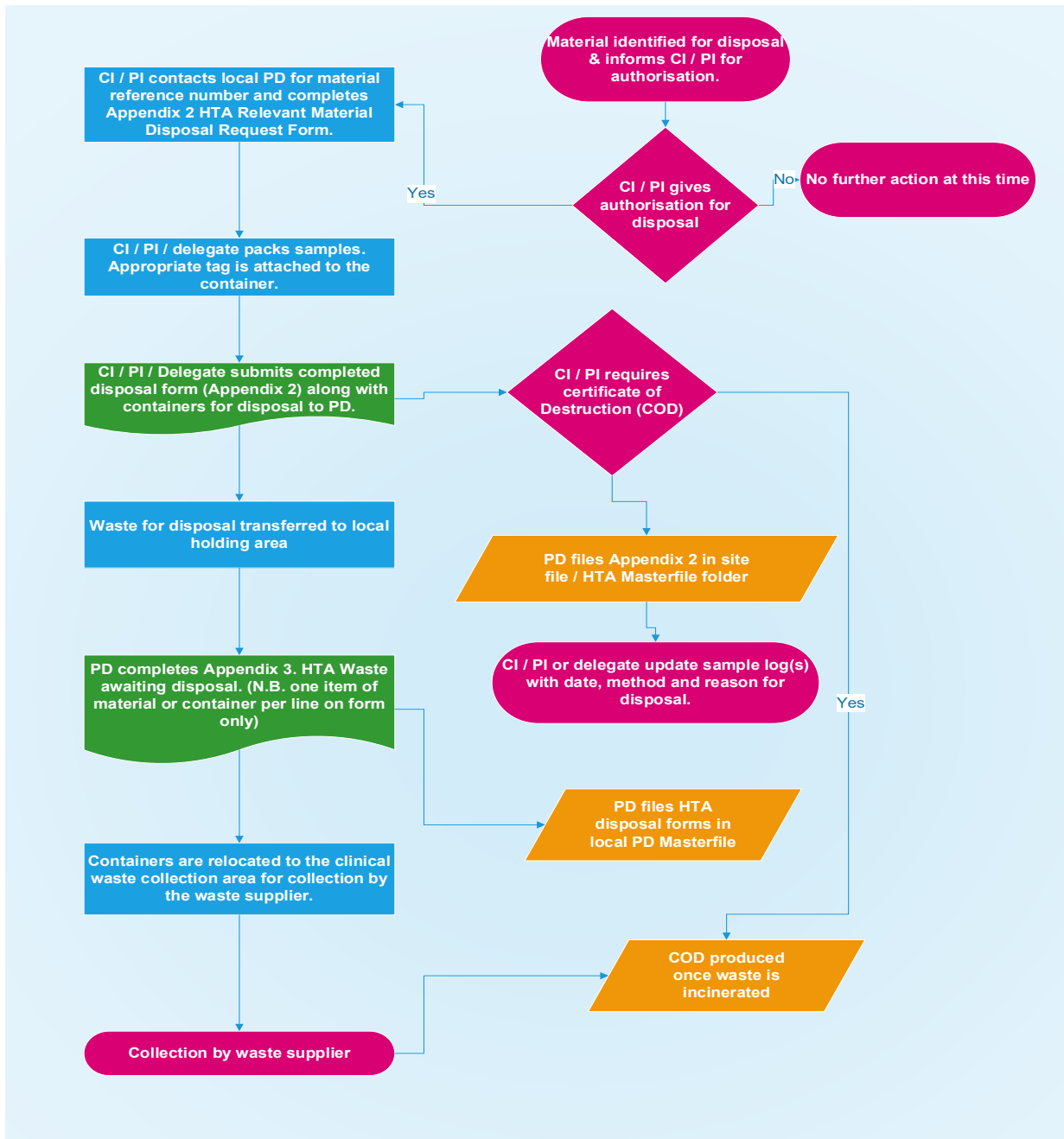


Appendix 1 - Figure 1 Disposal Flow Diagram



The flow diagram outlines the disposal process that must be followed for licenced HTA material when it requires disposal. The CI / PI is informed that samples are required to be disposed and permission is requested. If the answer is no, no further action is taken at this time. If in agreement, the CI / PI or delegate will pack the samples within an appropriate incineration bin (cin bin) and complete the appendix 2. Upon completion of appendix 2 there is an option for a certificate of destruction (COD). Where a COD is required, this must be selected at this time. Failure to raise awareness of a COD requirement will result in the COD request not being obtained in time. The cin bin is held within the holding area, until can be filled. Appendix 2 is filed in PD Masterfile, until next steps. CI / PI update samples logs with disposal info. When cin bin is full, the local PD will complete appendix 3, complete clinical waste form (RKCSB, Main Campus sites) and most cin bins to the waste bin. These will then be collected by the supplier at the next collection. Once waste has been incinerated, the supplier will send through the COD. This can be filed as appropriate.