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| Loughborough University | **Document Change Note** |
| **The Centre for Biological Engineering** |
| Document Ref: HTA-QS-FORM/003 | Version No: | 1.0 | Issue Date: |  |
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| **DCN No: CBE-HTA/DCN/0008** |  |

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| **Document Reference(s):** | **Document Title:** | **Current****Version No:1.0** |
| **HTA-PR SOP007** | Disposal of HTA material  |
| **Reason for** **and overview of the change requested:** | New Project requiring procedure to be created for disposal of blood. The Following statement has been added to the SOP.5.6 Ecoloc sharps boxes should be used for the disposal of tubes/vials containing residual amounts of blood.These are for HTA use only and will be labelled. Once these are 2/3 full they will securely locked and transported using secondary containment to the Holywell Park Waste Compound and placed in the designated area for Ecoloc boxes awaiting collection from the external contractor. |
| **Revision Category:** |[ ]  All personnel performing this procedure/process must read this version & complete the necessary training |
|  |[x]  All personnel performing this procedure/process must read this version |
|  |[ ]  No significant changes to document content – no requirement for personnel performing this procedure/process to read this version or complete training |
| **Systems effected by change:** | None | **Other Changes required to implement:** | New Ecoloc sharps boxes to be boughtEcoloc boxes to be labelled HTA onlyDesignated area in waste compound to be located/labelled.Train people to procedures who require it |
| **Date:****27th April 2021** | **Raised by: C.Kavanagh**  | **Date:****22/06/2021** | **Approved by :** **R. Thomas ( Person Designate)****K. Coopman ( Designated Individual)** |