

## **Deliveries and packaging**

This document describes the procedures in place for recycling and correct disposal of packaging that enters the WIMM

### **Hazards**

Dry ice-asphyxiation  
Slips and trips

### **Risks**

Loss of orders received  
Damage to orders  
Financial  
Inconvenience

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## Background

To minimize the number of vehicle movements on the John Radcliffe Hospital site it was agreed when the WIMM was built that the majority of deliveries to the WIMM would be via the JRH Industrial block. For this reason the majority of deliveries arrive at the industrial block and are then brought over to the WIMM.

## Deliveries

Orders placed by staff working in the WIMM can be delivered to the building in the following ways:-

1. Large items such as equipment can be delivered directly via the WIMM Goods Entrance by prior arrangement.
2. Deliveries to WIMM stores are delivered directly via the WIMM Goods Entrance.
3. Courier deliveries are signed for by Reception staff
4. Any item sent via the Royal Mail enters the building are delivered by the designated member of staff from the JRH to Reception
5. Deliveries to the hospital industrial block for the WIMM are delivered by the designated member of staff from the JRH receipt and distribution department via the WIMM Goods Entrance.

It is key that the correct room number for delivery is given on the order form as are any specific delivery instructions. If specialist lifting equipment is required then Malcolm Shepherd must be notified in advance by the relevant laboratory manager or Group Head so that Malcolm Shepherd is available to supervise the delivery. If space is required to store the unpacked equipment prior to installation then this must be planned for in advance. The WIMM has specialist lifting equipment and its use is explained in WIMM E001 Use of lifting equipment in the WIMM. Malcolm Shepherd needs to be notified in advance when bulky items of equipment are being delivered directly to the WIMM.

If you are going to be absent when delivery of an order is expected you must make arrangements with a colleague to take responsibility for its safe unpacking and storage.

If a delivery has not arrived on the expected day please check with the company whether the item is in stock and has been despatched. Companies do not always notify you that an item is on back order or is out of stock. Also remember to check the area by the pigeonholes for deliveries as padded envelopes may not always fit in a pigeonhole.

Reception staff will sign for courier deliveries. They will then telephone the addressee and ask them to come to Reception to collect the package. Everyone is encouraged to collect his/her packages as soon as is convenient. Addressees must appreciate that Reception space is limited and that boxes of perishable items cannot be unpacked by Reception. Reception staff cannot be

held responsible for perishable items that have not been collected by the addressee. They will make several attempts to contact the addressee and finally will notify the relevant laboratory manager.

Personal items may be delivered to Reception by prior arrangement if a courier is involved and a signature required. It must be borne in mind that this is done as a courtesy by Reception staff for WIMM staff. Space in Reception is limited and so if you are expecting a private package then you must collect it promptly when notified that it has arrived. It is important to consider the size of the package. It is inappropriate for large bulky items such as furniture or carpet to be delivered in this way.

## Packaging

For environmental and financial reasons it is important that packaging is recycled and disposed of sensibly. Where possible packaging must be returned to the supplier. Certain suppliers provide a prepaid label for this purpose. These suppliers include Lexmark for printer cartridges and a number of the companies supplying biologicals that come in polystyrene boxes. Currently 5 x 1100L trailers of waste cardboard are removed from the WIMM each day. It is important that with so many deliveries to the WIMM that we improve our waste handling procedures by flattening all cardboard boxes so that the capacity of the waste trucks is fully utilized.

Packages to individual laboratories from the Industrial block are the responsibility of that laboratory. When laboratory space is shared it is imperative that deliveries are not ignored and are dealt with appropriately. Cleaners have been instructed only to remove boxes that have been flattened and do not contain packing material. This is to ensure that no partially unpacked order is disposed of unintentionally as has happened in the past. Empty cardboard boxes and cardboard packaging are recycled via the John Radcliffe Hospital. Internal packaging such as polystyrene beads, polythene bubble wrap, vermiculite, is disposed of via landfill. Inflated plastic inserts must be deflated before disposal via landfill. Do not place any dry ice into the laboratory grey epoxy sinks. These will crack due to thermal shock. These are custom made items so any damaged ones will take time to be replaced. Excess dry ice should be placed in the dry ice storage boxes located round the WIMM. The locations are MHU (room 315), Molecular Oncology (opposite room 412), Human Immunology (room 448), Clinical Neurology (room 349) and Molecular Immunology (room 336). **Under no circumstances should excess dry ice be placed in cold rooms or freezers.** If there is excess dry ice just leave it in a well ventilated area to sublime.

## Instructions

1. On delivery unpack the item(s) taking to care to check the contents against the delivery note. Sign the delivery note and hand in for processing.

2. Dispose of non-recyclable plastic/packing into the laboratory red bin lined with a black bin bag. If you spill any packing on the floor please clear up. Each laboratory is supplied with a dustpan and brush.
3. Flatten the cardboard box and place it in the cage designated for waste cardboard. Polystyrene boxes for landfill go into the same cages. These cages are located round the WIMM. In the case of the laboratories on the ground floor waste cardboard and polystyrene boxes can be left in the corridor outside the laboratory unless it poses a trip hazard in the event of a fire.

## **Shipping out**

If you need to return an item or send out a package Jeni Tree (WIMM stores) keeps a selection of polystyrene boxes above her enzyme freezers. If you need a specific size of box please let her know in advance and she will do her best to help. If you are shipping out biological material or other hazardous material you must consult Dr Allan Hayle the WIMM Biological Safety Officer to check that this is done in compliance with the legislation.

Jeni also keeps a supply of bubble wrap that can be used for packing material.

The hospital post room will not accept personal mail collected from the WIMM. The post room will return any personal mail to the WIMM. If sending post from the WIMM that is work related, it needs to have 158 written on the front of the envelope. Post identified in this way will be billed to the WIMM.

## **Recycling**

There are recycling boxes located throughout the WIMM. The waste in these bins must be segregated as indicated on the recycling box. Under no circumstances should anything containing liquid be placed in a recycling box. There is one box in the WIMM coffee lounge designated specifically for recycling aluminium drinks cans. There is one recycling box on each floor for toner cartridges (locations 229c, 364c and 400c). Spent toner cartridges must be placed into the cardboard box that the new toner cartridge has come in and placed into a toner recycling box. Where possible return the spent toner cartridge to the manufacturer. Lexmark/Brother provide prepaid return labels with instructions on reusing the toner box. There are recycling boxes located around the WIMM for waste paper. These are checked on a weekly basis and replaced as necessary.

## **Missing/late/lost deliveries**

1. Check with the company first that the item has been shipped.
2. If it has then ask when it was shipped and ask for a copy of the signed delivery note/courier delivery slip.
3. If the item has been delivered to the WIMM ask Reception to send out a global email to the WIMM staff list with enough details that that

package can be found and identified. You will need a description of the item and the date it was delivered.

4. If a delivery is mis-delivered notify your laboratory manager immediately so that it can be given to the correct person using the order number on the delivery note.