

Bio-hazard Tag Update

Currently there are 8 premises of the university registered as clinical waste producers (Table 1) under the clinical waste control scheme regulated by the Environmental Protection Department. Each premises has a unique premises code (e.g. PC01/RS/00339083) to identify the waste generated. It is important to note that the premises code is shared by all laboratory users working in that particular premises (building).

In order to properly manage clinical waste, it is required that laboratory users label each bag of clinical waste with a yellow bio-hazard tag for identification. To enhance traceability, starting from November 2023, the Safety Office will supply a newly designed bio-hazard tag. The new tag will include the previous features along with an abbreviation of the premises, a 5-digit serial number, and the premises code imprinted on it. Users who still have the previous version of bio-hazard tags can continue to use them until the stock is depleted.

For more detailed information regarding clinical waste, please refer to the policy on clinical waste through the link [Biosafety Documentation](#).

Previous Version



Front view (2023 version)

Abbreviation of Premises

5-digit number

Premises Code



Back view (2023 version)

Date

Department / Room no.

Bio-hazard Tag Update

How to order the new Bio-hazard Tags from Safety Office?

- Download the “Consumables Order Form” from Safety Office
 - Link: <https://www.safety.hku.hk/forms>
- Fill in the basic personal information, quantity and seek approval from budget holder as usual.
- Fill in the abbreviation of premises in the “Remarks” according to the location of clinical waste producer (See Table 1).

In the “Remarks” field, fill in the corresponding abbreviation of premises e.g. BIR.

(Note: BIR stands for Hong Kong Jockey Club Building for Interdisciplinary Research, refer to Table 1)

Consumables Order Form
(2023.08 Version)

To: Chemical Safety Team, Safety Office (chemical@hku.hk)

Date	Department
Building (delivery)	Room (delivery)
*Requested by	*Tel no.
*Name of User (To be shown on the Monthly Statement)	
Account no.	
Remarks (To be shown on the Receipt) <small>(Please see the Personal Information Collection Statement overleaf)</small>	BIR

Items	Unit	Unit Price (HKD)	Quantity	Amount (HKD)
3M Absorbent Pad (6 pieces)	Pack	250		0
Bio-hazard Tag (100 pieces Yellow Identification Tag)	Pack	200	1	200

- Send the form by email to chemical@hku.hk

How to use the new Bio-hazard Tags?

- Make sure you use the tag with the correct abbreviation and premises code that match with the location of waste production. Share use of bio-hazard tag with another premises is prohibited.
- Before disposing the clinical wastes, please fill out the date, department/room no. onto the tag.
- Attach the tag to each clinical waste bag/container.

Table 1 Abbreviation of each Premises

• BIR	Hong Kong Jockey Club Building for Interdisciplinary Research
• DLP	Dexter Man Building, Lab Animal Unit, Pauline Chan Building
• FMB	Faculty of Medicine Building
• MAB	HKUMed Academic Building, 3 Sassoon Road
• MC	Main Campus
• T22	20/F and 22/F, Block T, Queen Mary Hospital
• T6C	6/F, Block T, Queen Mary Hospital (Clinical Trial Centre)
• T8P	8/F, Block T, Queen Mary Hospital