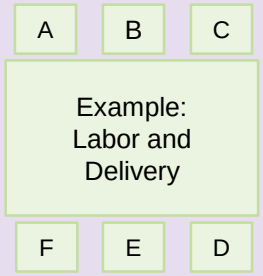
Hospicycle Dock Space Guidelines

Guidance to use this document

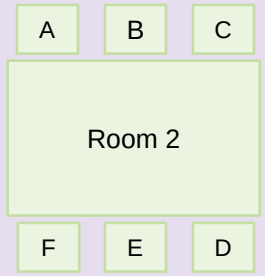
- The following information provides some guidance in the use of the tools included on this presentation.

Materials Identification and Tracking

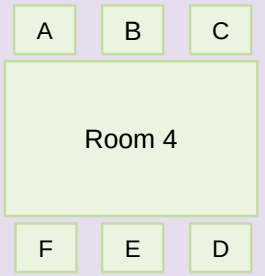
- First step is to identify the materials you are generating at each of the rooms.
- Second step is to account for how much and how frequently the material is been generated.
  - These two steps will be easy to achieve if the hospital completed a Value Stream Map (VSM) of the process.
- On the next page you will find an example of how to track all your materials.
  - Create a table with a list of all the materials that are generated at the different rooms.
  - **Give all the materials a unique number**, for example: Plastics will be B, and cardboard will be G. Anytime you refer to B you know what material is that.
- Next page also provides an example on how to track quantities and frequency of movement
  - Create a table listing the materials by number and account for the amount of material that is generated per room by shift/day/period, etc.
  - The frequency is determined by you, depending on the schedule. Ex. Some hospitals pick up trash every 2 hours – so you need to account for how much is generated in that period of time (kg/2hrs).
- Slide #3 provides an example of the flow of materials.
  - It is necessary to trace where the material's going. Not all the materials have the same flow. Follow the materials flow, do not make assumptions.
  - Identify any intermediate storage location, for how long stays there, and where it's finally going.



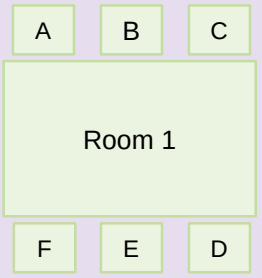
Room 1		
#	Quantity	Frequency
A		
B		
C		
D		
E		
F		



Room 3		
#	Quantity	Frequency
A		
B		
C		
D		
E		
F		



Example	
#	Material
A	Laundry linens
B	Plastics
C	Trash
D	Red Bag Waste
E	Pharma Waste
F	Other Recyclables



Room 2		
#	Quantity	Frequency
A		
B		
C		
D		
E		
F		

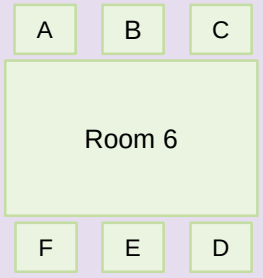
Room 4		
#	Quantity	Frequency
A		
B		
C		
D		
E		
F		

Identify materials generated by area and track approximate quantity and frequency

Dock Area

Room 9		
#	Quantity	Frequency
B		
C		
F		
G		
H		
I		

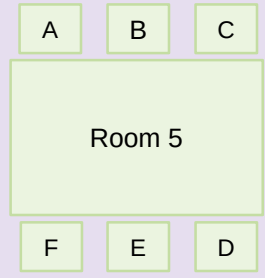
Room 7		
#	Quantity	Frequency
A		
B		
C		
D		
E		
F		



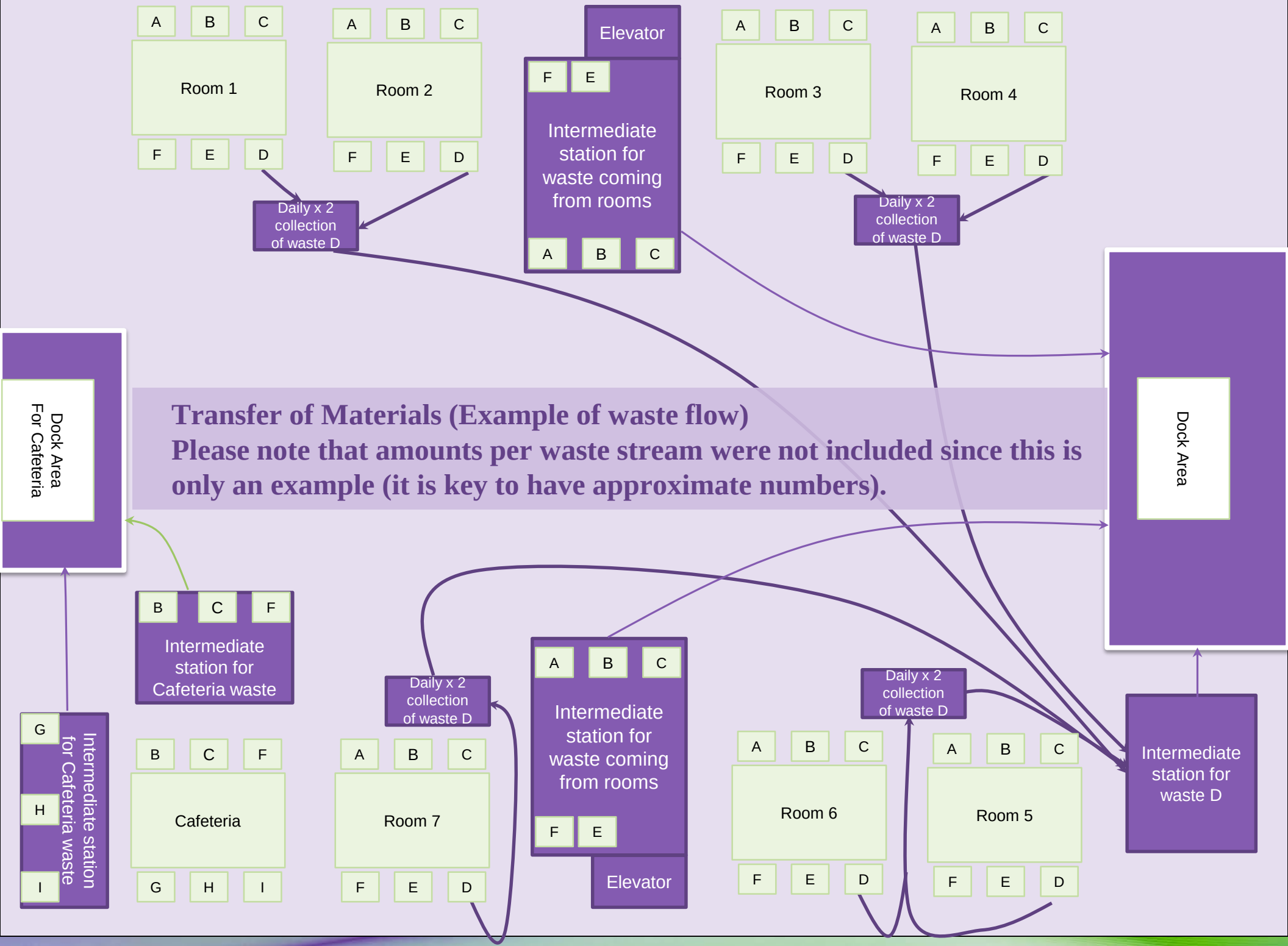
Room 5		
#	Quantity	Frequency
A		
B		
C		
D		
E		
F		

Room 8		
#	Quantity	Frequency
A		
B		
C		
D		
E		
F		

Room 6		
#	Quantity	Frequency
A		
B		
C		
D		
E		
F		



*For the purpose of this example Waste D is Red Bag Waste and the flow is shown with the green line.



Identify the dock that is most suitable for your recycling program based on:

- Proximity to recycling activities
- Proximity to existing recycling equipment such as balers, dumpsters, compactors, totes, etc.
- Availability of space within the dock and the adjacent areas
- Ease of access for internal transfer of recyclables.
- Ease of access for the recyclers

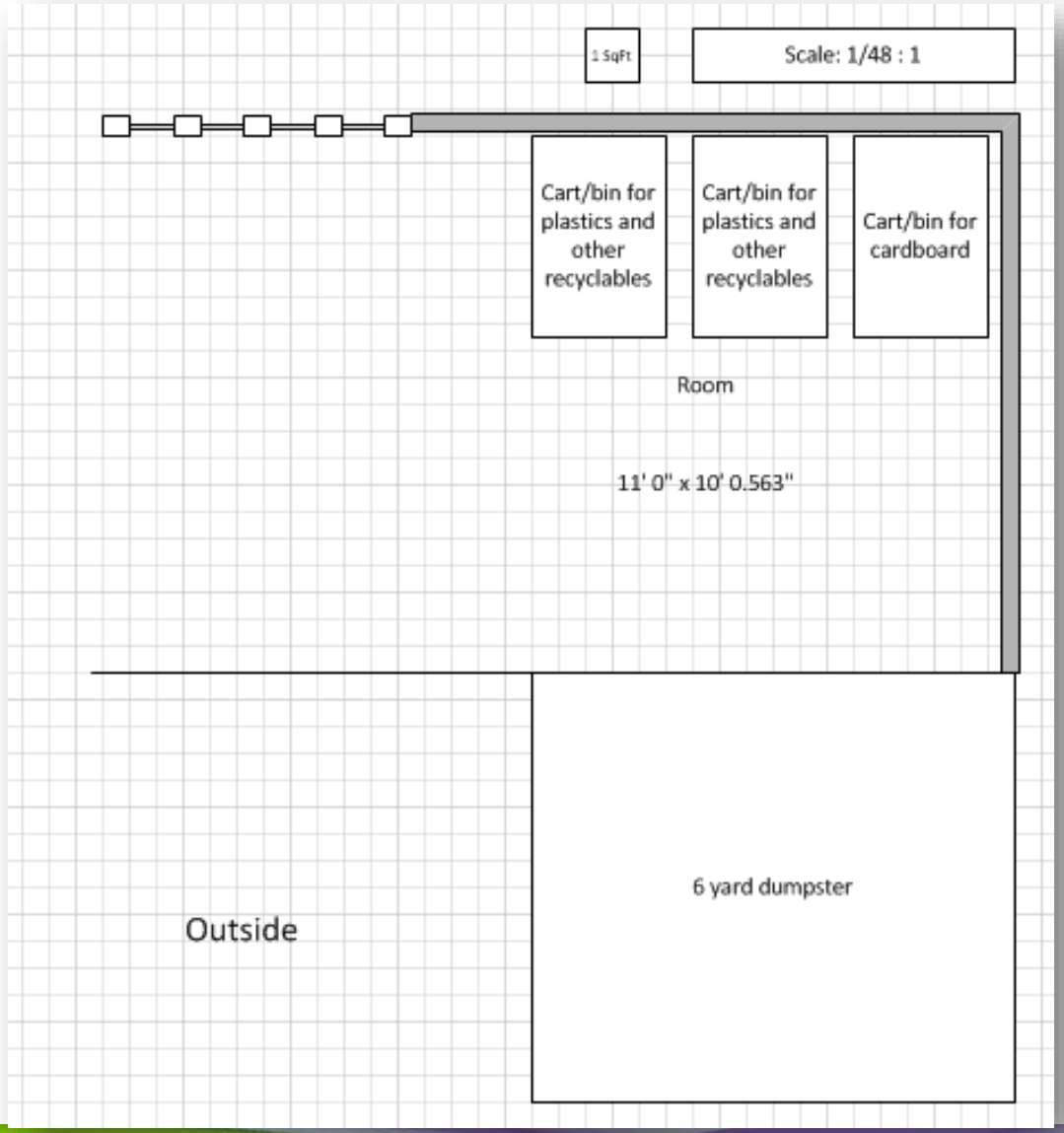
The following layouts show some examples of the amount of space that will be required from your dock space for your recycling program. In addition to this space, please consider internal space for segregation, processing, storage and transfer. Also consider adjacent exterior areas and the flow of materials between each area. The boxes represent equipment that might need to be considered.

Reduced Spaces

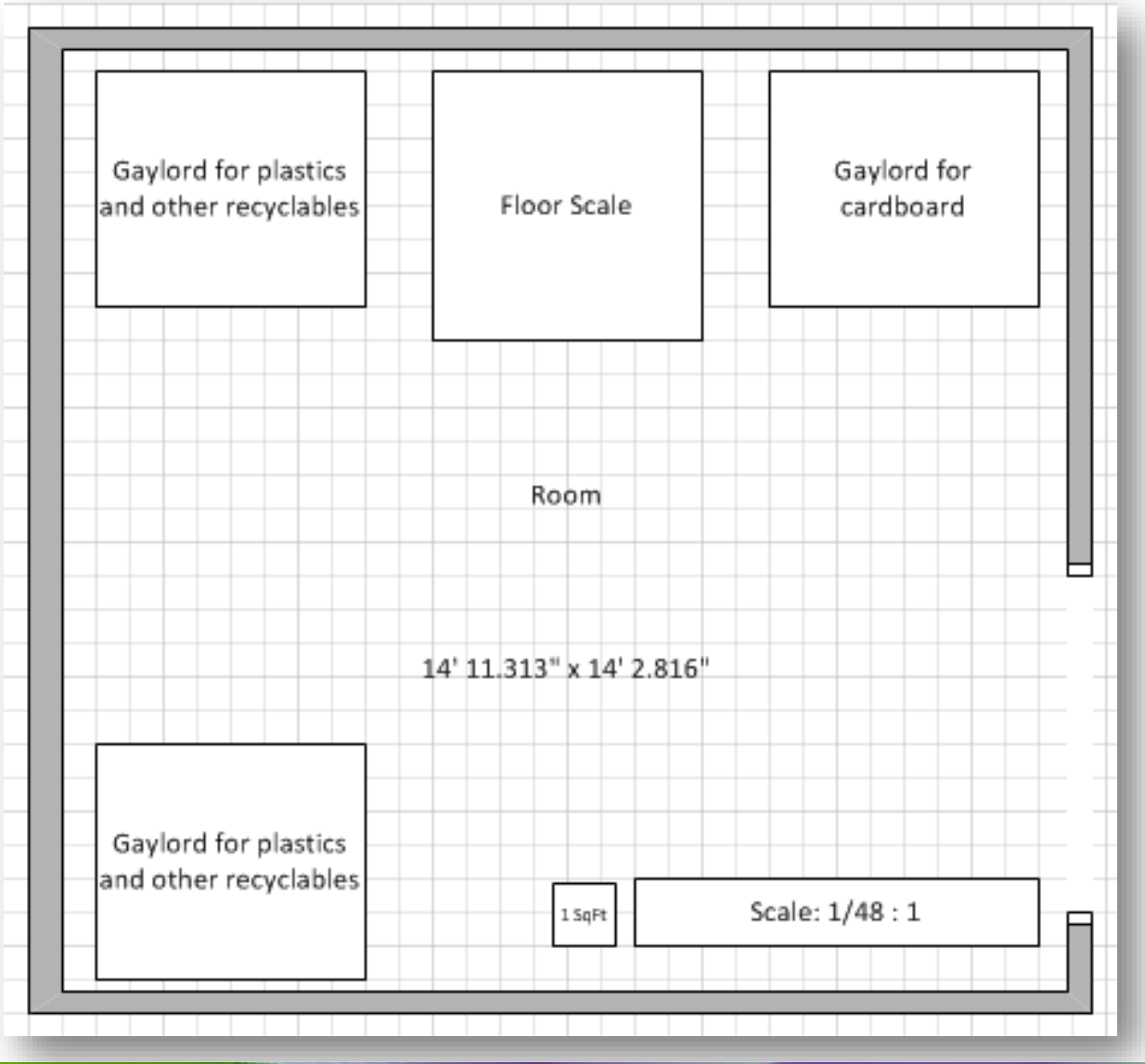
Medium Spaces

Large Spaces

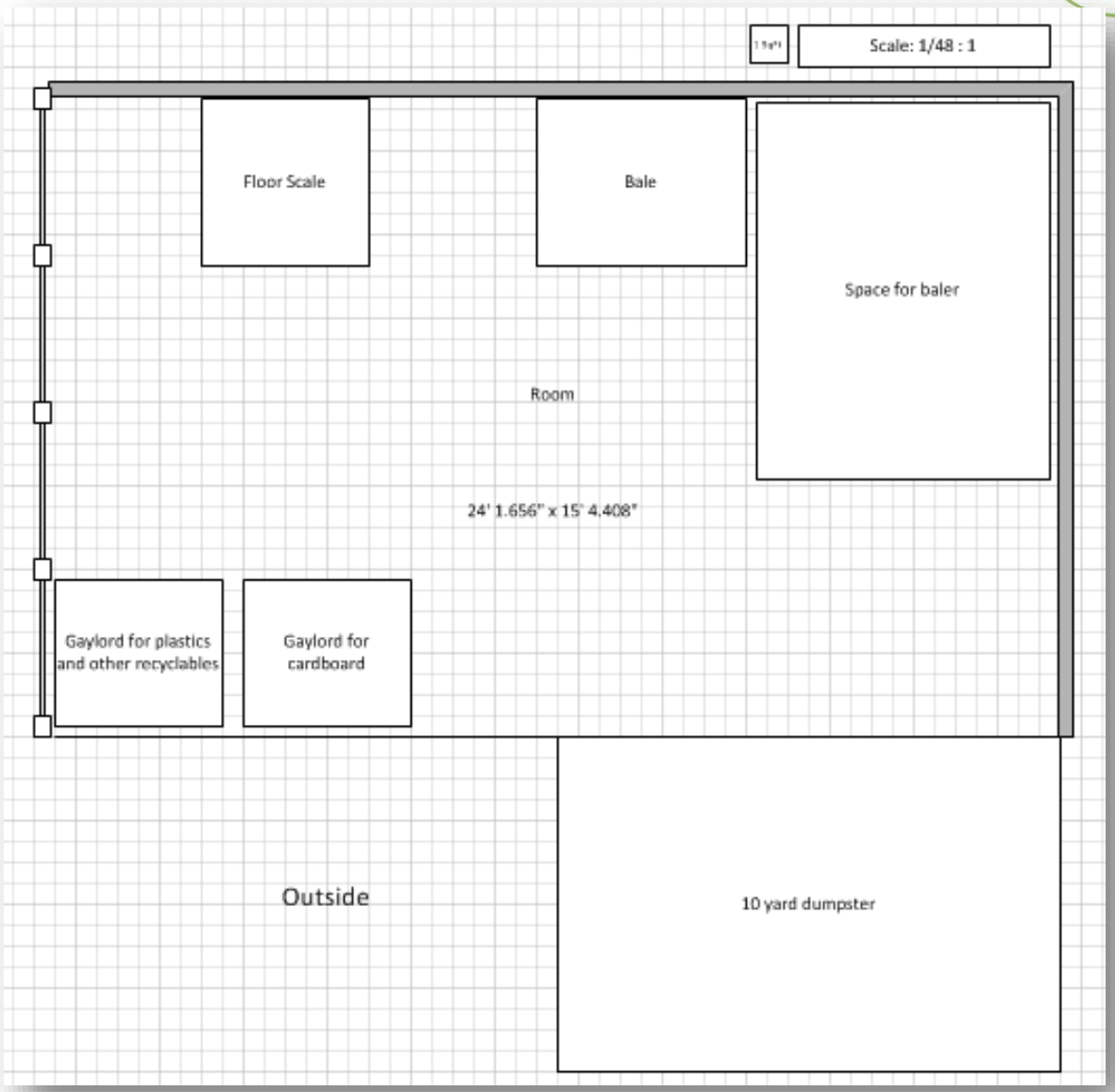
Scenario 1: Reduced Spaces



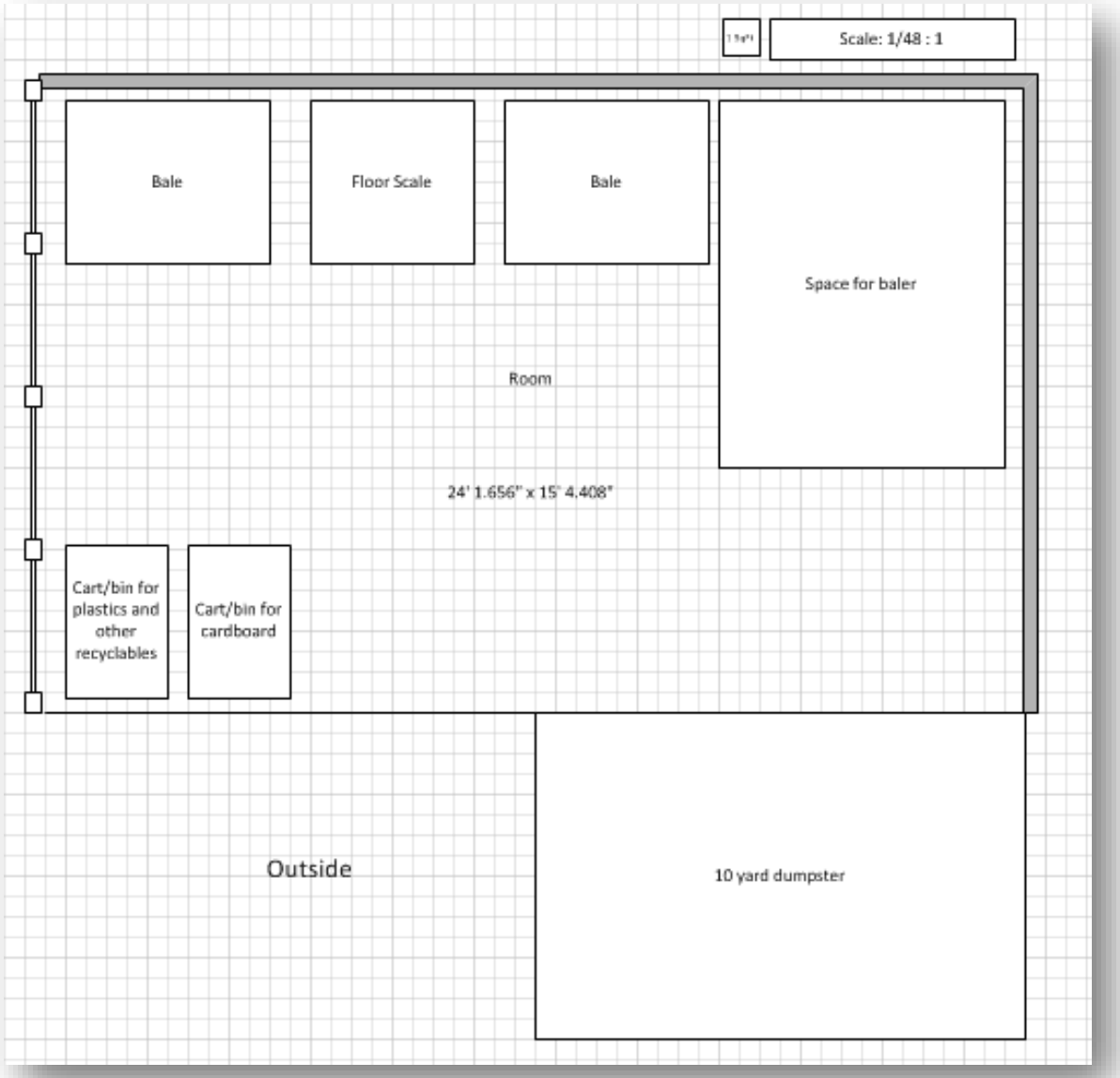
Scenario 2: Reduced Spaces



Scenario 3: Medium Space



Scenario 4: Medium Space



Scenario 5: Large Space