**Site-Specific Procedures for Regulated Medical Waste (RMW) Shipping via Contracted Carrier at** **University of Washington Bothell**

**This SOP (reviewed and updated every 3 years or sooner), developed by:**

Christy Cherrier, Science Lab Manager 10/15/13

**Name and Title Date**

Christy Cherrier, Science Lab Manager 7/14/16

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**SOP Reviewed Date**

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**Sharps Waste** **Shipping Procedures**

**Inner Packaging of Waste**

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| **Who** | **Procedure** |
| **Lab Staff** | **Collect** **sharps waste** in a rigid, red, plastic, biohazard-labeled sharps container. |
| **Lab Staff** | **Securely close and label sharps container when *no more* than 2/3 full**. Write PI name, building, and room number on container. Request pick-up of Sharps waste by emailing [bth2@uw.edu](mailto:bth2@uw.edu). Subject line of email should read: Sharps Waste Collection Request. Body of email should include: Size and number of sharps containers to be collected, building name, room number, contact person, and phone number. |
| **Facilities**  **Services Staff** | **Transport container to secure indoor storage area**. Trained Facilities Staff will bring empty, contractor provided shipping containers (plastic tubs), liners (large, red biohazard bags) and lids to the location where the sharps containers are to be collected. These containers will be loaded and then transported to, and secured inside the Hazardous Waste Conex Container (# 08) located at the UWB/CCC Corporation Yard (18231 110th Ave. W, Bothell, WA 98011). |

**Outer Packaging of Waste**

Note: Staff responsible for Outer Packaging of Waste must also complete the EH&S training class “Regulated Medical Waste Shipping via Contracted Carrier.”

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| **Who** | **Procedure** |
| **Facilities**  **Services Staff** | **Place sharps container into contractor provided shipping container** that is lined with a large, red biohazard bag. Rigid, plastic shipping containers with snap tight lids are used. **Warning: do not place any other type of medical waste into a container with sharps waste.** |
| **Facilities**  **Services Staff** | **Tie the shipping container liner closed with a TIGHT knot** when shipping container is no more than 2/3 full, and close the lid securely (If too full, liner is difficult to tie). |
| **Facilities**  **Services Staff** | **Visually inspect the container.** (If outer shipping container is damaged or visibly soiled, transfer waste to a new shipping container). |
| **Facilities**  **Services Staff** | **Affix the *white* RMW label** provided by contracted waste carrier.   * White labels are generally used for solid & sharps waste * Yellow or orange/red labelsare generally for incineration waste (e.g. animal carcasses, human pathological waste, and trace chemo waste). |
| **Facilities**  **Services Staff** | **Offering the waste for pick-up**. At time of pick-up, a trained Facilities Services staff member will escort the contracted waste carrier driver to the secured storage area and together they will verify the type and number of shipping containers to be transported. Both will sign the shipping papers (either electronic or hard copy). A copy of the signed receipt/paper will be kept for 3 years at UWB Facilities Services in the Chemical Collection Request binder which is administered by the Building & Grounds Supervisor. |

**Site Specific SOP Training/Review of**

**Regulated Medical Waste (RMW) Shipping Procedures**

(Required for all staff placing RMW into shipping containers at minimum every 3 years).

*Note: Staff responsible for Outer Packaging of Waste procedures must also complete the EH&S training class “Regulated Medical Waste Shipping via Contracted Carrier.”*

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| **Name** | **Training/Review Date** | **Signature** |
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