



## Site-Specific Procedures for Shipping Regulated Medical Waste (RMW)

LAB INFORMATION			
<b>Waste Contractor:</b>		<b>Lab/Facility name:</b>	
<b>Location (building/room):</b>		<b>Principal Investigator (PI)/ Supervisor name:</b>	
<b>Main contact for shipping waste:</b>		<b>Phone Number:</b>	
<b>Email:</b>		<b>Location of waste shipment records:</b>	
<b>Completed by:</b>		<b>Date completed:</b>	
INNER PACKAGING			
<b>Who will perform?</b> (Specify job titles or names)			
<b>Waste Type</b> (select all that apply)	<b>Inner packaging procedure</b>		
<input type="checkbox"/> Sharps waste	<ol style="list-style-type: none"> <li>1. Collect sharps waste in red plastic sharps containers labeled with the biohazard symbol.</li> <li>2. When the container is no more than 2/3 full, close the lid and place autoclave tape over the lid and sides without blocking the vent holes. Label with PI name and room number.</li> <li>3. Place sharps container into lined shipping container. Package sharps containers separate from other waste types.</li> </ol>		
<input type="checkbox"/> Solid biohazardous waste (includes bagged <u>and</u> lab glass and plastic)	<ol style="list-style-type: none"> <li>1. Collect bagged biohazard waste in plastic autoclavable waste bags with a biohazard symbol. Double bagging is recommended for petri dishes with agar. Tie or tape bags closed.</li> <li>2. Collect biohazardous lab glass and plastic in a container that cannot be punctured and can be easily autoclaved, such as a pipette box/keeper OR package contaminated items in a sturdy cardboard box lined with a biohazard bag. Label the box with the biohazard symbol and PI name and room number. Seal with "Laboratory Glass" tape.</li> </ol>		
<input type="checkbox"/> Animal waste	<ol style="list-style-type: none"> <li>1. Bag animal waste according to biosafety level:               <ol style="list-style-type: none"> <li>a. ABSL-1 animal waste: place carcass in plastic bag.</li> <li>b. Biohazardous animal waste: place carcass in biohazard bag.</li> </ol> </li> <li>2. Tie or tape bags closed.</li> <li>3. Label with PI name, biohazardous agent and date.</li> </ol>		
<input type="checkbox"/> Human pathological waste	<ol style="list-style-type: none"> <li>1. Collect in biohazard bags.</li> <li>2. Tie or tape bags closed.</li> <li>3. Label with PI name and room number.</li> </ol>		
<input type="checkbox"/> Trace chemo waste	<ol style="list-style-type: none"> <li>1. Collect in yellow sharps waste container</li> <li>2. Label as "trace chemo waste" with PI name and room number.</li> </ol>		



**INTERMEDIATE PACKAGING (EH&S Shipping RMW training required)**

<b>Who will perform?</b> (Specify job titles or names)	
<b>Waste Type</b> (select all that apply)	<b>Intermediate packaging procedure</b>
<input type="checkbox"/> Sharps waste <input type="checkbox"/> Solid biohazardous waste <input type="checkbox"/> Animal waste <input type="checkbox"/> Human pathological waste <input type="checkbox"/> Trace chemo waste	<ol style="list-style-type: none"> <li>Line outer shipping container with a red liner bag (provided by the waste contractor).</li> <li>Place sealed bags or containers into lined outer shipping container.</li> <li>Verify all items are packaged correctly:           <ul style="list-style-type: none"> <li>No loose items</li> <li>All inner packaging is closed</li> <li>No mixed waste or inappropriate waste</li> </ul> </li> <li>When no more than 2/3 full, tie the liner bag in a single, tight overhand knot.           <ul style="list-style-type: none"> <li>The knot must be tight enough to prevent leaking from the bag.</li> <li>Do not use other knot styles such as "bunny ears."</li> </ul> </li> </ol>

**OUTER PACKAGING (EH&S Shipping RMW training required)**

<b>Who will perform?</b> (Specify job titles or names)	
<b>Waste Type</b> (select all that apply)	<b>Outer packaging procedure</b>
<input type="checkbox"/> Sharps waste <input type="checkbox"/> Solid biohazardous waste <input type="checkbox"/> Animal waste <input type="checkbox"/> Human pathological waste <input type="checkbox"/> Trace chemo waste	<ol style="list-style-type: none"> <li>Visually inspect outer shipping containers prior to sealing and labelling. Containers must be intact with no cracks or damage. If container is damaged or visibly soiled, transfer waste to a new shipping container.</li> <li>Close outer container securely to prevent release of materials during normal transport and shipping conditions.           <ol style="list-style-type: none"> <li>Seal cardboard boxes with packing tape (provided by contractor).</li> <li>Plastic tubs are self-latching.</li> </ol> </li> <li>Affix and fill out the appropriate shipping label to the outer package. The labels must match the type of waste. Do not attach incorrect labels and attempt to ship. If you do not have the correct shipping labels, contact the contractor for the correct labels.</li> <li>Transport waste to a secure storage area. Store containers in a secure indoor area with restricted access until pick up. At no time should untreated waste sit unattended in a non-secure area. Specify storage location (building and room):</li> <li>Offer for shipment in person. Do not leave waste unattended for drive to collect. Together with the driver:           <ol style="list-style-type: none"> <li>Confirm the number of containers and type of waste.</li> <li>Ensure containers do not exceed weight limit.</li> </ol> </li> <li>Place a copy of shipping papers into logbook or binder. Maintain shipping records for six years.</li> </ol>

**Do Not Ship If There Are:**

- Cracked, damaged, leaking, overfilled or improperly closed or improperly labelled containers
- Containers that exceed the weight limit (you should be able to lift the package yourself comfortably)
  - 40 lbs for boxes and 17 gallon totes / 60 lbs for 31 and 43 gallon tote



PERSONNEL TRAINING			
Name	Date trained on site-specific SOP	EH&S Shipping RMW Training date	Trained to do which packaging steps
			<input type="checkbox"/> Inner only <input type="checkbox"/> Intermediate and outer
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