

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

ADMINISTRATIVE

SUBJECT: BIOHAZARDOUS MATERIAL

REVIEWER(S): Safety Committee Chair

POLICY

Biohazardous materials, including needles/sharps used in the clinical skills, biology, phlebotomy, and medical laboratory science areas must be placed in appropriate containers, which are disposed of according to OSHA guidelines and Atrium Health Policy. (For further information, refer to the Atrium Health's Waste Disposal Guide.)

PROCEDURE

- A. The decision on what biohazardous material is suitable for educational use is at the discretion of each program chair. The prompt proper disposal of biohazardous waste is the responsibility of the instructor.
- B. Carolinas College of Health Sciences has contracted with Stericycle, Inc., for the disposal of all biohazardous material and sharps containers.
- C. Stericycle provides the supplies necessary to package the biohazardous materials. Sharps containers are purchased through the distribution center. The supplies are stored in the various lab storage areas.
- D. All college teammates using biohazardous materials for educational purposes will follow the uniform biohazard waste disposal process identified in Appendix A.
- E. The Biohazardous Material policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

Atrium Health: [Waste Disposal Guide](#)

Related 2018 SACSCOC Standard

13.8 Institutional environment

Appendix A

Uniform Biohazard Waste Disposal Process

There will be a supply of red hazardous waste bags kept on a clearly marked shelf in storage room 2107.

Step #1: When you have biohazard waste to dispose of you must first obtain a red hazardous waste bag from the storage room and place specimen in the bag. Tie a double knot in the top of the tissue-containing bag in accordance with the instructions from Stericycle (available in the biohazard binder on the red bag storage shelf in the storage room). **NOTE:** Never fill the red bag more than $\frac{3}{4}$ full.

Step #2: will require you to place the first tissue-containing red bag into another red bag and tie a double knot in red bag #2. **NOTE:** For sharps containers, you must place the sharps container in a single red bag and double knot the bag.

Step #3: Obtain a brown cardboard biohazard waste disposal box from the storage room, assemble the box and thoroughly tape the bottom of the box so it will be secure for the vendor for transport. Place the double-bagged waste into the box and thoroughly tape the box top-flaps shut.

Step #4: Place the Stericycle label on the taped box in the specified location indicated as "customer label here." Write the current date in the space indicated on the label. Use only one Stericycle label per box.

Step #5: Complete the CCHS biohazard waste label. You will notice that you must indicate the date and time that Stericycle was notified. Instructions for contacting Stericycle are described in the remaining steps of these instructions. Place the CCHS biohazard waste disposal label on the top of the box.

Step #6: Contact Stericycle by calling 1-866-783-7422. You will be asked by the automated response to provide our account number which is 8116093-203. **NOTE:** the last three digits (203) is our location identifier. Stericycle will provide a date/day when waste pickup will occur at our site.

Step #7: Transport the sealed and labeled box (the use of a cart for this purpose is strongly advised), to the designated pickup site which is outside of storage room 2107.

Step #8: Notify by e-mail all primary users of the CCHS biohazard waste disposal regarding the date/day of pending Stericycle pickup. All primary users will then be apprised of the pickup status and can avail themselves of the scheduled pickup day if additional waste pickup is required. **Primary Users:** MLS – Katie Lingen; GEN – Carla Hanbury and Tracy James; Phlebotomy – Ali Winter; NUR - Sharran Penny; Safety Committee – Melissa Jackson