School of Medicine and Public Health (SMPH)
Wisconsin Institutes for Medical Research (WIMR)
Medical Infectious Waste / Sharps / Bio Hazardous Disposal Procedure

1. **POLICY NAME**: WIMR Medical Infectious Waste / Sharps / Bio Hazardous Disposal procedure

2. **DEFINITION AND PURPOSE**: This document describes the proper procedures in both the handling and disposing of Medical Infectious Waste/Sharps/Bio Hazardous material within the WIMR building.

3. **POLICY AND PROCEDURES**
   
a. Take all Medical Infectious Waste/full Sharps container(s) to Red MERI tilt cart/container in the designated area on floor/lab and place inside.

b. When red tilt cart/container is completely full, take to the designated area on the WIMR Loading Dock (adjacent to Room 1459).

c. When red tilt cart/container is dropped off on the Loading Dock, just take an empty one back to designated area on floor/lab. Every effort will be made to have at least three (3) red tilt carts on the WIMR Loading Dock at all times. The principle of bringing a full one down and taking an empty one back to designated location applies here.

d. Bags which carry **Bio Hazardous Waste** should be brought down to the Loading Dock in MERI drop-off and placed in the white chest freezer. A clipboard will be located near the freezer where each lab can document the contents of what has been dropped off. Please make sure that the contents are secured and sealed.

   **NOTE**: Please **DO NOT** place any Red Bag Waste with Green Stickers in these red tilt carts. Red Bag Waste must be autoclaved and an appropriate “Green OK to trash sticker” applied, then placed in lab equipment corridor for removal by WIMR Custodians.

e. Pickup of Medical Infectious Waste and Biological Waste is currently done on a weekly basis (Wednesdays). However, when the need arises, the WIMR Loading Dock Coordinator will make the call to Madison Environmental Resources Inc. (MERI) at 257-7652 for additional pick-up.

f. The WIMR Loading Dock Coordinator will post a copy of this notice at designated locations as well as the designated area on the WIMR Loading Dock. Additionally, each Lab Manager is encouraged to post and disseminate accordingly in their individual labs.

4. **Of important note**: The following must be strictly adhered to:

   - **All** metal instrument pieces larger than 1/32 of an inch in diameter shall be put in a separate container for disposal.
   - **Chemo** Therapy and pathological waste shall be labeled and packaged separately from other medical waste
• MERI will accept nonhazardous pharmaceutical waste as defined by the DNR. Black list containers will not be accepted by MERI unless arrangements have been agreed to.

5. Any questions and/or concerns regarding this procedure are directed to contact one of the following individuals:

- Jimmy Kruyne (WIMR Loading Dock / Mailroom Coordinator) by email kruyne@wisc.edu or call (office: 1-1032 / Cell: 516-3070)
- Rich Murray (SMPH Mailroom/Loading Dock Manager) by email rpmurray@wisc.edu or call (office: 1-1916 / Cell: 220-6431)
- Eric Lane (WIMR Building Manager) by email ewlane@wisc.edu or call 206-3096

6. EFFECTIVE DATE OF POLICY

March 30, 2009

7. POLICY REVIEW

This procedure will be reviewed annually by the SMPH Mailroom/Loading Dock Manager. The review will be coordinated by the SMPH Facilities Group.