**Packaging Bio-waste**

**Non-sharps:**

**NOTE: Consult EH&S about the disposal of liquid biowaste.**

1. Obtain the necessary supplies—a bio-waste box, two biohazard bags, packaging tape, and a permanent marker. Infectious waste disposal supplies will be provided to you upon request, as well as when bio-waste containers are picked up.
2. Tape the bottom of the box together along all the seams with packaging tape. Line with the two biohazard bags. Fill the box only about 2/3 to 3/4 full, or such that the box weighs no more than 45lbs. As a general rule, if you cannot comfortably lift and carry the box 10 steps, it is too full. Damaged boxes, boxes exceeding 45lbs, or boxes bulging at the seams will not be accepted and will require repackaging.
3. Knot the individual bags and seal the top on all sides with packaging tape, as you did the bottom.
4. Write the lab location as well as the lab generator’s (i.e. Principal Investigator) name and phone number on the top of the box.
5. Submit a waste request for pick-up.

**Sharps:**

Anything capable of cutting or puncturing skin—contaminated Pasteur pipettes, needles and syringes, razor blades, scalpels, microtome blades, glass microscope slides, cover slips, etc.—is considered a sharp and should be disposed of in a hard-walled (plastic) biohazard sharps container. Classification of micropipette tips as sharps or non-sharps waste is up to the discretion of the lab, but the ultimate destination must be either a biowaste box or a sharps container.

1. Place sharps directly into the sharps container. Please make sure to not recap, shear, or bend needles, as this increases the risk of a sharps injury.
2. Fill the container only up to the “full line” marked on the exterior (about 2/3 to 3/4 full), as going over the line also increases the risk of a sharps injury.
3. To close and seal the container, snap the inserts on the top of the container into place (you should hear a click and not be able to open the container again) and use packaging tape to ensure that the lid is fully sealed.
4. Submit a waste request for pick-up.

---

**Our Mission:**

Environmental Health & Safety (EH&S) is committed to providing health and safety services that protect the University community and the environment.
Submitting a Waste Request

Unless a waste removal request is submitted, EH&S personnel will not know to pick up your bio-waste. Requests are submitted electronically on the EH&S website and are used for tracking the generation of bio-waste across campus. You can check and download the schedule of pick-up times for your specific location on the EH&S website under “Biological Safety.” Please submit requests no later than 48 hours before the scheduled pick-up date to ensure that EH&S has enough time set aside to remove the waste.

1. Visit the EH&S website (http://www.cmu.edu/ehs/). Click on “Biological Safety” on the left-hand side of the page. On the “Biological Safety” page, click on the “Biological Waste Pickup Schedule” to check the removal schedule or click on the “Biological Waste Pick-up Request Form” to submit a request.

2. Fill in all the information on the request form as completely as possible. The more descriptive you are, the easier it will be for EH&S to remove the waste. At minimum, submit your name, contact information (Andrew email only), location of the waste, number of boxes, size of boxes, and contents of boxes. This allows EH&S to bring the correct number of replacement boxes and bags and lets us know how the waste should be stored and shipped. Also, if you wish to have any extra supplies brought to you, this would be the best time to request them.

3. Upon submission of your waste request, you should receive a confirmation notice to the email address given in the request form. If you do not receive a confirmation within several hours of the request, contact EH&S.

For any questions on how to properly package and dispose of bio-waste, please contact Andrew Lawson (alawson@andrew.cmu.edu, 8-8405).

Our Mission:

Environmental Health & Safety (EH&S) is committed to providing health and safety services that protect the University community and the environment.