

## **STANDARD OPERATING PROCEDURE**

### **How to Properly Package Boxes Containing Solid Items Contaminated with Biohazards (“Stericycle Boxes”)**

**The biological waste disposal vendor for UTA is Stericycle. Follow the guidelines below when preparing Stericycle boxes with red bag liners for pick up:**

Remember that Stericycle boxes are only for solid biohazardous waste: used gloves, paper towels, disposable laboratory coats, plastic ware, unbroken disposable materials. Stericycle boxes are not for disposable sharps or biohazardous liquids. Please, use puncture-resistant, disposable sharps containers for biohazardous sharps and waste containers marked with the biohazard sign for liquid biohazardous waste (these containers need to be stored in secondary containment and have a waste tag attached to them listing the contents of the container). Also, medications, general trash, and recycling cannot be thrown away in a red bag. Trace chemotherapy waste and pathological waste are forms of medical waste that must be segregated. These items need to be disposed of in other designated containers and marked for incineration.

Never fill the Stericycle box too full. When the box is 3/4 full, it is time to prepare it for pick-up. Also make sure not to exceed the weight limitations of the container (= 43 LBS).

While wearing PPE (gloves, safety glasses, and lab coat) gather the four edges of the red bag from the sides of the container. Twist the top of the bag to seal its contents. Secure the seal with a strong, hand-tied single or gooseneck knot to prevent any leakage if inverted. You can also use a zip tie or tape to secure the knot. Ensure that the bag is completely closed. To close the auto-locking Stericycle box, engage the top flaps and secure both sides to produce handles for carrying. The red bag should not be visible after the container has been closed. If red bag is showing, this is considered an improperly closed package and is a U.S. Department of Transportation (DOT) violation.

In order for the Stericycle boxes to be picked up, please send a request for disposal through CEMS by following the instructions in the [Standard Operating Procedure – Request for Biological Waste Removal](#). Stericycle boxes do not need inventory tags as hazardous chemical waste containers do.



Appropriate PPE (gloves, safety glasses, and lab coat) need to be worn when securing the red bag. The closed auto-locking Stericycle box must not show any red bag once the container has been closed.

Following are examples of Stericycle boxes that are too full, have objects protruding through the red liner/box, are leaking, or are not packed properly and therefore will not be picked-up by EH&S for disposal:

