

The following is provided in an effort to assist you in developing a hazardous waste disposal procedure or policy for your office.

**Note: This does not represent legal advice. Federal regulations and laws of individual states should be evaluated to ensure compliance.**

## Hazardous Waste Disposal Procedure

Universal precautions are observed during all activities to prevent human contact with blood or other potentially infectious materials. All body fluids are considered to be contaminated with infectious organisms. The following procedures are in place to minimize employee exposure:

### Sharps Disposal (needles, lancets, etc.)

1. To prevent needlestick injuries, needles, lancets, or other sharps are not recapped by hand, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
2. A minimum of one durable, closable, leak-proof, and puncture resistant container is conveniently located in each patient treatment area.
3. The sharps container is labeled with the words "sharps waste" or with the international biohazard symbol and the word "BIOHAZARD."
4. Sharps containers are kept out of the reach of children (portable or attached to the wall at a sufficient height).
5. Immediately upon completion of use, all sharps are placed into the sharps container.
6. The sharps container is never over-filled.
7. Prior to becoming over-filled, the sharps container is closed and sealed per factory instructions.
8. Once the sharps container is properly filled, sealed, and labeled, the container is disposed of in accordance with applicable law. (Methods acceptable to ASH are a disposable pick-up service, a mail-in service, use of a chemical hardener with appropriate disposal, or transport to an appropriate disposal site (e.g., hospital) as allowed by local laws.)

### Other Hazardous Waste Disposal (contaminated dressings, etc):

1. Appropriate disposal containers are located in patient treatment areas.
2. Disposal containers are lined with appropriately identified (e.g., red) contaminated waste bags.
3. Staff are provided with, and educated on the use of, gloves when handling contaminated waste.
4. Adequate handwashing facilities are available and used following handling of contaminated waste.
5. Notify the owner of the office, if an exposure incident occurs.
6. Document the exposure incident and any follow-up in a clear concise manner.