

University of Louisiana at Lafayette

Student Health Services

Packing and Transporting Biohazardous Wastes

Standard Operating Procedure

Introduction/Purpose

This document outlines procedures for packing and transporting biohazardous waste to Student Health Services for disposal. These practices and procedures are intended to provide a safe working environment, promote a culture of proactive risk mitigation, and promote compliance with federal, state, and local regulations pertaining to hazardous materials. Biohazardous waste that is contaminated with hazardous chemicals or radiological material has additional regulatory requirements.

Whenever possible, biohazardous wastes should be treated and disposed of on-site. However, handling and transport may be necessary, especially when biohazardous wastes are generated in the field. Wastes that are generated in the field must be segregated and collected using the same principles as in the lab environment.

Scope

These procedures described in this SOP apply to all University of Louisiana at Lafayette research and teaching laboratories generating biohazardous waste that will be transported to Student Health Services for disposal.

Requirements

The Principal Investigator or individual with supervisory responsibility for the lab must assure that all personnel who work with, or who may contact potentially biohazardous material are informed of the hazards and are trained in the proper procedures and equipment needed to avoid exposure, proper disposal of biohazardous wastes, and recognition of symptoms of infection or exposure. Proper documentation of training is required. Untreated biohazardous waste shall be handled only by properly trained laboratory personnel.

Packaging Medical Waste | Medical Waste Disposal

Ensuring Effective Medical Waste Packaging

Generated biohazardous or medical waste must be packaged appropriately for pickup and transport in order to preserve staff, patient and environmental safety, and to maintain compliance with federal, state, and local regulations.

Step 1: Choose a Suitable Container

Collect biohazardous waste in specially designed reusable containers for regulated medical waste or a corrugated box. Corrugated boxes' bottom flaps must be sealed with two-inch-wide, clear packing tape. Printed text and arrows should distinguish the receptacle's top and bottom. The box must be labeled with the Department Name, the name of the Principal Investigator, and the contact phone number. Corrugated boxes are available from Student Health Services.

Step 2: Line the Medical Waste Container with a red biohazard bag

A [red biohazard bag](#) must line the inside of the receptacle, overlapping its four outer sides.

Step 3: Place the Appropriate Medical Waste in the Lined Container

Each state has slightly different definitions of what constitutes regulated medical waste. Please refer to the [Louisiana Department of Environmental Quality](#) (DEQ) for specific information about biohazardous or medical waste. Note that [medications](#), [loose needles](#), scalpels, general trash, recycling, CANNOT be thrown away in a red bag. They must first be placed in a sharps container, which is considered a primary container, before placing them in a corrugated box lined with a red bag. Trace chemotherapy waste and pathological waste are forms of medical waste that must be segregated. These items should be disposed of in other designated containers and marked for incineration. Do not include any liquid in the red biohazard bags.

Primary containers, such as test tubes or sharps containers, can be placed in the lined container, but they must be tightly closed. If the waste has a very sharp or jagged edge that could potentially puncture the bag, do not dispose of it in these bags. Request a sharps container.

Step 4. Tie the Bag, Seal the Container

Once the bag is 2/3 full, it must be secured tightly and closed. While wearing gloves, gather the bag edges and twist the top of the bag to seal the contents. Then should make a strong, hand-tied single or gooseneck knot to prevent any leakage. You can also use a zip tie or tape to secure the knot.

After securing the bag, seal the transport container. For corrugated boxes, staff should seal the top of the box with two-inch-wide, clear packing tape. Be aware that closed red bags should not be visible once the outer container is closed and sealed. Improperly packaged waste or damaged receptacles may be denied pickup by the University vendor.

Step 5. Check the Markings

The box should have appropriate labeling that meets federal, state, and local requirements. It also should include any bar codes or other information from the waste hauler.

Step 6: Request Disposal

Complete the Student Health Services Sharps and Biohazardous Waste Disposal and Supplies Request Form to request biohazardous disposal. A representative from Student Health Services will contact you regarding the drop-off date/time.

Step 7: Transporting Biohazardous Wastes

Use a University-owned vehicle whenever possible for transport. Store and secure the transport container in a location in the vehicle whereby, if an accident were to occur, the container or its contents will not be an exposure risk to the driver or the environment. For example, if transporting materials by car or van, store the container in the back seat or cargo bay. Secure the container with bungee cords or belts to keep the container upright and stable.

When you arrive at Student Health Services, call the front desk (337)482-1293 to alert the staff that you have arrived. You will transport the waste into the facility using the shortest available route (the south-facing door) and move the materials with the aid of a cart. Do not use public elevators if at all possible, and avoid traveling with waste through common public areas. Do not touch door handles, elevator buttons, or other common contact surfaces with gloved hands. (Use the one-gloved hand technique, or get assistance from other staff for opening doors, etc.) Wash your hands after handling the waste.

Cost

Student Health Services will charge the department for the cost of waste disposal and purchase of sharps containers and related supplies as follows:

- a. Biohazardous Waste Disposal: \$65 per box
- b. Sharps Containers: \$25 per container

Cost is subject to change based on vendor prices changes.

Resources:

[Biomedical Medical Waste Solutions](#)

Packaging Procedures For Reusable Containers and Corrugated Boxes

https://www.stericycle.com/content/dam/stericycle/global/documents/RMW_Packaging-Guidelines_Eng-Span.pdf

[Louisiana Department of Quality \(LDEQ\)](#)