

CPFM Department: Facilities Services	SOP Number: CPFM-FS-3
	Effective Date: 4/7/2025
Title: Sharps Waste Removal	Revision Date: 5 years
	End Date: Indefinite
Signature: Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM)	

POLICY: Sharps Waste Removal

PURPOSE: To ensure the safe removal of sharps waste containers from university facilities.

SCOPE: This policy is intended for the building service workers, biowaste technicians and contracted staff (collectively FAC STAFF) who are responsible for removing sharps waste containers from university facilities. This policy covers the three (3) types of sharps containers used in university facilities: broken glass, non-biohazardous sharps, and biohazardous sharps.

Sharps containers are typically located inside labs, at health services clinics, and inside restrooms. Broken glass and non-biohazard sharps waste can be contained within corrugated cardboard boxes or the blue and white glass disposal boxes. Biohazard sharps waste must be contained within red, rigid sharps containers with lids or the orange and white biohazard disposal boxes.

PROCEDURE: Containers labeled *Biohazardous Sharps* must be removed by biowaste technicians. Containers labeled *Broken Glass* or *Non-Biohazardous Sharps* can be removed by building service workers and contracted staff.

Generators of sharps waste submit work orders when a container requires removal. Sharps waste generators must tape or seal the container shut. The container must be clearly labeled as either *Broken Glass*, *Non-Biohazardous Sharps*, or *Biohazardous Sharps* based on what type of sharps waste is contained within. Once sealed and labeled, sharps containers in need of removal should be placed either next to autoclaves, trash cans, or inside the room adjacent to the door.

Prior to removing the containers, FAC STAFF must ensure that the container is properly sealed and labeled, is not damaged or leaking fluids, does not have objects protruding from the container, and does not exceed 50 lbs. If the container does not meet all those criteria, FAC STAFF will notify their supervisor, who will then contact Environmental Health & Safety (EH&S) to resolve the potentially unsafe situation.

FAC STAFF removing broken glass or non-biohazardous sharps containers are required to wear safety glasses and nitrile gloves. Biowaste technicians removing biohazardous sharps containers are required to wear safety glasses, a disposable lab coat, nitrile gloves covered by gloves that are made of thick rubber, leather, or labeled as stick proof.

Broken glass or non-biohazardous sharps containers are to be treated as regular waste. FAC STAFF shall place the removed containers at a designated waste pick-up point. Biohazardous sharps containers must be taken to a designated biowaste storage location and placed inside shipping containers that are clearly labeled with a *Pathological Waste* sticker. The labeled shipping containers are then picked up by contracted vendor for disposal by incineration.