



## SHARPS WASTE REMOVAL REQUEST FORM

### SHARPS WASTE REMOVAL REQUEST INSTRUCTIONS

When your sharps containers are  $\frac{3}{4}$  full contact the Safety Office via one of the following:

1. Email: [bdandridge-thomas@sandi.net](mailto:bdandridge-thomas@sandi.net)
2. Telephone (858) 627-7174
3. Fax (858) 573-5710

Please provide the following information when requesting a sharps removal:

- School name and site address
- Your name
- Phone number
- Days you are at the site

### SHARPS WASTE REMOVAL PROCESS

1. A tracking document will be made by the Safety Office once the request is received and a copy given to the Safety Liaison.
2. A new sharps and shipping container will be brought to your site.
3. Place the properly labeled sharps container inside the shipping container and secure the lid.
4. The full sharps container will be transported by the Safety Office to Materials Control for consolidation and disposal.
5. A tracking document will be signed and a copy will be provided to the site.

**NOTE: The nurse should keep a copy of the tracking document for a period of 3 years and available for review. For sites under a Health Permit another copy will be forwarded to the Chemical Hygiene Office (CHO) from the Safety Office.**

### THIS SECTION MUST BE FILLED OUT BY THE GENERATING SITE

**School Site / Generator:**

**Contact Phone:**

**Generator Site Address:**

**Site Contact:**

**Number of Sharps Waste Containers:**

**Days at Site:**

### UNEXCEPTABLE ITEMS ARE:

- Pharmaceuticals
- Universal Waste (mercury)