

**MONMOUTH UNIVERSITY  
POLICIES AND PROCEDURES**

**Policy: Regulated Medical Waste**

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Director of Compliance/Risk Manager**

**Approved by: Patricia Swannack  
Vice President of Administrative Services**

**I. POLICY**

- A. Monmouth University is a generator of Regulated Medical Waste (“RMW”), as defined in the New Jersey Administrative Code (the “Code”) and therefore, shall comply with the disposal and handling requirements as set forth in the Code. *See* N.J.A.C. 7:26-3A.1. The purpose of both the Code and this policy is to reduce the possibility of injury to employees. Persons violating the Code may be subject to civil and criminal charges.
- B. The following University departments are directly affected by this policy:
1. Health Services;
  2. Athletics (Trainers area);
  3. Biology;
  4. Chemistry;
  5. Psychology;
  6. Facilities Management;
  7. Monmouth Park Corporate Center\*; and
  8. Aquatics (Pool).

*\*note: Monmouth Park Corporate Center is an off-site location and therefore has a different generator ID number*

**II. GUIDELINES FOR DISPOSAL OF REGULATED MEDICAL WASTE**

- A. RMW shall be segregated into three categories:

1. Sharps;
  2. Fluids; and
  3. Other RMW.
- B. The RMW shall be collected in separate containers provided for each type of RMW. For example:
1. Razor blades, scalpel blades, and syringes shall be collected in sharps containers;
  2. Culture transfer devices, blood saturated items, and other paper or cloth related items shall be collected in a Bio-Hazard bag; and
  3. Fluids (quantities greater than 20 cubic centimeters) shall be placed in a container, sealed and placed in a Bio-Hazard bag.
- C. RMW containers shall be located in a secure area protected from the elements, vandalism, insects, and rodents. Each department shall designate such an area for RMW storage.
- D. All employees handling RMW shall utilize universal precautions in accordance with the Monmouth University Bloodborne Pathogens Exposure Control Plan.
- E. All RMW shall be picked up by Facilities Management upon the request of a generating department. Pick-ups shall be made by Facilities Management no later than the end of the next business day following receipt of the request. In the event that a pick-up is not made within this time frame, departments shall immediately contact the Director of Compliance/Risk Manager at x5355 (732-263-5355). All containers shall include department name and date of pick-up.
- F. Information needed for the Generator's Annual Regulated Medical Waste Summation Form (the "Form"), for the preceding 365 day period must be submitted by the Director of Compliance/Risk Manager to cover treatment and disposal of all RMW generated at the University during the period of June 22 of a given year through June 21 of the next year. The Director of Compliance/Risk Manager shall complete the Form and maintain copies on-site for three years from the date of the report.

### **III. PACKAGING, LABELING, AND MARKING**

- A. Facilities Management employees involved in the disposal of RMW shall be properly trained to handle such materials. All RMW shall be packaged only by Facilities Management personnel who have received such training. All packaging, labeling and markings shall be done in accordance with the Code.

- B. Boxes, containers and box tape used for RMW shall be obtained from Facilities Management or the RMW hauler. All containers shall bear markings including the generating department's name and date the container was filled.

#### **IV. STORAGE OF REGULATED MEDICAL WASTE**

- A. RMW containers shall be stored in the designated containment/storage compartment located in the Hazardous Waste Accumulation Area inside the trash and recycling transfer yard. The area shall be secured and protected from the elements, vandalism, insects and rodents. Both the general public and other unauthorized personnel shall be denied access to this designated storage area. RMW containers stored in the designated compartment shall be arranged with their labels facing outward so they can be easily seen for inventory, loading and inspection purposes.

#### **V. REGULATED MEDICAL WASTE TRANSPORTERS**

- A. The University may use only medical waste transporters that are registered with the Division of Solid Waste Management, New Jersey Department of Environmental Protection who have notified and received authorization from the United States Environmental Protection Agency (USEPA).

#### **IV. TRACKING FORM FOR REGULATED MEDICAL WASTE**

- A. A basic part of the RMW Program designed for regulated disposal of RMW is ensuring its proper transportation to an appropriate disposal site. This is done by using a New Jersey Medical Waste Tracking Form (the "Tracking Form"). The Tracking Form shall be filled out by the RMW transporter.
- B. The Tracking Form shall be reviewed by a properly-trained Facilities Management Employee present for purposes of verifying its accuracy and signed by the employee. After the RMW transporter has also signed-off, a copy of the tracking form shall be given to the Facilities Management Employee who signed the Tracking Form.
- C. Copy 1 of the Tracking Form shall be mailed back to Facilities Management after the RMW is received by the disposal facility. A disposal facility representative shall sign-off on the Tracking Form. Both copies of the Tracking Form received by Facilities Management shall be forwarded to and maintained by the Director of Compliance/Risk Manager for at least three years from the date the waste was accepted by the RMW transporter.