

Biohazardous Waste Container Checklist SOP- Draft Page 1 of 2

ScienceBridge Tech Site Standard Operating Procedure (next edit: Needs to be moved to correct form)

Title: Biohazardous Waste Container Checklist- Draft		
Original Issue Date: 6/3/19	Revision Date: 6/3/19	Pages:
Originally Prepared By: Vyna Nguyen, Nicole Romero, Joshua Gomez	Revised By:	Approved By: Draft form: Lisa Yoneda
Scope	For use by biotechnology student at the ScienceBridge Tech Sites when properly preparing and handling a bio-hazardous waste container.	
Objective	This SOP sets the procedural specifications for properly using the biohazardous waste container checklist.	
Materials	1. Biohazardous Waste Container Checklist	
Equipment	1. Sharpie	
Supplemental Aids	Biohazard Waste Container SOP	
Safety	No safety equipment required when handling the Checklist.	
Quantity	New printed copy of checklist whenever handling the biohazardous waste container (one checklist to be shared between ALL teams until complete).	
Protocol	<ol style="list-style-type: none">1. Obtain checklist from the Risk Management binder.2. Date the checklist with date of when handling begins.3. Follow the checklist step-by-step to properly handle the biohazardous waste container.4. When ALL tasks are complete, initial with date and name.5. Return to Risk Management binder for your records.	
Documentation	Keep constant communication with other Risk Management teams in regards to what has been completed on the checklist in the communication log.	
Storage	To be kept in the Risk Management binder at all times	
Quality Control	If there is a problem with the Biohazardous waste container, notify Ms. Yoneda immediately.	
When	Use whenever handling the biohazardous waste container.	

Tech Site Kit: <i>Group</i>	Biohazardous Waste Container: <i>Risk Management</i>
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Biohazardous Waste Container Checklist

Setup by:

(Bin label, weigh bin, new bag,
start checklist)

Date Started:

- When to check Record date, initials, period

Once a month		
After each lab		
In June before school ends		
Requests from Cell Culture or Media Specialists (check e-mail)		
When Ms. Yoneda requests		

- What to do when a Biohazard bag is $\frac{2}{3}$ full:
 - Fully seal the bag (twist, knot, ziptie)
 - If bag is ripped or not properly sealed, get a new biohazard waste bag and place ripped bag inside***
 - Set up new biohazard waste bags
- What to do when the Biohazard bin is $\frac{2}{3}$ full:
 - Start Request Removal form
- What to include on the Biohazard Waste Bag
 - Name: Mira Mesa High School
 - Address: 10510 Marauder Way, San Diego, CA 92126
 - Date:
 - Type of waste:
- What to include on the Removal Request Form
 - Date
 - Site Name: Mira Mesa High School
Phone Number: 858-566-2262
 - Requested by: Lisa Yoneda
 - Located of Stored Hazardous Waste: Room 224-A
 - Describe Type of Hazardous Waste: On secondary container
 - Size of Container: Total weight of bin-Empty bin weight
 - Note: Empty bin weight = (_____)

Additional Notes:

Completed By: _____
Date Completed: _____