1. Assemble the biomedical (BMW) box by folding opposite flaps and taping bottom in an ‘H’ pattern using clear packing tape. Do not interlock flaps and do not use colored tape (black tape is for illustration purposes only).

2. Flip box right side up and fold flaps down to the outside of the box.

3. Line the box with a red biohazard LINER bag that is marked and certified as having passed the tests prescribed for tear resistance in ASTM D1922 and for impact resistance in ASTM D1709. Label the bag with the date, PI name, location and phone.

4. All infectious/potentially infectious waste must be stored in a covered, leak-proof container lined with a red AUTOCLAVE bag (Fisher or VWR – the liner bags provided by Stericycle cannot be autoclaved!). This waste must be autoclaved prior to placing it in the red bag lined biomedical waste box. Best practice is to autoclave this waste at the end of each work day but at a minimum, it should be autoclaved at the end of each week.

5. Do not put sharp or “pointy” items directly in the red bag as they can easily puncture the bag, potentially causing injury.

6. Medical sharps (needles, lancets, scalpels) must always be disposed of in an approved sharps container. Once containers are 3/4 full, they should be closed and labeled with the PI name, location, phone number and date. If any non-sharp items are placed in the sharps container (i.e. Kimwipes, gloves, wrappers from syringes/needles), the container must be dated when the non-sharps item is placed inside of it and disposed of within 30 days.

7. Other sharp items that can cut or puncture skin and/or the red bag (i.e. pipet tips, serological pipets, glass slides/cover slips, razor blades) should be placed in a sturdy secondary container prior to disposal in the red bag. This may be a sharps container, a sturdy cardboard box lined with a red bag, an empty media bottle, etc.

8. Do not overfill boxes (maximum weight is 55 lbs) and do not use feet or hands to compress contents. This may cause injury and/or generate potentially infectious aerosols.

9. When the box is ready to be closed (when bag is full or within 30 days of the first waste item being placed in the bag), twist the red bag and tape it shut. Twist it again, double it over and tape it again. The bag should already have a label (step 3).

10. Tape the box in an “H” pattern as in step 1 and label the box with the PI name, location, phone number and date. Remember to use clear tape!