

**Department of Safety & Risk Management
177 Plains Rd
Kingston, RI 02881**

Instructions for Packaging Biohazard Waste

1. Obtain Biohazard Waste box and red liner bags from SRM.

2. Preparing the Box

Before filling, take a few minutes to set the box up properly:

- Fold it into shape and use the tape to seal the bottom first.
- **Do not four-way the box as it will not hold when the box is full!!**
- Run one strip of tape the length of the seam where the two large flaps abut.
- Then run a second strip of tape to the left, and a third strip to the right of the center seam. This is important because it offsets the load on the seam once the box is full.
- Follow the same procedure for the side flaps.
- Turn the box over, and tape down the two pairs of opposite corners.
- Line the box with two red bags.
- The box is now ready for use.

3. Filling the Box

Most boxes are printed on the outside for 50 pounds. However, please do not exceed 35 pounds per box!!

4. Sealing the Box

When the box is ready to be sealed, follow these simple steps:

- Expel all air from the red bags, twist the tops several times and seal by wrapping with tape.
- Continue twisting the tops of the bags and fold over to form a “gooseneck”. Wrap with a second length of tape.
- Apply a Waste Generator label to the outer bag before sealing the box.
- Seal the top and sides of the box as before, using three separate offset strips of tape per seam.

5. Pickup

Pickup is scheduled every other Tuesday. Call 874-2618 to schedule a pickup at least 24 hrs in advance. Have boxes sealed and ready by 8:30 am the morning of pickup.

Leave the box on the loading dock unless prior arrangements have been made. If it is raining, leave the box just inside the door so it doesn't get wet. Be sure not to block the door.