

**SHARPS WASTE REMOVAL REQUEST FORM**

**SHARPS WASTE REMOVAL REQUEST INSTRUCTIONS**

When your sharps waste containers are ¾ full contact the Safety Office via one of the following:

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

Please provide the following information when requesting a sharps removal:

- School name, site address and phone number
- Your name and days you are at the site
- Number of full sharps waste containers for pick-up

**SHARPS WASTE REMOVAL PROCESS**

1. Properly label the full sharps waste containers.
2. Once your removal request was received by the EHS Office, a tracking document will be prepared and given to the Safety Compliance Technician.
3. An empty sharps waste container will be delivered to your site as a replacement.
4. Place full sharps waste containers inside the shipping container and secure the lid.
5. Sign the tracking document. The full sharps waste container will be transported to a designated consolidation facility (Warehouse & Distribution Center) for subsequent disposal and treatment.
6. A copy of a completed tracking document will be provided to the site for record-keeping\*.

\*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 Unified Program Facility Permit, another copy will be forwarded to the designated Chemical Hygiene Office (CHO).

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

**School Site / Generator:**

**Contact Phone:**

**School Site / Generator**

**Address:**

**Site Contact / Staff List:**

**Number of Full Sharps**

**Waste Containers:**

**UNACCEPTABLE ITEMS:**

- Pharmaceutical Waste
- Universal Waste (mercury)