

January 16, 2018

Fred and Pamela Buffett Cancer Center Research Laboratories:

Hello!

There has been some confusion on a couple aspects of the reusable sharps containers. Please share this with all members of your lab as new information has been added. This is still a pilot project and compliance is required in order for this to continue.

1) Please DO NOT place your sharps container in a red bio bag before placing them on the cart. This is unnecessary and the machines that sterilize the containers cannot function with the bag on. Items are secure inside the sharps container. If these items are actually biohazardous you can place them in the big red bio bin (not a sharps container). Please do not place serological pipettes and tips into the sharps containers, as they are not actual sharps. They should be disposed of in a separate box, as before. Boxes used for collection of pipettes and tips, must be properly lined with a plastic bag. **PLEASE do not take** red bio bags for use in cardboard boxes (to dispose of tips, serological pipettes, etc.). Labs should obtain their own plastic bags to line boxes appropriately. Once collection boxes are full, they should be sealed shut and placed within the red bio bin.

2) When returning your sharps container to the bio room, please make sure you place it on the correct cart. Full containers go on the (right) cart in front of the sign on the wall stating: "Place full research sharps containers here".

You can take a sterilized container back to your lab (please replace one for one) from the (left) cart with the sign: "Pick up Empty Research sharps containers here".



Do not take a container from the cart for the hospital, only take empty containers from the research cart. Their sharps containers are a different size, have a different lid, and are part of a different contract. Taking from this cart affects patient care.

If you still have sharps containers that you purchased prior to moving, you can continue to use them. When they are $\frac{3}{4}$ full, please place them in your large red biohazard bin as you did prior to moving. You **DO NOT** need to order more sharps containers. New containers are being provided to you at no cost.

The smaller benchtop containers should sit in the provided 'stability bases'. These bases come with double sided tape should you want to affix it to the counter. The clear lids to the containers cannot be removed.

The larger containers are designed to sit on the floor and come with a movable stand that opens the lid with a foot pedal. The lids cannot be removed. The cart stays with the room when the sharps container is full, do not leave the rolling cart in the room with the sharps containers. For instructions on getting your container in and out of the cart please see below.

When either of the new sharps containers are $\frac{3}{4}$ full you will:

- Remove small containers from the stability base, those stay with the lab.
- To close, place the provided round, red, stopper in the top of the sharps container
- Remove larger containers from the movable cart as those stay with the lab too, see step by step instructions below.
- Take the container to the 1st floor/dock level
- **Please note: dock is very active due to patient care activities, please pay attention and be safe. If at all possible, please go after 1pm when dock is less busy.**
- Use your I.D. badge to gain access to the biohazard room: 1.12.108
- On the right side of the room, in the back, there will be 2 carts. Full containers go on the (right) cart in front of the sign on the wall stating: "Place full research sharps containers here".
 - If that cart is full, do not leave your container on the floor. Please take it back to your lab and bring it back the next day, as the cart will have been replaced.
- You can take an empty container back to your lab (please replace one for one) from the (left) cart with the sign: "Pick up Empty Research sharps containers here".
- Do not move the cart or touch any other containers or items within the room.
- Take new sharps container back to your lab and place it back in the stability base or stand. Save the red stopper for replacement when the container is full.
- All new containers have been cleaned and sterilized.

Thank you for taking part in this program. You are preventing thousands of sharps containers from going to the landfill while saving your lab precious research dollars.

If you have any questions about the program, or need more containers that what you originally requested, please email LiveGreen@unmc.edu

Thank you!

Step by step instructions for installing larger sharps container in movable cart:

- 1) Fully open latch on top and bar with loop forward, making sure the notched part of the bar is between the 2 vertical supports.



- 2) Place sharps container in cart with red handle towards the back. Close the latch.



- 3) Keeping the loop horizontal, line up the bar with the loop against the red tab on the clear lid.



- 4) Place the cart against a non-moving item such as a wall or cabinet and use the base of your hands to push the loop onto the tab. ****Be careful so you do not pinch your hand when the loop slides into the tab!** As both the carts and containers are new, they are very tight. This will improve over time.



5) When snapped into place it will look like this and the foot pedal will now open the lid:



To remove the sharps container once it is $\frac{3}{4}$ full:

- 1) Place cart against a non-movable object such as a wall or cabinet. Grab the bar with the loop and while pushing against the container, pull the loop off of the tab. ****Be careful so you do not pinch your fingers in or around the bar!**



- 2) Open the latch, grab onto the red handle, and pull the container up.



- 3) See bullet points above to return this container and pick up an empty one.