1.0 Purpose:
The purpose of this Standard Operating Procedure is to explain the proper handling and disposal of biological waste in the Annex.

2.0 Scope/Responsibility:
These procedures are initiated and reviewed by the Facility Manager and completed by TRACS husbandry staff, and laboratory staff who have been trained by Stericycle.

3.0 Materials:
   3.1 Appropriately sized waste container (secondary container)
   3.2 Red biohazard bags
   3.3 Manifest
   3.4 Label

4.0 Procedures:
   4.1 Obtain the appropriate sized container from the accumulation site (shed).
   4.2 Take the container to the site where it will be utilized for waste accumulation.
   4.3 Place a red liner inside the waste container.
   4.4 Place all biological waste, including CLOSED sharps containers, in the lined container.
      4.4.1 Note: Chemotherapy waste, pharmaceutical waste, and pathology waste cannot be placed in this container!
   4.5 The bag will be sealed by trained laboratory personnel when the container is approximately 2/3 – 3/4 full or the day before pick up by twisting the top of the bag and forming an overhand knot. Do NOT use tape of any kind to seal the bags.
      4.5.1 Note: Waste must be picked up every 7 days. The pickup day is Wednesday.
   4.6 Trained personnel will transport this sealed and closed container to the accumulation site.
      4.6.1 Exit through the vivarium.
         4.6.1.1 Spray the outside of the container (especially around the lid) with Cavicide.
         4.6.1.2 Remove shoe covers and gloves when exiting the vivarium.
         4.6.1.3 Place shoe covers and gloves into the container near the exit door.
      4.6.2 Exit through the north lab corridor door.
         4.6.2.1 Spray the outside of the container (especially around the lid) with Cavicide.
         4.6.2.2 Wait 3 minutes for the disinfectant to work.
         4.6.2.3 Remove ALL PPE prior to exiting the north door.
         4.6.2.4 Disable the alarm prior to exiting (DO NOT PROP THE DOOR OPEN!)
4.7 Complete paperwork
   4.7.1 Place the manifest label on the side of the sealed and closed container, date the label and leave it in the designated area of the accumulation site for pick-up by STERICYCLE.
   4.7.2 Write the building name (Annex) and room number on the bag with a sharpie.
   4.7.3 Complete the information on the medical waste log.
   4.7.4 Place the container the farthest in the rear of the shed as possible. Containers can be stacked one on top of the other as long as the container on top is equal or lesser sized.
   4.7.5 If entering through the vivarium, don a new pair of gloves and shoe covers at the door (you must also have your lab coat on).

4.8 The trained lab person will then get a clean appropriate sized STERICYCLE container and take it back up to their lab for use.

4.9 On Monday, before the Stericycle pickup, the designated trained personnel will check all containers, and sign the manifest. Stericycle will write the number of containers on the manifest.

Revision History:

<table>
<thead>
<tr>
<th>Revision</th>
<th>Author</th>
<th>Revisions Made</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Crystyn Chase</td>
<td>New SOP</td>
<td>11/2/2011</td>
</tr>
<tr>
<td>01</td>
<td>Lisa Laughlin</td>
<td>Rev 01</td>
<td>8/26/2015</td>
</tr>
</tbody>
</table>