



Cardboard Biowaste Box Collection Procedures

Cardboard biowaste boxes can be used for solid biowaste and pathological waste. Pathological waste must be labeled as “Incinerate Only” (defined below). Labs must ensure that the following measures are taken to avoid leaking boxes:

- A. **Avoid placing liquids in the cardboard boxes.** If this is unavoidable, then add enough absorbent material to capture all liquid. Collect plastic serological pipettes and other waste in a manner that avoids puncturing the plastic bags. (Use a collection box, e.g., the Terminal® Pipet Keeper™ Disposal Container or similar. See us.vwr.com/store/catalog/product.jsp?catalog_number=11214-715)
- B. **Train employees on proper packaging,** using the procedures below:
 1. Assemble the box using packing tape.
 2. Line the cardboard box with **two** red bags.
 3. Place BL1 and BL2 solid biowaste inside the red bags within the cardboard box.
Note: Harvard policy and Massachusetts state law do not require BL1 or BL2 waste to be autoclaved prior to placement in the bins. However, your laboratory may have an SOP that requires autoclaving certain biowaste - *check with your PI for any additional requirements before disposing of biowaste.*
 4. Closed sharps single-use containers can be disposed of in the cardboard boxes. Sharps must be placed in an appropriate sharps container.
 5. When the box is ¾ full, tie a knot to close up the red bags, cover the box with a lid, and tape the box shut with packing tape.
 6. Write the lab name, building, room number, and phone extension on the side of the box. Custodians will not pick up boxes without this information. Custodians will affix a preprinted generator barcode label at the waste storage rooms.
 7. Request a pickup of the sealed box in a pre-arranged or obvious area. Do not leave boxes in hallways.

Contact Numbers for Cardboard Biowaste Boxes	
Request pickup of sealed cardboard boxes or delivery of unused boxes and red bags	FAS: FMO Custodial at 617.312.2489 C&W Services at 617.495.3778 (For Bio Labs and Herbaria Only) HMS: Operations Center at 617.432.1901 HSDM: Operations at 617.432.1405 HSPH: Custodians at 617.432.4270



Pathological Waste “Incinerate Only”:

Animal carcasses/body parts, human organs/tissues, and discarded material saturated with body fluids **must be labeled with “Incinerate only” sticker** when placed in a lined-cardboard biowaste box to indicate the required treatment method. Regular biowaste treatment is not adequate for the disposal of pathological waste. Pathological waste **cannot** go into the reusable grey biowaste bins.

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Laboratory Safety