

PLEASE READ COMPLETELY BEFORE PROCEEDING

SHARPS
Compliance, Inc.

SHARPS RECOVERY SYSTEM™

12 1-Quart Containers for Sharps Waste #10112
**INSTRUCTIONS FOR PROPER #10112A
PACKAGING AND RETURN**

This Sharps Compliance, Inc. **Sharps Recovery System™** contains everything required to safely dispose of sharps medical waste, and properly package the kit in accordance with U.S. Postal Service regulations for mailing to a disposal site via the U.S. Mail. Return postage will be paid by Sharps Compliance, Inc.

PREPARATION FOR USE

1. Open white outer shipping box and remove a 1-quart container. (Figure 1)
2. Open the plastic bag and remove sharps container.
3. **Don't discard the white return box, plastic bag or the inner box.** Save all components in a dry area. They must be used to properly reassemble the container kit prior to mailing for disposal.

USING THE SHARPS CONTAINER

1. Place the sharps container near the point of use, but always keep away from children and untrained persons.
2. Place used syringes, needles and lancets into the container with the sharp end pointed away from you. (Figure 2) **DO NOT FORCE** sharps into the container or try to compress the sharps waste inside the container. **DO NOT OVERFILL** the sharps container.
3. When the sharps container is full, securely close the container by firmly snapping the cap over the opening. Make sure the lid is securely closed. Place the yellow "FULL" label on the lid. (Figure 3)

PROPER ASSEMBLY FOR RETURN TO DISPOSAL SITE

1. Place the filled and properly sealed sharps container into the plastic bag (Figure 4) and securely seal the plastic bag using the twist-tie provided. (Figure 5) Repeat with all 12 containers.
2. When the last filled container has been placed in the inner box (Figure 6), close and securely seal the box with tape.
3. Place inner box into the white outer shipping box. Securely seal the white outer shipping box using the lock closure. Place a strip of tape over the locking closure to secure it in place.
4. Enter your complete return address on the Merchandise Return Service Mailing Label located on the top of the white outer shipping box.
5. Remove the manifest form from the plastic pouch located on the outside of the white shipping box. Fill out the manifest form completely and sign it. Remove copy #4 of the manifest form and retain it for your records. Place the three remaining copies of the manifest form into the plastic pouch located on the side of the white shipping box. Seal the pouch.
6. Take the properly sealed kit to any U.S. Post Office or give to your postal carrier for mailing. Postage will be paid by Sharps Compliance, Inc.

If you have any questions or comments about these instructions, please call Sharps Compliance, Inc. at 1-800-772-5657.

IMPORTANT HANDLING INFORMATION

Important handling information for your sharps container

- ♦ Do not expose container to extreme heat.
- ♦ Do not overfill or force objects into container.
- ♦ Never put fingers or hand into container.
- ♦ Never try to retrieve anything from container.
- ♦ Keep container away from children.
- ♦ Never put container into household trash.

FOR ASSISTANCE CALL 1-800-772-5657

HEMCARE PATIENTS: The original Tracking Form has 4 copies. The bottom of each one is labeled as follows: (1) File. (2) Disposal Site, (3) Disposal Site and (4) Generator (which may already have been removed). If the top portion of each copy has been filled out, and the Generator copy has been removed, **BE CERTAIN THE THREE REMAINING COPIES ARE IN THE SIDE ZIPLOCK BAG BEFORE MAILING.** When the container is full, notify attending healthcare agency for replacement.

In California: When a sharps container is full and/or closed, it **MUST** be shipped for incineration within 7 days.

In New Jersey: Healthcare providers are required to complete an additional NJ Tracking Form and box must be shipped Registered return Receipt. To insure proper handling, attach NJ Tracking Form to Sharps Tracking Form before mailing.



Figure 1
Remove container from box.



Figure 2
Insert used sharps into container.



Figure 3
Place "FULL" label on the top of the container.



Figure 4
Place full container in plastic bag.



Figure 5
Use twist-tie to securely close plastic bag.



Figure 6
Place full container in the inner box.



NEVER place sharps or containers in household trash.