Introduction: It is the Standard Operating Procedure (SOP) of the NCSU Veterinary Health Complex (VHC) to insure, that medical and hazardous waste is properly secured for transport to the waste disposal facility. This plan provides guidelines for staff, faculty, and students to follow. It is the responsibility of the individual transporting the waste, to insure compliance with these guidelines.

Procedures: The procedures for properly securing the waste are as follows:

1. Locate an empty, red, waste disposal cart (red cart).

   These carts are in the alley between the Equine and Farm Animal Veterinary Center (EFAVC) and Necropsy.

   Due to limited space, the red carts are stacked two high for storage. At no time is it acceptable to tip over a stack of carts. If there are no single carts available, please contact an Animal Attendant in the EFAVC for assistance (contact information is noted below).

2. Line the red cart with a red biohazard bag.

   This will ensure the waste is secured in at least one biohazard bag.

   Depending on the characteristics of the waste, more than one bag may be necessary. For example, waste that has a potential to puncture the bag requires two or more biohazard bags. When packaged properly, waste should never make contact with the red cart. Red biohazard bags are on the Necropsy docks.

3. Weigh the red cart. The total weight of the cart and its contents must not exceed 400 pounds.

   Scales are at the top of the Necropsy dock ramp.

   If the individual dropping off the waste is unable to maneuver the red cart to the scales, please get assistance. Animal Attendants in the EFAVC have the ability to assist with maneuvering red carts. Contact information will be provided below.
4. **Label the red cart.** Every cart must be labeled with the following information:

- Date
- Name of the individual securing the waste
- Contact phone number
- Department with which the individual is associated
- Brief description of waste
- Weight of the cart and its contents

Labels are located below the red biohazard bags, on the Necropsy docks. Fill out the label and attach it to the red cart.

5. **Leave red cart on Necropsy docks to be processed.**

**Note:** Individuals utilizing the red carts are responsible for compliance with these guidelines. If at any point the individual dropping off the waste is unavailable to fix issues of non-compliance, then that responsibility will default to the department with which they are associated.

For example: If a red cart’s total weight is 650 pounds, the individual that filled the red cart is responsible for getting that cart back to 400 pounds or less.

**Note:** Necropsy is responsible for loading carts from Necropsy, directly onto the freezer trailer, once all above procedures have been completed.

**Facilitating adequate availability of red carts is the responsibility of the EFAVC Animal Attendants and facilities staff. Procedures are as follows:**

- Monitoring the waste disposal trailer to avoid delays in the availability of red carts. The vendor must be notified no later than 24 hours prior to needing the trailer picked up.

  The waste disposal trailer is able to be swapped out when the red carts have reached the bracing brackets. These bracing brackets are used to ensure the carts do not tip over in transit.

- Unloading the empty red carts upon return from the disposal facility.

  This is the responsibility of facilities staff. The EFAVC Attendant Supervisor will communicate with facilities to organize unloading. The red carts shall be inspected for cleanliness and any damage needing repair. Any abnormalities shall be reported to the EFAVC Attendant Supervisor.

- Insuring single (not stacked) red carts are available for use by VHC staff.

  Due to red carts being stacked for storage, this needs to be monitored throughout the day to prevent unsafe and damaging cart retrieval processes. For example, tipping over a stack of carts to retrieve one.

- Checking compliance with the above procedures for properly securing waste.
Check for the presence of a proper label.  
Ensure the weight of the red cart does not exceed 400 pounds.  
Report any non compliance issues to the EFAVC Attendant Supervisor.

- Load the red carts on the freezer trailer for delivery.

**Note:** The EFAVC Attendant Supervisor is responsible for ensuring the Animal Attendants are trained and performing the above mentioned responsibilities adequately.

### Procedures for Main or Centennial campus users of the red carts.

- Any campus waste transported from a non CVM location must be approved and managed by the EH&S Hazardous Waste Specialist.

- The EH&S Hazardous Waste Specialist will communicate with the EFAVC Attendant Supervisor to coordinate drop off dates and times.

### Contacts

<table>
<thead>
<tr>
<th>EFAVC Attendant Supervisor</th>
<th>513-6630/513-6581</th>
<th>Call for issues concerning availability of carts or concerns with the red cart procedures.</th>
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</thead>
<tbody>
<tr>
<td>EFAVC Animal Attendants</td>
<td>513-6630</td>
<td>Call for assistance retrieving or maneuvering red carts and procedure compliance guidance.</td>
</tr>
<tr>
<td>EH&amp;S Hazardous Waste Specialist</td>
<td>515-6864</td>
<td>Call for concerns or guidance regarding Main and Centennial campus hazardous waste disposal.</td>
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