



State of Wisconsin Dept. of Natural Resources

Medical Waste



SHARPS COLLECTION

In order to protect waste handlers, the public and the environment, Wisconsin requires that discarded syringes, lancets and other sharps be kept separate from household garbage. Public education and low-cost, convenient sharps collection programs are the most effective ways to encourage proper disposal. This handout answers frequently-asked questions about how to set up and operate a sharps collection station and offers examples of successful collection programs.

What is a sharps collection station? A sharps collection station is a place which accepts sharps from generators who generate less than 50 pounds of infectious waste each month. The station must provide the service on a non-profit and cost-only basis.

Why is the state encouraging people to set up collection stations? Sharps improperly mixed in with household trash put waste handlers at risk for contracting infectious diseases and can cause whole loads of recyclables to be rejected and sent to landfills.

Who can use the collection stations? Both individuals and businesses which generate less than 50 pounds of sharps each month. Potential users include: diabetics and others who administer their own medications, home health care patients, pet owners, farmers, small clinics (medical, dental and veterinary), schools, industrial first aid stations and group homes.

Who can set up collection stations? Hospitals, clinics, doctors' offices, nursing homes, pharmacies, community health agencies, local governments, fire stations, recycling centers, veterinarians, visiting nurses, diabetic support groups, clubs (e.g., 4-H, kennel clubs) and others are all examples of potential collectors of sharps. Although operators of sharps collection stations may choose to serve only their patients, customers or residents, the state encourages stations to make their service widely available.

For descriptions of a wide variety of sharps collection stations, see Attachment A.



What can we charge for collecting sharps? You must provide the collection service on a non-profit and cost-only basis. Fees at already-registered stations average \$3 to \$5 and range up to \$15. Many offer the service for free or recommend a donation. This allows low-income persons to

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dispose of their sharps safely. Stations can offset costs by seeking funds from local governments, community organizations or private agencies. Operators may also want to pursue reduced transportation and disposal rates from waste haulers or donations of sharps containers from supporting organizations.

Does Medicaid reimburse any costs of collecting sharps? No, but Medicaid can reduce expenses for some users who might otherwise put sharps in the trash. Sharps containers are a reimbursable expense under Medicaid, but transportation, treatment and disposal of full containers are not reimbursable. Medicaid will pay for disposable containers, a category which includes sharps containers, in sizes from one quart to eight gallons, according to the Wisconsin Medicaid Index of Disposable Medical Supplies. Questions about Medicaid reimbursements can be directed to EDS Provider Services at 1-800-947-9627.

What must we do to set up a collection station? Register the station with the Department of Natural Resources (DNR). This step represents the only required paperwork and it is necessary to exempt the station from licensing, waste tracking requirements and other paperwork. Send in the optional registration form (see attached form 4400-195) OR send a letter stating the station's name, street address, phone number and county; operator's name, mailing address, and phone number; owner's name, address and phone number; and fee charged, if any, and what the fee covers. Send one copy of the form or letter to the DNR Medical Waste Coordinator (see bottom of p. 1) **AND** one copy to your local DNR office (see map on back of the attached registration form for office locations). You may register more than one station with the same letter if you wish.

What will the DNR do with this information? The DNR will add your station to a list of registered sharps collection stations and use the list to help people locate places to take their sharps. The DNR will share the list with the American Diabetes Association (1-888-342-2383) and others who want to assist the public in the same way.

How can a person learn where the nearest station is? For best results, distribute names of local sharps collection stations along with information about packaging and disposal, e.g, list local options right on your advertising literature. (See attached example fact sheet.) Inform your local public health department and clinics that you are accepting sharps. DNR will inform the American Diabetes Association for you.

If we collect sharps from our patients only, can we choose not to register? It depends. If the station is in a medical facility that generates infectious waste, you may collect sharps if you take in less than the facility generates or less than 500 pounds per month, whichever is less. We do encourage you to register the station, however, in case your patients call DNR or ADA. If you collect more sharps than you generate, you must register even if you accept sharps from your customers or patients only.

What if we want to gather all the sharps in a central location? If you wish to gather and store collected sharps in a central location before transporting them to a treatment facility, that central location must also generate more sharps that it stores OR it must be registered as a sharps collection station. However, if you do not want the public to bring sharps to the central location, you may

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request that DNR leave this location off its public list.

What must a collection station do with the sharps?

People who collect sharps must ensure the sharps are safely handled, stored and transported to an infectious waste treatment facility, as follows:

- Be sure the sharps are in properly sealed and labeled containers. Refuse to take improperly-contained sharps.
- Never open sharps containers. Handle them safely and as little as possible.
- Keep the sharps separate from other wastes, e.g., in a box or specified area within a room.
- Store no more than 500 pounds of sharps at one time.
- Remove waste at least every 90 days.
- If you transport sharps waste, do so in an enclosed portion of a vehicle, e.g., in the trunk. If the vehicle is transporting less than 50 pounds of infectious waste per month every month, you don't need an infectious waste transportation license.
- Transport the sharps only to another station, to a medical facility which will manage it properly or to a licensed infectious waste treatment facility, OR arrange for a licensed infectious waste hauler to transport the waste for you. Although SCS's are exempt from having to use infectious waste manifests, commercial waste haulers usually choose to manifest the waste.

These requirements are from Wisconsin's medical waste rule, s. NR 526.09(5), Wis. Admin. Code, which you may obtain from DNR or on the internet (see Attachment B).

Will the DNR inspect the station or otherwise enforce the above rules? The DNR does not routinely inspect sharps collection stations but will investigate any complaints of violations of safety requirements. Unregistered collection stations run the risk of being cited for illegal storage of infectious waste.

How must sharps be packaged? Refer to the attached fact sheet "Disposing of Household Sharps", which is also available as a brochure (useful on pharmacy racks) and in large print.

Do station operators need to have OSHA bloodborne pathogen training or a program? If collection stations are simply drop-off sites where generators place their sharps containers into a larger infectious waste shipping container, station operators don't need the OSHA training and program. If, however, station operators themselves transfer sealed sharps containers, they must have the training and program. Contact your local OSHA office for more information.

What if someone leaves sharps in an improper container in or near the station? Have a

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contingency plan in case you find improper containers, such as sharps in milk bottles or in plastic bags. For example, have an oversized sharps container available. You may carefully use tools (not your hands) to put the whole improper container in a larger container. For another solution to this problem, see the example in Attachment A entitled "Health care provider".

What is the liability regarding other generators' sharps? Generators are responsible for proper packaging and labeling and for ensuring their waste is taken to another collection station or to a treatment facility, although, to be safe, sharps collection station workers should visually check the containers before accepting them. After accepting sharps, the station operator bears primary responsibility for sending the sharps to a place where they will be properly treated and disposed of.

How will collecting sharps affect medical facilities required to reduce the amount of medical waste generated? Medical waste reduction requirements in ch. NR 526 apply only to waste generated within a medical facility or by its employees, not to medical wastes accepted from other generators. If you have other questions about medical waste reduction, contact DNR.

Where can we get brochures and publicity information? You may copy or adapt the attached fact sheet. You may also order DNR's publicity packet (camera-ready originals of a sharps brochure, fact sheet and large print fact sheet; publicity ideas and sample press release) and other publications using Attachment B.

If you're setting up a network of stations, you may want to advertise them on radio and television. Brown County (which includes Green Bay) has produced a generic video and is marketing it, along with an OSHA training video for station operators and other related information, for about \$100. For more information, see the last page of Attachment A.

What else should we consider? Accessibility. The station should be accessible to people with disabilities or be able to accommodate them. For example, people could call ahead to have someone meet them at the curb.



DISCLAIMER: This fact sheet is not intended as a substitute for the regulations and statutes that apply. Rather, it is a brief summary of the topic. Please consult Wisconsin's regulations and statutes for more information.

PUBL-WA807-01...June 8, 2001...

C:\data\barb\medpubs\P-WA807-01.doc includes attach A and B

Hard copy attach Attachment A: examples of SCSs and how to order Brown county start up kit

Attachment B: How to find out more about sharps collection

Sharps Registration form (form 4400-195) and state map

Disposing of Household Sharps fact sheet (PUBL-WA-804)

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ATTACHMENT A **Examples of sharps collection stations**

Wisconsin has a wide variety of sharps collection programs, from individual stations to large networks of stations. The following case studies represent were derived from Department files and personal communication. If a name is given, that person is willing to be contacted for more information.

Pharmacy

This independent pharmacy is the only registered sharps collection station in a small town. The pharmacist accepts any sharps container that meets the DNR standards. Every three months, he checks the total weight. If he has collected less than 50 pounds, he transports the sharps to the nearest treatment facility in the trunk of his car. If he has more than 50 pounds, he calls the treatment facility to pick up the sharps.

Township

This sharps collection station is located in the municipal building of a rural village. Proof of village residence is required. There are no fees, but donations are accepted to cover disposal costs. People provide their own sharps containers.

Diabetic support group

A diabetic support group which meets at a medical facility collects sharps from its members. The medical facility assumes responsibility for operating this station. The station is open during the group's regular meetings. A \$10 fee covers the cost of a gallon-sized container and disposal.

Health care provider

A Family Health Center next door to a hospital collects sharps from individuals free of charge. The hospital donates sharps containers and disposal. A label on the container tells where to return the full container to exchange it for an empty one. The Center will accept other containers the first time, and has stickers available for labeling them "bio-hazardous" if necessary. By donating the containers, the hospital avoids internal costs associated with selling them. The incentive of free containers also reduces the likelihood of sharps being left outside the door, on the hospital grounds or in hospital wastebaskets when the station is closed.

For more information, contact Karen Bergen, Howard Young Medical Center, P.O. Box 470, Woodruff, WI 54568. Phone: (715) 356-8720.

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Reverse distribution program

A sharps container distributor tried to set up a reverse distribution system for sharps containers, where pharmacy supply companies would deliver empty containers to pharmacies and full containers back to their warehouses. However, when it came time to commit to the program, the wholesalers did not want to participate because it would not benefit them. The sharps container distributor now sells cases of sharps containers directly to pharmacies. The pharmacists sell them for \$7.29 (which covers the 2.5-quart container and disposal) and the pharmacists call the container distributor when they have a case of full sharps containers. The distributor then calls a courier service to pick up and deliver the sharps to an infectious waste treatment facility.

Where this program is convenient for the user and cost-effective for the distributor, it fills a niche for people who don't mind paying for the service if it will help the environment. The program may work better in Wisconsin, where people are required to separate sharps from other garbage, than it does in Minnesota where household sharps are exempt from regulation and may be put in the trash. The distributor suggests that the best programs would couple mandatory segregation at the state or local level plus simple (no paperwork) grants to eliminate all cost to the user.

For more information, contact Gary Alexander of Sharps Away, 740 Harding Street, Minneapolis, MN 55413. Phone: (612) 366-2139. Fax: (612) 379-7033.

Needle exchange program

A non-profit AIDS organization operates a mobile needle exchange program by sending 4 vans to a total of 16 locations in 3 cities. Customers are given a sterile syringe for every used one they bring in. Small sharps containers are given to regular customers. Customers may also bring syringes in other containers, but bags are discouraged due to high risk of needlesticks. Customers place their sharps into an 8-gallon sharps container themselves. This program collects 25,000 to 30,000 syringes per month, or about 8 gallons a week. No government funds are used to support this program. What makes this program successful is the incentive of free syringes, other drug supplies (e.g., alcohol wipes, filters) and simple medical care (e.g., treatment of abscesses, antibacterial ointments), and the progressive Wisconsin drug paraphernalia law which allows the exchange program and its customers to possess syringes.

For more information, contact Scott Stokes, Director of Prevention Services, AIDS Resource Center, 820 N. Plankinton, Milwaukee, WI 53202. Phone: (414) 273-1991, ext. 211. Fax: (414) 273-2357.

Pierce County (population 34,000)

In this relatively rural county, a hospital and local public health offices distribute containers and collect sharps and several pharmacies distribute containers. (Other pharmacies also operate independent sharps collection stations.) A non-profit foundation supports the program by donating about \$1000/year to the County health department, which runs the program. Public health care nurses will transport sharps for the home-bound patients they serve. Education

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consists of person-to-person training, pamphlets given out with containers and periodic press releases and radio announcements.

Despite good public education, large quantities of loose syringes have been found in recycling drop-off bins recently. The County spent about \$10,000 to clean up the sharps, to monitor drop-off sites, to place signs on recycling bins, to issue press releases and to identify and prosecute one offender who was identified by waste disposed with his syringes. The convicted offender was fined \$332 under a local ordinance prohibiting disposal of sharps with recyclables. More sharps are being collected lately because the incidents have raised public awareness about sharps.

The County's advice to would-be collectors is: "Spend as much as you can on public education. Get everyone involved: public health and solid waste departments, services to the aging, pharmacies, health care providers, generators and the media. Think carefully about who to offer the service to, and work with those who won't be served by your program (e.g., small businesses) to help them find other options. Make it easy for everyone who participates in the program. For example, find a confidential place (not the health department) for IV drug users to drop sharps."

For more information, contact: Troy Gansluckner, Solid Waste Administrator, Pierce County Department of Solid Waste, P.O. Box 118, 707 N. Maple Street, Ellsworth, WI 54011. Phone: (715) 273-3092. Fax: (715) 273-3346.

Columbia County (population 45,000)

Years before the state formally allowed sharps collection, the County solid waste director invited all pharmacies in the county to help set up a sharps collection program. Early involvement led all 11 pharmacies to participate later, including a pharmacy that had a corporate policy of not accepting used sharps. The County buys sharps containers and delivers them in a County recycling truck to the pharmacies. The pharmacies give out containers on request. Users favor the gallon-sized containers, which hold more waste than quart-sized containers and require fewer trips for disposal. At the pharmacy, the full containers are put into a large box provided by the waste hauler. When the box is almost full, the pharmacy calls the County who notifies the waste hauler for pick-up.

The program costs about \$7,000 annually for about 900 containers, transportation and disposal. When the program started, it cost less to collect sharps than to follow-up needlestick injuries incurred by solid waste workers, but this is no longer the case. However, the benefits (i.e., lower worker compensation rates and less stress for solid waste workers and managers) still outweigh the costs. Needles have injured no waste handlers in the past 5 years, and it is now rare to see sharps in the sorting area of the County's recycling facility.

In fall 2000, Columbia and Jefferson counties began a program for collecting **animal sharps** involving area veterinarians. The first container is free, disposal and a new container cost \$5. Even fewer sharps are now being seen on the recycling sort line.

For more information, contact Bill Casey, Columbia County Solid Waste Department, P.O. Box 370, Portage, 53901 Phone: (608) 742-6651. Fax: (608) 742-6256.

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Jefferson County (population 67,000)

Jefferson County's sharps collection program serves all generators, although businesses are encouraged to contract with infectious waste haulers for disposal. Collection points include hospitals, clinics, public health departments and the county recycling center. Several pharmacies also collect sharps independent of the program. Each collector assumes the cost of disposing the sharps they collect. The County paid for printing of a brochure. Public education has been by word-of-mouth, pamphlets, newspaper and radio. A local ordinance establishes fines for needles in trash or in recyclables.

Containers (2.5 gallon size) are available for purchase (\$9) and last each diabetic about a year. Use of non-commercial sharps containers is discouraged since a needle poking through an overstuffed thick-walled detergent bottle stuck a station operator. Users who bring sharps in non-commercial containers now must place their containers in the shipping box themselves.

One collector who helped set up the program credits its success to the partnership and enthusiasm of area clinics and the local hospital. She advises: "Include waste haulers in the planning stages; their businesses will be affected when veterinarians and dentists begin calling to cancel their services. Be aware of all sources of needles, including pet owners and farmers. Put routine reminders in the paper about sharps collection."

For more information, contact Barbara Dehnert, Jefferson County Health Department, N3995 Annex road, Jefferson, WI 53549. Phone: (920) 674-7275. Fax (920) 674-6113.

City of West Allis (population 64,000, estimated 4,000 diabetics)

In early 1995, the City, a hospital, 9 pharmacies, and a recycling firm formed a task force to provide a safe legal disposal method for household sharps. The City's health and public works departments administer the program, which provides containers at cost to city residents, hospital patients and customers of the now 15 participating pharmacies. In addition to brochures, the City produced a 7-minute video showing well-known local citizens ("champions") promoting the idea. The video airs periodically on cable TV to keep up public awareness and to show local residents how to participate. The video is also shown to medical personnel so they can educate their patients.

During the first 9 months of the program (July 1995 - March 1996), the hospital, the only station that accepts sharps in un-official containers, received about 650 lb. of sharps and the pharmacies received a collective total of 210 lb. The hospital still receives approximately 75% of all sharps collected. In 1997, the hospital's share of the program cost \$707 (\$356 for disposal + \$351 for labor) for approximately 700 containers collected, a total of 1,244 lb. of sharps. The remaining 25% of sharps collected by the pharmacies in 1997 cost the City \$1,038 for disposal. Although the hospital and pharmacies use the same disposal firm, disposal costs to the pharmacies are higher due to smaller waste volumes and more pickups.

In 1994, needles stuck 3 city waste haulers. One incident costs \$2100 to follow up, the others cost less. After three years of sharps collection, there have been no needlestick injuries to waste

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haulers, to workers at the recycling facility, or to persons collecting sharps, and few needles are seen in waste or recyclables. The organizers credit the success of this program to identification of strong common goals, the commitment, cooperation and organized efforts of the task force members and the public, and the setting of an aggressive target date for implementation.

For more information, contact: Gregg Lester, Director of Environmental Services-Metro region, c/o West Allis Memorial Hospital, 8901 W. Lincoln Avenue, West Allis, WI 53227. Phone: (414) 328-7290. Fax: (414) 328-8175. Or contact Gary Kirchner, Superintendent of Streets and Sanitation, West Allis Public Works Department, c/o the Municipal Yards, 6300 W. McGeoch Avenue, West Allis, WI 53219. Phone: (414) 302-8800. Fax: (414) 302-8889.

Brown County (population 212,000)

In 1995, the County and the City of Green Bay health departments, the County solid waste department, the state environmental agency (DNR), area hospitals, pharmacists, physicians, public works departments, infectious control providers, the regional diabetes association, the hemophilia association, sharps users and waste haulers teamed up to develop a collection program for individuals. The program began a year later with a network of 32 stations (pharmacies, clinics and hospitals) which both distribute empty containers and collect full ones for free. As of January 2001, there are 16 pharmacies, 7 clinics and 3 hospitals in the program.

Brown County sets a high example for other sharps collection programs in many ways:

- The program has a broad base of funding, including 16 municipalities, 2 county departments, 3 local hospitals, 1 national waste hauler, 1 national medical waste contractor and its landfill (for disposal of treated waste).
- In addition to brochures, the County produced videos for both generators and operators, and prepared a sharps collection "startup kit" for those developing their own programs. (See details at end of this attachment)
- The County has documented statistics about its program.
- The County surveyed users and collectors after 6 weeks and annually since then. As a result of the last survey, they now offer 1-quart containers to persons who only use lancets, for whom the 1-gallon container is too large.
- In 1998, the County established a collection program for businesses to install sharps containers in restrooms for their customers and employees.

The following table summarizes the results of the program:

Date	pounds collected	# containers distributed	# containers collected	cost
June-Dec 1996	1567 lb	3192	unknown	\$ 9,035
1997	8654 lb	3353	unknown	\$10,555
1998	8519 lb	4757	unknown	\$13,128
1999	7121 lb	5923	unknown	\$16,937
2000	4729 lb	4892	unknown	\$19,288

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The table shows that amounts collected increased then declined. Costs, however, have steadily increased, mainly due to rising costs of containers. The county estimates that the cost in 2000 was approximately \$5 per user, which included the cost of containers and disposal. This cost compares favorably with the alternative, i.e., mail-back sharps containers, which would cost approximately \$20 to \$25 per container.

Based on weight, the County estimated in 1997 that 500,000 to 600,000 sharps were collected, assuming all sharps were 1 cc syringes, all containers were full, and 20 to 25 containers were disposed in each storage tub.

The program has run smoothly except for one needlestick. A sharps collection station operator was stuck when she tried to pack full sharps containers in the shipping box more efficiently, despite being trained to handle the containers as little as possible.

For more information, contact: Joe Van Rossum, Recycling Specialist, Brown County Solid Waste Department, 2561 S. Broadway, Green Bay, WI 54304. Phone: (920) 492-4950. Fax: (920) 492-4957.

Brown County Sharps Collection Program Program Start-up Kit

Sample contents:

- User video (6:35 minutes)
- Sharps collection station training video (7:03 minutes)
- Sharps program profile
- Medical waste hauler RFP
- Sharps collection station (SCS) instruction sheet
- Medical waste hauler instruction sheet
- SCS training outline
- SCS checklist (preparation for start of program)
- Quick reference list for SCSs
- Sample list of SCSs
- Important dates list for SCSs
- Program pamphlet
- Poster/decal and sticker
- Surveys for station operators and for users
- Media information: press release, points to emphasize

Cost: \$99.95 per kit, including shipping and handling.

To order, contact: Judy Friedrichs, Brown County Health Department
PO Box 23600
Green Bay, WI 54305-3600
Phone: (920) 448-6404

With your order, please include a check or money order, your name, agency/affiliation, street address, mailing address, city, state, zip code and a daytime telephone number.

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ATTACHMENT B

For more information about sharps collection in Wisconsin

Contact DNR:

For assistance in setting up a local program, contact your local DNR office and ask for the waste management specialist for your county. General questions may be directed to:

Barb Derflinger, Medical Waste Coordinator
WA/3, DNR
101 S. Webster St., P.O. Box 7921
Madison, WI 53707-7921

Phone: (608) 267-3548 (direct) or 266-2111 (receptionist)
Fax: (608) 267-2768
E-mail: medwaste@dnr.state.wi.us or derflb@dnr.state.wi.us

View rules and statutes and guidance on the Internet:

Statutes: <http://www.legis.state.wi.us/Statutes.html> OR
<http://www.legis.state.wi.us/rsb/stats.html>

Administrative rules: <http://www.legis.state.wi.us/rsb/code/> Click on "Get Acrobat Reader" to download the software you'll need to read the rules. Click on "Natural Resources," click on "Chs. 500-590," click on "NR 526." The rules about sharps collection are in s. NR 526.09(5)

Medical waste guidance: <http://www.dnr.state.wi.us/> Search for "medical waste."

Order rules and statutes:

Chapter NR 526, Wisconsin Administrative Code Order the "Medical Waste Package" (PUBL-WA-821), below.

NR 500 Series, Wisconsin Administrative Code Chapter NR 526 is one chapter within the NR 500 series of the Wisconsin Administrative Code (Solid Waste Management). For information about ordering the NR 500 series or other codes, contact the WI Department of Administration (DOA), Document Sales unit, P.O. Box 7840, Madison, WI 53707-7840. Business hours are from 7:45 a.m. to 4:30 p.m., Central Time. Phone inquiries (no orders): (608) 266-3358. TTY inquiries (no orders): (608) 264-8499. Phone orders (credit card only): (608) 362-7253.

Wisconsin statutes Order Wisconsin Statutes from the Legislative Documents Office, 1 E. Main St., Madison, WI 53708. Phone: (608) 266-2400. Requirements for medical waste incinerators are in s. 285.63(10), for medical waste reduction in s. 287.07(8), and medical waste management in s. 299.51, Wis. Stats.

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Order publications:

The Wisconsin Department of Natural Resources offers the following publications related to sharps collection. Directions for ordering are on the next page.

- WA-821 **Medical Waste Package** Contains Wisconsin's medical waste rule (Ch. NR 526) and guidance for generators and transporters, including WA-804, WA-815 and WA-290. DNR, 35 pp.
- WA-803 **Disposing of Household Sharps** Brochure. DNR, 2 pp.
WA-804 **Disposing of Household Sharps** 8.5"x11" version of SW-803. 2 pp. [www](#)
WA-805 **Disposing of Household Sharps** large-print version of SW-804. 4 pp.
- WA-806 **Publicizing Sharps Collection** Packet includes camera-ready originals of WA-803, 804, and 805, publicity ideas and a sample press release. DNR, 14 pp.
- WA-807 **Sharps Collection** Guidance for collecting sharps as a public service. Includes written guidance, examples of collection programs, WA-804 and Form 4400-195. DNR, 17 pp. [www](#) (guidance only)
- WA-829 **Wisconsin County Provides Home Sharps Collection Program** Article describing how Brown County developed its sharps collection program. American Society for Healthcare Environmental Services (ASHES), 1998. 1 p.
- WA-808 **List of Registered Sharps Collection Stations** DNR. The current list is 20 pp. (Not to be used for marketing purposes.)
- Form 4400-195 **Sharps Collection Station Registration Form** Use of the form is optional but recommended. 1 p.
- WA-815 **For Generators of Small Amounts** How to manage and reduce infectious waste. Includes form 4400-218. DNR. 6 pp. [www](#) (guidance only)
- WA-290 **References: Health Care & Medical Wastes** Lists documents, videos, web sites and places to donate unused supplies and used equipment. DNR, 6 pp. [www](#)
- CO-199 **Waste Reduction & Environmental Assistance Publication Order Form** DNR. [www](#)
- Form 4400-218 **Medical Waste Publication Order Form** DNR, 3 pp. [www](#)

[www](#) These publications are available as downloadable files on the internet. To view or download them, point your browser to DNR's website <http://dnr.state.wi.us/>, scroll down to "go directly to bureau", select the "Bureau of Waste Management", then click on "Medical Waste" or "Publications" from the menu on the left."

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How to order publications:

If you don't live or work in Wisconsin, please MAIL a copy of this page to the DNR medical waste coordinator (DNR WA/3, PO Box 7921, Madison, WI 53707-7921) and include a check or money order payable to "Wisconsin DNR" for \$.10 per page. We regret we are unable to accept credit card payments.

If you live or work in Wisconsin, single copies of publications are free, and you may submit your order by phone, fax, US mail or email, either to the DNR medical waste coordinator or the DNR regional office nearest you. See beginning of this attachment for address, phone number, fax number and email address.

NAME:

(Circle: Ms./Miss/Mrs./Mr./Dr.) _____

ORGANIZATION: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

PHONE: (_____) _____ FAX: (_____) _____

E-MAIL address: _____

Non-Wisconsin orders or orders for more than one copy, please enclose payment (check or money order) for:

____ PAGES ORDERED x \$.10/page = TOTAL (enclosed) \$_____

Please check the publications you would like to order, as described on the previous page:

- _____ WA-821 **Medical Waste Package.** 35 pp.
- _____ WA-803 **Disposing of Household Sharps** brochure. 2 pp.
- _____ WA-804 **Disposing of Household Sharps** fact sheet. 2 pp.
- _____ WA-805 **Disposing of Household Sharps** large-print. 4 pp.
- _____ WA-806 **Publicizing Sharps Collection** packet. 14 pp.
- _____ WA-807 **Sharps Collection** Guidance.
- _____ WA-829 **Wisconsin County Provides Home Sharps Collection Program**
- _____ WA-808 **List of Registered Sharps Collection Stations.** 20 pp.
- _____ Form 4400-195 **Sharps Collection Station Registration Form.** 1 p.
- _____ WA-815 **For Generators of Small Amounts.** 6 pp.
- _____ WA-290 **References: Health Care & Medical Wastes.** 6 pp.
- _____ CO-199 **Waste Reduction & Environmental Assistance Pub. Order Form**
- _____ Form 4400-218 **Medical Waste Publication Order Form.** 3 pp.

Use of this form is optional. To register a sharps collection station ("station"), you may submit either this form or a letter containing the same information, as required in Wisconsin's medical waste rule (see s. NR 526.09(5), Wis. Adm. Code). Please call your local Department of Natural Resources (DNR) solid waste specialist if you have any questions or would like written guidance on how to set up, operate or publicize a station. DNR intends to use personally identifiable information on this form only for administration of the infectious waste management program under chs. 144 and 159, Wis. Stats.

Where is the station located?

For DNR use only: FID # _____

Name of Location _____ County _____
Street Address _____ (must be street address)
City, State _____ 9-digit zip code _____

Who will run the station? (the "operator")

Name _____ Affiliation _____
Mailing Address _____
City, State _____ 9-digit zip code _____
Phone (_____) _____, ext. _____

Who can people call for more information? (If different from operator)

Name _____ Phone (_____) _____
This name and number will appear on DNR's list of registered stations.
We regret the list does not have room for telephone extension numbers.

Who owns the station? (If different from operator)

Name _____ Affiliation _____
Mailing Address _____
City, State _____ 9-digit zip code _____
Phone (_____) _____, ext. _____

Who submitted this registration? (If different from operator)

Name _____ Affiliation _____
Mailing Address _____
City, State _____ 9-digit zip code _____
Phone (_____) _____, ext. _____

Signature _____ Date _____

Are any fees charged to users? If so, how much, and what do they cover? (e.g., containers, transportation, disposal, etc.)

Is there anything else we should know? (e.g., clientele, relationship to area-wide collection programs, location within a building, starting date, etc.)

Thank you for providing this service in your area. Please send a copy of this form to your local DNR Solid Waste Specialist. Send original form to:

Medical Waste Coordinator
Bureau of Waste Mgt., WA/3, DNR
PO Box 7921
Madison, WI 53707-7921

For DNR use only:
Date registered: ____/____/____
Date entered on SHWIMS: ____/____/____
Solid waste specialist: _____
Specialist's office: _____