
MAIL-BACK SHARPS SYSTEM INSTRUCTIONS

This Mail-Back Sharps System contains everything required to properly and safely package and dispose of your sharps waste (needles and syringes). When properly packaged by the waste generator, this Mail-Back Sharps System will meet all U.S. Postal Service requirements for sending sharps waste through the US mail to a disposal site. The generator must not place this system in the mail if it is not properly and securely assembled.

Please follow these instructions when using the Mail-Back Sharps System.

CONTAINER SYSTEM COMPONENTS:

- 1) Instruction sheet
- 2) White outer shipping box with Biohazard symbol and Merchandise Return Label
- 3) Brown Inner Box
- 4) Plastic Bag with Tie
- 5) Red sharps collection container(s) with absorbent material inside
- 6) Two strips of tape
- 7) Serialized Tracking Document in a plastic carrier on outer shipping box

STEP 1 – SAVE THE SYSTEM COMPONENTS:

- 1) Remove the white KIT from the mailing box you received it in and discard the original mailing box.
- 2) Open the white outer shipping box.
- 3) Open the brown inner box, but **DO NOT REMOVE** from the white outer shipping box.
- 4) Open the plastic bag inside the brown inner box and remove red sharps container(s).
- 5) **DO NOT** discard the outer shipping box, the brown inner box or the plastic bag. Save all of these packaging items in a dry area. They must be used to properly reassemble the container system prior to mailing.

STEP 2- PLACE USED SYRINGES INTO THE SHARPS CONTAINER:

- 1) Place the red sharps container(s) near the point of use. Always be sure to keep the container(s) away from children and untrained persons.
- 2) Place used syringes into the red sharps container with the sharp end pointed away from you.
- 3) Once the contents reach the maximum fill line designated on the red sharps container, firmly screw the cap onto the container. Make sure the cap is tight and secure. **DO NOT FILL PAST LINE ON CONTAINER.**

(OVER)

IF YOU HAVE ANY QUESTIONS OR ARE MISSING ANY PART OF THIS MAIL-BACK SYSTEM, PLEASE CONTACT YOUR SUPPLIER AT THE PHONE NUMBER LISTED ON THE SIDE OF THE WHITE OUTER SHIPPING BOX

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STEP 3 – SEAL THE CONTAINER SYSTEM AND PREPARE FOR MAILING:

- 1) For final closure place securely tighten the white screw cap onto the top of the container. .
- 2) Place the properly sealed red sharps container(s) back into the plastic bag that is inside the brown inner box.
- 3) Securely seal the plastic bag using the tie provided.
- 4) To close the brown inner box that contains the sealed plastic bag and red sharps container(s), first fold the smaller flaps down. Then fold the larger flaps down so that the edge of each flap meets together at the center point. Use one strip of the tape provided to securely seal the entire length of the surface where the edges meet and allow the tape to overlap onto the sides of the brown inner box for a secure seal. If the seal does not appear to be secure, apply your own additional packaging tape to securely seal the brown inner box.
- 5) Close the white outer shipping box that holds the sealed brown inner box. Securely seal the white outer shipping box using the second strip of tape provided. Cut the tape into approximately four strips of equal length and firmly apply two of the strips about three inches apart along the edge where the inter-locking lid is located. Position the remaining two strips by placing one strip in the middle of each side edge that is perpendicular to the inter-locking lid edge. Make sure the tape is securely applied.

STEP 4 – KEEP A RECORD:

- 1) Remove the four-part Tracking Document from the plastic envelope affixed to the side of the white outer shipping box. In the section marked “Generator”, where your address is printed, print and sign your name, and date the Document. If your information is not printed or is not correct, print or correct the information prior to mailing the container system.
- 2) Remove the back copy of the Tracking Document and retain for your records.
- 3) Place the three remaining copies of the Tracking Document into the plastic envelope located on the side of the white outer shipping box, and close the envelope, (if you are in a state that requires it’s own documents, insert the documents in the envelope behind the Tracking Document) the manufacturer or supplier will maintain a record of the shipping containers and the Tracking Document, recording that your used sharps (i.e., syringes) were received and disposed of.

STEP 5 – MAILING THE CONTAINER SYSTEM:

- 1) Enter your **complete return address** on the Merchandise Return Service mailing label located on the top of the white outer shipping box. **NO P.O. Boxes are allowed as a return address.**
- 2) Take the properly sealed container system to any U.S. Post Office or give to your postal carrier for mailing.

REMEMBER:

- 1) Used sharps must be disposed of properly to prevent injury. **DO NOT OVERFILL!**
- 2) Do not place hazardous or radioactive contaminated sharps or waste in this container system.
- 3) Total residual fluid allowed is limited to 50 ml.
- 4) Total weight per container system is limited to 25 pounds.

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