

## 8-Gallon & 18-Gallon Sharps Management

(HF Item #'s 3881 & 3885)



### Sharps Kit Components (Save all items for packaging and shipping)

- Return shipping box with pre-paid UPS shipping label (attached)
- Large inner plastic liner
- 8/18 Gallon Sharps Management container
- 6" x 6" absorbent sheet
- Zip tie wraps
- Waste Tracking Manifest (located in sleeve on outside of shipping box)
- Instructions

## Be sure to read all instructions and warnings prior to use

### Unpacking and Use

- Sharps container will arrive in the same box it will be shipped out with. **SAVE THIS BOX** and all kit components for repackaging the container for return shipment back to the recovery center.
- For efficient storage, leave the red plastic container in the box and place in a dry area. To prepare container for easy filling, place the large plastic bag inside the container and pull the bag ends over the container lip. Ensure that the absorbent sheet is located within the bag (Fig 1).
- Place filled sharps containers (NO LOOSE SHARPS) into the plastic bag inside the container. **DO NOT OVERFILL.**
- Once filled, ensure that all smaller sharps containers are encased within the bag and use the zip tie wrap to securely close the bag (Fig. 2).



Fig. 1



Fig. 2

### Packaging and Preparing for Shipment

- When container is filled and ready for final closure, please refer to the container manufacturer's instructions on how to properly close the container lid for shipping. Instructions can be found at [www.HealthFirst.com/IFU.html](http://www.HealthFirst.com/IFU.html).
- Encase the container within the box by closing the box flaps and securely seal the shipping box with water-resistant packing tape.
- Remove tracking manifest from plastic pouch on shipping box and fill out the top section. (Fig. 3) **YOU MUST SIGN THE MANIFEST.** Once filled out, remove the bottom copy and place remaining copies back into plastic pouch (barcode facing outwards). Box will not be accepted without the signed manifest.



Fig. 3



Fig. 4

### Waste Tracking and Reporting

- Give the sealed shipping box to any UPS driver or drop the box off at any UPS drop-off location. Charges for return shipment and waste processing is prepaid (additional charges may occur for scheduled pickup services)
- Log onto your OnTraQ account via [OnTraQ.us](http://OnTraQ.us) and use your personal 12 digit tracking number (located on the blue TraQit label on the shipping box or below the barcode on your manifest) to track your package to the recovery center and to print your completed shipping manifest (Fig. 4).
- If you have any additional questions regarding your Sharps Recovery service, please contact one of our HealthFirst Compliance Counselors at 800-331-1984.(Fig. 5)



Fig. 5

### ADDITIONAL WARNINGS:

- Ensure that containers are placed away from children and unauthorized persons
- NO items deemed as "Regulated Medical Waste" (RMW per Title 49 of the Code of Federal Regulations ("49 CFR")) are to be added to these containers
- NO more than 50ml (1.66oz) of liquids to be placed in sharps containers
- NO drugs or trace chemo can be placed in sharps containers
- NO mercury, lead-containing devices or batteries in any sharps containers
- Comply with all local and state laws and regulations for sharps waste disposal
- It is the generator's responsibility to conform with specific state and local requirements. If your state has a specific manifest, sign and place it underneath the manifest provided. Both will be signed and scanned for archival on your OnTraQ account

# What is OnTraQ?

OnTraQ is a compliance and account management tool that links directly to HealthFirst's products and services for easier visibility, tracking, reporting and task management.



# What Can OnTraQ Do For Me?

This Sharps Management product is tracked by OnTraQ. By signing into OnTraQ, you will get access to Certificates of Destruction, Compliance Reports, list of active products and the ability to reorder products purchased through HealthFirst.

# How Do I Sign into OnTraQ?

1. In the address bar of your web browser, go to: [www.OnTraQ.us](http://www.OnTraQ.us)
2. Existing user: Enter your ID and password and click the "Login" button. New to OnTraQ? Under the login section, click the "Get Started" link to create a new account
3. Enter your contact email address and HealthFirst customer number and click the "Continue" button to access your OnTraQ account.

# What is My HealthFirst Customer Number?

Your HealthFirst customer number is a 5-6 digit number which is located on the Invoice inside the plastic sleeve attached to the side of the shipping box. Locate your customer number on the invoice and enter this number when signing into OnTraQ.



# What Else Can OnTraQ Do For Me?

With OnTraQ you can assign tasks and document compliance with routine maintenance tasks, creating an audit record of consist compliance.



## Environmental Compliance

- View certificates of destruction
- Create and assign tasks to check fill levels of sharps containers and replace chairside traps



## Infection Control

- View biological monitoring test results and print quarterly reports
- Create and assign tasks to test autoclaves on a weekly basis



## Emergency Preparedness

- Track the expiration dates of emergency medications and devices
- Receive notifications and view upcoming shipments

# Need More Help?

Our Compliance Counselors are here to help you if you have any more questions about OnTraQ or your HealthFirst Environmental products.



800-331-1984



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[HealthFirst.com](http://HealthFirst.com)