

1-Quart, 5-Quart, 1-Gallon, 2-Gallon & 3-Gallon Sharps Management



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

- Return shipping box with pre-paid UPS shipping label (attached)
- Inner box sleeve/s and plastic liners
- Red sharps container/s (unassembled) with absorbent sheets inside
- Zip tie wraps
- Waste Manifest (located in sleeve on outside of shipping box)
- Instructions

Be sure to read all instructions and warnings prior to use

Unpacking and Use

- Carefully remove sharps container/s from packaging when needed, install the container lid, then place at point of use. **DO NOT REMOVE ABSORBENT SHEETS.**
- Save the shipping box and all kit components for repackaging the containers for return shipment.
- For sharps container use and final closure, please refer to the manufacturer's Instructions for Use, located at www.HealthFirst.com/instructions and refer to the specific product documents.

Packaging and Preparing for Shipment

- Securely seal plastic bags around each filled sharps container using the included zip tie wraps and place them back into the return shipping box (Fig. 1).
- For multi-pack sharps boxes, only ship the shipping box when all sharps containers that came with the box are full and enclosed. When ready for shipping, securely seal the larger plastic bag around the inner box using the included zip tie (Fig. 2).
- Securely seal the shipping box with water-resistant packing tape. Remove waste manifest from plastic pouch on shipping box and fill out the top section (Fig. 3). **YOU MUST SIGN THE FORM.** Remove and retain the top copy and place remaining copies back into plastic pouch (barcode facing outwards). Box will not be accepted without the form.



Fig. 1



Fig. 2



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 (Link provided on the HealthFirst.com website) and use your personal tracking number (located below the barcode on the top-right corner of your waste manifest) to track your package to final destruction and to print your processing certificate (Fig.4).
- If you have any additional questions regarding your Sharps Management service, please contact one of our HealthFirst Customer Support Representatives at 800-331-1984.

ADDITIONAL WARNINGS:

- Ensure that all red 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 all red containers.
- NO mercury, lead-containing devices or batteries can be placed in any red container.
- NO drugs or trace chemo can be placed in all 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 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. Go to the HealthFirst website (www.HealthFirst.com) and click the link to OnTraq.
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 7-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 consistent 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 and dental unit waterline test results and print quarterly reports online
- Create and assign tasks to complete tests on a regular basis for compliance best practices



Emergency Medications

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

Need More Help?

Our Customer Support Representatives are here to help you if you have any more questions about OnTraq or your HealthFirst mailback waste products.



800-331-1984



CustomerService@HealthFirst.com



HealthFirst.com