

REGULATED MEDICAL WASTE *TRACKING FORM FACT SHEET*

(Revised November 2013)

THE NEW JERSEY REGULATED MEDICAL WASTE PROGRAM IS A COMPREHENSIVE MANAGEMENT SYSEM THAT PROVIDES FOR THE PROPER AND SAFE TRACKING, ON SITE CONTROL, COLLECTION AND DISPOSAL OF MEDICAL WASTE BY USING A SPECIAL TRACKING FORM TOGETHER WITH SPECIFIC PACKAGING, MARKING, LABELING, REPORTING AND OTHER REQUIREMENTS.

**REPORT ALL INCIDENTS CONCERNING RELEASES OF RMW BY CALLING
THE NJDEP 24 HOUR EMERGENCY HOTLINE AT
1-877-WARNDEP (1-877-927-6337)**

BACKGROUND

A comprehensive, cradle-to-grave, regulated medical waste (RMW) management program was developed by the New Jersey Department of Environmental Protection (NJDEP) under New Jersey's Comprehensive Regulated Medical Waste Management Act (N.J.S.A. 13:1E-48 et seq.), with the assistance of the Department of Health (DOH). Procedures for the proper processing, transportation, and ultimate disposal of RMW are listed in the New Jersey Administrative Code, Title 7, Chapter 26, Subchapter 3A, (N.J.A.C. 7:26-3A). Guidelines for general procedures in other medical situations may be found in the DOH Hospital Licensure Manual, Section 306 and in the Occupational Safety and Health Administration Instructions (CPL 2-2.44).

The Regulated Medical Waste Fact sheets are publications of the Solid and Hazardous Waste Management Program (SHWMP), Bureau of Landfill and Hazardous Waste Permitting. These fact sheets are designed only as information guides, to be read in conjunction with the New Jersey RMW regulations. All persons are responsible for compliance with the RMW Regulations at N.J.A.C. 7:26-3A et seq.

COPIES OF REGULATIONS & FORMS

Information regarding the access to the New Jersey Comprehensive Regulated Medical Waste Management Act (N.J.S.A. 13:1E-48.1 et seq.) and the New Jersey medical waste regulations (N.J.A.C. 7:26-3A) is available from the Department's Office of Legal Affairs' webpage at http://www.nj.gov/dep/legal/get_rule.htm The RMW regulations are found at pages 26-139 through 26-156.18. As an alternative to purchasing the regulations, access to an unofficial version of the regulations is made available from the Department's webpage at <http://www.state.nj.us/dep/dshw/resources/rules>. New Jersey RMW tracking forms, reporting forms, and technical assistance with regulatory interpretations may be obtained from Mail Code: 401-02C, NJDEP, SHWMP, Bureau of Landfill and Hazardous Waste Permitting, P.O. Box 420, Trenton, NJ 08625-0420 or by calling (609) 984-6985 during normal business hours.

WHAT IS REGULATED MEDICAL WASTE (N.J.A.C. 7:26-3A.6)

RMW is defined as any solid waste, generated in the diagnosis, treatment (e.g., provision of medical services), or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biologicals, that is not excluded or exempted under N.J.A.C. 7:26-3A.6(b) and that is listed or meets any waste characterization criteria described in the table at N.J.A.C. 7:26-3A.6(a). Refer to the rule for excluded waste (N.J.A.C. 7:26-3A.6(b)).

“Treated RMW” means RMW that has been treated to substantially reduce or eliminate its potential for causing disease, but has not yet been destroyed (N.J.A.C. 7:26-3A.5).

“Destroyed RMW” means RMW that is no longer generally recognizable as RMW because all components of the waste have been ruined, torn apart, or mutilated to produce unrecognizable and unusable pieces smaller than three-quarters of an inch, except that all sharps must be smaller than one-half inch. It does not mean compaction or encapsulation except through:

1. Processes such as thermal treatment or melting, during which treatment and destruction occur;
2. Processes such as shredding, grinding, tearing, or breaking, during which only destruction takes place; or
3. Processes that melt plastics and fully encapsulate metallic or other sharps in the melted plastic and, in addition, the resulting metal plastic mass must be completely sealed in a secondary puncture-proof container that will not be opened or penetrated by undestroyed sharps in any circumstance of handling.

WHO IS A MEDICAL WASTE GENERATOR?
(N.J.A.C. 7:26-3A.5)

“Generator” means any person, by site, whose act or process produces RMW as defined in N.J.A.C. 7:26-3A.6, or whose act first causes a RMW to become subject to regulation.

Noncontiguous properties owned or operated by the same person are separate sites and in the case where more than one person (for example, doctors with separate medical practices) are located in the same building and office, each individual business entity is a separate generator for the purposes of this subchapter. However, households utilizing home self-care are not generators.

USE OF THE TRACKING FORM

The New Jersey medical waste regulations require all medical waste generators, transporters, intermediate handler and destination facilities to track RMW, regardless of the amount generated. Each generator shipping RMW off site is responsible for initiating the tracking form. Each person in the chain of custody (handling process) of RMW assumes the responsibility for getting the waste to the proper destination facility for treatment, destruction, or disposal. Portions of the tracking form must be completed by the RMW generators, transporter, intermediate handlers, and by destination or disposal facilities (N.J.A.C. 7:26-3A.19, 3A.31, 3A.39 and 3A.41).

In addition, RMW generated in New Jersey but transported to another state, which prints and requires use of its own tracking form, must also be reported on that state’s tracking form (N.J.A.C. 7:26-3A.19(a)).

NEW JERSEY REGULATED MEDICAL WASTE TRACKING FORM

Each New Jersey RMW Tracking Form contains 6 copies to be distributed as follows:

- Copy 6 – Generator Copy – retained by generator
- Copy 3, 4, and 5 – Transporter Copy – retained by transporter
- Copy 2 – Destination Facility Copy – retained by destination facility owner/operator
- Copy 1 – Generator Copy – mailed by destination facility back to generator

TRACKING FORM
(N.J.A.C. 7:26-3A.19, 3A.31 AND 3A.41)

GENERATOR

Generator – Boxes 1-15

The generator of the RMW completes Boxes 1 through 15.

Transporter – Box 16

The transporter completes Box 16 verifying receipt of the RMW, which is described in Boxes 11, 12, and 13.

The generator removes and retains copy 6 – Generator Copy.

The tracking form copies 1, 2, 3, 4, and 5 are retained by the transporter and accompany the RMW to the destination facility.

SECOND TRANSPORTER OR INTERMEDIATE HANDLER

Transporter 2/Intermediate Handler – Boxes 17 through 21

If the RMW is given to a second transporter or intermediate handler, Boxes 17 through 21 must be completed.

Intermediate handlers that treat or destroy RMW are required to initiate a new tracking form since the waste still requires transport to a final disposal site.

Box 20, the certification must be signed and the new tracking form number must be entered in Box 21. In this instance, the intermediate handler becomes a “new” generator (N.J.A.C. 7:26-3A.41).

TRANSPORTER CONSOLIDATING SHIPMENTS

A transporter may choose to consolidate individual shipments of RMW weighing less than 200 pounds to a single tracking form (N.J.A.C. 7:26-3A.33). The transporter now becomes the “new” generator and transporter on the new tracking form. When the “new” generator/transporter receives the signed and completed consolidated tracking form, Copy 1, the “new” generator/transporter must:

- a. Attach a copy of the completed “new” tracking form to the original generator’s tracking form and retain a copy of the “new “ and original tracking form;
- b. Return a copy of each tracking form to the original generators within 15 days of receipt of the “new” tracking form (Copy 1) from the destination facility; and.
- c. Maintain a transporter consolidation log on Department forms indicating all shipments that have been consolidated. This log must accompany the Tracking Form and include:
 - i. Name, address, identification number of original generator;
 - ii. Date of original shipment;
 - iii. Quantity (in pounds) by waste category of the RMW shipped by each generator; and
 - iv. The names and NJDEP registration number of all previous transporters.

DESTINATION FACILITY

Destination Facility – Boxes 22 and 23

**DISCREPANCIES
AND REPORTING
(N.J.A.C. 7:26-3A.42)**

Any discrepancies * between the information in Boxes 11, 12, and 13 and the shipment received must be noted in Box 23. The destination facility must mail Copy 1 to the generator.

- * Discrepancies may include, but are not limited to: variation in the number or weight of the shipment; variation of the waste by categories (ie. treated or untreated designation); broken, torn, or leaking packaging; or a missing or incomplete tracking form.

Should there be discrepancies between the tracking form information and the actual shipment, the destination facility operator must attempt to resolve the issue with the RMW generator and/or transporter by telephone. If the discrepancy is not resolved, the destination facility operator must notify the Department in writing within 15 days of receiving the waste, describing the nature of the discrepancy and the attempts made to reconcile it. The letter shall be sent to the following address:

Mail Code: 401-03
NJDEP
Bureau of Hazardous Waste & UST Compliance and Enforcement
P.O. Box 420
Trenton, NJ 08625-0420

**GENERATOR
EXCEPTION
REPORT
(N.J.A.C. 7:26-3A.22)**

If the generator does not receive a copy of the completed Tracking Form with the handwritten signature of the owner or operator of the destination facility within 35 days of the date the waste was accepted by the initial transporter, the generator must contact the owner or operation of the destination facility, transporter(s), and intermediate handler(s) to determine the status of any tracked waste.

If the generator has not received a completed copy of the tracking form signed by the owner of the destination facility within 45 days of the date the waste was accepted by the initial transporter, the generator must submit an Exception Report to the following address:

Mail Code 09-03
NJDEP
Bureau of Hazardous Waste & UST Compliance and Enforcement
P.O. Box 420
Trenton, NJ 08625-0420

The Exception Report must be post-marked on or before the 46th day and must include the following:

- a. A legible copy of the original tracking for which the generator does not have confirmation of delivery; and
- b. A cover letter signed by the generator or an authorized representative explaining the efforts taken to locate the RMW, the results of those efforts, and the final disposition of the RMW, if ascertained.

**SELF
TRANSPORTING
GENERATORS
(N.J.A.C. 7:26-3A.19(e))**

Generators, who self transport RMW in accordance with exemption at N.J.A.C. 7:26-3A.17(a):

1. Complete Boxes 1 through 4;
2. Sign and date certification in Box 15;
3. Enter word “self-transport” in Box 5;
4. Sign transporter section in Box 16 and enter date of shipment;
5. Enter information required in Boxes 8 through 10;
6. Enter name, address, telephone number and Generator ID number of the collection facility in Box 14;
7. Retain Copy 3 – Transporter Copy and Copy 4 – Generator Copy (N.J.A.C. 7:26-3A.21(a)1);
8. Ensure the Tracking Form accompanies the waste shipment; and
9. Comply with the Tracking Form requirements for transporters.

**GENERATORS
SHIPPING
CATEGORY 4 OR 7
RMW BY US POSTAL
SERVICE
(N.J.A.C. 7:26-3A.19(f))**

Generators, who ship Category 4 or 7 medical waste (sharps or unused sharps) by US Postal Service in accordance with exemption at N.J.A.C. 7:26-3A.17(b):

1. Complete Boxes 1 through 4;
2. Sign and date certification in Box 15;
3. Enter “US Postal Service” as the transporter in Box 5;
4. Person delivering RMW to US Postal Service signs and enters the date of mailing in Box 16;
5. Enter the information required in Boxes 8 through 10;
6. Retain Copy 3 – Transporter Copy and Copy 4 – Generator Copy (N.J.A.C. 7:26-3A.21(a)1); and
7. Ensure Tracking Form accompanies the waste shipment.

**RECORDKEEPING
(N.J.A.C. 7:26-3A.21,
3A.34, AND 3A.43)**

Generators, transporters, and facilities must maintain copies of the Tracking Form, logs, Discrepancy Reports, and Exception Reports for a period of three years unless the Department specifically requires additional retention time.

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