

The Infectious Waste Annual report combines two separate reporting requirements into one report to save you time and to minimize red tape. The two reports are: 1) the Off-Site Treatment Report and 2) the Medical Waste Reduction Progress Report.

These two reports have different reporting limits and apply to different generators. Use the worksheet questions below to see if you must submit one or both reports or if you may be exempt from reporting altogether. Then follow the instructions about what to do, depending on whether your facility is exempt from filing or not.

### **Are you exempt from filing the Off-site Treatment Report?**

Ask yourself the following four questions:

- |     |    |   |
|-----|----|---|
| Yes | No | Did your facility transport or send away for treatment <b>less than</b> 50 pounds (lb.) of infectious waste in <b>every</b> calendar month of the calendar year?  |
| Yes | No | Is your facility part of a group of infectious waste generators 1) who are located on the same property, 2) who manage their infectious waste together and 3) who, as a group, transport less than 50 lb. per calendar month of untreated waste away from the property in every month of the calendar year? |
| Yes | No | Was <u>all</u> of the waste generated by an individual at home or elsewhere for his/her own personal health?  |
| Yes | No | Was <u>all</u> of the infectious waste collected at a registered sharps collection station?   |

**PLEASE NOTE:** The amount of waste used to determine this exemption:

- Is not based on an average per month of what was treated elsewhere during the year.
  - Is not based on what was *generated* each month.
  - Is not reduced by any amount of waste recycled after treatment.
  - Is based on what was actually sent away for treatment in any one calendar month according to your records, manifests or shipping papers, and including estimates of amounts sewerage.
  - Does include both infectious wastes and items which contain or are mixed with infectious waste.
  - Does include infectious wastes from other generators if you combine those wastes with your wastes and report them as if they were your own on Line A of the annual report form.
  - Does not include infectious waste collected at a registered sharps collection station or from other generators if you keep separate records of those wastes and report them on line B of the form.
  - Does not include waste that you treated yourself and report on line D of the form.
- If you can answer "**Yes**" to **any one or more** of the four questions above, your facility is exempt from filing the Off-site Treatment Report.
  - If you answered "**No**" to **all four** questions above, you must complete the Off-site Treatment Report.

### **Are you exempt from filing the Medical Waste Reduction Progress Report?**

Ask yourself the following three questions:

- |     |    |  |
|-----|----|--|
| Yes | No | Is your facility something <u>other than</u> a clinic, hospital or nursing home? Examples include free-standing laboratories, funeral homes, coroners, blood collection centers and home health agencies, and these facilities are exempt from filing the progress report. |
|-----|----|--|

Yes No Did your facility (hospital, clinic or nursing home) **generate** less than 50 lb. of medical waste per calendar month (that is, in every calendar month of the reporting year), regardless of where the waste was treated?

Yes No Did your facility (hospital, clinic or nursing home) **generate** more than 50 lb. of medical waste during only one calendar month of a calendar year and also generate an average of less than 50 lb. of medical waste per month for the same calendar year?

- If you can answer **"Yes" to any one or more** of the three questions above, you are exempt from filing the progress report on waste reduction.
- If you answered **"No" to all** three questions above you must file the progress report on waste reduction. See *Medical Waste Reduction and the Annual Report*, publication WA802. It is available at: <http://dnr.wi.gov/files/pdf/pubs/wa/wa802.pdf>

## Generators who must file one or both reports

Existing facilities, please ensure that DNR has the name, email address and phone number of the current reporting contact for your facility. Early each calendar year, DNR will send an email to that person to let him/her know when the online annual report for the previous year is available to be filled out. Also notify DNR if your facility has moved.

New facilities, please send an email to [DNRMedicalWaste@wisconsin.gov](mailto:DNRMedicalWaste@wisconsin.gov) stating your facility name; its street address, city and zipcode; and the name, email address and phone number of the person responsible for submitting the annual report to DNR. DNR will assign a "Facility Identification Number" (FID number) to your facility. You will need the FID number to access the online infectious waste annual report form.

## Generators who are exempt from filing both reports

If your facility has filed an annual report before, please notify DNR that you are exempt from filing the report this year by opening the electronic annual report form, selecting the exemptions and submitting the form. You will not have to pay the filing fee.

If your facility has never reported about infectious waste before, don't send anything to DNR, but you must be able to verify your exempt status if asked. (Note: Household generators and sharps collection stations, do not need to keep any records or file reports.)

This worksheet can be part of the documentation, but you will also need to:

- **Keep records** of the amount of infectious waste you are generating, treating and sending off-site for treatment (see ss. NR 526.12 and .14). Copies of manifests or simple written logs will do.
- **Retain the records for at least 3 to 5 years.** Hospitals, clinics and nursing homes which might have to prepare waste reduction plans later should keep records for at least 5 years. All others, 3 years.
- **If you need to file in the future, contact DNR.** Please contact the Medical Waste Coordinator by sending e-mail to [DNRmedicalwaste@wisconsin.gov](mailto:DNRmedicalwaste@wisconsin.gov) or by calling 608-266-2111.

*DISCLAIMER: This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources (DNR). Any regulatory decisions made by the DNR in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.*