
Acceptance Guidelines for Healthcare Customers

May 5, 2011

Employees at Cascade handle each piece of electronic equipment in order to meet our high standards for data security, asset tracking, and material recovery. To protect our employees and ensure proper disposal of medical items, and also to prevent the hassle of returning equipment, Cascade has implemented acceptance guidelines for medical and laboratory items. Please help us reduce the risk of exposure to potentially infectious materials and ensure the proper disposal of hazardous wastes by following these easy acceptance guidelines.

Items Not Accepted By Cascade

Please ensure that these are not shipped to Cascade, either by themselves or inside electronic devices.

- Sharps, probes, or hypodermic needles
- RCRA pharmaceuticals
- Reagents, detergents, or other chemicals
- Asbestos insulation
- Mercury thermometers or manometers
- Dental waste
- Biohazard “red bag” wastes
- Items contaminated with blood or other potentially infectious materials
- Any item contaminated with radiation or containing radioactive materials or with a radiation sticker
- Any liquids or gases (including items with refrigerants)
- Medical equipment without appropriate paperwork (see below)
- Possibly other hazardous items not listed

Items with Special Considerations

- **Mercury-containing devices** – Items that contain mercury require special handling and disposal. Cascade accepts mercury ampoules and mercury-wetted switches contained in electronic devices as long as they are not leaking and are packaged to prevent damage and spills. Cascade cannot accept mercury debris such as spill clean up materials, dental waste, containers of mercury, and items that contain mercury in plastic or glass tubes that are not attached to a circuit board. Items that may contain mercury, such as manometers or thermometers, are also not accepted.
- **Electronic Medical Equipment** – Cascade requires that all used medical equipment be delivered with a certificate of decontamination. The information provided allows our trained technicians to determine what measures must be taken to uphold universal precautions and prevent exposure to infectious materials. The certificate must accompany each device or pallet for items used in a medical setting, excluding office electronics such as monitors, printers, and desktop computers. If the equipment has not been used, the paperwork must clearly state that the equipment is unused and therefore contains no infectious substances.

Certificates of Decontamination

In order for a certificate of decontamination to be valid, it must contain the following information:

- Equipment make, model or type, or serial or inventory number
- Name and company of the person completing the decontamination
- Date of decontamination
- Name, city and state where the decontamination occurred
- Specific description of the process used (e.g. submersion in a 10% bleach solution, autoclave, disinfectant wipe of external surfaces, etc.)
- A certification statement followed by a signature verifying that the procedures took place as described

If the item is a medical device that has not been used, the paperwork must state that the device is in unused condition and therefore contains no potential for infectious substances. Sample forms are available upon request.

Important: An item that requires decontamination must be certified to be decontaminated “inside and out” and not just on exposed surfaces. Because Cascade demanufactures collected equipment, our employees can become exposed to infectious waste on the inside of equipment. If you cannot certify complete decontamination, Cascade can refer you to a qualified firm who is capable of performing such a service.

Packaging Tips

- Please separate used medical equipment from office and unused equipment prior to shipment.
- Tape any certificates of decontamination directly to the equipment or pallet.
- Notify Cascade a day in advance if shipping medical devices or other items of concern.
- Wrap and package all items securely and ensure that all are clearly labeled.
- Make sure appropriate receptacles for sharps and other items are available. This reduces the tendency for items that do not meet our acceptance guidelines to get mixed in with electronics.

Certificate of Decontamination

Date: _____

Performed by: _____

_____ *name*

_____ *company*

_____ *title*

Equipment Description: _____

make, model, serial, and/or inventory number

Generator: _____

name, city, state

_____ Device has not been used and therefore contains no potential exposure to infectious materials.

_____ Device may have been used but there is absolutely no potential exposure to infectious materials.

_____ Device has potential infectious material exposure risk and has been decontaminated using the following method:

(e.g. submersion in a 10% bleach solution, autoclave, disinfectant wipe of external surfaces, etc.)

I certify that the equipment described above is safe for handling and does not pose a risk of exposure to potentially infectious and/or biohazardous waste:

name

signature

date