



SELF-AUDIT CHECKLIST

San Mateo County Environmental Health Services' (EHS) Medical Waste Program inspects facilities intermittently. Avoid violations by completing this Self-Audit Checklist. EHS recommends filling out this checklist quarterly and sharing it with all employees to confirm everyone is trained on requirements and procedures. For questions, contact Darrell Cullen at dacullen@smcgov.org, or call (650) 372-6200. For more information about the Medical Waste Program, visit smchealth.org/medwaste, or join the [San Mateo County Medical Waste Facebook Group](#).

I. SELF-AUDIT INFORMATION

Date of self-audit: _____

Name of contact
conducting self-audit: _____

Additional staff present for self-audit:

1. _____ 2. _____

3. _____ 4. _____

II. WASTE

Check the types of medical waste generated at your facility:

- A. Biohazardous waste
- B. Sharps
- C. Pathology
- D. Trace Chemotherapy
- E. Pharmaceuticals (not classified as RCRA hazardous waste)

Disposal method:

- A. Steam sterilization
- B. Incineration
- C. Approved alternative technology

III. SIGNAGE AND STORAGE PRACTICES

Post at biohazardous waste storage areas:

- A. [Medical Waste Storage Sign](#) - Required
- B. [CDPH Handling, Storage, and Treatment Chart](#) - Recommended

Post conspicuously:

- C. EHS Permit to Operate - Required
- D. [Biohazard Bag Containment and Transport](#) procedures - Recommended

Ensure:

- E. Lids/caps are closed on all containers and waste receptacles
- F. [All outer containers are rigid](#). No cardboard or wire hampers used
- G. All containers are labeled (on all sides and top) correctly per waste type
- H. Containers are not overfilled
- I. [Red bags are used correctly](#). All red bags have proper ASTM markings
- J. Storage area is free of odors
- K. Storage area is secure, locked, and free of vectors
- L. Spill supplies are available for various waste types

IV. RECORDKEEPING

Ensure the applicable documents are easily accessible, current, and organized:

- A. [Medical Waste Management Plan](#)
- B. Shipping documents for 3 years; including USPS records for mail-back shipments
- C. Authorization to discharge to a sanitary sewer
- D. Materials of Trade Exemption documentation for 2 years
- E. Employee training records (blood-borne pathogen training, etc.)
- F. Red Bag American Society for Testing and Materials (ASTM) certification documents
- G. 72-hour notifications to the County for off-site operated vaccination clinics only

V. NOTES

Note any improvements to be made for next self-audit:

VI. EXAMPLES



Medical Waste Storage Sign

Medical Waste Storage Labeling, Holding Times and Treatment Methods

Medical Waste Stream	Inner Packaging and Primary Container (Onsite)	Onsite Containment Prior to Offsite Transport	Onsite Holding Times	Treatment Method
Biohazardous Waste • Blood • Urine • Saliva • Sputum • Other fluids	Labeled biohazardous waste container lined with a red bag. BAG: Certified ASTM D1709 minimum requirement. LABELLED: "Biohazardous Waste" or "BIOHAZARD" with international biohazard symbol.	Tied red bag(s) in a USDOT approved, rigid container lined with a red bag. Must have a tight-fitting lid. BAG: Certified ASTM D1709 AND D1922 LABELLED: on lid and sides visible from any lateral direction with "Biohazardous Waste" or "BIOHAZARD" with the international biohazard symbol.	• At 4°C - 20 pounds per month; shall be stored 6-30 days. • At 15°C - 20 pounds per month shall store 6-30 days. • At 6°C, any amount may be stored up to 90 days.	•Steam Sterilization •Incineration •Approved All Tech
Sharps • Needles • Broken glass vials • Blades • Clips • Pins • Trocars • Cartridges	FDA-certified sharps waste container; sharps container not biohazardous waste. Must be closed in a non-leakable bag. LABELLED: "Sharps Waste" or "BIOHAZARD" with international biohazard symbol.	Sharps waste container in a USDOT approved, rigid container with a tight-fitting lid or USDOT approved transport carriage; sharps waste containers without bag or secondary container. LABELLED: "Sharps Waste" or with the international biohazard symbol and the word "BIOHAZARD".	Closed sharps containers shall be stored: • At 4°C - 20 pounds per month; shall be stored 6-30 days. • At 15°C - 20 pounds per month shall be stored 6-30 days. • At 6°C, any amount may be stored up to 90 days.	•Steam Sterilization •Incineration •Approved All Tech
Chemotherapy • Chemotherapy waste • Chemotherapy spillage • Chemotherapy waste • Chemotherapy waste	Labeled chemotherapy waste container lined with a red or yellow biohazard bag. BAG: Certified ASTM D1709; minimum requirement. LABELLED: "Chemotherapy Waste" or "CHEMO".	Tied red or yellow bag(s) in a USDOT approved, rigid container lined with a red or yellow bag. Must have a tight-fitting lid. BAG: Certified ASTM D1709 AND D1922 LABELLED: on lid and sides visible from any lateral direction with "Chemotherapy Waste" or "CHEMO". <i>(If sharps waste containers, see sharps labeling listed above and include "Chemotherapy Waste" or "CHEMO" marking)</i>	• At 4°C - 20 pounds per month; shall be stored 6-30 days. • At 15°C - 20 pounds per month shall be stored 6-30 days. • At 6°C, any amount may be stored up to 90 days.	•Incineration •Approved All Tech
Pathology • Human and animal body parts • Water specimens • Isolated human cells • Tissues • Animal Carcasses	Pathology Waste container shall be lined with a red or white biohazard bag. BAG: Certified ASTM D1709 minimum requirement. LABELLED: "Pathology Waste" or "PATH".	Tied red or white bag(s) in a USDOT approved, rigid container lined with a red or white bag. Must have a tight-fitting lid. BAG: Certified ASTM D1709 AND D1922 LABELLED: on lid and sides visible from any lateral direction with "Pathology Waste" or "PATH".	• At 4°C - 20 pounds per month; shall be stored 6-30 days. • At 15°C - 20 pounds per month shall be stored 6-30 days. • At 6°C, any amount may be stored up to 90 days.	•Incineration •Approved All Tech
Pharmaceutical (Items containing medical medication) • Syringes • Vials • Pills	Pharmaceutical waste container; (Items containing medical medication) LABELLED: "HIGH HEAT" OR "INCINERATION ONLY". <i>(Incineration is required unless a Pharmacy disclaimer notice is retained on the container)</i>	Pharmaceutical waste transport container by itself must be a rigid, USDOT approved container with a tight-fitting lid. LABELLED: on lid and sides visible from any lateral direction with "HIGH HEAT" or "INCINERATION ONLY". <i>(The container number required unless complying waste and pharmaceuticals)</i>	Not temperature specific. • Full 6-90 days • If not full, once per year (based on average use, but not to exceed 1 year)	•Incineration •Approved All Tech

Medical waste packaged for shipment offsite must be in a rigid non-leak packaging conforming to the packaging requirements of §§173.24 and 173.26 and packaging requirements specified in 28 CFR 1916.1036. Reference: 42CFR Section 191.68, 191.69, 191.69a, 191.69b, 191.69c, 191.69d, 191.69e, 191.69f, 191.69g, 191.69h, 191.69i, 191.69j, 191.69k, 191.69l, 191.69m, 191.69n, 191.69o, 191.69p, 191.69q, 191.69r, 191.69s, 191.69t, 191.69u, 191.69v, 191.69w, 191.69x, 191.69y, 191.69z, 191.70, 191.70a, 191.70b, 191.70c, 191.70d, 191.70e, 191.70f, 191.70g, 191.70h, 191.70i, 191.70j, 191.70k, 191.70l, 191.70m, 191.70n, 191.70o, 191.70p, 191.70q, 191.70r, 191.70s, 191.70t, 191.70u, 191.70v, 191.70w, 191.70x, 191.70y, 191.70z, 191.71, 191.71a, 191.71b, 191.71c, 191.71d, 191.71e, 191.71f, 191.71g, 191.71h, 191.71i, 191.71j, 191.71k, 191.71l, 191.71m, 191.71n, 191.71o, 191.71p, 191.71q, 191.71r, 191.71s, 191.71t, 191.71u, 191.71v, 191.71w, 191.71x, 191.71y, 191.71z, 191.72, 191.72a, 191.72b, 191.72c, 191.72d, 191.72e, 191.72f, 191.72g, 191.72h, 191.72i, 191.72j, 191.72k, 191.72l, 191.72m, 191.72n, 191.72o, 191.72p, 191.72q, 191.72r, 191.72s, 191.72t, 191.72u, 191.72v, 191.72w, 191.72x, 191.72y, 191.72z, 191.73, 191.73a, 191.73b, 191.73c, 191.73d, 191.73e, 191.73f, 191.73g, 191.73h, 191.73i, 191.73j, 191.73k, 191.73l, 191.73m, 191.73n, 191.73o, 191.73p, 191.73q, 191.73r, 191.73s, 191.73t, 191.73u, 191.73v, 191.73w, 191.73x, 191.73y, 191.73z, 191.74, 191.74a, 191.74b, 191.74c, 191.74d, 191.74e, 191.74f, 191.74g, 191.74h, 191.74i, 191.74j, 191.74k, 191.74l, 191.74m, 191.74n, 191.74o, 191.74p, 191.74q, 191.74r, 191.74s, 191.74t, 191.74u, 191.74v, 191.74w, 191.74x, 191.74y, 191.74z, 191.75, 191.75a, 191.75b, 191.75c, 191.75d, 191.75e, 191.75f, 191.75g, 191.75h, 191.75i, 191.75j, 191.75k, 191.75l, 191.75m, 191.75n, 191.75o, 191.75p, 191.75q, 191.75r, 191.75s, 191.75t, 191.75u, 191.75v, 191.75w, 191.75x, 191.75y, 191.75z, 191.76, 191.76a, 191.76b, 191.76c, 191.76d, 191.76e, 191.76f, 191.76g, 191.76h, 191.76i, 191.76j, 191.76k, 191.76l, 191.76m, 191.76n, 191.76o, 191.76p, 191.76q, 191.76r, 191.76s, 191.76t, 191.76u, 191.76v, 191.76w, 191.76x, 191.76y, 191.76z, 191.77, 191.77a, 191.77b, 191.77c, 191.77d, 191.77e, 191.77f, 191.77g, 191.77h, 191.77i, 191.77j, 191.77k, 191.77l, 191.77m, 191.77n, 191.77o, 191.77p, 191.77q, 191.77r, 191.77s, 191.77t, 191.77u, 191.77v, 191.77w, 191.77x, 191.77y, 191.77z, 191.78, 191.78a, 191.78b, 191.78c, 191.78d, 191.78e, 191.78f, 191.78g, 191.78h, 191.78i, 191.78j, 191.78k, 191.78l, 191.78m, 191.78n, 191.78o, 191.78p, 191.78q, 191.78r, 191.78s, 191.78t, 191.78u, 191.78v, 191.78w, 191.78x, 191.78y, 191.78z, 191.79, 191.79a, 191.79b, 191.79c, 191.79d, 191.79e, 191.79f, 191.79g, 191.79h, 191.79i, 191.79j, 191.79k, 191.79l, 191.79m, 191.79n, 191.79o, 191.79p, 191.79q, 191.79r, 191.79s, 191.79t, 191.79u, 191.79v, 191.79w, 191.79x, 191.79y, 191.79z, 191.80, 191.80a, 191.80b, 191.80c, 191.80d, 191.80e, 191.80f, 191.80g, 191.80h, 191.80i, 191.80j, 191.80k, 191.80l, 191.80m, 191.80n, 191.80o, 191.80p, 191.80q, 191.80r, 191.80s, 191.80t, 191.80u, 191.80v, 191.80w, 191.80x, 191.80y, 191.80z, 191.81, 191.81a, 191.81b, 191.81c, 191.81d, 191.81e, 191.81f, 191.81g, 191.81h, 191.81i, 191.81j, 191.81k, 191.81l, 191.81m, 191.81n, 191.81o, 191.81p, 191.81q, 191.81r, 191.81s, 191.81t, 191.81u, 191.81v, 191.81w, 191.81x, 191.81y, 191.81z, 191.82, 191.82a, 191.82b, 191.82c, 191.82d, 191.82e, 191.82f, 191.82g, 191.82h, 191.82i, 191.82j, 191.82k, 191.82l, 191.82m, 191.82n, 191.82o, 191.82p, 191.82q, 191.82r, 191.82s, 191.82t, 191.82u, 191.82v, 191.82w, 191.82x, 191.82y, 191.82z, 191.83, 191.83a, 191.83b, 191.83c, 191.83d, 191.83e, 191.83f, 191.83g, 191.83h, 191.83i, 191.83j, 191.83k, 191.83l, 191.83m, 191.83n, 191.83o, 191.83p, 191.83q, 191.83r, 191.83s, 191.83t, 191.83u, 191.83v, 191.83w, 191.83x, 191.83y, 191.83z, 191.84, 191.84a, 191.84b, 191.84c, 191.84d, 191.84e, 191.84f, 191.84g, 191.84h, 191.84i, 191.84j, 191.84k, 191.84l, 191.84m, 191.84n, 191.84o, 191.84p, 191.84q, 191.84r, 191.84s, 191.84t, 191.84u, 191.84v, 191.84w, 191.84x, 191.84y, 191.84z, 191.85, 191.85a, 191.85b, 191.85c, 191.85d, 191.85e, 191.85f, 191.85g, 191.85h, 191.85i, 191.85j, 191.85k, 191.85l, 191.85m, 191.85n, 191.85o, 191.85p, 191.85q, 191.85r, 191.85s, 191.85t, 191.85u, 191.85v, 191.85w, 191.85x, 191.85y, 191.85z, 191.86, 191.86a, 191.86b, 191.86c, 191.86d, 191.86e, 191.86f, 191.86g, 191.86h, 191.86i, 191.86j, 191.86k, 191.86l, 191.86m, 191.86n, 191.86o, 191.86p, 191.86q, 191.86r, 191.86s, 191.86t, 191.86u, 191.86v, 191.86w, 191.86x, 191.86y, 191.86z, 191.87, 191.87a, 191.87b, 191.87c, 191.87d, 191.87e, 191.87f, 191.87g, 191.87h, 191.87i, 191.87j, 191.87k, 191.87l, 191.87m, 191.87n, 191.87o, 191.87p, 191.87q, 191.87r, 191.87s, 191.87t, 191.87u, 191.87v, 191.87w, 191.87x, 191.87y, 191.87z, 191.88, 191.88a, 191.88b, 191.88c, 191.88d, 191.88e, 191.88f, 191.88g, 191.88h, 191.88i, 191.88j, 191.88k, 191.88l, 191.88m, 191.88n, 191.88o, 191.88p, 191.88q, 191.88r, 191.88s, 191.88t, 191.88u, 191.88v, 191.88w, 191.88x, 191.88y, 191.88z, 191.89, 191.89a, 191.89b, 191.89c, 191.89d, 191.89e, 191.89f, 191.89g, 191.89h, 191.89i, 191.89j, 191.89k, 191.89l, 191.89m, 191.89n, 191.89o, 191.89p, 191.89q, 191.89r, 191.89s, 191.89t, 191.89u, 191.89v, 191.89w, 191.89x, 191.89y, 191.89z, 191.90, 191.90a, 191.90b, 191.90c, 191.90d, 191.90e, 191.90f, 191.90g, 191.90h, 191.90i, 191.90j, 191.90k, 191.90l, 191.90m, 191.90n, 191.90o, 191.90p, 191.90q, 191.90r, 191.90s, 191.90t, 191.90u, 191.90v, 191.90w, 191.90x, 191.90y, 191.90z, 191.91, 191.91a, 191.91b, 191.91c, 191.91d, 191.91e, 191.91f, 191.91g, 191.91h, 191.91i, 191.91j, 191.91k, 191.91l, 191.91m, 191.91n, 191.91o, 191.91p, 191.91q, 191.91r, 191.91s, 191.91t, 191.91u, 191.91v, 191.91w, 191.91x, 191.91y, 191.91z, 191.92, 191.92a, 191.92b, 191.92c, 191.92d, 191.92e, 191.92f, 191.92g, 191.92h, 191.92i, 191.92j, 191.92k, 191.92l, 191.92m, 191.92n, 191.92o, 191.92p, 191.92q, 191.92r, 191.92s, 191.92t, 191.92u, 191.92v, 191.92w, 191.92x, 191.92y, 191.92z, 191.93, 191.93a, 191.93b, 191.93c, 191.93d, 191.93e, 191.93f, 191.93g, 191.93h, 191.93i, 191.93j, 191.93k, 191.93l, 191.93m, 191.93n, 191.93o, 191.93p, 191.93q, 191.93r, 191.93s, 191.93t, 191.93u, 191.93v, 191.93w, 191.93x, 191.93y, 191.93z, 191.94, 191.94a, 191.94b, 191.94c, 191.94d, 191.94e, 191.94f, 191.94g, 191.94h, 191.94i, 191.94j, 191.94k, 191.94l, 191.94m, 191.94n, 191.94o, 191.94p, 191.94q, 191.94r, 191.94s, 191.94t, 191.94u, 191.94v, 191.94w, 191.94x, 191.94y, 191.94z, 191.95, 191.95a, 191.95b, 191.95c, 191.95d, 191.95e, 191.95f, 191.95g, 191.95h, 191.95i, 191.95j, 191.95k, 191.95l, 191.95m, 191.95n, 191.95o, 191.95p, 191.95q, 191.95r, 191.95s, 191.95t, 191.95u, 191.95v, 191.95w, 191.95x, 191.95y, 191.95z, 191.96, 191.96a, 191.96b, 191.96c, 191.96d, 191.96e, 191.96f, 191.96g, 191.96h, 191.96i, 191.96j, 191.96k, 191.96l, 191.96m, 191.96n, 191.96o, 191.96p, 191.96q, 191.96r, 191.96s, 191.96t, 191.96u, 191.96v, 191.96w, 191.96x, 191.96y, 191.96z, 191.97, 191.97a, 191.97b, 191.97c, 191.97d, 191.97e, 191.97f, 191.97g, 191.97h, 191.97i, 191.97j, 191.97k, 191.97l, 191.97m, 191.97n, 191.97o, 191.97p, 191.97q, 191.97r, 191.97s, 191.97t, 191.97u, 191.97v, 191.97w, 191.97x, 191.97y, 191.97z, 191.98, 191.98a, 191.98b, 191.98c, 191.98d, 191.98e, 191.98f, 191.98g, 191.98h, 191.98i, 191.98j, 191.98k, 191.98l, 191.98m, 191.98n, 191.98o, 191.98p, 191.98q, 191.98r, 191.98s, 191.98t, 191.98u, 191.98v, 191.98w, 191.98x, 191.98y, 191.98z, 191.99, 191.99a, 191.99b, 191.99c, 191.99d, 191.99e, 191.99f, 191.99g, 191.99h, 191.99i, 191.99j, 191.99k, 191.99l, 191.99m, 191.99n, 191.99o, 191.99p, 191.99q, 191.99r, 191.99s, 191.99t, 191.99u, 191.99v, 191.99w, 191.99x, 191.99y, 191.99z, 192, 192a, 192b, 192c, 192d, 192e, 192f, 192g, 192h, 192i, 192j, 192k, 192l, 192m, 192n, 192o, 192p, 192q, 192r, 192s, 192t, 192u, 192v, 192w, 192x, 192y, 192z, 193, 193a, 193b, 193c, 193d, 193e, 193f, 193g, 193h, 193i, 193j, 193k, 193l, 193m, 193n, 193o, 193p, 193q, 193r, 193s, 193t, 193u, 193v, 193w, 193x, 193y, 193z, 194, 194a, 194b, 194c, 194d, 194e, 194f, 194g, 194h, 194i, 194j, 194k, 194l, 194m, 194n, 194o, 194p, 194q, 194r, 194s, 194t, 194u, 194v, 194w, 194x, 194y, 194z, 195, 195a, 195b, 195c, 195d, 195e, 195f, 195g, 195h, 195i, 195j, 195k, 195l, 195m, 195n, 195o, 195p, 195q, 195r, 195s, 195t, 195u, 195v, 195w, 195x, 195y, 195z, 196, 196a, 196b, 196c, 196d, 196e, 196f, 196g, 196h, 196i, 196j, 196k, 196l, 196m, 196n, 196o, 196p, 196q, 196r, 196s, 196t, 196u, 196v, 196w, 196x, 196y, 196z, 197, 197a, 197b, 197c, 197d, 197e, 197f, 197g, 197h, 197i, 197j, 197k, 197l, 197m, 197n, 197o, 197p, 197q, 197r, 197s, 197t, 197u, 197v, 197w, 197x, 197y, 197z, 198, 198a, 198b, 198c, 198d, 198e, 198f, 198g, 198h, 198i, 198j, 198k, 198l, 198m, 198n, 198o, 198p, 198q, 198r, 198s, 198t, 198u, 198v, 198w, 198x, 198y, 198z, 199, 199a, 199b, 199c, 199d, 199e, 199f, 199g, 199h, 199i, 199j, 199k, 199l, 199m, 199n, 199o, 199p, 199q, 199r, 199s, 199t, 199u, 199v, 199w, 199x, 199y, 199z, 200, 200a, 200b, 200c, 200d, 200e, 200f, 200g, 200h, 200i, 200j, 200k, 200l, 200m, 200n, 200o, 200p, 200q, 200r, 200s, 200t, 200u, 200v, 200w, 200x, 200y, 200z, 201, 201a, 201b, 201c, 201d, 201e, 201f, 201g, 201h, 201i, 201j, 201k, 201l, 201m, 201n, 201o, 201p, 201q, 201r, 201s, 201t, 201u, 201v, 201w, 201x, 201y, 201z, 202, 202a, 202b, 202c, 202d, 202e, 202f, 202g, 202h, 202i, 202j, 202k, 202l, 202m, 202n, 202o, 202p, 202q, 202r, 202s, 202t, 202u, 202v, 202w, 202x, 202y, 202z, 203, 203a, 203b, 203c, 203d, 203e, 203f, 203g, 203h, 203i, 203j, 203k, 203l, 203m, 203n, 203o, 203p, 203q, 203r, 203s, 203t, 203u, 203v, 203w, 203x, 203y, 203z, 204, 204a, 204b, 204c, 204d, 204e, 204f, 204g, 204h, 204i, 204j, 204k, 204l, 204m, 204n, 204o, 204p, 204q, 204r, 204s, 204t, 204u, 204v, 204w, 204x, 204y, 204z, 205, 205a, 205b, 205c, 205d, 205e, 205f, 205g, 205h, 205i, 205j, 205k, 205l, 205m, 205n, 205o, 205p, 205q, 205r, 205s, 205t, 205u, 205v, 205w, 205x, 205y, 205z, 206, 206a, 206b, 206c, 206d, 206e, 206f, 206g, 206h, 206i, 206j, 206k, 206l, 206m, 206n, 206o, 206p, 206q, 206r, 206s, 206t, 206u, 206v, 206w, 206x, 206y, 206z, 207, 207a, 207b, 207c, 207d, 207e, 207f, 207g, 207h, 207i, 207j, 207k, 207l, 207m, 207n, 207o, 207p, 207q, 207r, 207s, 207t, 207u, 207v, 207w, 207x, 207y, 207z, 208, 208a, 208b, 208c, 208d, 208e, 208f, 208g, 208h, 208i, 208j, 208k, 208l, 208m, 208n, 208o, 208p, 208q, 208r, 208s, 208t, 208u, 208v, 208w, 208x, 208y, 208z, 209, 209a, 209b, 209c, 209d, 209e, 209f, 209g, 209h, 209i, 209j, 209k, 209l, 209m, 209n, 209o, 209p, 209q, 209r, 209s, 209t, 209u, 209v, 209w, 209x, 209y, 209z, 210, 210a, 210b, 210c, 210d, 210e, 210f, 210g, 210h, 210i, 210j, 2