



The Brody School of Medicine  
Office of Prospective Health  
East Carolina University  
188 Warren Life Science Building • Greenville, NC 27834  
252-744-2070 office • 252-744-2417 fax

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Occupational Medicine  
Employee Health  
Radiation Safety  
Infection Control  
Biological Safety

TO: ECU Clinical Departments  
FROM: Marian Swinker, MD, MPH, FACOEM *MS/UPJ*  
RE: Biomedical Waste/Confidential Documents  
DATE: September 15, 2011

We have all been affected by the recent budget cuts and must adjust to diminishing resources. To that end, the following changes in waste collection procedures are effective immediately:

1. Waste collections north of the Tar River (Bethel Clinic confidential documents and biowaste and Bernstein Clinic confidential Pharmacy documents) will be reduced from twice weekly to once weekly.
2. There will be no "emergency" pick up to accommodate extra large volumes of confidential documents. If a spring-cleaning or other records-purge is planned, please obtain additional record receptacles and hold these materials until the usual scheduled pickup day.
3. Any urgent requests for special Biowaste pickup which deviate from the usual scheduled route will be made to Eddie Johnson at 744-2070 rather than the 744-DUMP line. The special request must be justified to be approved.
4. Consider discontinue confidential documents pickup from administrative offices based on Infection Control Committee feedback.

Only clinical medical records or other records with protected health information subject to HIPAA requirements are to be disposed of in the confidential documents receptacles. Personnel and other financial records are confidential but are not subject to HIPAA requirements. Departments should pursue other disposal for such non-HIPPA records, such as shredding.

We appreciate your continued attention to minimizing the volume of waste placed into red bags. The red bags are required for disposing of materials which are wet and dripping with blood or infectious body fluid. Most exam table paper and disposable patient gowns and used tongue blades may be discarded in the regular trash without violating hazard medical waste regulations.