

## PHI & RECYCLING DISPOSAL GUIDE

MATERIAL FOR DISPOSAL	Secure Console Container (previously Collect-A-Cube)	Recycling Box for White/Mixed Paper	Regulated Medical Waste (RMW) Container	Recycling Container For Cans/ Bottles/Plastic
<b>WASTE WITH PROTECTED HEALTH INFORMATION</b>				
<b>Paper</b> <ul style="list-style-type: none"> <li>Mixed: nonwhite paper, envelope, medical record file folder</li> <li>White: patient test result, schedule, medical record copy, paper with patient label attached</li> </ul>	X	X <i>Only if area is secure. If not, use Secure Console Container</i>		
<b>Non-paper Items</b> <ul style="list-style-type: none"> <li>Patient labeled: IV bag, specimen container, plastic medicine container, plastic bag for patient medication</li> </ul>			X	
<ul style="list-style-type: none"> <li>Label Backing Sheets - Backing sheet with unused patient label(s)</li> <li>Patient Wristbands</li> </ul>			X	
<b>WASTE WITHOUT PROTECTED HEALTH INFORMATION (PHI) FOR RECYCLING</b>				
<b>Paper</b> <ul style="list-style-type: none"> <li>Mixed: nonwhite paper, envelope, newspaper, magazine</li> <li>White: letterhead, computer paper, copier paper</li> </ul>		X		
Cans, bottles, plastic				X
<b>MEDIA WASTE WITH OR WITHOUT PROTECTED HEALTH INFORMATION (PHI)</b>				
CD/DVD with PHI			X	
CD/DVD without PHI	Store with mixed or white paper box			
Hard Drives, Flash/Thumb Drives, Diskettes, or other Magnetic Media	Submit a service request to HS/CS: <a href="https://www.healthsystem.virginia.edu/alive/Computing/forms/ServiceRequest/formSvcReq.cfm">https://www.healthsystem.virginia.edu/alive/Computing/forms/ServiceRequest/formSvcReq.cfm</a>			