

# Procedures for Handling and Disposing Bio-Medical Waste Materials

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AUA 2017 Annual Meeting  
Boston Convention and Exhibition Center  
May 13 - 15, 2017

Form Deadline Date:  
April 25, 2017

Company Name	Email	Phone Number	Booth Number
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These special instructions are important for those who will be working with the following:

- Booth skills training labs
- Tissue
- Disposable needles
- Sharps
- Human blood or products contaminated with blood
- Cannula
- Urine

## Objectives

1. To ensure proper care in handling and disposing bio-medical waste materials used during skills training labs, mini courses and exhibit hall demonstrations.
2. To protect convention participants, exhibitors, vendors and convention hall management personnel.
3. To comply with individual state standards for disposal of biomedical waste materials.

## Your company will be responsible for the following requirements:

1. Notify AUA if you plan to use any of the above in your exhibit. Sign waiver of liability below and send to AUA.
2. Arrange with the service contractor, GES, to provide biomedical waste containers and develop a pick up schedule (see the following Order form and deadline for returning form)
3. Carry the AUA, Convention Center and GES on your certificate of insurance (provide to the AUA by April 25, 2017)
4. You are responsible for providing gloves and/or protective gear to your staff and lab participants
5. You are responsible for having the appropriate disposal containers, properly sealed and marked, for your specific materials.

## Collection Procedures

1. A GES representative will contact you at your booth to review your disposal schedule and help determine the best location within your booth space to place the materials to be collected daily.
2. Do not dispose of any tissue, cannulas or sharps in normal trash containers. If found, your company will have priority points deducted and be billed for cleanup.
3. GES will accept payment for containers and daily pick up service. Fees vary depending on service required and will include pickup and incineration of containers indicated on request form.
4. GES will be responsible for having special containers for disposing of your packaged waste materials and for making arrangements for the removal of these containers from the facility.

For further information regarding AUA's policies and procedures, please contact Andrew Niles - Convention Operations Manager @

## Bio-Medical Materials Liability Waiver Form

Please complete and return (1) copy each to:

American Urological Association, Andrew Niles, Email: [aniles@aua.net](mailto:aniles@aua.net), Fax: (410) 689-3828

Matt Sdeo, GES c/o YRC, North Reading, MA 01864, Email: [msdeo@ges.com](mailto:msdeo@ges.com), Fax: (201) 814-0122

I \_\_\_\_\_ of \_\_\_\_\_ hereby release and forever discharge the American Urological Association, GES, and United National Maintenance, Inc., its management and employees from any and all actions, courses of actions, claims and demands for or by reason of any damages, losses injuries, illnesses or side effects, including, but not limited to, those associated with the HIV antibody and virus, which may be sustained by or through wet labs, tissue, or biomedical/bloodborne pathology, instruments, disposable, equipment or by any other means as a consequence of the above. I also agree to carry the above named organizations as a co-insured on our insurance certificate, which I will supply to the AUA prior to April 25, 2017.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

