

The Infectious Waste Annual Report combines two separate reporting requirements into one report. They are the **Off-Site Treatment Report**, regarding how much infectious waste generators send to treatment facilities, and the **Medical Waste Reduction Progress Report**, regarding how hospitals, clinics and nursing homes are reducing medical waste. ([s. NR 526.15, Wis. Adm. Code.](#))

The two reports have different exemption limits and apply to different generators. Starting with the 2014 report, the annual report's online form incorporates these reports as Sections B and C, respectively.

Answer the questions below to see if you must submit one or both reports or if you may be exempt from reporting altogether. Then follow the instructions on page 2.

Are you exempt from filing the Off-site Treatment Report?

Ask yourself the following three questions:

Yes No Did your facility* transport or send away for treatment **less than** 50 pounds (lb.) of infectious waste in **every** calendar month of the calendar year?

* Facilities that are in a "manifesting group," which is a group of infectious waste generators who are all located on the same property and which manage their infectious waste together, should answer this question instead: *Did the **manifesting group** transport or send away **less than 50 lb. per calendar month of untreated waste away from the property in every calendar month of the calendar year?*** For more information on manifesting groups, see *What is a Manifesting Group?* (publication WA1819) available under the "Access the report" tab of the Annual Reports Web Page, <http://dnr.wi.gov/topic/HealthWaste/IWReport.html> .

Yes No Was **all** of the waste generated by an individual for his/her own personal health?

Yes No Was **all** of the infectious waste collected at a registered sharps collection station?

If you answered "**Yes**" to **any one or more** of the three questions above, your facility is exempt from filing the Off-site Treatment Report.

If you** answered "**No**" to **all three** questions above, you must complete the Off-site Treatment Report (Section B of the online annual report form). Instructions for filing are on the Annual Reports Web Page, <http://dnr.wi.gov/topic/HealthWaste/IWReport.html>

PLEASE NOTE: The amount of waste used to determine this exemption...

...is based on what was sent away from a given location for treatment elsewhere.

...is based on what was actually sent away for treatment in any one calendar month according to manifests, shipping papers or other records.

...is not based on an average of 12 months.

...is not based on what was *generated* each month.

...is not reduced by any amount of waste recycled after treatment.

...does include liquid infectious waste flushed to a wastewater treatment plant.

...does include both infectious wastes and items which contain or are mixed with infectious waste.

...does include infectious wastes from other generators if you combine those wastes with your wastes and included them in your manifested amount.

...does not include infectious waste collected at a registered sharps collection station or from other generators if you keep separate records of those wastes and report them separately in Section B of the annual report form.

...does not include waste that you treated yourself and report as such in Section B of the annual report form.

Are you exempt from filing the Medical Waste Reduction Progress Report?

Ask yourself the following three questions:

- Yes No Is your facility something other than a clinic, hospital or nursing home? Examples include free-standing laboratories, schools, funeral homes, coroners, blood collection centers, home health agencies, and persons who don't generate infectious waste but do manage waste on behalf of a manifesting group.
- Yes No Did your facility (hospital, clinic or nursing home) **generate less than 50 lb.** of medical waste per calendar month (that is, in **every** calendar month of the reporting year), regardless of where the waste was treated?
- Yes No Did your facility (hospital, clinic or nursing home) **generate more than 50 lb.** of medical waste during **only one** calendar month of a calendar year **and also** generate an average of less than 50 lb. of medical waste per month for the same calendar year?

If you answered "**Yes**" to **any one or more** of the three questions above, your facility is exempt from filing the progress report on waste reduction.

If you answered "**No**" to **all** three questions above your facility must file the progress report on waste reduction (Section C of the online annual report form). Instructions for filing are on the Annual Reports Web Page: <http://dnr.wi.gov/topic/HealthWaste/IWReport.html>

You may also want to review *Medical Waste Reduction and the Annual Report*, publication WA802. <http://dnr.wi.gov/files/pdf/pubs/wa/WA802.pdf>

Instructions for Exempt Generators

If your facility has filed an annual report before, please notify the DNR of your exempt status by following the instructions on the Annual Reports Web Page, under the "Exemptions and Records" tab: <http://dnr.wi.gov/topic/HealthWaste/IWReport.html>

If your facility has never reported on infectious waste before, you don't need send anything to the DNR, but must keep records to verify your exempt status. Keep this worksheet as documentation as well as items listed on the Annual Reports Web Page, under the "Exemptions and Records" tab: <http://dnr.wi.gov/topic/HealthWaste/IWReport.html>

Sharps collection stations and households do not need to keep any records or file annual reports.

DISCLAIMER: This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources (DNR). Any regulatory decisions made by the DNR in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.