University Environmental Health and Safety

Bio-Medical Waste Charge-Back Process

- Every two weeks a bio-medical waste disposal company is summoned to the Portland campus for the transportation and disposal of bio-medical waste generated by different departments of the University.

- An inventory of full, ready to ship bio-medical waste boxes is taken before each shipment. The number of containers each department contributes are counted and recorded on an inventory spreadsheet for charge-back purposes.

- The bio-medical waste disposal company verifies and records the total number of boxes being shipped. This shipment information is printed on site and signed by an Environmental Health and Safety employee.

- The inventory and shipping documentation are filed at the Environmental Health and Safety office until an invoice arrives. The bio-medical waste disposal company sends an invoice once every three months, and charges a flat rate per quarter (approximately $3,500.00, which is based on our historical poundage).

- The inventories previously recorded at each shipment are then used to total individual department contributions for the quarter. This inventory information is then used to charge departments accordingly.

  - Example: Invoice Total for Quarter 1 = $3,500
    
    Quarter 1 Nursing Department = 25 Boxes
    Quarter 1 Applied Medical Science = 75 Boxes
    Total Number of Boxes Shipped for Quarter 1 = 100

    Individual Department Charges:
    
    Nursing Department Pays: $875.00 for Quarter 1
    Applied Medical Science Pays: $2,625.00 for Quarter 1
    $875.00 + $2,625.00 = Quarter 1 Invoice in the Amount of $3,500.00

- Based on these calculations, a journal entry is made charging back each department for their contribution to the bio-medical waste disposal shipments. The named representative from each department (see Bio-Medical Waste Department Contact List in Forms menu of the UEH&S website) will receive formal notification of the charges by email prior to the actual journal entry.