Cornell University
College of Veterinary Medicine

MEDICAL WASTE TRACKING TAG INSTRUCTIONS
Updated August 2019

1. Open Internet Explorer (not Firefox, Edge, or Chrome) on a computer running Windows 10 - see https://support.microsoft.com/en-us/help/4026136/windows-10-use-internet-explorer. IE is also available on Windows 7, but Macs are not supported by the Medical Waste Tracking System.

2. Go to https://secure.vet.cornell.edu/mwts/ on IE and log in (if you have not used the system before, follow the link to register on the login screen.)

3. After logging in, click "Enter a Tracking Tag" at the top of the options list on the left. Then select your name and waste information from the drop-down lists and radio buttons. If you generate labels for more than one section, select the appropriate section. If you have RMW that is contaminated with trace amounts of chemotherapeutic agents, ethidium bromide, or other hazardous chemicals, you must be registered in the MWTS specifically for this category. If you cannot select "Red Bag – Chemo" or "Sharps Container-Chemo", as the waste sub-type, follow the link for obtaining approval for this waste type. ***Do not submit this waste as "Regular" RMW to avoid exposing the waste treatment staff to hazardous chemicals.***

4. Click "Submit" (you might need to click the button twice) and then Click "Print tag label"
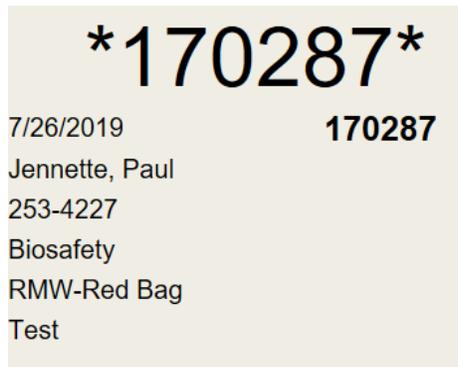
5. An image of the tracking tag with a barcode should appear on the screen- if the tracking number appears at the top between two asterisks…

```
*170287*
7/26/2019           170287
Jennette, Paul
253-4227
Biosafety
RMW-Red Bag
Test
```

…then a barcode font needs to be installed on the computer. Either request help from the IT desktop support group (itservicedesk@cornell.edu) or do the following:

   a. Confirm you are using Internet Explorer
   b. Browse to http://www.free-barcode-font.com/
   c. Click on "Download the Code 39 font package"
   d. Select "Open" from the dialogue box
   e. Double click on the "free3of9" TrueType font file
   f. When the file opens, click the "Install" button at the upper left corner of the window

Once the barcode font is installed on your computer, repeat Step 4. You should then see something like this:

```
[barcode]
7/26/2019           170288
Jennette, Paul
253-4227
Biosafety
RMW-Red Bag
Test
```
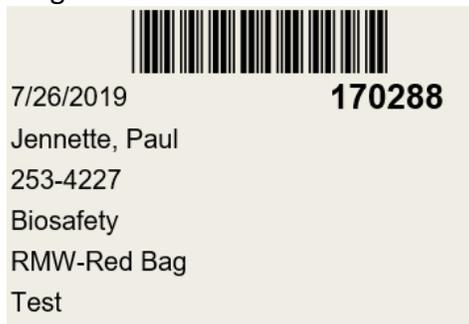
6. If the barcode still does not appear, request help from the IT desktop support group (itservicedesk@cornell.edu)
7. Ignore any messages that might appear about installing an add-on.
8. If a print dialogue box does not open automatically, Right-click anywhere on the page and select "Print…" from the drop-down menu.
9. When the pop-up window appears, select the printer you want to use and click the "Print" button.
10. Staple the tracking tag to red bags, or tape the tag to sharps containers. If your lab has the option to send waste in full cartloads, tape the tag to the top of the cart.
11. If a tracking tag is not printed completely or is somehow lost or destroyed, you can reprint it by clicking "Reprint Labels" link if you have the tracking number. Please note that doing this generates duplicate tags with identical tracking tag numbers, so you can't use this for more than one waste container or cart. Alternatively, you can simply repeat the "Enter a Tracking Tag" function. Only tracking tags that are received at the Waste Management Facility are permanently recorded and used for billing.