**SOLID BIOLOGICAL WASTE TO AUTOCLAVE**

Waste generated by: CRMH RP3 (5/F, 15W) \*

Waste packaged by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booking date/time: 2023/\_\_ /\_\_ \_\_ am / pm

DD

MM

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**Online booking of autoclave**

1. Go to <https://sbs.hkstp.org/sbs>
2. Log-in with username / password = crmhcas / Crmh210203
3. Log-in again with: ccclab@crmh-cas.org.hk / Ccclab2023
4. Left navigation panel > Booking Management > Make Booking
5. Step 1. Booking Type: Contract Booking
6. Existing Contract Booking > Select a contract no. > BL-2100018
7. Service Unit: Biomedical Technology Support Laboratory
8. Check I have read and accepted to be… > Click Accept
9. Step 2. Resource Item: BSL-168
10. Choose a date/time. 2 hours per session.
11. Add to cart. Go to cart. Submit.

**IMPORTANT NOTE**

* NO liquid and sharp items in the autoclave bag!
* DOUBLE bagging and put this label in between the two bags!
* Remember to retrieve bags after the autoclave is completed!