[Organization logo]

[Organization name]

GUIDELINE FOR MEDICAL WASTE MANAGEMENT

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Commented [9A1]: All fields in this document marked by square brackets [ ] must be filled in.

Commented [9A2]: This guideline does not apply to authorized organizations that are in the business of collecting, storing and treatment of medical waste.

Commented [9A3]: For more information about waste management, see this article:

7 Steps in handling waste according to ISO 14001
https://advisera.com/14001academy/blog/2016/11/07/7-steps-in-handling-waste-according-to-iso-14001/

Commented [9A4]: To handle documents in an ISO-compliant Document Management System, use Conformio:
http://advisera.com/conformio

Commented [9A5]: You can attend these free on-line training courses to learn more about ISO 9001:2015 & ISO 14001:2015 implementation:

- ISO 9001:2015 Foundations Course
https://training.advisera.com/course/iso-90012015-foundations-course/

- ISO 14001:2015 Foundations Course
https://training.advisera.com/course/iso-14001-foundations-course/

Commented [9A6]: Adapt to the existing practice in organization.

Commented [9A7]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Change history

Date	Version	Created by	Description of change
	0.1	9001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this document is to define the process of medical waste management in objects where health care services are provided.

This document applies to all activities and processes of [organization name] in which medical waste is generated, but it doesn't apply to pharmaceutical waste.

Users of this document are all employees of [organization name].

Commented [9A8]: This guideline does not apply to authorized organizations that are in the business of collecting, storing and treatment of medical waste.

2. Reference documents

- ISO 14001:2015 standard, clause 8.1
- Integrated Management System Manual
- Environmental Policy
- Procedure for Identification and Evaluation of Environmental Aspects
- List of Interested Parties, Legal and Other Requirements

3. Medical waste management

Medical waste is waste created during health care provision.

[Job title] is responsible for forming a team for waste management and organizing trainings.

[redacted]

3.1. Classification of Medical waste

[Job title] is responsible for sorting and collection of waste generated in objects where medical services are provided and must classify it as either hazardous or nonhazardous medical waste.

3.1.1. Nonhazardous medical waste

[redacted]

3.1.2. Hazardous medical waste

Hazardous medical waste is hazardous waste that demands special treatment:

- [redacted]
- [redacted]

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- ***Infectious and highly infectious waste*** (hereinafter referred to as a: infectious waste)
- [illegible]
- [illegible] is waste from the objects in which medical services are provided, from diagnostics, experimental work, laboratories, cleaning, keeping and disinfection facilities and equipment (chemical waste, waste with high content of heavy metals and waste bottles under pressure).

If medical waste consists of multiple types of waste, its classification will be done on the basis of the most prevalent component.

[illegible] is responsible for setting written instructions at the place of classification of hazardous medical waste for employees who collect and classify that waste.

3.2. Collection of medical waste on place of generation

3.2.1. Collecting of pathoanatomical waste

[Job title] is responsible for deploying pathoanatomical waste in the following way:

- in designated containers lined with brown plastic bags, maximum of 2/3 of its height
- [illegible] bags are tied so that they cannot untie again (do not close with staples or in any other inappropriate manner)
- removal of bags at least once per shift, or immediately when they are filled

Commented [9A9]: Adapt to the legal requirements.

3.2.2. Collecting of sharp objects

Sharp objects are objects or materials that can cause cuts or puncture wounds (used needles, scalpels, broken glass, etc.).

[Job title] is responsible to ensure the following:

- Sharp objects are disposed of in [illegible] containers
- Fill containers to the level marked on them
- The container must have a lid that cannot be removed and be marked so that sharp objects can be inserted with one hand
- The container must have a handle that is not a part of the closing mechanism
- After application, the needles are directly deposited into a container for sharp waste and the covers cannot be returned to the needle
- Change containers at least once a week, regardless of whether they are filled

Commented [9A10]: Adapt to the legal requirements.

While managing the sharp objects, [function name] is responsible for taking actions to prevent the injuries and infections that may occur during handling of these objects and ensuring that they are treated as infectious waste or as cytotoxic waste.

3.2.3. Collecting of pharmaceutical waste

For the treatment of pharmaceutical waste, see Guidelines for Pharmaceutical Waste Management.

3.2.4. Collecting of infectious waste

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Infectious waste includes cultures and material from the laboratory that contains infectious agents; [illegible] dialysis, infusion, and similar operations, including all the equipment and disposable supplies; [illegible]

[Job title] is responsible for ensuring the following occurs:

- Packaging of infectious waste in double plastic gray-colored bags or yellow-colored containers, and waste contaminated with blood and body fluids in double gray-colored plastic bags or yellow-colored containers.
- [illegible]
- [illegible]

Commented [9A11]: Adapt to the legal requirements.

Commented [9A12]: Adapt to the legal requirements.

Commented [9A13]: Adapt to the legal requirements.

3.2.5. Collecting of chemical waste

Chemical waste is waste in gaseous, liquid, and solid form with hazardous characteristics, and in particular: toxicity, corrosivity, flammability, explosiveness, cyto or genotoxicity, etc.

[Job title] is responsible to ensure that the following occurs:

- [illegible]
- [illegible]
- Chemical waste is packed in red-colored containers

3.3. The movement of waste within health institution

[Job title] is responsible to mark, with red color and suitable road signs, pathways of hazardous [illegible] pathway at the time of reduced frequency of movement.

Commented [9A14]: Adapt to organizational practice or legislation.

Containers for transport of hazardous waste must meet the following requirements:

- [illegible]
- [illegible]
- [illegible]
- Made of materials resistant to the cleaning and disinfection agents
- [illegible]
- [illegible]

3.4. Temporary storing of hazardous medical waste

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[Job title] ensures that the room for temporary storage must be:

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- Inaccessible to the public
- With enough capacity for waste deployment
- [illegible]
- [illegible]
- [illegible] and vehicles for transport of waste
- Inaccessible to animals and other carriers of infectious agents
- [illegible]
- [illegible]
- [illegible]
- Equipped with fire protection
- Under temperature control
- [illegible]

[Job title] must ensure that deployed infectious and pathoanatomical waste is kept in the following way until treatment:

- [illegible]
- [illegible]
- [illegible] to 72 hours.
- Pathoanatomical waste deploys in cooling chambers at standard freezing temperatures.
- [illegible]

Commented [9A15]: Adapt to organizational needs or legislation.

3.5. Marking and labeling medical waste

[Job title] ensures that on the classified and packaged hazardous medical waste shall be placed [illegible]

Commented [9A16]: Adapt to organizational needs or legislation.

- [illegible]
- [illegible]
- [illegible]
- [illegible]

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- Name and signature of responsible person who labeled the waste

Commented [9A17]: Adapt to organizational practice or legislation.

3.6. Treatment of the medical waste within health organization

[Job title] is responsible for treatment of medical waste that is done independently or through a third party with which a contract is signed and which meets the requirements prescribed by the law governing waste management and other regulations.

3.6.1. Treatment of infectious waste and sharp objects

The treatment of infectious waste and sharp objects is done by methods of incineration and co-incineration in plants dedicated to the thermal treatment in accordance with the best available techniques and methods of disinfection/sterilization in an autoclave or sterilizers, grinding or crushing in crushers, as well as other recognized methods that remove the hazardous properties of medical waste.

The space in which to perform disinfection/sterilization of waste must meet the conditions determined by [name of the law].

Commented [9A18]: Delete if there is no applicable law.

Infectious waste that became non-hazardous by treatment is disposed of as a landfill in accordance with the [name of the law].

Commented [9A19]: Delete if there is no applicable law.

3.6.2. Treatment and disposal of waste contaminated with blood and body fluids

Waste contaminated with blood and body fluids is treated with incineration in facilities for thermal treatment of municipal waste or controlled deployment at the landfills in accordance with the law.

Waste contaminated with blood and body fluids is treated as infectious waste. If there is no facility for municipal waste treatment or if there is no possibility of controlled deployment to the landfill.

3.6.3. Treatment of pathoanatomical waste

Treatment of pathoanatomical waste is conducted in facilities assigned for thermic treatment of pathoanatomical waste, and in crematories or burial at cemeteries, in accordance with law.

Blood, blood products, and body fluids that remain after laboratory tests are treated with neutralizers and test tubes as a rule, by incineration and co-incineration or disinfection / sterilization, in accordance with special regulations.

With blood and blood derivatives which, during diagnostic testing, are mixed with chemicals shall be treated as chemical waste.

3.6.4. Treatment of chemical, pharmaceutical and cytotoxic waste

Chemical, pharmaceutical, and cytotoxic waste is treated by physico-chemical treatment or incineration. Treatment of waste bottles is in facilities that are licensed for the treatment of hazardous waste.

3.6.5. Treatment of waste pressurized bottles

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Waste pressurized bottles cannot be treated by incineration and must be deactivated before the treatment.

3.6.6. Thermic treatment of medical waste

[illegible]

The incineration or co-incineration of hazardous medical waste shall be performed under the prescribed conditions (minimum temperature combustion in the primary chamber of 850° C, and when waste containing more than 1% of halogenated organic substances, expressed as chlorine [illegible]

Commented [9A20]: Adapt to the legislation.

The effectiveness of treatment of infectious waste shall be tested during each treatment by physico-chemical indicators. Microbiological control efficiency of treatment is done once a month.

3.7. Deployment of medical waste to the organization authorized for taking over

[illegible]

[Job title] creates the Deployed Waste Report after waste deployment.

Commented [9A21]: Adapt to the legislation.

4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Deployed Waste Report	PR.13.3.9	2 years	[office of [job title]]	[job title]

Commented [9A22]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees the right to access records.

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