

[Organization logo]

[Organization name]

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GUIDELINE FOR MEDICAL WASTE MANAGEMENT

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Signature:	

Commented [14A2]: Adapt to the existing practice in organization.

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Change history

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Table of contents

1. PURPOSE, SCOPE AND USERS	3
2. REFERENCE DOCUMENTS	3
3. MEDICAL WASTE MANAGEMENT	3
3.1. CLASSIFICATION OF MEDICAL WASTE.....	3
3.1.1. <i>Nonhazardous medical waste</i>	3
3.1.2. <i>Hazardous medical waste</i>	3
3.2. COLLECTION OF MEDICAL WASTE ON PLACE OF GENERATION	4
3.2.1. <i>Collecting of pathoanatomical waste</i>	4
3.2.2. <i>Collecting of sharp objects</i>	4
3.2.3. <i>Collecting of pharmaceutical waste</i>	4
3.2.4. <i>Collecting of infectious waste</i>	5
3.2.5. <i>Collecting of chemical waste</i>	5
3.3. THE MOVEMENT OF WASTE WITHIN HEALTH INSTITUTION	5
3.4. TEMPORARY STORING OF HAZARDOUS MEDICAL WASTE	6
3.5. MARKING AND LABELING MEDICAL WASTE	6
3.6. TREATMENT OF THE MEDICAL WASTE WITHIN HEALTH ORGANIZATION.....	7
3.6.1. <i>Treatment of infectious waste and sharp objects</i>	7
3.6.2. <i>Treatment and disposal of waste contaminated with blood and body fluids</i>	7
3.6.3. <i>Treatment of pathoanatomical waste</i>	7
3.6.4. <i>Treatment of chemical, pharmaceutical and cytotoxic waste</i>	7
3.6.5. <i>Treatment of waste pressurized bottles</i>	8
3.6.6. <i>Thermic treatment of medical waste</i>	8
3.7. DEPLOYMENT OF MEDICAL WASTE TO THE ORGANIZATION AUTHORIZED FOR TAKING OVER	8
4. MANAGING RECORDS KEPT ON THE BASIS OF THIS DOCUMENT	8

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 [14A4]: This guidelines 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
- Environmental Manual
- Environmental Policy
-
- Procedure for Identification and Evaluation of Environmental Aspects
- Procedure for Operational Control of Significant 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.

Members of the team for managing hazardous medical waste include, in addition to others, nurses and technicians employed in laboratories.

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

Nonhazardous medical waste that is already mixed with hazardous medical waste is considered to be hazardous medical waste.

Nonhazardous medical waste that is already mixed with hazardous medical waste is considered to be hazardous medical waste.

3.1.2. Hazardous medical waste

Hazardous medical waste that is already mixed with hazardous medical waste is considered to be hazardous medical waste.

[organization name]

- **Pathoanatomical waste**
- **Sharp objects**

1. [Redacted]
2. [Redacted]

- **Other hazardous medical waste** 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).

[Redacted]

[Job title] 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:

1. [Redacted]
2. [Redacted]

- removal of bags at least once per shift, or immediately when they are filled

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:

1. [Redacted]
2. [Redacted]
3. [Redacted]

- 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

While managing the sharp objects, [function name] is responsible for taking actions to prevent the

[Redacted]

3.2.3. Collecting of pharmaceutical waste

Commented [14A5]: Adapt to the legal requirements.

Commented [14A6]: Adapt to the legal requirements.

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

3.2.4. Collecting of infectious waste

Infectious waste includes cultures and material from the laboratory that contains infectious agents; equipment, materials, and accessories that have been in contact with blood, blood products, other

infectious waste that has been in contact with infected patients, as well as highly infectious waste from medical laboratories.

[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.

Commented [14A7]: Adapt to the legal requirements.

Commented [14A8]: Adapt to the legal requirements.

Commented [14A9]: 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:

- Packaging for collecting infectious waste must not be placed in the halls in which patients move around

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 medical waste to the place for temporary deployment. Transport must be done at least once a year,

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

- Simple for loading and unloading
- Without sharp edges in order to avoid damaging bags or hurting employees

[organization name]

- At least once a day cleaned and disinfected
- Wash container in special, purpose-built room, within temporary storage

3.4. Temporary storing of hazardous medical waste

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

- Clearly defined
- Located outside the halls and passageways
- Inaccessible to the public
- With enough capacity for waste deployment
- Easily accessible by wheelchair or containers for waste collection within the health service and vehicles for transport of waste
- Inaccessible to animals and other carriers of infectious agents
- Equipped with fire protection
- Under temperature control
- Equipped with segregated areas for incompatible types of waste

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

- Infectious waste at place of generation can be stored at a temperature higher than +15°C up to 72 hours.
- Pathoanatomical waste deploys in cooling chambers at standard freezing temperatures.

3.5. Marking and labeling medical waste

[job title] ensures that on the classified and packaged hazardous medical waste shall be placed written stickers about the dangers of medical waste, with dimensions of at least 50 mm x 75 mm, which contain the following:

Commented [14A11]: Adapt to organizational needs or legislation.

Commented [14A12]: Adapt to organizational needs or legislation.

[organization name]

- Symbol for marking the waste
- Date of waste generation
- [redacted]
- [redacted]
- Name and signature of responsible person who labeled the waste

Commented [14A13]: 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

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

medical waste.

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

Commented [14A14]: 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.

Commented [14A15]: Delete if there is no applicable law.

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.

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

[organization name]

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

[Redacted text]

3.6.6. Thermic treatment of medical waste

The treatment of medical waste incineration or co-incineration takes place in plants designated for

[Redacted text]

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

[Redacted text]

including dioxins.

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

[Job title] is responsible for deployment of medical waste to the organization authorized for taking over and/or treatment of the waste and thereby creates adequate documentation.

[Redacted text]

Commented [14A16]: Adapt to the legislation.

Commented [14A17]: 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.08.13	2 years	[office of [job title]]	[job title]

Commented [14A18]: 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.