

Policy: P008 – **Medical Waste Disposal**

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I. **Purpose:**

In order to manage our biomedical wastes, Affiliated Physicians has implemented this Biomedical Waste Policy. The purpose of this policy is to provide information to the employees and staff regarding the identification, handling, storage, and disposal of biological and medical wastes generated by Affiliated Physicians. The goal of the policy is to handle biomedical waste in a safe and environmentally sound manner as well as to comply with local and federal regulations.

II. **Policy:**

- a. Containment of biomedical waste shall be in a manner and location which affords protection from general public.
- b. Rigid containers of discarded sharps and all other disposable containers used for containment of biomedical waste shall be red or orange in color or clearly identified with the universal biohazard symbol or clearly marked with the word 'Biohazard'.
- c. Biomedical waste, except for sharps, shall be placed in containers which are impervious to moisture and have strength sufficient to preclude ripping, tearing, or bursting under normal conditions of use. The containers shall be securely closed so as to prevent leakage or expulsion of solid or liquid waste during storage, handling, or transport.
- d. Sharps shall be contained for storage, transportation, treatment, and subsequent disposal in leak proof, rigid, puncture-resistant containers that are tightly lidded to preclude loss of contents.
- e. All crates and/or containers returned to the AP main office are treated as biohazardous material.
- f. Staff receiving event-used crates and/or containers must wear PPE during opening and sorting of material inside containers.
- g. Biomedical waste, once received back to the main AP office, must be separated into designated biohazard receptacles and treated by medical management company in accordance with federal and state regulations.
- h. Reusable bins or crates or other containers used for biomedical waste transportation shall not be used for other purposes except after being decontaminated.
- i. Reusable containers used for shipment of biomedical waste shall be thoroughly washed and decontaminated each time they are emptied.
- j. All staff will be educated on biohazard medical waste management prior to working any AP program.
- k. On-site event management team members are responsible for biohazard containment, on-the-ground staff education, and proper transporting of generated medical waste.

- I. Account Management will provide specific details to AP Logistics team pertaining to client request(s) if other than what is outlined herein. [Client must provide AP Logistics team the company policy **on Medical Waste Storage Management and Process** if different than what is outlined]

**III. Procedure:**

a. Medical Waste Management

- i. Handled by AP Logistics team. – Unless otherwise determined for OOT [out-of-town which is outside greater NYC area] clients for site specific medical waste pickup.
  1. AP Logistics responsible for dispersing non-used SHARPs container and/or biohazard red bags to program sites.
  2. Responsible for management of returned crates from local and/or OOT events.
  3. For OOT events – if client requests ‘Medical Waste Direct Pickup’ – storage and processing of medical waste will differ from outlined AP policy. [refer to client specific policy]
- ii. Field staff
  1. Responsible for proper use of biohazard red bags, SHARPs containers.
  2. Responsible for proper disposal of biohazardous waste during the course of each program.
  3. Responsible for the return of all biohazardous waste.
    - a. When events have ended.
    - b. When crates are full, but not overflowing, with biohazard bags and/or SHARPs containers.

b. SHARPs container

- i. Required for all VACCINATION events
- ii. All needles, syringes, vials, and/or any other sharp item(s) that has the potential to puncture or lacerate the skin need to be placed in designated and labeled SHARPs containers.
- iii. All used syringes/vaccine vials are to be disposed of in Biohazard SHARPs Container and stored in secure location [i.e. crates] if not full, or sealed and crated if full at the end of each event.
  1. If it is a Multi-day event, it is permissible to safely store Biohazard SHARPs containers in the crate for next day use.
  2. Once PM, team lead and/or staff member confirm vial is empty with no viable other dose, vial is to be disposed of in SHARPs container.
- iv. All full SHARPs containers that are sealed will need to be returned to the main AP office using an empty crate and must be zip tied securely prior to transport.
  1. Do not send single full SHARPs containers back for multi-day events. Crate must contain > 3 before transporting.
  2. Once crate is full or the event has come to an end (including single day events), properly close all Biohazard SHARPs containers – zip tie

shut and return using FedEx prepaid label and address to **15 Canal Road, Pelham Manor, NY 10803**

3. PM, team Lead or staff member responsible to bringing sealed and labeled crate to local Fed Ex drop off site OR **coordinating with site contact for FedEx pick up**
- c. Biohazard Red Bag
  - i. Required for all Swabbing events for disposal of swabs, UTM, cartridges, etc.
  - ii. Items simply contaminated with small absorbed amounts of blood or Other Potentially Infectious Materials (OPIM) may be placed in a regular plastic-lined trash container.
  - iii. All PPE can be disposed of in regular trash unless visibly soiled or contaminated. Regular trash bag but must be securely tied once full throughout the day and/or at the end of each event.
  - iv. Do not dispose of regular trash items i.e. food, beverage, paper items etc. in designated red biohazard bags.
    1. Once crate is full with biohazard red bag(s) – zip tie shut and return to the main AP office.
- d. General Medical Waste Management
  - i. When handling any red bag biohazard material or SHARPs container, PPE is to be worn.
  - ii. Once crate is full or event has come to an end [last day AP will be on-site], properly close all Biohazard SHARPs containers and/or biohazard red bags – zip tie shut and return using FedEx prepaid label and address to **15 Canal Road, Pelham Manor, NY 10803**
- e. Logistics
  - i. Team will receive crates back to the main AP office via FedEx.
  - ii. All crates are considered contaminated.
    1. Staff managing crate returns must don PPE [refer to P007]
    2. Open all crates with caution.
    3. All SHARPs containers placed in biohazard storage area.
    4. All biohazard red bags to be placed in biohazard storage area.
    5. Medical Waste Management Company, in accordance with federal guidelines and mandates, will remove medical waste on regularly set schedule.

All crates will be sanitized using professional grade disinfectant after removal of biohazard red bags and/or SHARPs containers.

**IV. Resources:**

- a. [Regulated Waste Management ♦ Red Bags & Sharps Containers Considerations | Healthcare Compliance Pros](#)
- b. [Bloodborne pathogens. - 1910.1030 | Occupational Safety and Health Administration \(osha.gov\)](#)

ii Last reviewed – 02.03.21

iii Approved Date – 12.15.20