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## 1.0 PURPOSE

This procedure is to outline the process on management clinical and non-clinical waste in accordance with relevant regulations and guidelines.

## 2.0 SCOPE

This procedure covers all laboratories in UoC which involve clinical and non-clinical waste.

## 3.0 REFERENCE

Act 2005 – schedule waste regulations

MSDS – Material Safety Data Sheet

## 4.0 DEFINITION


Clinical waste is defined as any waste which consists wholly or partly of human or animal tissue, blood or others pharmaceutical product, swab of dressing, syringe, needles or others sharp instrument being waste unless rendered safe may prove hazardous to any person coming into contact with it.

MLT - Medical Lab Technologist

Vendor - The assigned company to collect the chemical waste.

e-CN - e-consignment note


CTI - Collection Transportation Instructions

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## 5.0 PROCEDURE


### a) Clinical Waste


NO	RESPONSIBILITY	PROCESS FLOW	DESCRIPTION
5.1	MLT	Plan collection of waste from labs	Assigned vendor will collect all clinical and non-clinical waste once a month. Assign staff to collect waste as per scheduled.
5.2	MLT	Collect clinical waste from labs	Staff will collect clinical waste regularly from various labs and get ready for collection by vendor 2 days before the scheduled collection date. Refer guidelines on handling clinical and non-clinical waste.
5.3	MLT	Store clinical waste temporary	Store all clinical wastes in temporary storage area
5.4	Vendor	Vendor collect clinical waste	Vendor collect all clinical wastes from the temporary storage area
5.5	Vendor	Vendor produce consignment note	Upon collecting, the company will then produce a consignment note
5.6	MLT	Verify and file consignment	Staff will verify the consignment note received from vendor and keep a copy for record purposes.

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b) Non-clinical waste

NO	RESPONSIBILITY	PROCESS FLOW	DESCRIPTION
5.1	MLT	Chemicals Waste production	Chemical waste produce by lab will be removed from the laboratory on regular basis
5.2	MLT	Collection and separation of waste	Chemical waste will be grouped accordingly and placed in a specific corner in the laboratory.
5.3	MLT	Packaging & labeling of waste	The waste will be properly packed and labeled before transfer to the temporary storage area.
5.4	MLT	Transfer proper packaged & labeled chemical waste to basement (for temporarily storage)	Basement is the temporarily storage area before collecting of chemical waste by assigned vendor.
5.5	MLT	Update inventory waste in doe website	Website: <a href="http://eswis.jas.sains.my">http://eswis.jas.sains.my</a> Insert login ID: cucmslab Password: xxxxxxxxx Amount of waste production should be recorded and updated on monthly basis.
5.6	Executive	Fill in e-consignment note	The e-CN will be filled up only when the chemical wastes are ready to be disposed.

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5.7	Executive	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           Contact assign company to collect chemical waste         </div>	<p>Contact the vendor to confirm on the date of collection. Executive will fill in CTI form and fax or email to the assigned vendor.</p>
5.8	Vendor / Executive	<div style="text-align: center;">  </div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">           Collection of chemical waste         </div>	<p>Give a copy of e-CN to vendor's driver on the collection day.</p>

## 6.0 QUALITY RECORD

NO	TYPE OF RECORDS	REFERENCE NO
1.	e- consignment note	-
2.	Collection Transportation Instruction form	-