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|  | TITLE: HANDLING OF WASTE MANAGEMENT | | Date: 15/01/2020 |
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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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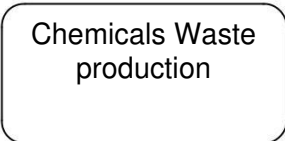
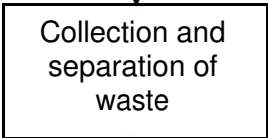
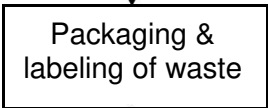
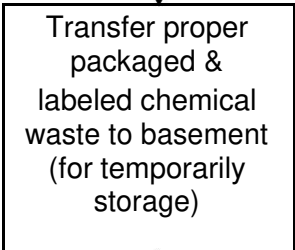
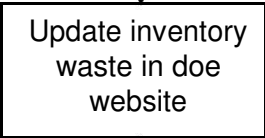
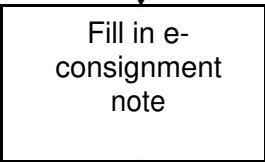
5.0 PROCEDURE


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 |  | Chemical waste produce by lab will be removed from the laboratory on regular basis |
| 5.2 | MLT |  | Chemical waste will be grouped accordingly and placed in a specific corner in the laboratory. |
| 5.3 | MLT |  | The waste will be properly packed and labeled before transfer to the temporary storage area. |
| 5.4 | MLT |  | Basement is the temporarily storage area before collecting of chemical waste by assigned vendor. |
| 5.5 | MLT |  | Website: http://eswis.jas.sains.my Insert login ID: cucmslab Password: xxxxxxxxx Amount of waste production should be recorded and updated on monthly basis. |
| 5.6 | Executive |  | 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;"> <p>Contact assign company to collect chemical waste</p> </div> <p style="text-align: center;">↓</p> | <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="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Collection of chemical waste</p> </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 | - |