 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-80-P01-S06
	Effective Date:	07-15-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Waste Management Section
	Document Title:	<b>DISPOSAL OF GLASS (AMPULES, VIALS, BOTTLES) AND PLASTIC WASTES</b>

### **PURPOSE:**

To provide a guidelines in the proper disposal of used ampules, vials, bottles and plastic wastes in the hospital.

### **SCOPE:**

Applies to all staff involved in the disposal of glass (ampules, vials and bottles) and plastic waste at Dr. Pablo O. Torre Memorial Hospital (DPOTMH)


### **PERSON RESPONSIBLE:**

Glass waste disposal team, Pharmacist, Logistics Division Clerk, Logistics Division personnel, Housekeeping Personnel

### **GENERAL GUIDELINES:**

1. All empty vials and ampules collected by the Pharmacy Department shall be scheduled for crushing and disposal by the Logistics Division and Waste Management Committee at least quarterly if warranted.
2. The Pharmacy Division Officer shall coordinate the schedule of all persons involved in the process.
3. The glass waste disposal team shall consist of one member, each representing from the following departments:
  - 3.1. Pharmacy
  - 3.2. Housekeeping
  - 3.3. Materials Management
  - 3.4. Security
  - 3.5. Infection Control
  - 3.6. Laboratory (optional)




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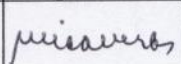
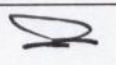

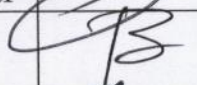
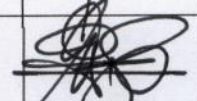
4. Crushing of glass waste shall be done at the hospital Materials Recovery Facility (MRF).
5. Final disposal of crushed glass waste shall be in a concretized pit at the hospital waste disposal lot in Villamar.

#### **PROCEDURE:**

1. The glass waste disposal team schedules the crushing and disposal of glass waste quarterly or 4x a year. In cases where there is an increase in volume of vials collected, the team schedules as often as monthly.
2. The Pharmacist coordinates the schedule of crushing and transport of glass waste (ampules and vials) with the Logistics Division.
3. Logistics Division Clerk or waste disposal team secures a trip ticket for the transport of the glass waste.
4. The glass waste disposal team retrieves the glass waste from the storage area at Villamar.
5. Logistics Division personnel weighs and logs the glass waste prior to crushing.
6. The Housekeeping crushes the glass waste in the presence of the glass waste disposal team with proper video or picture documentation.
  - 6.1. The Housekeeping for crushing of glass waste wears proper personal protective equipment (body shield, goggles, gloves, and face mask with eye shield)
  - 6.2. The team observing wears the same proper protective equipment as well.
7. Crushed glass waste is deposited in a hard puncture-proof container and is disposed in a concretized pit at the hospital waste disposal facility at Villamar.
8. Housekeeping personnel covers the pit until the next scheduled date.

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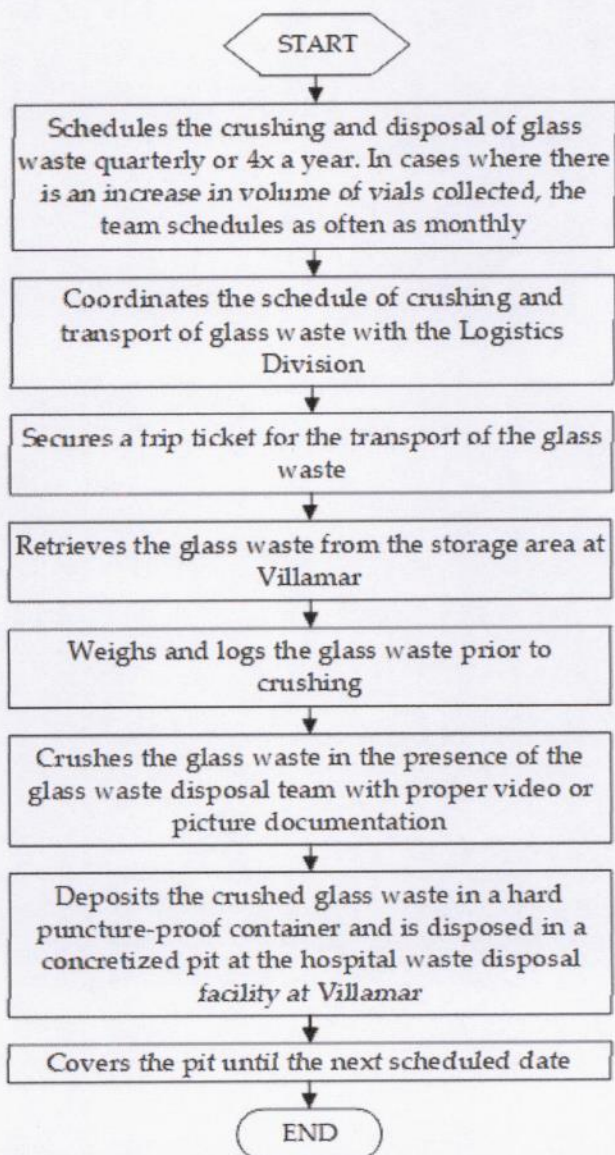
**APPROVAL:**


	Name/Title	Signature	Date
Prepared by:	<b>CATHERINE C. NICAVERA, FPCHA</b> Head, General Services Department		07-11-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua, FPCHA</b> Quality Assurance Supervisor		07-11-2022
Recommending Approval:	<b>ENGR. NOEL P. GARBO, FPCHA</b> Engineering and General Services Division Officer		7/18
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		7/20/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		8/31/22



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## FLOWCHART




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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>CATHERINE C. NICAVERA, FPCHA</b> Head, General Services Department	<i>[Signature]</i>	07-11-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua, FPCHA</b> Quality Assurance Supervisor	<i>[Signature]</i>	07-11-2022
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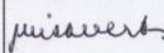

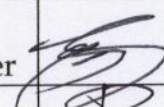

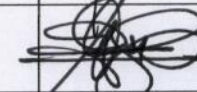


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KEY TASKS	PERSON RESPONSIBLE
1. Schedules the crushing and disposal of glass waste quarterly or 4x a year. In cases where there is an increase in volume of vials collected, the team schedules as often as monthly	Glass waste disposal team
2. Coordinates the schedule of crushing and transport of glass waste with the Logistics Division	Pharmacist
3. Secures a trip ticket for the transport of the glass waste	Logistics Division Clerk
4. Retrieves the glass waste from the storage area at Villamar	Glass waste disposal team
5. Weighs and logs the glass waste prior to crushing	Logistics Division personnel
6. Crushes the glass waste in the presence of the glass waste disposal team with proper video or picture documentation	Housekeeping Personnel
7. Deposits the crushed glass waste in a hard puncture-proof container and is disposed in a concretized pit at the hospital waste disposal facility at Villamar	Housekeeping personnel
8. Covers the pit until the next scheduled date	Housekeeping personnel

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