 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-F-80-P01-S02
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	General Services Department
	Document Title:	WASTE SEGREGATION

PURPOSE:

To promote proper segregation of waste at Dr. Pablo O. Torre Memorial Hospital (DPOTMH) and in compliance with the government regulations on waste management.

SCOPE:


Applies to all Staff involved in the collection of medical waste at Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Infection Control Department, Waste Management Committee, Housekeeping Aides, Elevator Operator (LG)

GENERAL GUIDELINES:


- 1 Waste produced at DPOTMH as a result of the usual activities of running a healthcare facility shall be initially segregated at the source.
- 2 Waste generated in the hospital shall be initially segregated as:
 - 2.1 General Waste
 - 2.1.1 Biodegradable (Madunot)
 - 2.1.2 Non-biodegradable (Indi Madunot)
 - 2.2 Infectious Waste, including pathologic waste
 - 2.3 Sharps
 - 2.4 Glass Waste
 - 2.5 Other Hazardous waste – composed of:
 - 2.5.1 Pharmaceutical waste (expired drugs)
 - 2.5.2 Genotoxic waste (chemotherapy waste)
 - 2.5.3 Chemical waste (reagents and formaldehyde)
 - 2.5.4 Waste with heavy metal contents (mercury thermometers and batteries)
 - 2.5.5 Pressurized containers and canisters
 - 2.5.6 Radioactive waste

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- 3 Proper segregation of waste shall be the responsibility of the person or area generating the waste.
- 4 Waste receptacles shall be provided by the hospital for the different classification of waste in the different areas of the hospital.
- 5 The color of the waste receptacles shall determine the type of garbage to be discarded. Upon removal of the plastic liner within the waste receptacle, the plastic liner shall be properly labeled by a color-coded band or color-coded tie.
- 6 The color of the waste containers shall be as follows:
 - BLACK, BLUE, GREEN – General Waste**
 - YELLOW - Infectious Waste**
 - RED puncture-proof container – Sharps**
 - WHITE 1 – Vials**
 - WHITE 2 – IV Plastic Bottles**
 - WHITE 3 – IV Glass Bottles**
 - WHITE 4 – Barrels and Syringes**
- 7 Other hazardous wastes shall not be discarded in the above stated receptacles. Housekeeping is responsible for pick-up and disposal of other hazardous and infectious waste.
- 8 In the event that any infectious waste is found inside the General Waste, Biodegradable Waste or Non-biodegradable Waste bins, the liners of these bins should be properly labeled and discarded as Infectious Waste.


PROCEDURE:

- 1 Proper waste disposal is the responsibility of the person or area generating the waste.
- 2 Each specific area in the hospital identifies the types of waste generated for initial segregation. The following are specific types of waste for segregation as generated by area.
 - 2.1 Medical wards: mainly infectious waste such as dressings, bandages, diapers, sticking plaster, gloves, disposable medical items, cotton balls, cotton applicators, alcohol swabs, patient's identification wristlet, used

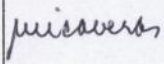


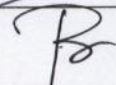
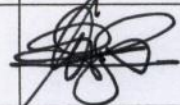
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hypodermic needles and intravenous sets, body fluids and excreta, contaminated packaging. General wastes from the medical wards include paper, packaging, food scraps and the like.

- 2.2 Operating rooms and surgical wards: mainly infectious anatomical waste such as tissues, organs, fetuses, and body parts; other infectious waste such as gauze exposed to blood and body fluids, used gloves, masks and caps; sharps; and general waste such as packaging.
 - 2.3 Pharmaceutical and chemical stores: small quantities of pharmaceutical and chemical wastes, mainly packaging (containing only residues if stores are well managed), and general waste.
 - 2.4 Laboratories: mostly infectious waste -cultures and stocks of infectious agents from laboratory work; pathological, including some anatomical highly infectious waste ,small pieces of tissue, infected animal carcasses, blood and other body fluids; sharps and some general waste.
 - 2.5 Support units, including administrative offices, billing offices, lobbies, hallways: general waste only.
- 3 Education on waste and waste segregation is the responsibility of the Waste Management Committee Infection Control Department and the Human Resources Department when it comes to in-service training of hospital employees.
 - 4 Education of patient admitted to the hospital is the responsibility of the Staff Nurse of the Nursing Service Department upon admission and orientation of the patient to room through instructions to patients and significant others and the reiteration of labels on waste receptacles. For reinforcement, hand-outs and brochures are also distributed by the Staff Nurses.
 - 5 Each area within the hospital is provided with the appropriate waste receptacles with lining and proper cover.
 - 6 Each waste receptacle is situated in an area that is accessible to the waste generating personnel and patients. Locations for placement of receptacles are identified by the Housekeeping Staff.
 - 7 Housekeeping maintains a schedule of waste collection and is properly documented and filed.


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APPROVAL:

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

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KEY TASKS	PERSON RESPONSIBLE
1. Identifies the types of waste generated for initial segregation.	All Employees
2. Conducts in-service training of hospital employees on waste and waste segregation.	Waste Management Committee, IPCU and HRD
3. Orients patient and significant others through instructions the reiteration of labels on waste receptacles.	Staff Nurses
4. Maintains a schedule of waste collection and is properly documented and filed.	Housekeeping Aide

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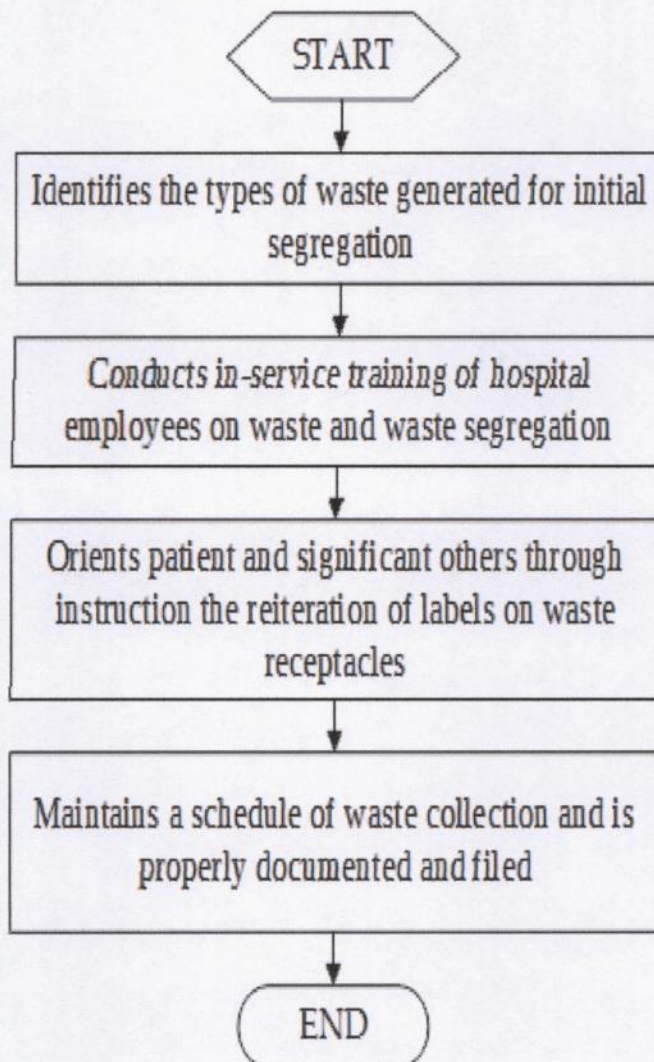



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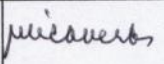

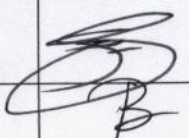

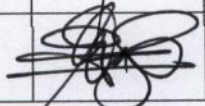
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FLOWCHART



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