 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-80-P01-S03
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Waste Management Section
	Document Title:	HAULING AND DISPOSAL OF WASTE

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

To promote proper waste segregation, collection and disposal.

SCOPE:

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

PERSON RESPONSIBLE:


Infection Control Nurses, Housekeeping Aides/Helpers, Dump Truck Drivers

GENERAL GUIDELINES:


DPOTMH Waste Management Team, in collaboration with the Infection Prevention and Control Unit (IPCU) shall consider avoidance of the spread of the microorganisms, bacteria causing diseases and foul odor caused by garbage through regular and proper waste collection, hauling, disposal and waste segregation as the top priority regarding waste management.

PROCEDURE:

1. Housekeeping Aide assigned as dump truck helper wears Personal Protective Equipment (PPE).
2. Housekeeping Aide checks the dump truck side doors if all are properly locked before loading the garbage.
3. Dump truck driver checks the dump truck as to availability of fuel, functionality of the truck before loading the garbage and traveling.
4. Dump truck driver secures trip ticket to the private dump site.
5. Dump truck driver parks the dump truck beside temporary garbage transfer station.
6. Dump truck helper loads the garbage and observes proper segregation (based on plastic bag color) when loading into the dump truck.


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7. Dump truck helper checks and sees to it that all waste are properly stored inside the dump truck.
8. Dump truck driver and housekeeping aide place the plastic cover of the dump truck and make sure that every side of the cover is tied up before leaving the area.
9. Dump truck helper cleans the temporary garbage container and the area where dump truck is previously stationed with running water using hose. Sweeps and removes dropped wastes and sprays odor killing solution and antiseptic disinfectant.
10. Dump truck helper sees to it that the area is free from litters and dirt when leaving.
11. Dump truck travels to the dumping site.
12. Dump truck helper removes the plastic cover by rolling and exposing only the infectious waste.
13. Dump truck helper prepares the concretized pit for waste disposal.
14. Wastes are dumped in the designated concretized pits according to classification.
15. Pathologic wastes are dumped in the designated pit and covered with industrial lime and sand.
16. Dump truck helper checks if all pit covers are securely in-placed before leaving the site.
17. Dump truck helper checks and removes remaining garbage in the dump truck before leaving the area.
18. All empty boxes kept in temporary garbage chamber for recycling or for sale.
19. Dump truck removes and endorses to Villamonte MRF in-charge all empty vials and ampoules for temporary safe keeping while waiting for Waste Management Committee for its destruction and final disposal.
20. Housekeeping personnel washes the truck's back carriage with soap and water, sprays odor killing solution and antiseptic disinfectant.
21. Dump truck driver and helper travels back to the hospital. Parks the dump truck at the MRF compound of the hospital.

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APPROVAL:

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

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KEY TASKS	PERSON RESPONSIBLE
1. Wears Personal Protective Equipment (PPE).	Housekeeping Aide
2. Checks the dump truck side doors if all are properly locked before loading the garbage.	
3. Checks the dump truck as to availability of fuel, functionality of the truck before loading the garbage and traveling.	Dump truck driver
4. Secures trip ticket to the private dump site.	
5. Parks the dump truck beside temporary garbage transfer station.	
6. Loads the garbage and observes proper segregation (based on plastic bag color) when loading into the dump truck.	Dump truck helper
7. Checks and sees to it that all waste are properly stored inside the dump truck.	
8. Places the plastic cover of the dump truck and make sure that every side of the cover is tied up before leaving the area.	Dump truck driver and housekeeping aide
9. Cleans the temporary garbage container and the area where dump truck is previously stationed with running water using hose.	Dump truck helper
10. Removes the plastic cover by rolling and exposing only the infectious waste.	
11. Prepares the concretized pit for waste disposal.	
12. Checks if all pit covers are securely in-placed	




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before leaving the site.	
13. Checks and removes remaining garbage in the dump truck before leaving the area.	
14. Washes the truck's back carriage with soap and water, sprays odor killing solution and antiseptic disinfectant.	Housekeeping personnel
15. Travels back to the hospital. Parks the dump truck at the MRF compound of the hospital.	Dump truck driver and helper

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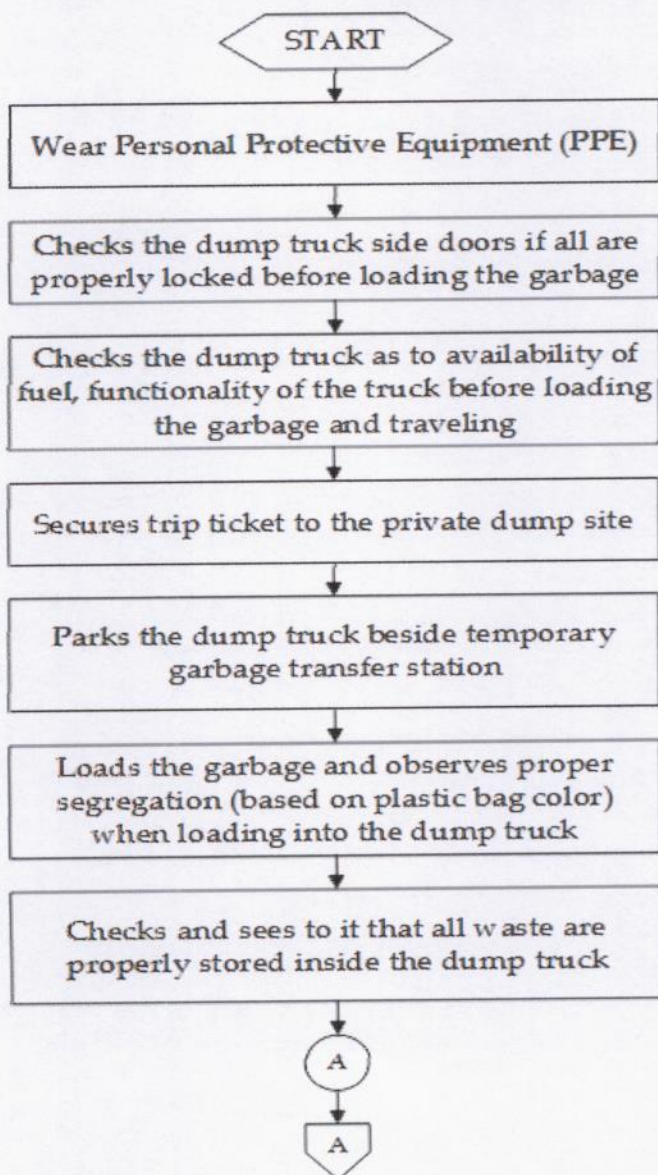


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FLOWCHART



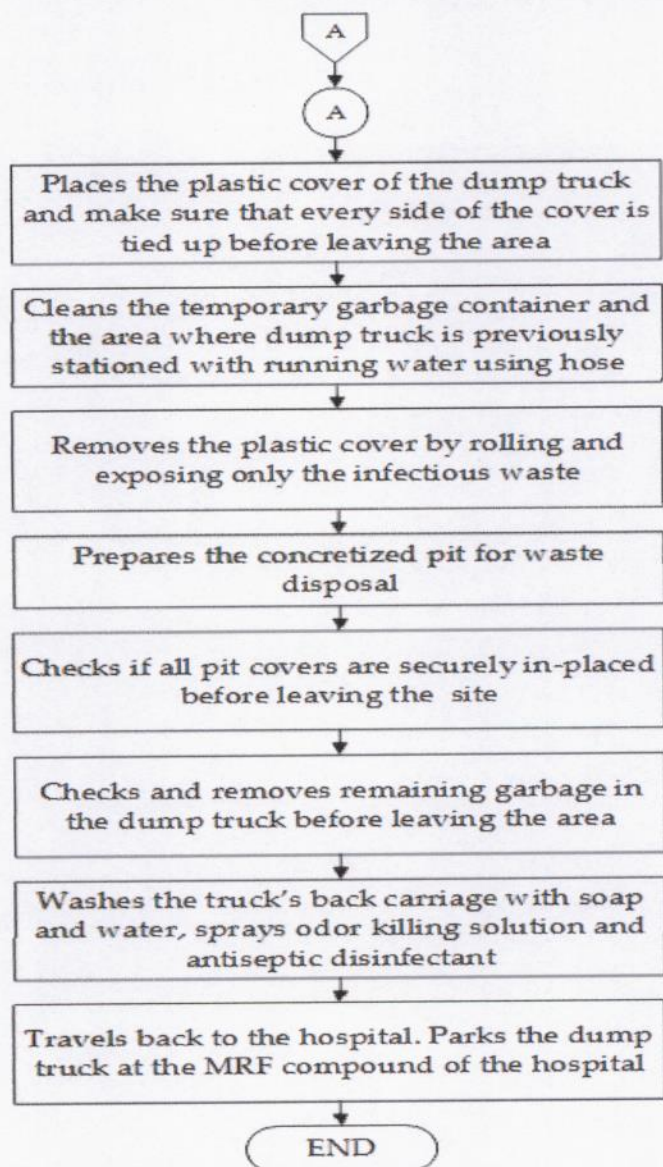



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FLOWCHART



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