 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive Bacolod City 6100</p>	DCN: HW - QP - 14
	REVISION NO: 01
	DATE EFFECTIVE: 02-01-12
	PAGE NO: 1 OF 3
	SUBJECT: <b>GENERAL WASTE</b>

## PURPOSE

To promote proper segregation, collection, storage and disposal of general waste.

## LEVEL

Housekeeping Personnel, Patients, Visitors, Infection Control Team, Quality Assurance Auditors, Dump Truck Driver, Nursing Service Department, All Hospital Personnel, Health Care Affiliating Students

## DEFINITION

**General Waste** - General waste is composed of biodegradable and non-biodegradable wastes.

**A. *Biodegradable Waste*** are generally materials from an organic origin that when disposed will decompose by natural process. This means it will break down and decay into simpler forms.

Examples are:

1. Paper (e.g. paper bags, newspaper, official receipts)
2. Cardboard boxes
3. Food scraps
4. Barbecue sticks
5. Paper plates
6. Fruits and vegetables


**B. *Non-biodegradable Wastes*** are materials that once discarded cannot be broken down into its origins. These are waste materials that can still be recycled into suitable beneficial use.

Examples are:

1. Plastic water bottles
2. Glass food/beverage bottles
3. Aluminum soda cans
4. Styrofoam and styropors packaging
5. Plastic bags/wrappers
6. Plastic cups/ plastic utensils
7. Tetrapacks
8. Plastic Sachet (e.g. coffee, creamer, tea, sugar, shampoo, conditioner, soap, dishwashing liquid, candy wrappers, etc.)

## POLICY

1. DPOTMH shall abide by the waste management guidelines set by the Department of Health and World Health Organization.
2. Waste produced at DPOTMH as a result of the usual activities of running a healthcare facility shall be initially segregated at the source.

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3. Proper segregation of waste should 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.
6. The color of the waste containers shall be as follows:
 


<b>GREEN</b> - Biodegradable	<b>BLACK</b> - Combination of Biodegradable
<b>BLUE</b> - Non-biodegradable	and Non-biodegradable
7. Other hazardous wastes shall not be discarded in the above stated receptacles. Housekeeping shall be responsible for pick-up and disposal of other hazardous and infectious wastes.
8. All General Waste shall be properly segregated by the Housekeeping Aide.
9. 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.
10. Waste shall be collected daily, or as frequently as required.
11. Waste shall be dumped twice a day.
12. Health care personnel involved in waste management shall strictly use specified Personal Protective Equipment (PPE) in all aspects of waste collection.
13. Education on waste and waste segregation shall be 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.
14. Education of patient admitted to the hospital shall be 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 shall also be distributed by the Staff Nurses.
15. The elevator shall be sprayed with disinfectant solution after being used to bring the waste trolley to the Central Waste Storage Area.

## PROCEDURE

### WASTE SEGREGATION:

1. All waste considered to be general waste is provided with two trash receptacles in Nurses' Station. The receptacles are labeled as:
 

<b>Biodegradable (Madunot)</b>
<b>Non-biodegradable (Indi Madunot)</b>
2. All general waste receptacles are lined with plastic liners.

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3. Waste generators (hospital personnel, patients, patient's folks) dispose waste in the designated waste receptacles.
4. Orientation of personnel on waste segregation is incorporated into the employee's new hire orientation.
5. Waste segregation is a part of the patient education materials given on admission. The nurse in-charge of the patient also orients the patient on admission regarding the hospital's waste segregation policy.
6. Random examination and inspection of the waste receptacles are done by the Housekeeping Supervisors, Infection Control Team and the Quality Assurance

**WASTE COLLECTION AND WASTE DISPOSAL:**  
Cross Reference: **HSKPG QP-39**

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