

Medical Waste Management Plan

Overview

1. This plan intends to protect employees, students and the community from health risks by defining the responsibilities for medical waste management.
2. Monroe One BOCES generates Medical Waste from time to time, generally from its health offices.
3. This plan is intended to serve as the waste management plan as required by 6 NYCRR Part 365-1.2 (a) of 6 NYCRR, Regulated Medical Waste and Other Infectious Wastes, <https://www.wadsworth.org/regulatory/rmwp> and <https://www.dec.ny.gov/chemical/8789.html>.
4. This plan is readily available to employees. It is posted on the Monroe One BOCES website, under Notices & Procedures Directory, Health & Safety: Written Plans and Information.

A. Responsibility, Recordkeeping, and Reporting:

1. All employees are responsible for compliance with this management plan.
2. Those employees who generate medical waste are responsible to properly identify and segregate the waste.
3. Those employees who are responsible for compliance with this plan are:

Name	Kim Taddonio
Title	School Nurse Manager
Office Location	Foreman Center, M-02 Creekside Health Office
Phone	585-383-6416
Email	Kim_Taddonio@boces.monroe.edu

Name	Darlene Keyes
Title	O&M Office Manager
Office Location	Foreman Center, E-03 O&M Office
Phone	585-383-2291
Email	Darlene_Keyes@boces.monroe.edu

4. The School Nurse Manager is responsible to properly manage medical waste generated from administering medications and responding to injuries.
5. When it is appropriate to have medical waste removed from site, the School Nurse Manager will contact the O&M Office Manager with the type, number of containers and approximate weight or volume of each container.
6. The O&M Office Manager will fill out a NYS Medical Waste Tracking Form with this information, a copy is in the Appendix to this plan and may also be found online http://www.dec.ny.gov/docs/materials_minerals_pdf/medwste.pdf.

7. The form will be sent to Monroe County Environmental Services ecopark for a cost to dispose of the material as well as a date and time to bring the material to the ecopark, 10 Avion Dr, Rochester NY 14624.
8. After Monroe County has provided a cost, date and time, O&M will make sure a PO has adequate funds encumbered and then write a work order to have the material picked up and delivered to the ecopark.
9. The School Nurse Manager will make sure the container of medical waste is properly labeled. Appendix A is an example of the proper label for Sharps disposal.
10. The NYS Medical Waste Tracking Forms will be kept on file online, within the O&M Staff Shared Drive, under Health & Safety, Hazardous & Medical Waste, Medical Waste. Additionally, the paper form will be retained for not less than three years.

B. Annual Update

1. The Director of Sustainability shall solicit comment from the School Nurse Manager, O&M Office Manager and each appointed Chemical Hygiene Officer for this plan's updates.
2. If updated, the Director of Sustainability shall send this updated plan to The Genesee Valley Educational Partnership Health, Safety and Risk Management Office (GV BOCES HSRM) to have it reviewed for compliance with current state regulations.
3. The updated plan shall be uploaded online and sent to the Chair of the Monroe One BOCES Health and Safety Committee.

C. General Conditions

1. Monroe One BOCES does not generate BSL-3 or BSL-4 wastes nor handles any select agents or toxins.
2. Monroe One BOCES does not treat any regulated medical waste. Any use of an autoclave will not constitute *treatment*, only pedagogical needs or convenience. Waste that has been subjected to autoclave use will continue to be handled as regulated medical waste.
3. Monroe One BOCES does not compress or compact medical waste.
4. Monroe One BOCES does not use bulk packaging.
5. Monroe One BOCES does not accept medical waste from other parties.
6. Monroe One BOCES has a safety plan in place to meet the requirements of OSHA's Bloodborne Pathogens rule, 29 CFR 1910.1030, as adopted by PESH.

D. Personnel Training:

1. Employees are trained on their responsibilities under this plan as well as protective actions with the training required under OSHA's Bloodborne Pathogens (BBP) standard.
2. Additional training may be provided to reflect workplace changes or identification or programmatic deficiencies.
3. Employees are instructed to report all potential exposures to bloodborne pathogens per the OSHA Bloodborne Pathogens compliance program.

E. Storage of Medical Waste:


1. Medical Waste must always be labeled. Appendix A is an example of a proper label for Sharps for disposal. Labels must contain the:
 - a. Responsible Party: Monroe One BOCES, 41 O'Connor Rd, Fairport, NY 14450, 585-336-2291
 - b. Building from which waste was generated
 - c. Date the waste will be transported
 - d. Biohazard symbol with the word BIOHAZARD.
2. Medical Waste is stored where it is generated, most commonly sharps containers. When identified for disposal, sharps containers are not removed from the generation area until approval has been given to take the material to the Monroe County ecopark.
3. However, should there be an emergency creation of medical waste, perhaps due to an injury, then the medical waste will be properly packaged, double bagged, and placed in the Receiving cage within the O&M receiving area of 41 O'Connor Rd until approval is given to take the material to the Monroe County ecopark. This material will be labeled and segregated from other materials.
4. Storage areas are chosen to have adequate ventilation and temperature control to prevent rapid decomposition and odor generation and to protect the waste from the elements and vermin. The storage area chosen will exclude unauthorized access.
5. Medical Waste will not be stored for a period exceeding 60 days, except that an actively used sharps container may remain active for up to a year, or until its fill line is reached whichever is sooner.
6. Radiological waste is NOT generated within Monroe One BOCES.
7. Fluids will not be retrieved as fluids, they will be absorbed by paper, cloth or other absorbent materials; then collected and double bagged, oriented in an upright position and secured to prevent leakage.
8. Medical waste will not be transferred from one container to another in order to avoid risk to the health and safety of the persons handling the waste.

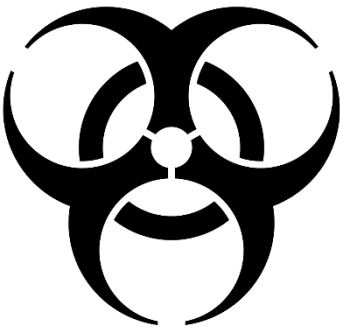
F. Contingency Plans and Spill Response:

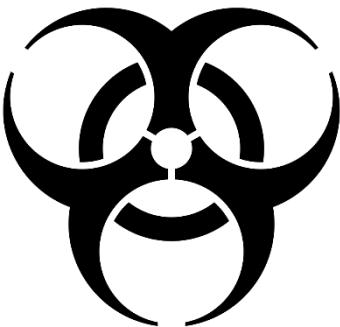
1. If there is a significant spill of medical waste or body fluids, it will be addressed immediately:
 - a. The spill area will be cordoned off.
 - b. Blood-borne pathogens clean up trained employees will contain and collect the spill, and then disinfect the impacted area.
 - c. Special care will be taken to avoid contact with sharps by using brooms/shovels and dustpans or forceps to avoid contact.
 - d. The spilled waste and the material generated during the clean-up will be managed as regulated medical waste.
2. The final phase of the clean-up will include disinfection of the impacted areas using an acceptable disinfecting solution.
3. Significant spills will be promptly reported to the School Nurse Manager and the O&M Office Manager, who in turn will notify the O&M Foreman and the Custodial Supervisor.

4. Records will be kept of all significant spill events, including dates and time, location, cause, corrective action and employees involved in the clean-up. These records will be maintained by the O&M Office Manager along with the Medical Waste Records.

Appendix A: Sharps Container Label

<p>SHARPS for DISPOSAL Monroe One BOCES 41 O'Connor Rd, Fairport NY 14450-1327 585-336-2291</p>		 BIOHAZARD
From Building		
Date Shipped		

<p>SHARPS for DISPOSAL Monroe One BOCES 41 O'Connor Rd, Fairport NY 14450-1327 585-336-2291</p>		 BIOHAZARD
From Building		
Date Shipped		

<p>SHARPS for DISPOSAL Monroe One BOCES 41 O'Connor Rd, Fairport NY 14450-1327 585-336-2291</p>		 BIOHAZARD
From Building		
Date Shipped		

Appendix B Definitions:

Definitions from 6 NYCRR Part 360.2 are provided here for reference. Regulations from the Department of Environmental Conservation may be consulted online, <https://www.dec.ny.gov/regulations/regulations.html>

(122) **Generator** means any person whose act or process produces a waste or whose act first causes waste to be subject to regulation under this Title.

(202) **Primary container** means the inner packaging or containment system that is in direct contact with, holding and securing regulated medical waste (e.g., a red bag or sharps container, etc.).

(228) **Regulated medical waste (RMW)** means waste generated in diagnosis, treatment or immunization of humans, or animals, in research pertaining thereto, or in production and testing of biologicals; provided, however, that regulated medical waste must not include hazardous waste and household medical waste, except as prescribed in subparagraph (ii) of this paragraph.

(i) Regulated medical waste includes:

- (a) cultures and stocks of infectious agents, culture dishes and devices used to transfer, inoculate or mix cultures that have come into contact with or are known to be contaminated with biological agents infectious to humans, or agents of economic concern (e.g., foreign animal diseases);
- (b) human pathological waste, including tissue, organs, body parts, excluding teeth and contiguous structures of bone and gum, body fluids removed during surgery, autopsy or other medical procedures, specimens of body fluids and their containers, and discarded materials saturated with body fluids other than urine. Human pathological waste must not include urine or fecal material submitted for purposes other than diagnosis of infectious diseases;
- (c) human blood and blood products, including their components (e.g., serum and plasma), containers with free-flowing blood, discarded blood products as defined in 10 NYCRR Subpart 58-2, and materials saturated with flowing blood (except feminine hygiene products);
- (d) sharps, whether used or unused, including residential sharps accepted by a facility regulated under article 28 of the Public Health Law pursuant to section 1389-dd(4) of the Public Health Law;
- (e) animal waste, including animal carcasses, body parts, body fluids, blood or bedding originating from animals known to be contaminated with infectious agents (e.g., zoonotic or potentially zoonotic organisms) or from animals inoculated with infectious agents for purposes including, but not limited to, research, production of biologicals, or drug testing. Body fluids include urine and feces when infectious agents are known to be shed in the urine and feces; and
- (f) any other waste materials containing infectious agents designated by the Commissioner of Health as regulated medical waste.

(ii) Regulated medical waste does not include:

- (a) human cadavers managed in accordance with article 42 of the Public Health Law and the New York State Department of State rules for cemeteries and crematories;
- (b) discarded and essentially empty urine collection bags and tubing, urine specimen cups, urinary catheters, bedpans contaminated with feces, and urine bottles, unless the item was submitted as a clinical specimen for laboratory tests or the patient was found to have a disease transmitted through urine or feces;

- (c) tissue blocks of organs or tissues which have been fixed in paraffin or similar embedding materials for cytological or histological examination;
- (d) organs, tissue or recognizable body parts that have been removed during surgery or child birth, except a fetus, and retained by the patient for religious or other purposes provided that the organs, tissue or body parts are not provided to another person in any form, and are not a potential source of disease transmission, as determined by a health care professional;
- (e) bandages, gauze, or cotton swabs or other similar absorbent materials unless they are saturated or would otherwise release blood or human body fluids, other than urine, if compressed;
- (f) housekeeping waste from hotels, except medical waste generated from the provision of healthcare at a hotel;
- (g) cleaned soiled bedding from commercial laundry facilities that is intended for reuse;
- (h) veterinary medical waste, if generated by the owner of a companion animal;
- (i) medical waste, including sharps, generated through the self-administration of medicine in a household, excluding waste containing cultures;
- (j) pharmaceutical waste generated in a household;
- (k) contaminated foodstuffs;
- (l) genetically modified or attenuated infectious agents and their products used in the diagnosis, treatment or immunization of human beings or animals or for research or production of biologicals, including attenuated vaccines, antigens and antitoxins provided genetic modification or attenuation has been conducted to render the infectious agent non-infectious;
- (m) bandages, gauze, or cotton swabs or other similar absorbent materials that are saturated or would otherwise release blood or human body fluids if compressed and that are generated from cosmetology, ear piercing or tattooing;
- (n) materials containing an infectious agent at a concentration naturally occurring in the environment, including samples for routine laboratory analyses of foodstuffs, environmental samples, quality control samples, etc.;
- (o) medical equipment that is not mixed with RMW and is intended for reuse in a medical setting or equipment used for testing where the components within which the equipment is contained, essentially function as packaging; and
- (p) used health care products not conforming to the requirements in 29 CFR 1910.1030 and being returned to the manufacturer or the manufacturer's designee if transported in accordance with 49 CFR 173.134(b)(12). This does not apply to used health care products being transported for treatment as RMW.

(242) **Secondary container** means the non-bulk outer packaging or containment system used to hold and secure a primary container. A secondary container is a disposable or reusable rigid pail, carton, drum or portable bin that is, under normal conditions of use, leak-resistant, strong enough to prevent tearing or bursting, puncture resistant, impervious to moisture, has leak-proof sides and bottom, has a tight-fitting cover or is otherwise closeable, and is in good repair.

(244) **Select agent or toxin** means a biological agent or toxin determined to have the potential to pose a severe threat to public health or safety, to animal or plant health, or to animal or plant products as outlined in 7 CFR part 331, 9 CFR part 121, and 42 CFR part 73, as incorporated by reference in section 360.3 of this Title.

(262) **Storage** means the temporary holding or containment of waste in a manner which does not constitute disposal. However, any waste retained on-site for a period in excess of 12 months constitutes disposal, unless otherwise specified in this Part or Parts 361 through 365 of this Title.

(263) **Storage area** for the purposes of Part 365 of this Title means a room, delineated area or designated space designed for storage of regulated medical waste or other infectious waste, within a building, or within or on any permanent structure attached or unattached to a building, including a loading dock, situated on property owned by or under management of the facility operator. Storage area does not include a trailer, bulk outer container, and other transportable container or vehicle not owned by the facility but situated on a facility property.

(279) **Transporter** means a person engaged in the off-site transportation of waste by means of air, rail, highway, or water conveyance.

(282) **Treatment** for the purposes of Part 365 of this Title means any method, technology or process designed to change the character or composition of any regulated medical waste or other infectious waste so that it no longer constitutes a threat to public health and the environment. Treatment does not include compaction or disinfection.

Appendix C NYS Medical Waste Tracking Form follows

https://www.dec.ny.gov/docs/materials_minerals_pdf/medwste.pdf



New York State Department of Environmental Conservation
Division of Materials Management

Revised 2014

Medical Waste Tracking Form

GENERATOR

1. Generator's Name and Mailing Address:		2. Tracking Form Number:										
3. Telephone number: _____		4. State Permit or ID No.:										
				6. Telephone Number:								
5. Transporter's Name and Mailing Address:		7. State Transporter or ID No.										
		9. Telephone Number:										
8. Destination Facility Name and Address:		10. State Permit or ID No.										
		11. USDOT Shipping Name:										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><small>HM</small></td> <td style="width: 5%;"></td> <td style="width: 90%;">Regulated Medical Waste, 6.2, UN3291, PGII</td> </tr> <tr> <td style="text-align: center;">a.</td> <td style="text-align: center;">x</td> <td></td> </tr> <tr> <td style="text-align: center;">b.</td> <td></td> <td></td> </tr> </table>		<small>HM</small>		Regulated Medical Waste, 6.2, UN3291, PGII	a.	x		b.			12. Total No. Containers	13. Total Weight or volume
		<small>HM</small>		Regulated Medical Waste, 6.2, UN3291, PGII								
a.	x											
b.												
14. Special Handling Instructions:												
14.(a) Additional Information												
15. Generator's Certification: I hereby declare, on behalf of the generator _____ that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national government regulations and state laws and regulations.												
Print/Type Name		Signature										
		Date										

INSTRUCTIONS

Emergency Response Number:

Instructions for completing the medical waste tracking form:
Copy 1 - GENERATOR COPY: Mailed by Destination Facility to Generator
Copy 2 - DESTINATION FACILITY COPY: Retained by Destination Facility
Copy 3 - TRANSPORTER COPY: Retained by Transporter
Copy 4 - GENERATOR COPY: Retained by Generator

- This multi-copy (4 page) shipping document must accompany each shipment of regulated medical waste generated in New York State.
- Items numbered 1-14 must be completed before the generator can sign the certification. Items 4,7,10 & 19 are optional unless required by the particular state. Item 22 must be completed by the destination facility.

TRANSPORTER

16. Transporter 1 (Certification of Receipt of Waste as described in items 11, 12 & 13)

Print/Type Name	Signature	Date
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17. Transporter 2 or Intermediate Handler (Name and Address)	18. Telephone Number
	19. State Transporter Permit or ID No.

DESTINATION

20. Transporter 2 or Intermediate Handler (Certification of Receipt of Waste as described in items 11, 12 & 13)

Print/Type Name	Signature	Date
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21. New Tracking Form Number (for consolidated or remanifested waste)

22. Destination Facility (Certificate of Receipt of Medical Waste as described in items 11, 12 & 13)
 Received in accordance with items 11, 12 & 13

Print/Type Name	Signature	Date
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(If other than destination facility, indicate address, phone, and permit or ID no. in box 14)

23. Discrepancy Box (Any discrepancies should be noted by item number and initials)

Print/Type Name	Signature	Date
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