Waste Management Procedure

Appendix 1

DEFINITIONS OF WASTE GENERATED

Non Hazardous Waste is classified into 4 Categories:

●**Paper** – A thin material mainly used for writing upon, printing upon or for packaging (i.e. bond paper, newspaper, folder, carton, etc.)

●**Plastic** – anything that is made of plastic. (I.e. cellophane, plastic bags, plastic bottles, candy wrappers, pvc, etc.)

●**Fabric** – any material made through weaving, knitting, spreading, crocheting, or bonding that may be used in production of further goods (i.e. Cut fabrics, excess fabric, cut ends, rags, etc.)

●**Scrap Metals / Materials** – Primarily generated through redundant items of equipment's. Hazardous Waste is classified into 3 Categories:

●**Waste Electrical and Electronics Equipment (WEEE)** – waste materials in this category include all waste type of batteries, all IT equipment including cathode ray tube (CRT) monitors, Liquid Crystal Display (LCD) monitors, lighting equipment including light bulbs, electronic and electrical tools, PVC cables as stabilizers (i.e. power cords, USB cables), Printed circuit board finishes, leads, internal and external interconnects, etc.

●**Used oil** – these are generated during changing of oil of sewing machines, generator sets and company vehicles.

●**Healthcare Waste** – waste material in this category is generated by clinical activity and is infectious or potentially infectious and medicinal products. Included also in this category are sharp waste which is a form of medical waste composed of used sharps, which includes any device or object used to puncture or lacerate the skin. Sharp waste is classified as biohazardous waste and must be carefully handled. Common medical treated as sharps are:

■Syringes and injection devices
■Blades
■Contaminated glass and plastics

Appendix 2

WASTE DISPOSAL STREAM TABLE

DARK GREEN WHEELIE BIN 	**Paper Waste** • Bond papers • Kraft sorts of waste papers • Computer printouts • Box board cuttings • Paper cups / plates • Waste envelopes • Carton boxes • Etc.	**Landfill**
YELLOW WHEELIE BIN 	**Fabric** • Cut fabrics • Excess fabrics • Cut ends • Etc.	**Recycling**
BLACK WHEELIE BIN 	**Plastic** • Anything made of plastic • Cellophane • Plastic bags • Plastic wrappers • Candy wrappers • Plastic bottles • Plastic PVCs • Etc.	**Recycling**

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RED WHEELIE BIN 	**Broken Glass** (broken glass must be wrapped in paper then place inside the red wheelie bin)	**Landfill**
BLUE WHEELIE BIN 	**Metal Scrap** • All kinds of metal scrap	**Recycling**
ORANGE WHEELIE BIN 	**Wood Scrap** • All kinds of wood scrap	**Landfill**
Clear Plastic Bag 	**Plastic Containers** • Clean plastic containers and bottles collected in clear plastic bags for recycling **Aluminum Cans** • Drink cans, collected in clear plastic bags for recycling **Steel Cans** • Steel cans must be free of all	**Recycling**

	residues, collected in clear plastic bags for recycling	
Battery Waste (polyethylene drum) 	Includes all types of Batteries • AA / AAA Batteries • Camera batteries • Mobile phone batteries • Batteries from vehicles, generator sets, forklifts, etc.	**See Appendix 4**
Cardboard Packaging	• All cardboard packaging should be "flat packed" (broken down) at point of origin, prior to collection and removal from site for recycling	**Recycling**
Newspapers and Magazines	• All SCI – Philippines factories should ensure that newspapers and magazines do not enter the general waste stream, which goes to landfill. These items will be collected separately and removed from site for recycling	**Recycling**
Inkjet and Toner Cartridges	All used inkjet cartridges must be returned for recycling	**To be returned to the manufacturer for recycling**
Sharp Healthcare Waste (Needles, syringes, etc.) 	• Sharps must be collected in safety boxes or other puncture proof containers such as plastic bottles when no other options available. • To avoid potential confusion color codes should be used whenever possible. Use red for sharps.	**Sharps and syringes disposal through concrete vault**

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Metal Drum 	**Waste Oil** • Machine oil • Oil from generator sets • Oil from vehicles	**Hazardous Waste Treater**
Waste Electrical and Electronics Equipment (WEEE) (polyethylene drum) 	Waste Electrical and Electronic Equipments • Fluorescent tubes • Electrical and electronics tools • Printed circuit boards • CRT/LCD monitors • Other IT equipments	**See Appendix 3**
Soft Infectious Healthcare Waste 	Soft Infectious Waste • Dressings • Bandages • other material contaminated with infectious bodily fluids/solids • Anatomical waste or other infectious substances	**See Appendix 6**

Waste should be segregated according to the above definitions.

Segregation is important because we, SCI – Philippines, need to comply with legislation to avoid legal action and avoid unnecessary costs incurred by incorrect segregation.

Appendix 3

WASTE ELECTRICAL AND ELECTRONIC EQUIPMENTS (WEEE)

●ELECTRICAL GOODS
All electrical equipment will be disposed of in accordance with R.A. 6969 and its implementing Rules and Regulations.

The facility will take responsibility for all of the electronic and electrical equipment waste either by returning the waste to the producer from whom it was purchased or by disposing of it directly through an approved contractor for recycling for electrical goods. The approved contractor must supply their Hazardous Waste Treater registration number before a contract for the disposal of the waste is awarded. Refer to SCI-IMS-P-8.1-10 for the procedure of the Hazardous Waste Disposal.

●White Goods

Items include:
- ■Fans
- ■Light tubes
- ■Extension

●IT Equipment
Items include:

■PC's – all components
■Mobile phones and chargers
■Fax machines
■Printers

Appendix 4

BATTERY WASTE

Battery waste may consist of numerous types of batteries from industrial batteries (car batteries, etc.) to portable (type AA, etc.) batteries.

It is recommended that all batteries are collected separately and recycled wherever possible. Therefore it is recommended that where value for money and environment benefits can be identified all batteries should be collected in a separate and recycled through an approved contractor.

The Pollution Control and Safety Officer must follow SCI-IMS-P-4.46-10 procedure on the hazardous waste disposal.

Appendix 5

USED OILS

Used oil is considered as flammable and must be contained in a metal drum with lid or cap (see image 1). For proper waste disposal, refer to SCI-IMS-P-8.1-10 for the procedure.

Metal container of used oils must be labeled in accordance with DENR Administrative Order No. 04-36 to which specifies:

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●Minimum size of the label is 20cm x 30cm or readable from five (5) meters away;
●Color of the label is yellow for background and black for letters conspicuously marked in paint or other permanent form of marking;
●Material of the label should be scratch proof and resistant to tampering and weathering;
●Basic form is provided in Table 4.1
●Label is accompanied by a placard corresponding to characteristics of the wastes contained in the container.

Image 1

Use placard below for poisonous materials (i.e. busted fluorescent lamps / lights).

Specifications of the placards:

●Minimum size of the placard is 25cm x 25cm for containers or readable from (5) five meters afar.
●Basic shape of the placard is a square rotated 45 degrees to form a diamond
●At each of the four sides, a parallel line shall be drawn to form an inner diamond 95% of the outer diamond
●Color should follow the color being specified.

Appendix 6

SHARPS WASTE IN CLINICS

When dealing with sharp waste in clinic the following should apply.

●Segregation:
■Sharps must be segregated and disposed of in colored sharps waste container. The sharps must not be mixed.
■Soft waste i.e. dressings, swabs, gloves etc. must not be disposed of into sharp waste container.
●Labeling:
■Sharp waste container should be labeled with the factory's name, address, and date prior to collection
■The sharp waste container must be labeled with biohazard symbol (see image 2)

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●Handling:
●The company nurse must ensure that the sharps container lid is secure prior to use.
●The company nurse must not compress the waste in the sharps container
●The waste should be deposited into the container no more than two thirds full.
●The sharps container lid must then be tightly closed.
●Transfer for Disposal:
●The company nurse must ensure that sharps container is secure.
●Where the sharps container is found to be damaged in any way, the damaged container must be placed in another suitably sized sharps container secured and marked accordingly.
●Never decant sharps from container to another.
●The sharps container must be carried one at a time.
●Never leave the sharps container unattended in a public area.

●Final Disposal:
●The company doctor will bring the sharps container to Mactan Doctor's Hospital for proper disposal in accordance to legislative requirements.

SOFT INFECTIOUS HEALTHCARE WASTE

●Container: Yellow bag / container
●Labeling: The Yellow bag must have a label "Infectious Waste" with the biohazard symbol.

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●Definition:

■Waste of which collection and disposal is subject to special requirements in order to prevent infection.

■A substance containing viable micro – organisms of their toxins, which are known or reliably believed, to cause disease in man or other living organisms

●Examples: Dressings, bandages or other material contaminated with infectious bodily fluids/solids,
anatomical waste or other infectious substances.

●PPE: The Nurse must wear appropriate PPE in accordance with clinical procedures and health &
safety good practice. As a minimum, protective gloves must be worn when disposing of Hazardous Waste.

●Storage: The yellow bag MUST be contained within a rigid, fully enclosed bin clearly marked “Infectious Waste Only”. All waste bins must be foot operated. Lidded and in good working order.

●Handling the Waste

■Nurse dealing with infectious waste should wear appropriate PPE i.e. gloves.

■Only minimal amounts of infectious waste should be handled at any time to reduce the risk of accident spillage.

■Care should be taken where waste is to be handled whilst in the presence of others.

■There should be emptying of clinical waste from one bag into another.

■Staff dealing with waste must wash their hands after doing so.

●Securing the bag:

■When the bag is two-thirds full, the staff dealing with the waste must secure the bag.

■Where the bag is found to be torn or damaged in any way, the damaged bag must be places in another bag of the same type and secured as before.

●Transfer for Disposal:

■The waste must be carried by the neck of the bag

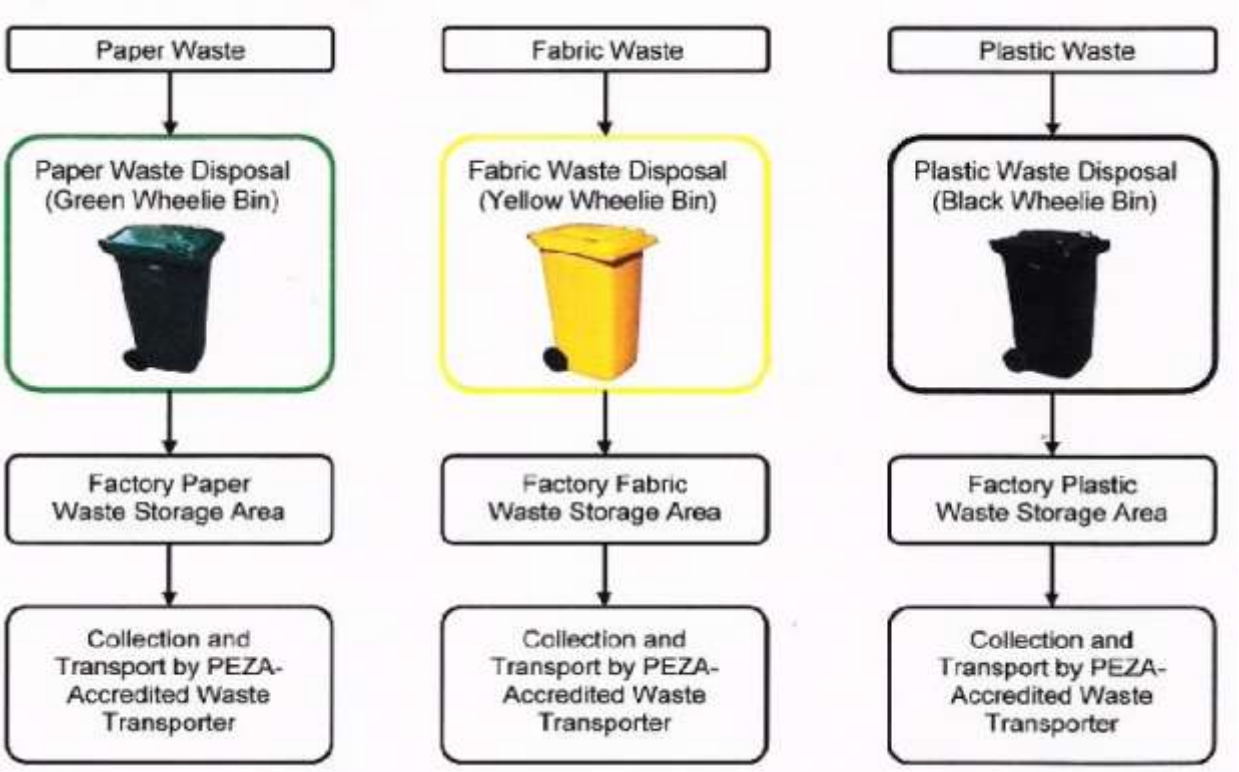
■Never drag the bag along the floor

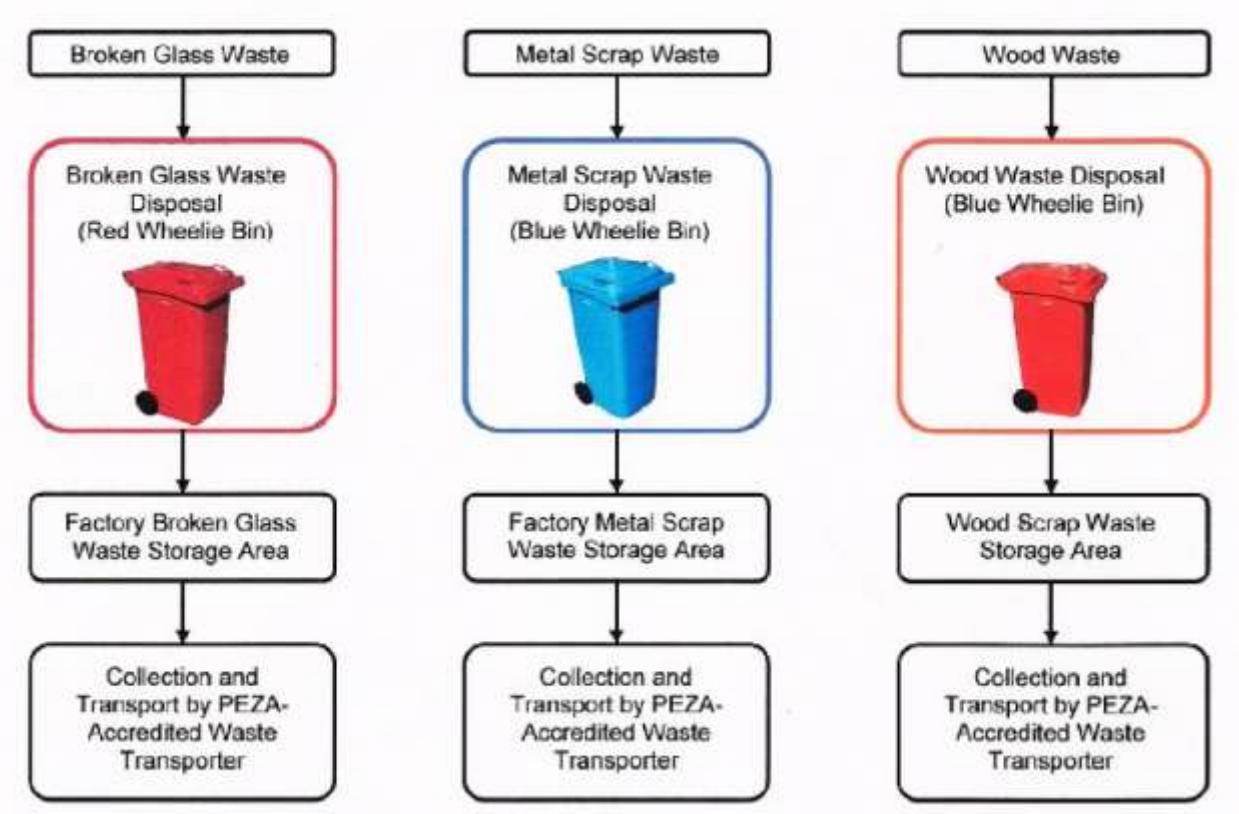
■Avoid any bodily contact

■Move slowly and avoid obstacles

Appendix 7 WASTE DISPOSAL FLOWCHART

Waste Management Procedure





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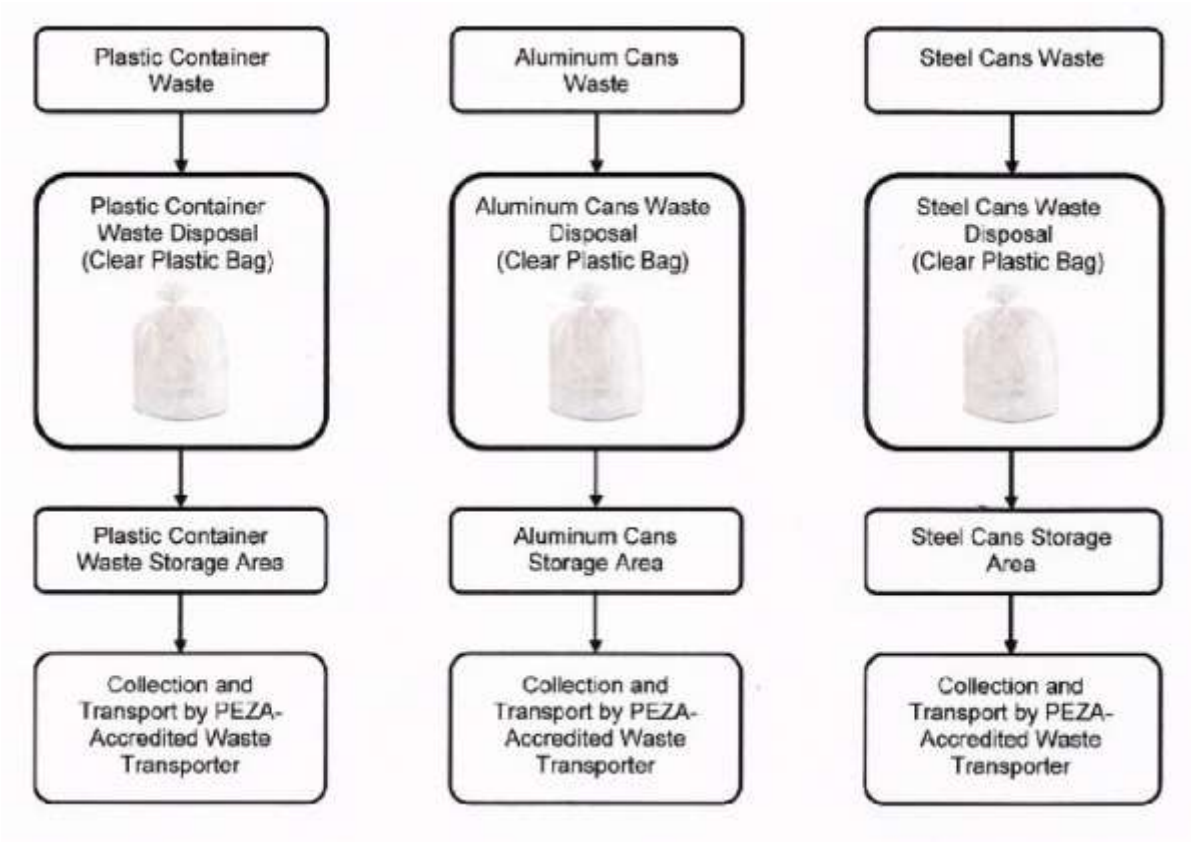
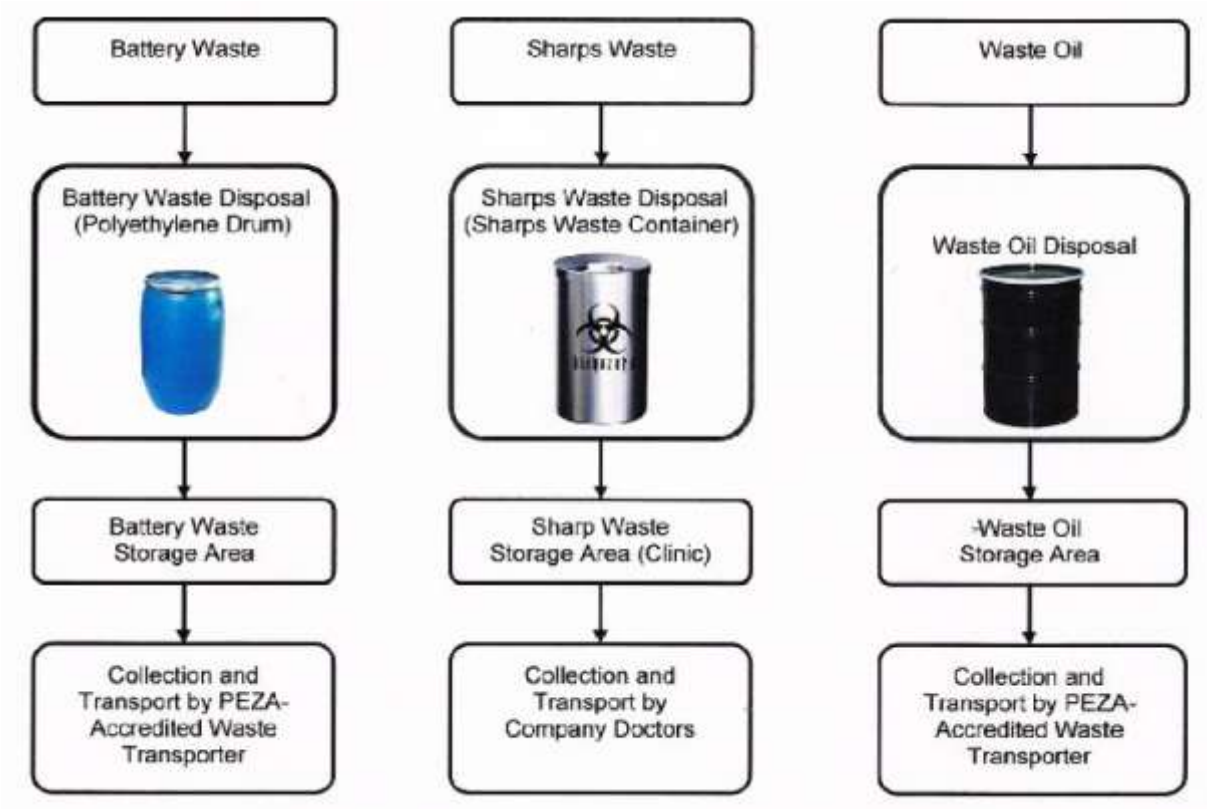
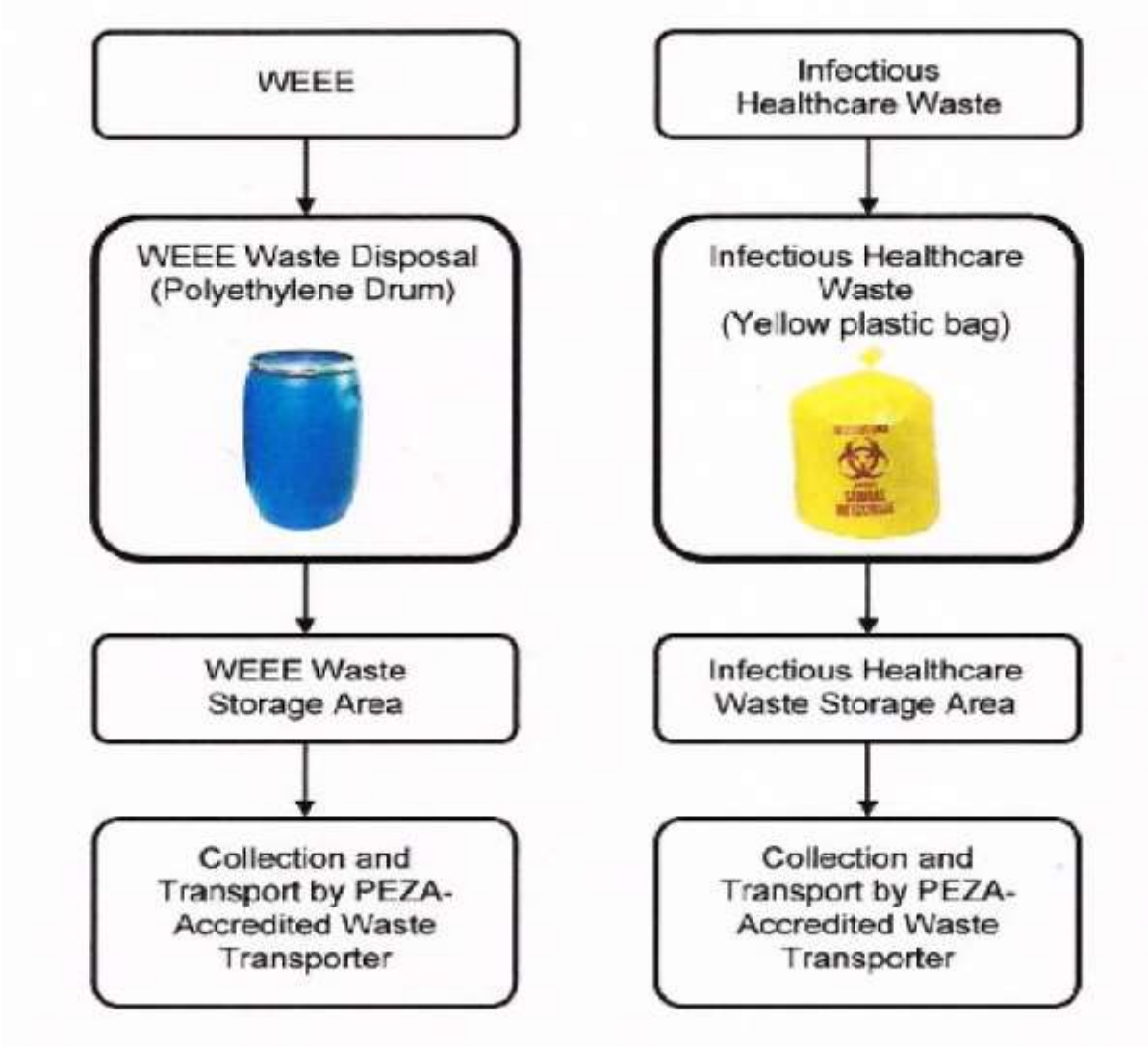




Waste Management Procedure



Appendix 8

TRAINING NEEDS ANALYSIS AND TRAINING PLAN

Hazardous Waste	Attendees	Frequency of Training
Sharps and Infectious Healthcare Wastes	All employees, Security Guards	Once, Then every year
Used Oil	All employees, Security Guards	Once, Then every year

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Hazardous Waste	**Attendees**	**Frequency of Training**
Busted Fluorescent Lamps	All employees, Security Guards	Once, Then every year
Batteries	All employees, Security Guards	Once, Then every year
Electrical and Electronics Equipment	All employees, Security Guards	Once, Then every year
Non – Hazardous Waste	**Attendees**	**Frequency of Training**
Paper	All employees, Security Guards	Once, Then every year
Plastic	All employees, Security Guards	Once, Then every year
Fabric	All employees, Security Guards	Once, Then every year
Scrap Metals / Materials	All employees, Security Guards	Once, Then every year
Broken Glass	All employees, Security Guards	Once, Then every year
Wood	All employees, Security Guards	Once, Then every year
Plastic containers	All employees, Security Guards	Once, Then every year
Aluminum cane	All employees, Security Guards	Once, Then every year
Steel Cans	All employees, Security Guards	Once, Then every year