



California Medical Waste Management Program MEDICAL WASTE MANAGEMENT PLAN CHECKLIST

In accordance with Sections 117935 and 117960 of the California Health and Safety Code (HSC), small or large quantity generators who are required to register with an enforcement agency pursuant to HSC Sections 117930 or 117950, respectively, shall file a medical waste management plan (Plan) with the enforcement agency.

This Medical Waste Management Plan Checklist was developed to assist generators of medical waste in California in the development of such a Plan. Utilize this checklist along with the Medical Waste Management Act (MWMA) in drafting a plan specific to your facility. If you do not have a copy of the MWMA, you may request a copy by contacting the Department's Medical Waste Management Program through its Los Angeles Regional Office at (213) 977-7379; or through its Sacramento Headquarters Office at (916) 449-5671.

Basic Facility Information

- Provide the name of the contact person at the facility for matters regarding medical waste. See Section 117960(a) of the MWMA.
- Provide the name, area code and telephone number, and address of the facility. See Section 117960(b) of the MWMA.
- Indicate the type of facility. See Section 117960(c) of the MWMA.
- Indicate the types and estimated average monthly quantity of medical waste generated. See Section 117960(d) of the MWMA.
- Indicate the on-site medical waste treatment method utilized, if applicable. See Section 117960(e) of the MWMA.
- Provide the name and business address of the registered hazardous waste hauler utilized to have untreated medical waste removed for treatment, if applicable. See Section 117960(f) and (g) of the MWMA.
- Provide the name and business address of the off-site treatment facility to which the medical waste is being hauled, if applicable. See Section 117960(h) of the MWMA.
- Provide an emergency action plan. Indicate in the emergency action plan the actions to be taken in the event of a disruption of service as the result of a natural disaster or an equipment failure. See Section 117960(i) of the MWMA.
- Provide a statement certifying that the information provided is complete and correct. See Section 117960(j) of the MWMA.
- Indicate in the medical waste management plan that tracking documents and treatment records will be maintained for three years. See Section 117957 of the MWMA.

Information regarding the procedures used for the processing, storage, transport, and treatment of pathology wastes (recognizable human anatomical remains); trace chemotherapeutic contaminated tissues; chemotherapeutic containers; and mixed waste.

- Indicate in the medical waste management plan how recognizable human anatomical remains are to be handled or treated to assure compliance with Section 118280 of the MWMA. Describe the procedures which will be utilized in their handling. ***If there are no medical wastes produced which contain or are comprised of recognizable anatomical remains, indicate this fact in the medical waste management plan, and it will not be necessary to provide procedures for the handling of these wastes.***
- Indicate in the medical waste management plan how mixed waste, as specified in Section 117730 of the MWMA, is to be handled. State the procedures that will be utilized to assure proper handling. ***If there is no mixed waste produced by this facility containing hazardous or radiological materials, indicate this fact in the medical waste management plan and it will not be necessary to provide procedures for the handling of these wastes.***
- Indicate in the medical waste management plan how pathology and chemotherapeutic wastes are handled and treated. The medical waste management plan must contain the definition of “empty,” as specified in Section 117635 of the MWMA to assure the pathology and chemotherapeutic wastes are properly handled. Describe the procedures to be employed to assure proper handling. ***If these wastes are not generated or handled by this facility, indicate this fact in the medical waste management plan, and it will not be necessary to provide procedures for the handling of these wastes.***

Containment and Storage Information

- Indicate in the medical waste management plan that medical waste will be contained separately from other waste at the point of generation. See Section 118275(a) of the MWMA.
- Indicate in the medical waste management plan that the medical waste shall be placed in a red biohazard bag. See Sections 117630 and 118275(b) of the MWMA.
- Indicate in the medical waste management plan that sharps waste must be contained in a sharps container. See Sections 117750, 117755, and 118275(b) of the MWMA.
- See Section 118275(d) of the MWMA: ***See section regarding the handling procedures for pathology, trace chemotherapeutic, and mixed waste.***
- Indicate in the medical waste management plan that red biohazard bags (when full) are to be tied. See Section 118280(a) of the MWMA.
- Indicate in the medical waste management plan that red biohazard bags are to be placed for storage, handling, and transport in rigid containers with tight-fitting lids labeled with the words “Biohazardous Waste,” or the word “Biohazard,” and the international biohazard symbol on the lids and sides so as to be visible from any lateral direction. See Sections 117645 and 118280(b) of the MWMA.
- Indicate in the medical waste management plan the maximum storage time of medical waste above 32°F (seven days). If stored at or below 32°F, state this fact in the plan and describe the storage temperature monitoring schedule (maximum storage time at or below 32°F is 90 days). See Sections 118280(d)(1) and (d)(2).
- Provide in the medical waste management plan the procedures to containerize sharps waste. See Section 118285(a), (b), (c), and (d) of the MWMA.

- Provide in the medical waste management plan the protocol for the routine washing and decontamination of reusable rigid medical waste containers. See Section 118295(a) and (b) of the MWMA for approved methods, disinfectants, and use.
- Provide in the medical waste management plan the techniques performed and disinfectants to be utilized in the cleanup of medical waste spills. Provide the type(s) of disinfectant, concentration, and contact time used for the decontamination of spills. See Section 118295(b) for approved disinfectants and use. See Section 118300 of the MWMA.
- Indicate in the medical waste management plan that the accumulation area utilized by the facility to store containers of medical waste for accumulation must be secured so as to prevent or deny access by unauthorized persons and posted with warning signs, on or adjacent to, the exterior of the entry doors, on entry doors, gates, or lids. These warning signs must be in both English and Spanish as follows: CAUTION—BIOHAZARDOUS WASTE STORAGE AREA—UNAUTHORIZED PERSONS KEEP OUT, and in Spanish: CUIDADO—ZONA DE RESIDUOS BIOLÓGICOS PELIGROSOS—PROHIBIDA LA ENTRADA A PERSONAS NO AUTORIZADAS. See Section 118310 of the MWMA.

Limited Quantity Hauling Exemption (LQHE) Information

- Indicate in the medical waste management plan if off-site medical waste is transported to this facility for consolidation and/or treatment. If so, indicate the sources and the protocols in place for accepting the waste. See Section 118030 of the MWMA.

Common Storage Facility Information

- Provide a medical waste management plan, addressing all issues above, and indicate in the plan the nature of the medical waste generated by the individual generators.
- Provide a list of small quantity generators of medical waste using the facility for the storage of their medical waste. Indicate in this list the name of each generator, suite number, telephone number, and contact person.

Treatment Information—Discharge to the Public Sewer System

- Provide in the medical waste management plan the medical waste to be treated by means of discharge to the public sewer system. Describe in detail methods to be utilized and the types of medical waste to be treated in this manner. See Section 118215(b) of the MWMA.

FACILITIES THAT *DO NOT* TREAT MEDICAL WASTE ON-SITE ARE *NOT* RESPONSIBLE FOR THE INFORMATION BELOW.

Steam Sterilization

- Provide in the medical waste management plan standard written operating procedures for biological indicators, or for other indicators of adequate sterilization approved by the Department, for each steam sterilizer, including time, temperature, pressure, type of waste, type of container, closure on container, pattern of loading, water content, and maximum load quantity. See Section 118215(c)(1) of the MWMA.
- Provide in the medical waste management plan procedures established for checking recording or indicating thermometers during each complete cycle to ensure the attainment of 121°Centigrade (250°Fahrenheit) for at least one-half hour, depending on the quantity and density of the load, in order to achieve sterilization of the entire load. See Section 118155(f) of the MWMA.

- Indicate in the medical waste management plan that for each treatment cycle, the amount and types of medical waste treated shall be recorded and maintained as part of the treatment records. See Section 118155(f) of the MWMA.
- Indicate in the medical waste management plan that thermometers shall be checked for calibration annually and that records of the calibration checks shall be maintained as part of the facility's files and records for a period of three years, or for the period specified in regulations. See Section 118215(c)(3).
- Indicate in the medical waste management plan that heat-sensitive tape, or another method acceptable to the enforcement agency, shall be used on each biohazard bag or sharps container that is processed on-site to indicate attainment of adequate sterilization conditions. See Section 118215(c)(3) of the MWMA.
- State the course of action to be taken in the event that the heat-sensitive tape has not changed color and/or the thermometer indicates that proper sterilization has not taken place. See Section 118215(c)(1) of the MWMA.
- Indicate in the medical waste management plan that biological indicator *Bacillus Stearothermophilus*, or other indicator of adequate sterilization, as approved by the Department, shall be placed at the center of a load processed under standard operating conditions at least monthly to confirm the attainment of adequate sterilization conditions. See Section 118215(c)(4) of the MWMA.
- State in the medical waste management plan that all records pertaining to on-site treatment shall be maintained for a period of not less than three years. See Sections 117957, 118165(b), and 118215(c)(5) of the MWMA.

Incineration

- Provide a copy of the air pollution permit issued by the local enforcement agency to operate the medical waste incinerator. See Section 118155(f) of the MWMA.
- Indicated in the medical waste management plan the medical waste treatment standards and quality control audit procedures, such as throughput and types of waste logs, inspection checklist, maintenance records, incinerator operating procedures, inspection of ash, and maximum amount of throughput to achieve minimum treatment standards. See Sections 118155 and 118215(a) of the MWMA.
- Indicate in the medical waste management plan that for each treatment cycle, the amount and types of medical waste treated shall be recorded and maintained as part of the treatment records. See Section 118155(f) of the MWMA.
- State in the medical waste management plan that all records pertaining to on-site treatment shall be maintained for a period of not less than three years. See Sections 117957 and 118165 of the MWMA.