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|  | OPERATING PROCEDURE<br><br><b>BIOLOGICAL WASTE MANAGEMENT</b><br><b>CODE: PO-03</b> | Edition: 2   |
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## BIOLOGICAL WASTE MANAGEMENT

**CODE: PO-03**

|            | <b>Drafted</b>                             | <b>Checked</b>                     | <b>Approved</b>                   |
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'GRIGORE T. POPA' UNIVERSITY OF MEDICINE AND PHARMACY OF IAȘI

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INDICATOR OF EDITIONS AND REVISIONS

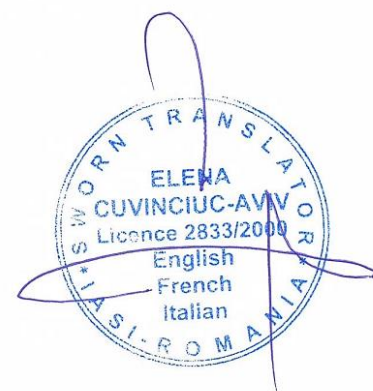
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### 1. AIM

The purpose of this procedure is to document the activity of collection, storage, neutralization and disposal of biological and animal waste, including bedding from the animal cages (wood shavings).

### 2. SCOPE

The procedure applies to specific **testing laboratories, animal quarantine facilities**, as well as to specific compartments/laboratories that conduct biological, forensic or medical activities at *'Grigore T. POPA' University of Medicine and Pharmacy of Iasi*.

### 3. REFERENCE DOCUMENTS

*SR EN ISO 9000:2015 – Quality Management Systems. Basic Principles and Definitions.*

*SR EN ISO 9001:2015 – Quality Management Systems. Requirements.*

*SR EN ISO 9004:2018 – Quality Management. Quality of an Organization. Guidelines for a Long-Lasting Success.*

*Order of the Secretary General of the Government no. 600/2018 approving the Internal Management Control Code for Public Entities*

*Law no. 319/2006 occupational safety and health*

*Government's Decision no. 1425/2006 – implementing rules of the Law no. 319/2006*

*Law no. 211/2011 – concerning the treatment of waste*

*Romanian Government's Decision no. 349/2005 on waste storage*

*Order 1226/2012 – approving the technical standards applying to medical waste management*

**Minister's Order no. 1029/2004** – amending and complementing the Order of the Minister of Health and Family **no. 219/2002** approving the technical standards applying to medical waste management and the data collection methodology for the national medical waste database;

**Minister's Order no. 997/2004** – amending and complementing the Order of the Minister of Health and Family **no. 219/2002** approving the technical standards applying to medical waste management and the data collection methodology for the national medical waste database

*Decision no. 1061/2008- concerning the transportation of hazardous and non-hazardous waste on the Romanian territory*

*Ordinance no. 24/2016- on the organisation and conduct of animal waste neutralization activity*

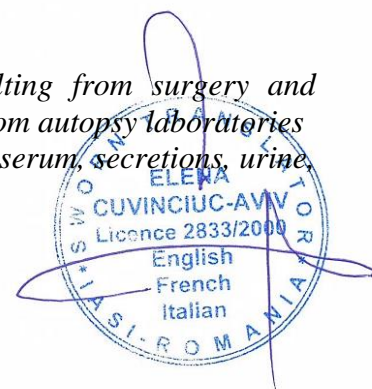
### 4. DEFINITIONS AND ABBREVIATIONS


#### 4.1 Definitions

**waste** = part of a raw material or a material that remains after the technological process and can no longer be used directly for the manufacture of that product

The following are considered hazardous **biological waste**:

- *Pathological anatomy waste: body parts, biopsy material resulting from surgery and obstetrics rooms (foetuses, placentas), anatomical parts resulting from autopsy laboratories*
- *human tissues or fluids and animal tissues or fluids (blood, plasma, serum, secretions, urine, faeces)*



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- waste that contain or has come into contact with blood or other biological fluids, as well as viruses, bacteria, parasites and/or toxins of microorganisms (e.g. syringes, needles, wire needles, catheters, tubular infusers, containers with blood or other biological fluids, surgery materials, gloves, probes and other disposable materials, compresses, bandages and other contaminated materials, dialysis membranes, plastic bags for collecting urine, waste laboratory materials)
  - sharp waste: needles, wire needles, catheters, needle syringes, butterfly needles, disposable scalpel blades, pipettes, laboratory glassware or other glassware broken or not, which have come into contact with infectious material
- Whole bodies or portions of animal bodies, tissues or fluids of animal origin, resulting from teaching and research activities are considered animal waste - animal by-products not intended for human consumption.

#### 4.2 Abbreviations

|      |  |
|------|--|
| PO   | – Operating Procedure                              |
| OSGG | – Order of the Secretary General of the Government |
| SSM  | – Occupational Health and Safety                   |

## 5. PROCEDURE DESCRIPTION

### 5.1. Waste collection and separation on categories at the place of generation:

**Infectious waste** is collected by *laboratory staff* in cardboard boxes with yellow polyethylene bags inside marked with the '**Biological hazard**' icon or in yellow or colourless polyethylene bags marked with the '**Biological hazard**' icon, inserted in hard containers that can be disinfected. The bags shall not be filled above three quarters of their volume.

**Sharp-cutting waste** is collected by *laboratory staff* in boxes resistant to mechanical actions.

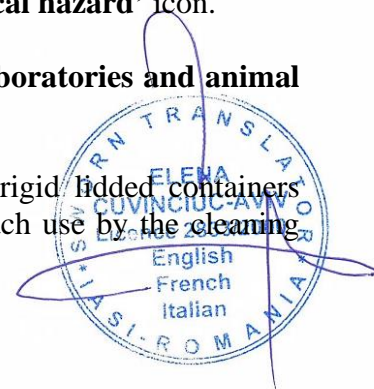
The packaging in which the waste is collected and which comes in direct contact with the hazardous medical waste is disposable and is disposed of with the contents.


**Infectious and sharp-cutting waste** is autoclaved within the laboratory premises prior to disposal in temporary storage areas. Autoclaving is performed with chemical and biological control.

**Animal waste**, including the bedding in animal cages (wood shavings), in animal quarantine or resulting from the teaching and research activities carried out in the laboratories, is collected by *laboratory staff* in yellow polyethylene bags marked with the '**Biological hazard**' icon.

### 5.2. Transportation of infectious or animal waste generated in laboratories and animal quarantine

It is carried out by the authorized personnel in that laboratory in rigid lidded containers resistant to mechanical actions. They are rinsed and disinfected after each use by the cleaning personnel.



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The authorized personnel appointed by the *teaching activity coordinator* is responsible for animal waste transportation, including animal cage bedding (wood shavings).

### 5.3. Temporary storage

**Infectious waste** is stored in the waste storage room. Storage time shall not exceed 24 hours.

**Infectious and sharp-cutting waste** is temporarily stored in the waste storage room. Storage time shall not exceed 24 hours.

Packaging containing hazardous waste is marked as follows:

- Name of institution: **'Grigore T. POPA' University of Medicine and Pharmacy of Iași**
- Name of compartment: **... Laboratory**
- Date

**Animal waste**, including animal cage bedding (wood shavings), is temporarily stored in rooms indicated by the *teaching activity coordinator*, in accordance with the veterinary health standards, until its disposal.

### 5.4. Final disposal of laboratory waste

It is performed daily by the cleaning personnel or by the person appointed by the *teaching activity coordinator* in the waste storage room of the institution/workplace, using rigid lidded containers that can be disinfected.

Waste disposal is done wherever necessary by authorized providers of specialized services.

On waste delivery to the authorized provider of specialized *waste collection, transportation and disposal* (against delivery-reception protocols, etc.), the nature, date and quantity of delivered waste are recorded.

## 6. DUTIES

### 6.1 *Teaching activity coordinator*

Makes sure the waste disposal schedule and procedure are complied with.

*Undertakes responsibility for the data in the waste management records by signing them (FO03-01, ver.1).*

### 6.2 *Laboratory personnel*

Separately collect waste in special containers, according to this procedure.

### 6.3 *Personnel appointed by the teaching activity coordinator*

Take the waste to temporary storage rooms.


Removes all hazardous biological waste from the institution by contacting authorized carriers.

*Draw up waste management records for the previous month and hand the waste management record sheet to the SSM manager.*

### 6.4. SSM manager



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Centralises the waste management records received from the disciplines, and at the beginning of the following year sends the centralised data to the Environmental Protection Agency of Iași.

7. APPENDICES AND RECORDS

| No. | Name of record   | Code    | Drafted by:                               | Approved by: | No. of copies: | Disseminated :   | Kept for (years) | Kept by                           | Archiving (years) |
|-----|--|---------|---|--------------|----------------|--|------------------|-----------------------------------|-------------------|
| 1.  | Waste management records                                 | FO03-01 | Teaching activity coordinator             | -            | 1              | SSM manager  | 5 years          | SSM office                        | -                 |
| 2.  | Appendix 2-shipment form /hazardous waste transportation | -       | Company providing waste disposal services | -            | 2              | 1 copy – company<br>1 copy – discipline handing over the waste | 1 year           | Discipline handing over the waste | -                 |

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