

Waste Disposal

Required Procedures for Protected Health Information Waste, Medical Waste, Hazardous Waste, and Universal Waste



KAISER PERMANENTE®

California

Introduction

- ❑ Kaiser Permanente has become aware of issues associated with the disposal of waste generated from our operations across California.
- ❑ Waste that contained confidential Protected Health Information (PHI), as well as Medical, Hazardous, and Universal waste has been found to be improperly placed in “regular” trash waste streams.
- ❑ KP is committed to strictly following the law and our own established policies when it comes to proper disposal of regulated waste.
- ❑ It is imperative that PHI, Medical, Hazardous, and Universal waste streams be placed in appropriate waste bins, and not in “regular” trash bins.
- ❑ Proper waste management disposal practices and policies must be followed at all times, at all KP locations, to enable regulatory compliance and ensure safety for members, employees and the community.
- ❑ At the end of this training, you will be asked to take a quiz. You must receive a **100% correct score** in order to receive credit for the training.

Waste Disposal Responsibilities

- Every KP employee, physician, contractor, and supplemental employee is responsible for placing waste into its designated container.
- If you are not sure how to dispose of waste, ask your supervisor, the Environmental Health and Safety (EH&S) manager, or compliance officer that supports your site. If you need assistance in obtaining waste bins, contact your EVS department.



Presentation Overview

This presentation details required waste management collection processes for:

- ❑ PHI Waste – Confidential individual health information
- ❑ Medical Waste – Biohazardous and Pharmaceutical waste
- ❑ Hazardous Waste – Specific Pharmaceuticals and Chemicals
- ❑ Universal Waste – Batteries, Lamps, and Electronic Equipment

Specific examples of each of these waste streams are provided, along with information on appropriate collection bins.

It is important to recognize that each type of waste (or each waste example) in this presentation may not be generated in your work area or department. But it is important for you to understand the requirements for the waste that you do generate.

Protected Health Information

What is PHI?

- Information is PHI when it meets any one of the following three conditions:
 - The information is created, received, or maintained by a health provider or health plan.
 - The information is related to the past, present, or future physical or mental condition of an individual, the provision of health care to an individual, or the payment for that health care.
 - The information identifies a member or patient, or there is enough information to be able to identify the individual.

PHI identifiers include but are not limited to:

- **Patient or member name, MRN, demographic information, social security number, or any other information that identifies the individual**

Just one of the above identifiers on a page require the entire page to be considered PHI.

PHI information does not have to be recently created to still be PHI under the law.

Documents that almost always contain PHI when written on include but are not limited to:

- Patient care documents, questionnaires, encounter lists, care-related faxes.
- Medical records, patient medication lists, test printouts, visit notes.
- Medical referral forms.
- Pharmaceutical prescription forms, labels, and patient medication lists.
- Member coverage and benefits information, claims and billing records.

Protected Health Information

- You must place all non-hazardous paper, DVDs, CDs, or other confidential waste into a container that has been designated by your facility for secure destruction through shredding. If you are unsure if waste is confidential, place it in a confidential waste bin. See examples of bins below.



Desk collector before transferring to shredding bin



Locked collection bin for paper to be shredded



Locked collection bin for paper to be shredded

Medical Waste - Biohazardous Waste Disposal

What is Biohazardous Waste?

- ❑ Materials with blood and/or otherwise potentially infectious body fluids.
- ❑ Gauze with recognizable fluid blood.
- ❑ Bandages with recognizable fluid blood.
- ❑ Blood transfusion bags and/or tubing.
- ❑ Flexible walled suction canisters with free flowing liquids, not solidified.
- ❑ Any waste items with free-flowing body secretion containing blood components (e.g. urine, stools, pleural, peritoneal, amniotic fluids).
- ❑ Specimen bags or any item labeled with a “Biohazard Symbol”...even if empty!

*Departments that generate Pathology Waste, rigid walled canisters waste, and flexible walled canister with solidifier waste will have a designated collection process approved by the EH&S manager.



WASTE CONTAINER:

All biohazardous waste must be placed in a container labeled with a biohazard symbol, lined with a red bag with a biohazard symbol. Do not place in regular trash bins.

Medical Waste- Sharps Waste Disposal

What are Sharps ?

Devices that are designed to puncture or capable of puncturing or cutting the skin and that are contaminated with blood or potentially infectious body fluids. Examples include:

- ❑ Needles
- ❑ Syringes with or without needles attached
- ❑ Trocars
- ❑ Pipettes
- ❑ Scalpel blades
- ❑ Guide wires
- ❑ Blood vials
- ❑ Broken or unbroken glassware that has been in contact with infectious agents,
- ❑ Serum bottles



WASTE CONTAINER:

All sharps waste must be placed in a Red or Clear sharps container, labeled with the word “Sharps” AND the international biohazard symbol. Do not place in regular trash bins.

Promptly contact your EVS Department if a Sharps container is $\frac{3}{4}$ full so that it can be replaced.



Medical Waste - Pharmaceutical Waste Disposal

What is Pharmaceutical Waste?

- ❑ **All prescription and over the counter (OTC) medications** that do not require collection as trace chemotherapeutic or hazardous waste*
 - Liquid medications, injectable and oral
 - **Pills and tablets**
 - Vitamins
- ❑ Patches and medicinal lollipops
- ❑ **Hand Lotions, Soaps, and Toothpaste** (unused or partially used)

* Departments that generate hazardous waste or trace chemotherapy waste will have a designated collection process approved by the EH&S manager.

WASTE CONTAINER:

All Pharmaceutical Waste must be placed in a blue or blue lidded container labeled with the words “Pharm” or “Pharmaceutical Waste” AND “Incinerate Only”. Do not place in regular trash bins.



Universal Waste – Disposal of Batteries

Batteries must be placed in Universal Waste bins and must not be placed in regular trash bins. This includes items such as:

- ❑ All types of batteries – AA, AAA, C, D, 9-volt, Lithium, button cell/hearing aid, rechargeable, lead acid
- ❑ Devices that contain batteries such as:
 - ❑ Pumps
 - ❑ Cautery pens
 - ❑ Speculums
 - ❑ Calculators
 - ❑ Glucose monitors
 - ❑ Flash/pen lights



Waste Container:

All batteries must be placed in the containers designed for Universal Waste disposal by your site. Do not place batteries in regular trash bins.



Universal Waste – Disposal of Electronic Equipment

All electronic equipment, or pieces of equipment, including: plug in, battery powered, mercury-containing equipment, or anything with an ON/OFF switch must be placed in a Universal Waste bin and must not be placed in regular trash.

This includes equipment such as electric staplers, phones, table top lamps, clocks, power strips, printers, televisions, microwaves, motors, ballasts, circuit control boards, DVD player.



Waste Container:

All electronic equipment must be placed in the containers designed for Universal Waste disposal by your site. Do not place electronic equipment in regular trash bins.



Note: Contact your KP Information Technology (IT) department to discard of any IT assets such as desk top computers, lap top computers, monitors, printers, scanners, and data storage devices.

All IT assets MUST BE discarded in accordance with KP IT Policies and Procedures to enable both the proper destruction of confidential information, and effective disposition or disposal of IT assets.

Universal Waste – Disposal of Lamps and Ballasts

All lamps, bulbs, and light fixture ballasts must be placed in a Universal Waste bin and must not be placed in regular trash. This includes:

- ❑ Fluorescent tubes and lamps
- ❑ Light bulbs
- ❑ High intensity discharge lamps
- ❑ Sodium vapor lamps
- ❑ LED lamps



Waste Container:

All lamps and ballasts must be placed in the containers designed for Universal Waste disposal by your site. Do not place electronic equipment in regular trash bins.

Contact your Engineering Department or Plant Operations if you need assistance or have questions.

UNIVERSAL WASTE
FEDERAL LAW PROHIBITS IMPROPER DISPOSAL THE FOLLOWING MATERIALS ARE REGULATED AS A UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.
<input type="checkbox"/> UNIVERSAL WASTE - BATTERIES
<input type="checkbox"/> UNIVERSAL WASTE - MERCURY THERMOSTATS
<input type="checkbox"/> UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT
<input type="checkbox"/> UNIVERSAL WASTE - PESTICIDES
<input type="checkbox"/> UNIVERSAL WASTE - LAMPS
ACCUMULATION START DATE: _____

<small>800-7-PRINTING (7766) AND U.S. ENVIRONMENTAL PROTECTION AGENCY (204) 615-6888 REGULATED BY 40 CFR PART 273</small>
HANDLE WITH CARE!
<small>800-7-PRINTING (7766) AND U.S. ENVIRONMENTAL PROTECTION AGENCY (204) 615-6888</small>

Hazardous Waste Disposal– Direct Patient Care Areas

The following items are hazardous waste and must be placed in black hazardous waste bins. Do not place in regular trash. These wastes must be placed into 3 different black hazardous waste containers as indicated below.

❑ “RCRA Pharmaceutical Waste Product” Labeled Black Container

- ❑ Procedure Site Marking Pens/ Skin Dyes
- ❑ Insulin
- ❑ Flu Vaccines with Preservative
- ❑ Warfarin
- ❑ Nicotine Patches
- ❑ Bulk Chemo Therapy Agents (except Arsenic Trioxide)
- ❑ Alcoholic Containing Skin Sanitizers, expired or unused
 - Disinfectant swabs
 - Benzoin tincture
 - Chloro-prep Sponges
 - Alcohol Wipes (hand towels, injection site prep pads)
- ❑ Sani-Wipes, expired or unused



❑ “Aerosols Waste” Labeled Black Container

- ❑ All unused or partially used cans
- ❑ Gebauers Spray
- ❑ Inhalers



❑ “Silver Containing Products Waste” Labeled Black Container

- ❑ Silver Nitrate Sticks Expired or Used
- ❑ Silver Creams Tubes or Containers, including empty containers
- ❑ Silver Impregnated Bandages or Gauze



Hazardous Waste Disposal– Non-direct patient care areas

The following items are hazardous waste and must be placed in black hazardous waste bins. Do not place in regular trash. These wastes must be placed into different black hazardous waste containers as indicated below.

❑ “Aerosols Waste” Labeled Black Container

- ❑ All unused or partially used cans
- ❑ Spray Paint
- ❑ Compressed Air
- ❑ Lubricants
- ❑ Smoke detector test spray

❑ “Flammables Waste” Labeled Black Container

- ❑ Solvents and Degreasers, unused or partially used
- ❑ Oil Based Paints, Stains, Varnishes, unused or partially used
- ❑ Disinfectant Hand Gels, unused or partially used

❑ Surface Cleaning Chemical and Disinfectant Solutions

- ❑ Concentrated solutions, unused or partially used
- ❑ Containers of cleaning solutions, unused or partially used



**See EH&S
Professional to
determine
disposal
requirements.**

If you have any questions regarding hazardous waste, or are unsure of whether an item is hazardous waste, contact your EH&S professional.

Principals of Responsibility and Contact Information

- ❑ KP's *Principles of Responsibility* states that all Kaiser Permanente physicians and employees are expected to follow all applicable laws and policies, use good judgment, be accountable for their actions, and conduct business with integrity and with the interests of members and patients in mind.
- ❑ KP's *Principles of Responsibility* makes clear that keeping data confidential, private, and secure is essential to:
 - ❑ Preserving the trust of our members and patients.
 - ❑ Providing quality health care.
 - ❑ Complying with federal and state regulations and Kaiser Permanente policies.
 - ❑ Protecting our reputation.
- ❑ We are all responsible for understanding and following required waste disposal procedures.
- ❑ If you have questions, contact your department manager, Environmental Health and Safety professional, or compliance officer.

Question 1

- Who is responsible for placing waste in the appropriate waste bin?
 - ❑ KP employees and physicians.
 - ❑ The manufacturers who provide waste disposal containers to KP
 - ❑ Regulatory agencies that create laws and rules we must follow.
 - ❑ **The KP employee, physician, contractor, or supplemental employee**

Question 2

- What should you do if you don't know how to dispose of waste?
 - ❑ **Ask your supervisor, the EH&S manager, or a compliance officer.**
 - ❑ Place the waste in the closest disposal bin, regardless of the type of waste.
 - ❑ Leave the waste on a counter top for a co-worker to place in a waste bin.
 - ❑ Dispose of waste the same way you see others disposing of waste.

Question 3

- What should you do if you are not sure if waste contains protected health information (PHI)?
 - ❑ Put it in an ordinary garbage container.
 - ❑ **Put it in the confidential waste bin.**
 - ❑ Take it home and put it in your personal garbage.
 - ❑ Find a large dumpster in your facility.

Question 4

- Pharmaceutical waste containers are: (Select all that apply.)
 - Blue or have a blue lid**
 - Are labeled with the words “Pharm” or “Pharmaceutical Waste” AND “Incinerate Only”**
 - Black
 - Green

Question 5

- An empty bag with a biohazard symbol must be placed in a:
 - ❑ **Biohazard waste bin**
 - ❑ Regular trash bin
 - ❑ Either biohazard waste bin or regular trash bin

Question 6

- Where is the proper place to dispose of all batteries?
 - Universal waste bin**
 - Ordinary trash bin
 - Medical waste bin
 - Pharmaceutical waste bin

Attestation

- Please submit your attestation. By doing so, you verify that you completed the training on your own and will comply with the requirements in the training.
- By clicking Submit Attestation, I attest that I completed all portions of the Waste Disposal Web-Based Training on my own and that I have read, understand, and will comply with the proper management of:
 - PHI – Patient Health Information
 - Medical waste
 - Hazardous waste
 - Universal waste

Submit Attestation