

BIOMEDICAL WASTE OPERATING PLAN 2024

TABLE OF CONTENTS:

- I. Directors for completing the Biomedical Waste Plan
- II. Purpose
- III. Training for personnel
- IV. Definition, identification, and segregation of biomedical waste
- V. Containment
- VI. Labeling
- VII. Storage
- VIII. Transport
- IX. Procedure for decontaminating biomedical waste spills
- X. Contingency plans
- XI. Branch offices
- XII. Miscellaneous

Attachment A: Biomedical Waste Training Outline

Attachment B: Biomedical Waste Training Attendance

I. Directions for Completing the Biomedical Waste Plan



1: Enter the name of your facility: Humane Society of Tampa Bay, Animal Health Center

2: Enter where you keep your employee training records: Practice Manager's File cabinet and Human Resources

3: List the items of biomedical waste that are produced in your facility and the location where each waste item is generated: Sharps containers are distributed throughout the Animal Health Center, with the generation of sharp waste in wellness treatment and lab areas, exam rooms, dog ward, cat ward, surgery areas including surgery suites, surgery prep, and recovery. Animal carcasses following death are placed into Honor Thy Pet required bags, sealed, and labeled as required. Surgery waste is collected at each surgery table daily, with remains sealed in a plastic bag and labeled for Honor Thy Pet as part of animal remains disposal.

4: Enter the name of the manufacturer of your facility's red bags: N/A

5: Indicate where the documentation for the construction standards of your facility's red bags are kept: N/A

6: Indicate where unused, red biomedical waste bags are kept in operational areas: N/A

7: Enter the place where your biomedical waste is stored and the method of restriction of this storage area.

8: Enter all the required information about your registered biomedical waste transporter.

Honor Thy Pet permit # 29-64-03275; address 1401 N. 26th St, Tampa, FL, 33605.

EcoSwan Transport permit #29-64-03778, address 1401 N. 26th St, Tampa, FL, 33605.

9: Enter the name(s) of the employee(s) designated to transport your facility's untreated biomedical waste to another facility: N/A

10: Enter the name of the facility to which your facility transports your own untreated biomedical Waste: N/A

11: Describe the procedure and products your facility will use to decontaminate a spill or leak of biomedical waste: We will have the person who spilled blood clean up their blood, washing with soap and water, with any items used in cleanup (gauze, toweling, band-aid) disposed of by the individual into plastic bags that are securely tied and placed in the center of a trash can.

12: Enter the required information about the registered biomedical waste transporter who will transport your biomedical waste on a contingency basis. See above

13: If personnel from your facility also work at a branch office of your facility, enter the name of the branch office: N/A

14: Enter the street address, city, and state of the branch office named in (13): N/A

15: Enter the weekdays the branch office named in (13) is open. N/A

16: Enter the normal work hours for each day the branch office named in (13) is open. N/A

17: Indicate where a copy of this biomedical waste operating plan will be kept in your facility: A copy is available on the Z-drive: AAHA 2022; Biomedical Waste; a physical copy found in the AAHA folders in the Doctor's office; and in a folder in the Wellness treatment area near to the Safety Data Sheet folders.

18: Indicate where the current biomedical waste permit or exemption document will be kept in your Facility: Posted on the bulletin board in the front reception area with other display items.

19: Indicate where your facility will keep its current copy of the biomedical waste rules, Chapter 64E-16, F.A.C.: In the Z-drive: AAHA 2020, Biomedical Waste as well as in the Practice Manager's office.

20: If your facility transports your biomedical waste, indicate where your transport log is kept: N/A

Attachment A: Activities addressed should be those from Section III that are carried out in your facility.

Attachment B: Enter the required information to document training sessions.

Attachment C: To be completed only if your facility treats biomedical waste. If your facility has untreated biomedical waste removed by a registered transporter or you transport your untreated waste, do not complete this attachment. – Not Completed

II. Purpose

The purpose of this Biomedical Waste Operating Plan is to provide guidance and describe requirements for the proper management of biomedical waste in our facility. Guidelines for the management of biomedical waste are found in Chapter 64E-16, Florida Administrative Code (F.A.C.), and in section 381.0098, Florida Statutes.

III. Training for Personnel

Biomedical waste training will be scheduled as required by paragraph 64E-16.003(2)(a), F.A.C. Training sessions will detail compliance with this operating plan and with Chapter 64E-16, F.A.C. Training sessions will include all of the following activities that are carried out in our facility:

Definition and Identification of Biomedical Waste

- Segregation
- Storage
- Labeling
- Transport
- Procedure for Decontaminating Biomedical Waste Spills
- Contingency Plan for Emergency Transport
- Procedure for Containment
- Treatment Method

Training for the activities that are carried out in our facility is outlined in Attachment A.

Our facility must maintain records of employee training. These records will be kept by the practice manager with the employee files. Two (2) Training records will be kept for participants in all training sessions for a minimum of three (3) years and will be available for review by the Department of Health (DOH) inspectors. An example of an attendance record is appended in Attachment B.

IV. Definition, Identification, and Segregation of Biomedical Waste

Biomedical waste is any solid or liquid waste that may present a threat of infection to humans. Biomedical waste is further defined in subsection 64E-16.002(2), F.A.C. Items of sharps and non-sharps biomedical waste generated in this facility and the locations at which they are generated are: Sharps containers are distributed throughout the Animal Health Center, with the generation of sharp waste in wellness treatment and lab areas, exam rooms, dog ward, cat ward, Surgery areas including surgery suites, surgery prep and recovery. Animal carcasses following death are placed into Honor Thy Pet required bags, sealed, and labeled as required. Surgery waste is collected at each surgery table daily, with remains sealed in a plastic bag and labeled for Honor Thy Pet as part of animal remains disposal.

(3) If biomedical waste is in a liquid or semi-solid form and aerosol formation is minimal, the waste may be disposed into a sanitary sewer system or into another system approved to receive such waste by the Department of Environmental Protection or the DOH.

V. Containment

Red bags for the containment of biomedical waste will comply with the required physical properties. Our red bags are manufactured by N/A

Our documentation of red bag construction standards is kept: N/A

Working staff can quickly get red bags at: N/A

Sharps will be placed into sharps containers at the point of origin. Filled red bags and filled sharps containers will be sealed at the point of origin. Red bags, sharps containers, and outer containers of biomedical waste, when sealed, will not be reopened in this facility. Ruptured or leaking packages of biomedical waste will be placed into a larger container without disturbing the original seal.

VI. Labeling

All sealed biomedical waste red bags and sharps containers will be labeled with this facility's name and address prior to offsite transport. At the time of closure, a label with our name,

address, and phone number is affixed to the sharps container, with the date and initials of the person closing the bin applied in writing. If a sealed red bag or sharps container is placed into a larger red bag before transport, placing the facility's name and address only on the exterior bag is sufficient.

Outer containers must be labeled with our transporter's name, address, registration number, and 24-hour phone number.

Animal carcass for disposal in communal cremation: Once the pet is confirmed deceased by the veterinarian or euthanasia-certified staff, the animal is placed into the appropriate-sized heavy blue bag (Honor Thy Pet). The bag is sealed and a tag is applied to the bag, the tag containing all the information from the medical record. There is an accompanying cremation sheet filled out with the appropriate medical record information. The bag with the tag is placed in the body freezer. The cremation sheet is placed in the wall basket for forms going out.

VII. Storage

When sealed, red bags, sharps containers, and outer containers will be stored in areas that are restricted through the use of locks, signs, or location. The 30-day storage time period will commence when the first non-sharps item of biomedical waste is placed into a red bag or sharps container, or when a sharps container that contains only sharps is sealed. Indoor biomedical waste storage areas will be constructed of smooth, easily cleanable materials that are impervious to liquids. These areas will be regularly maintained in a sanitary condition. The storage area will be vermin/insect-free. Outdoor storage areas also will be conspicuously marked with a six-inch international biological hazard symbol and will be secure from vandalism.

Biomedical waste will be stored and restricted in the following manner: The Storage area is not accessible to the public. Honor Thy Pet accesses our storage area for pickup of sealed animal remains and surgery waste in the large freezer in the corner of the storage room, and the sharps containers which are sealed and labeled at usage points but collected for storage in this storage room.

VIII. Transport



We will negotiate for the transport of biomedical waste only with a DOH-registered company. If we contract with such a company, we will have on file the pick-up receipts

provided to us for the last three (3) years. Transport for our facility is provided by the following registered biomedical waste transporters:

Company Name: Honor Thy Pet

Address: 1401 N. 26th St, Tampa, FL, 33605

Phone: 813-957-7301

Registration Number: 29-64-03275

Different name, same address, and phone as above:

EcoSwan Transport permit #29-64-03778, address 1401 N. 26th St, Tampa, FL, 33605.

Place pick-up receipts are kept: Practice manager's files

IX. Procedure for Decontaminating Biomedical Waste Spills

X. Contingency Plan

If our registered biomedical waste transporter is unable to transport this facility's biomedical waste, or if we are unable temporarily to treat our own waste, then the following registered biomedical waste transporter will be contacted:

Company name Stericycle - Incinerator

Address: 254 W. Keene Road, Apopka, FL 32703

(800) 825-4907



Registration number: 48-64-01980

XI. Branch Offices

N/A

XII. Miscellaneous

For easy access by all of our staff, a copy of this biomedical waste operating plan will be kept in the following place: Z-drive; AAHA 2022; Biomedical Waste; in AAHA physical folders in the doctor's office; and in a folder in the Wellness treatment area with SDS folders.

The following items will be kept where indicated:

- a. Current DOH biomedical waste permit/ exemption document bulletin board posting with other licenses in the Reception area
- b. Current copy of Chapter 64E-16, F.A.C. Z-drive AAHA 2022; Biomedical Waste; in practice manager's office.
- c. Transport log: N/A

ATTACHMENT A: Biomedical Waste Training Outline

Facility Name: HSTB AHC

Trainer's Name: YouTube Video initial training Aug 2024

Outline: <https://www.youtube.com/watch?v=wTrClGrDP8A>

Future training: The current, updated, and active Biomedical Waste Plan will be given to new hires as well as distributed at the employee's annual review.

I, _____, have read the Biomedical Waste Operating Plan in full and have asked any pertinent questions to my supervisor to understand the procedures.



Sign: _____

Date: _____