Standard Operating Procedure
for
Bio Medical Management

APPROVALS

By signing the below section digitally, the individuals listed below have reviewed and approved this document:

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REVISION HISTORY

This document has been revised as follows:

Document Version	Effective Date (Date of final Approval)	Revised By	Description/Reason for Revision

Contents

Standard Operating Procedure (SOP) for Bio-Medical Waste Management (BMWM)

1.0 Objective

The objective of this SOP is to establish a systematic process for the management of bio-medical waste (BMW) within our organization, ensuring safe disposal, record-keeping, and compliance with all relevant regulations.

2.0 Scope

This SOP applies to all personnel involved in the generation, handling, and disposal of bio-medical waste within the organization. It encompasses the entire lifecycle of BMW, from generation to final disposal.

3.0 Responsibility

1. BMW Handler:
   - The BMW handler is responsible for segregating and packaging bio-medical waste into Yellow bags, Red bags, White boxes, or Blue boxes, as appropriate for incineration or autoclave treatment.
   - The handler must update the system with the date and time of each BMW handover.

2. End User (Microbiology Lab/Safety Dept):
   - End users shall log in to the system to acknowledge BMW handling requests and initiate further bio-medical waste management processes.
   - End users are responsible for referencing the bio-medical waste handover record register.

3. System Administrator:
   - The system administrator is responsible for maintaining the electronic system for bio-medical waste management.
   - The administrator ensures the proper functioning of the system, user access, data security, and report generation.

4.0 Frequency

- BMW handling and system updates shall occur as needed, with a daily record maintained for each activity.
- Monthly reports shall be generated summarizing BMW handling activities.

5.0 General Information/Definition

- Bio-medical waste (BMW) includes waste materials generated during healthcare processes, such as discarded medical equipment, contaminated materials, or biological waste.

- Yellow bags, Red bags, White boxes, and Blue boxes are used for the segregation and disposal of different types of BMW

Local Version Control System:

- A local version control system shall be implemented to manage changes to this SOP within the organization.

Centralized Version Control Systems

- A centralized version control system shall be maintained for this SOP to ensure uniformity and consistency in procedures across different departments or locations.

Distributed Version Control System:

- In case of multiple facilities or locations, a distributed version control system shall be used to manage local variations while maintaining a central standard.

Bug fixes - - Any issues or discrepancies in the BMW management system shall be reported to the system administrator for resolution.

6.0 Procedure:

1. BMW Handler:
   - Segregate BMW into appropriate containers (Yellow bags, Red bags, White boxes, or Blue boxes) based on type.
   - Update the system with the date and time of each BMW handover.

2. End User (Microbiology Lab/Safety Dept):
   - Log in to the system to acknowledge BMW handling requests.
   - Refer to the bio-medical waste handover record register for reference.

3. System Administrator:
   - Maintain the BMW management system.
   - Ensure data security and access control.
   - Generate monthly reports as required.
   - Address any system issues or bug fixes.

Abbreviations:

- BMW: Bio-Medical Waste
- SOP: Standard Operating Procedure
- OHC: Occupational Health and Safety

REFERENCES:

- Refer to local and national regulations governing bio-medical waste management.
- Internal documents and guidelines related to bio-medical waste management.

This SOP ensures the safe and efficient management of bio-medical waste within the organization, promoting compliance with regulatory standards and maintaining comprehensive records for transparency and accountability.