
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-PCO/WMO/HK-004
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department PCO / WMO/ HOUSEKEEPING
Policy Title: POLICY ON WASTE MANAGEMENT		Page No.1of2
Prepared By: Jayson U. Maguddayao, RME Head, PCO/WMO/ Housekeeping	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

POLICY ON WASTE MANAGEMENT

WASTE SEGREGATION: Provision of color-coded plastic trash bags at strategic places in the hospital. proper signage for guidance reinforced.

Waste Generation: assessment of waste generated through weighing; proper recording of waste generated to be reflected in the Waste Monitoring Sheet.

COLOR CODING OF VARIOUS WASTE CATEGORIES:

GREEN- for non-infectious waste, wet wastes

BLACK / WHITE - for non-infectious waste, dry wastes



YELLOW- for infectious & pathological (tissues, organs, etc.) wastes.
- no segregation will be done after the collection.

Preparation of 0.5% Sodium hypochlorite solution (1:10) for surface disinfection:

- Using commercially available bleach at 5% active chlorine, dilute 1-part bleach of bleach to 10 parts of water.
- Fresh mixture/ dilution must be used daily. Discard any unused mixture properly.

General Guidelines in cleaning solution/ disinfectant use:

- 0.5% sodium hypochlorite/ chlorine solution (1 part of bleach to 10 parts of water) 1:10 dilution shall be used for non-porous surfaces for wiping or mopping floors, sinks and corrosive free equipment's/PVC, as well as for porous surfaces disinfection.

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Implementation Date: Implemented since 1979
Schedule for Policy Review: Reviewed periodically as necessary
Last Reviewed: March 2011, August 2022

FORMS FOR SURRENDERING EXPIRED PHARMACEUTICAL DRUGS



LIST OF SURRENDERED/COLLECTED EXPIRED MEDICINES

MONTHS COVERED: FROM _____ TO _____, YEAR _____

NAME OF MEDICINE(S)	QUANTITY	LOT/BATCH NO.	EXPIRY DATE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

ENDORSED BY: _____

RECEIVED BY: _____ DATE: _____