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## Department of Health

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# Waste Management Plan Checklist

In accordance with Title 10 of New York Codes, Rules and Regulations (10 NYCRR) Part 70-2.1, each facility shall develop, document and implement policies and procedures specific to the management of regulated medical waste generated on-site and/or treated at the facility.

This Waste Management Plan Checklist was developed to assist facilities in New York State in the development of such a plan. Utilize this checklist along with the 10NYCRR Part 70 in drafting a plan specific to your facility. If you do not have a copy of the 10NYCRR Part 70, you may access one by visiting: <https://regs.health.ny.gov/content/part-70-regulated-medical-waste>.

The information submitted must be organized as numbered or tabbed attachments. Indicate the page numbers, appendices and/or tabs where the items and/or attachments can be found.

## General Information

Facility Name \_\_\_\_\_

Facility Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

## Containment and Storage.

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	Indicate the estimated average monthly quantity of regulated medical waste (RMW) generated.
	Provide a description of the types of RMW produced at your facility.
	Indicate how RMW shall be separated from other waste as soon as practicable at the point of generation.
	Indicate how containers holding RMW containing or mixed with hazardous waste, radioisotopes and/ or toxic drug waste shall be labeled to identify waste types contained.
	Provide the procedure to screen RMW for radioactive material.
	Indicate how radiological medical waste shall be stored until decayed to a background radiation level prior to transport off-site of the generating facility and/or treatment.
	Indicate that RMW shall be placed in a primary container. With the exception of sharps, each primary container shall be: <ul style="list-style-type: none"> <li>• A red plastic bag marked with the universal warning sign or the word “biohazard”</li> <li>• Of a strength sufficient to resist ripping, tearing, or bursting under normal conditions of use and handling (all except sharps)</li> <li>• Impervious to moisture</li> <li>• Secured and situated to prevent leakage or loss of contents during handling</li> <li>• Located away from pedestrian traffic and be vermin and insect free</li> </ul>
	Indicate how sharps waste must be discarded into a rigid, leak-proof, puncture-resistant and closable container that may serve as a secondary container for transport purposes.
	Provide the procedures for filling and removal of sharps containers. <ul style="list-style-type: none"> <li>• Under no circumstances shall a sharps container be filled beyond the fill line indicated on the container</li> <li>• Sharps containers shall be removed from patient care areas once they have reached the fill line indicated on the container, within thirty (30) days or upon the generation of odors or other evidence of purification, whichever occurs first, without regard to fill level</li> </ul>
	Indicate that RMW, with the exception of sharps, shall not be stored for more than twenty-four (24) hours in patient care areas and not more than seventy-two (72) hours at a clinical laboratory.
	Provide the procedure for transporting RMW within your facility, from the point of generation or intake to the point of storage and/or treatment. This is either by: <ul style="list-style-type: none"> <li>• Covered cart or other appropriately covered conveyance system marked prominently with signage indicating that the contents are infectious or are RMW</li> <li>• An open conveyance system for containers that meet the definition of a secondary container, provided each container is labeled and appropriately closed.</li> </ul>

	Indicate that each storage area shall be adequate for the volume of RMW generated between scheduled waste pick-ups by a transporter or for facilities treating the waste on-site, the volume of waste that can be treated on-site within a twenty-four (24) hour period.
	Indicate that each RMW storage area shall: <ul style="list-style-type: none"> <li>• Display prominent signage indicating the space is used to store regulated medical waste</li> <li>• Be designed or equipped to prevent unauthorized access</li> <li>• Be designed or located to protect waste from the elements, and prevent access by vermin</li> <li>• Hold the waste at a temperature that prevents rapid decomposition and resultant odor generation</li> <li>• Be appropriately ventilated</li> <li>• Be of sufficient size to allow clear separation of RMW whenever non-medical waste is stored in the same area</li> <li>• Not store RMW for more than thirty (30) days, except sites generating under fifty (50) pounds of RMW and not accepting RMW for treatment from other facilities, may store waste for a period not exceeding sixty (60) days</li> </ul>
	Indicate that all internal surfaces of a reusable secondary container used to hold RMW shall be completely protected by a disposable liner, and this liner can function as the primary container provided it meets the requirements of a primary container. The liner shall be removed as a secured unit with the waste and treated as RMW.
	Indicate that washing and decontamination of reusable secondary containers is necessary whenever: <ul style="list-style-type: none"> <li>• The liner is compromised</li> <li>• Visual inspection yields evidence that the container’s surface has come in contact with the contained waste prior to treatment</li> <li>• The contained waste includes cultures and/or stocks</li> <li>• The contained waste has a highly infectious bioload</li> </ul>
	Describe how RMW that is secured in a primary container is transferred from one container to another in a manner that does not compromise the health and safety of the persons handling the waste.
	Indicate that reusable sharps containers shall not be opened for consolidation or other purposes unless such procedure has been approved as part of the facility’s treatment system operation plan.
	Indicate that disposable secondary containers for storing and handling RMW shall be treated as RMW.
	Indicate that RMW shall not be compacted unless first treated.

## Treatment of Regulated Medical Waste

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	<p>If you are treating RMW on-site, indicate which of the following methods are used:</p> <ul style="list-style-type: none"> <li>• Discharge of liquid or semi-liquid waste into a sanitary sewerage system connected to a secondary treatment facility. Note: Compliance with local laws or ordinances should be followed.</li> <li>• Incineration</li> <li>• Autoclave</li> <li>• Alternative Technology</li> </ul> <p>Include an approved operation plan for each autoclave or alternative technology treatment system used at your site.</p>
	<p>The following restrictions on autoclave used for treatment of RMW shall be noted:</p> <ul style="list-style-type: none"> <li>• No autoclave shall be used for treatment of regulated medical waste containing or mixed with hazardous waste and/ or toxic drug waste</li> <li>• No autoclave shall be used for treatment of radiological medical waste</li> <li>• No autoclave shall be used for treatment of recognizable human body parts</li> <li>• An autoclave may be used for the treatment of human tissue(s), human organs; animal carcasses or animal body parts provided the Department has expressly approved the autoclave model as an alternative treatment technology.</li> </ul>
	<p>Provide a procedure for handling cultures and stocks containing select agents or toxins listed in 42 CFR Part 73 (Vol. 70, March 18, 2005).</p>
	<p>Provide a response plan to be followed in the event that a facility is notified that known or suspected untreated RMW has been found commingled with solid waste. The response plan needs to include how this and corrective actions will be documented.</p>

## Transport of Regulated Medical Waste

### Page/Tab

	<p>The following information should be included in a procedure for transporting RMW off-site.</p> <ul style="list-style-type: none"> <li>• RMW must be picked up for off-site treatment only by a RMW transporter permitted by the Department of Environmental Conservation (DEC), except that generators of under fifty (50) pounds per month of RMW may transport its own waste for off-site treatment provided they register with the DEC.</li> <li>• A RMW tracking form prescribed by the DEC must accompany each load of RMW that is transported for off-site treatment or disposal of treated RMW. Include the transporter's name and business address.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Treated RMW must be accompanied by a Department of Health Certificate of Treatment form (DOH 3939) and transported by a DEC permitted hauler</li> </ul>
	<p>Indicate the following primary and secondary container labeling requirements:</p> <ul style="list-style-type: none"> <li>• Whenever regulated medical waste is transported off-site for treatment elsewhere, the primary container shall have affixed a label or imprint indicating the name and address of the generation facility.</li> <li>• All primary containers, except sharps containers that serve as secondary containers, shall be placed in a secondary container with an affixed label or imprint, indicating the name and address of the generating facility.</li> <li>• All secondary containers shall be marked prominently with signage indicating that the contents are infectious or RMW; and, if applicable with a fixed label indicating that the contents contain or are mixed with hazardous waste, and/or toxic drug waste.</li> </ul>
	<p>Provide a procedure for sharps disposal that includes:</p> <ul style="list-style-type: none"> <li>• How sharps will be destroyed (rendered unrecognizable) prior to disposal</li> <li>• An indication that sharps not in contact with infectious agents need not be treated before disposal (e.g. unused broken glassware), but must still be destroyed</li> </ul>

## Recording Keeping

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	<p>Include information pertaining to record keeping requirements including:</p> <ul style="list-style-type: none"> <li>• How the quantity and categories of RMW will be recorded and the records maintained and retained on-site for three years from the date of disposition of the waste.</li> <li>• How corrective actions related to a comingling event will be recorded and retained for three years.</li> </ul>
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