

**Cheyney University Policy FA 2010-4006**  
**Policy on Infectious Waste Management and Disposal**

**Approved by:** FA Council  
President's Cabinet

**History:** Issued – 2-17-2009  
Revised – 11-13-2013 F&A Council; 02-11-14 President's Cabinet

**Related Policies:**

**Additional References:**

**A. Purpose:**

To establish a policy and procedure for management, handling, transportation and disposal of infectious and biological wastes generated by Cheyney University. The Pennsylvania Department of Environmental Protection has promulgated regulations (25 PA Code, Chapter 284) regarding the handling of Infectious and Chemotherapeutic wastes. Provisions in the Code, relating to the generation, storage, transportation and disposal of infectious and biological/pathological wastes, shall apply to this institution. Nothing in the Code shall relieve or limit a person or municipality who generates, stores, transports or disposes of infectious wastes from complying with the requirements.

**B. Scope:**

This policy and subsequent procedure shall apply only to the organizational unit and/or disciplines that generate infectious or biological/pathological wastes at this institution.

**C. Definition(s)**

**Container** – A portable device in which waste is held for storage or transportation.

**Department** – Department of Environmental Protection, Commonwealth of Pennsylvania.

**Infectious Waste** – All disposable equipment, instruments, utensils, bandages, bedding, towels, tongue depressors, syringes, needles and other pathologically-contaminated materials which have been exposed to humans or animals that are expected or diagnosed as having a communicable disease and must, therefore, be isolated. In addition, wastes from the production of antibiotics or vaccines and pathologically-contaminated foods, drugs and cosmetics may be considered infectious wastes.

**Institutional Establishment** – An establishment engaged in service, including, but not limited to hospitals, nursing homes, orphanages, schools and universities.

**Pathogen** – a specific causative agent (as a virus or bacterium) of disease.

**Pathological/Biological Waste** – All laboratory, surgery and autopsy wastes, tissues, blood, blood products, excreta, secretions, cultures, organs, body parts, dialysis unit wastes, laboratory animal carcasses and bedding or other waste materials that may be contaminated by pathogens.

**D. Policy and Procedure(s):**

The University Administration establishes and approves the policy and procedure for infectious Waste Management and Disposal within the environment of Cheyney University. The basis for such policy and procedure shall be regulations promulgated by the PA Department of Environmental Protection. Authorized personnel shall review and recommend revisions to this policy and accompanying

procedures when necessary. An Authorized staff member shall be responsible for implementing and enforcing the established policy and procedure. This personnel shall also be responsible for coordinating all infectious waste disposal efforts.

The custody and disposition of materials obtained or produced by, for and/or resulting from experiments, research, treatment or purchase is the responsibility of the University employee and his/her organizational unit so preoccupied. Laboratory and/or medical personnel will ensure that infectious and/or biological wastes are properly disposed of in accordance with Department regulation and rules. Infectious wastes or wastes that may be contaminated by pathogens may not be disposed of through normal waste streams (i.e. dumpster or landfill). Blood, urine, feces and other body fluids as well as contaminated food may be disposed by discharge into a permitted sewage treatment system that provides secondary treatment of waste.

Each organizational unit or discipline that generates infectious or biological wastes shall develop and implement an annual training program for those employees and students) involved with the handling, temporary storage or on-campus transportation of infectious or biological waste. Authorized personnel will be available to assist with such programs. Records of training shall be maintained within the organizational unit or discipline.

The training program shall include a review of this institution's policy and procedure for disposal of infectious and biological wastes and familiarization of safety procedures such as:

- Disposal of sharps or needles.
- Disposal of contaminated medical supplies, without contact.
- Handling contaminated containers of infectious wastes.
- Safe storage of wastes awaiting their disposal.
- Personal hygiene practices.

Regulatory requirements relating to disposal of infectious and Chemotherapeutic waste can be found by going to the following Department web link: [www.cheyney.edu](http://www.cheyney.edu)

### **General Procedures**

Enclosures or containers used for the collection of infectious waste shall be secured to deny access to unauthorized persons. All containers shall be marked indicating the storage of infectious waste. Storage of waste, awaiting disposal, shall be secured under lock. Access to the storage enclosure shall be limited to authorized personnel or Health Center staff.

All infectious and biological waste will be disposed in an approved container or "red" bag defined in Section 284.415 of the Department regulations. Information regarding sources for these container/bags can be obtained from the Facilities Department. A container/bag used for the containment and storage of infectious or biological waste may not be reused. Infectious/Biological waste shall be removed by the university's contracted disposal company, at least every ninety days. More frequent disposal may occur depending on volume of waste generated. Only licensed-reputable disposal companies shall be contracted to dispose of infectious/biological wastes from Cheyney University.

Personnel responsible for disposing of the infectious or biological waste shall exercise common sense when handling such wastes. The use of gloves is encouraged, as well as good hygiene after exposure to

contact with the material. Sharp items, such as needles or contaminated glass, shall be placed in crush-proof sharps containers before disposal into a “red bag”.

When each container/bag is filled, it shall be tied shut and removed to the department/organizational unit storage area to await pick up. Consolidation of waste containers/bags from local storage to the central pick up location at the Health Center is recommended.

Each container of waste shall be stored according to Section 284.11 and 284.13 of the Department regulations. Health Center personnel will monitor the freezer storage. Infectious waste pickups will be scheduled every 28-days or if additional pickups are deemed necessary, the disposal company will be called for an extra pick up. In any case, the storage of infectious/biological waste shall not exceed ninety-days. When a pickup of infectious/biological waste has been scheduled, an authorized personnel or Health Center representative shall be available to assist the disposal company driver with removing the waste from the freeze and placing the bags in cardboard cartons.

A Health Center representative may sign the waste manifest. All copies of the Waste Manifest shall be maintained in the Public Safety Office. Should there be any questions regarding the procedure for Infectious/biological waste disposal, please contact the Facilities Department.