


<b>CALAMBA WATER DISTRICT</b>					
<b>TITLE: WASTE MANAGEMENT</b>					
DOCUMENT NO. CWD-OPN-011		REVISION NO. 00	EFFECTIVE DATE: December 28, 2016		Page 1 of 4
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Revision Locator					Master Copy Stamp:		Copy Stamp:		Copy History (in. of Copies Issued)	
Page #	1	2	3	4					1a	10
Rev No.	00	00	00	00					1b	11
Page #									2	12
Rev No.									3	13
Page #									4	14
Rev No.									5	15
Page #									6	16
Rev No.									7	17
Page #					8	18				
Rev No.					9	19				

<b>CALAMBA WATER DISTRICT</b> <b>TITLE: WASTE MANAGEMENT PROCESS</b>			
DOC. NO. CWD-OPN-011	REVISION NO. 00	EFFECTIVE DATE: December 26, 2016	

Page 2 of 4

## 1.0 PURPOSE

- 1.1 This documented information aims to provide guidelines for the proper waste management of the Laboratory.
- 1.2 The CWD shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services.

**NOTE** A suitable environment can be a combination of human and physical factors, such as:

- c) physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise).

These factors can differ substantially depending on the products and services provided.

## 2.0 SCOPE


- 2.1 This documented information shall cover segregation, treatment, and disposal of laboratory waste.

## 3.0 RESPONSIBILITY

- 3.1 Head of Laboratory shall plan the activities all related to waste management process
- 3.2 All Laboratory personnel shall participate in the implementation and implementation of waste management process.

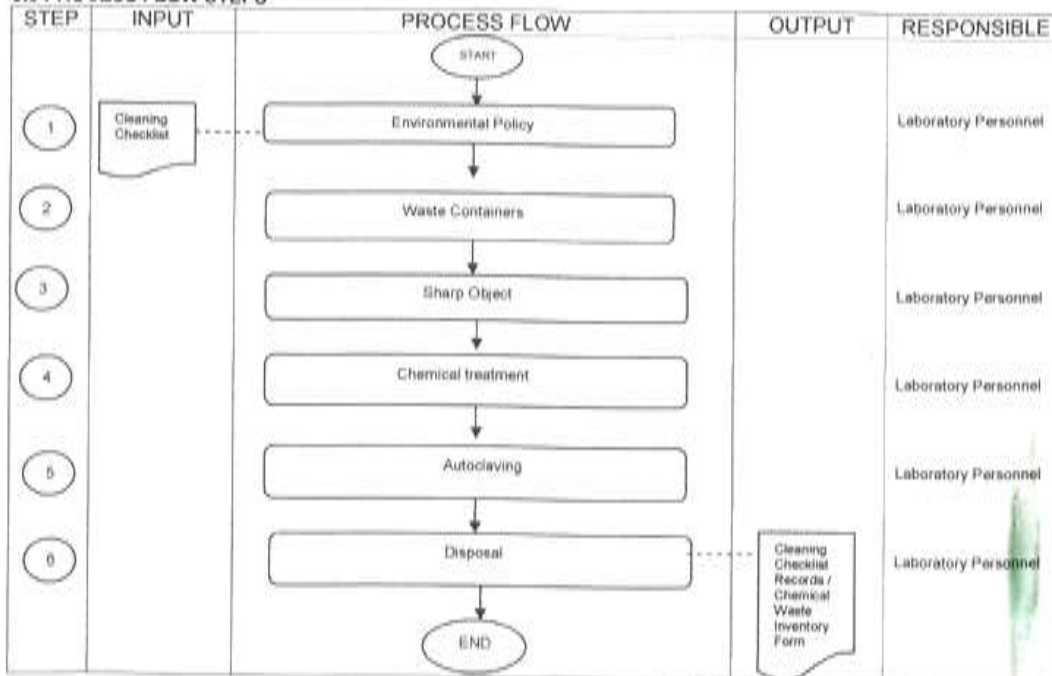
## 4.0 DEFINITION OF TERMS

- 4.1 Waste Management – all the activities and actions required to manage waste from its inception to its final disposal
- 4.2 Contaminated – something that carries contamination
- 4.3 Decontaminated – is the process of cleansing an object or substance to remove contaminants such as micro-organisms or hazardous materials, including chemicals, radioactive substances, and infectious diseases
- 4.4 Environmental policy –is a statement about an organisation's environmental position and values
- 4.5 Pollution –is the introduction of contaminants into the natural environment that cause adverse change
- 4.6 Culture media – culture medium or growth medium is a liquid or gel designed to support the growth of microorganisms

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			8	18
			9	19

<b>CALAMBA WATER DISTRICT</b>			
<b>TITLE: WASTE MANAGEMENT PROCESS</b>			
DOC. NO. CWD-OPN-011	REVISION NO. 00	EFFECTIVE DATE: December 26, 2016	Page 3 of 4

#### 5.0 PROCESS FLOW STEPS



#### 6.0 PROCESS DETAILS

##### 6.1 Environmental Policy

6.1.1 Waste management is key in microbiological laboratory and contaminated waste must be decontaminated before being released. Laboratories must have an environmental policy in place to prevent environmental pollution.

##### 6.2 Waste Containers

6.2.1 In each work area, an identification and separation system for waste container must be adopted:

6.2.1.1 Non - contaminated waste

6.2.1.2 Contaminated material for autoclaving and thereafter washing and reuse

6.2.1.3 Sharp waste

##### 6.3 Sharp Object

6.3.1 Sharp objects such as needles broken glassware must be promptly placed in a puncture - resistant containers before autoclaving

##### 6.4 Chemical treatment

6.4.1 Chemical sterilization may be used provided that the final level of active ingredient in the solution is high enough to kill the entire bacterial load.

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DOC. NO. CWD-OPN-011	REVISION NO. 00	EFFECTIVE DATE: December 26, 2016	Page 4 of 4

#### 6.5 Autoclaving

6.5.1 Autoclaves are the most effective and reliable means of decontaminating microbiology waste materials.

#### 6.6 Disposal

After autoclaving discard:

6.6.1 Solid Waste through normal waste disposal system. Follow any special local regulations

6.6.2 Liquid culture media and reagents can be disposed via the sink, provided there are no inhibitory substances that may affect the environment or the proper functioning of the water treatment plant.

6.6.3 Sharps are special waste and must be disposed of according to local regulations

#### 7.0 RECORDS RETENTION

7.1 Active Retention – indefinite retention period for current or active documents for both electronic and hardcopy Master Copy.

7.2 Inactive/Archival Retention – shall be kept for active three (3) years or may request for an extension as deemed necessary (hardcopy); for electronic/soft file, it shall be kept in a separate folder named "Obsolete Master Copy/Original".

#### 8.0 REFERENCE

8.1 ISO 9001:2015 QMS Standard

8.2 WHO Laboratory Biosafety Manual 3<sup>rd</sup> Edition 2004

8.3 Republic Act No. 9003

#### 9.0 ATTACHMENTS

9.1 Daily Cleaning Checklist

9.2 Chemical Waste Inventory Form


#### 10.0 DISTRIBUTION LIST

Note 1: Select Relevant Recipient to Appear in below List.

COPY HOLDER NO.	DEPT/SEC./COPY HOLDER
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6	ADM Warehouse
8	Laboratory (Quality Control Division)

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