



Administrative Policies and Procedures: 23.4

Subject:	Waste Management
Authority:	TCA 37-5-102
Standards:	DCS Practice Model Standard – 8-306, ACA 3-JTS-4B-04, ACA 3-JCRF-4B-03
Application:	All DCS Employees

Policy Statement:	
Employees at Department of Children's Services facilities and offices shall collect and remove waste materials in a manner compliant with the safety and sanitation regulations of the Department of Environment and Conservation (DEC), Division of Solid Waste Management and Occupational Safety & Health Administration (OSHA) guidelines.	
Purpose:	
This policy is designed to provide guidelines regarding appropriate waste management and disposal.	
Procedures:	
A. Normal Waste	All facilities and offices shall utilize leak-proof containers for the collection and storage of normal waste. Tightly fitting, solid lids shall be used where organic waste, food packaging, or other odorant waste might attract insects or rodents.
B. Disposal of Razors and Urine Drug Screen Cups	<ol style="list-style-type: none"> 1. Gloves must be worn when handling urine drug screen cups. 2. Razors, drug screen cups and disposable gloves used to handle the cups are not considered infectious waste. These items should be double-bagged with plastic garbage bags and disposed of in a covered garbage container for normal disposal.
C. Infectious Waste	<p>Infectious waste includes:</p> <ol style="list-style-type: none"> 1. Human blood, blood products and other potentially infectious body fluids; <ol style="list-style-type: none"> a) Examples of body fluids include blood, semen, vaginal secretions, and certain other fluids that would only be encountered in the hospital setting (lymph fluids, cerebrospinal fluids, synovial, pleural, peritoneal, pericardial

	<p>and amniotic fluids)</p> <p>b) Body secretions such as saliva, sweat, tears, sputum, nasal discharges, vomit, urine and feces are not considered infectious waste unless visibly contaminated with blood (<i>note: a bandage with a spot of blood on it and a urine cup with urine from a drug screen are not considered infectious waste</i>).</p> <p>2. All needles;</p> <p>3. Sharp objects contaminated with potentially infectious agents</p> <p>4. Biological laboratory wastes containing potentially infectious wastes, (YDC medical clinics only); and/or</p> <p>5. Disposable equipment and instruments containing potentially infectious agents (YDC medical clinics only).</p>
<p>D. Infectious Waste Disposal in the Youth Development Center Medical Clinics</p>	<p>Infectious waste generated in the Medical Clinic shall be placed in red containers or red bags with a biohazard label consistent with established universal precautions and OSHA guidelines. Disposal of infectious waste shall be in accordance with OSHA guidelines. (See the OSHA website http://www.osha.gov/SLTC/index.html for additional details)</p>
<p>E. Infectious Waste Disposal in DCS Offices and Facilities</p>	<p>All DCS offices and residential facilities shall have spill kits available to use for infectious waste clean-up. Staff shall follow the directions printed on the spill kits for use. Disposal of infectious waste shall be in accordance with OSHA guidelines.</p>
<p>E. Infectious Waste Disposal in Resource Homes</p>	<p>Clean-up of infectious waste in resource homes</p> <ol style="list-style-type: none"> 1. Clean up blood and other body fluids promptly. Always use an approved disinfectant such as bleach added to water anytime a surface is contaminated with blood or other body fluids. A solution of 5.25% sodium hypochlorite (household bleach) diluted between 1:10 and 1:100 with water. The standard recommendation is to mix 1 ounce of bleach and 9 ounces of water. Be sure to wear gloves and any other necessary protective clothing to prevent contact with the infectious waste. 2. If you are cleaning up a spill of blood, you can carefully cover the spill with paper towels or rags, then gently pour the 10% solution of bleach over the towels or rags, and leave it for at least 10 minutes. This will help ensure that any blood borne pathogens are killed before you actually begin cleaning or wiping the material up. By covering the spill with paper towels or rags, you decrease the chances of causing a splash when you pour the bleach on it. 3. With gloves on, wipe up the infectious waste and the paper towel and place them in a plastic garbage bag. Wipe the surface with the 10% solution of bleach with more paper towels. Dispose of the paper towels into same plastic garbage bag. Remove your gloves last and place them into the plastic

	<p>garbage bag. Secure the bag with a tie and place in your covered garbage container.</p> <p>4. Wash your hands thoroughly with soap and water for 2 minutes. Rinse under running water and dry your hands.</p>
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Forms:	<i>None</i>
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Collateral Documents:	<p><u><i>DCS Exposure Control Plan For Bloodborne Pathogens</i></u></p> <p><u>http://www.state.tn.us/environment/swm/</u></p> <p><u>http://www.osha.gov/SLTC/index.html</u></p>
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