1. PURPOSE:

To ensure a sustainable and holistic environment with effective waste management in Sri Manakula Vinayagar Medical College and Hospital.

2. SCOPE:

The primary focus is to minimize the waste production using different innovative ideas and techniques.

3. RESPONSIBILITY:

Maintenance department, housekeeping department, hospital infection control committee, EDP department, biomedical engineering department are responsible for proper maintenance of facility.

4. PROCEDURES:

SOLID WASTE MANAGEMENT:

The institute has kept different coloured bins to segregate the degradable and non-degradable waste like paper, plastic, food, glass bottles, biomedical, clothes and housewares and electrical wastes which is generated from the medical facilities, food courts, research lab, hostel, gym and stores. An account of the hazardous nature and environmental issues with human health risks, chemical and solvents waste bins are kept separately in laboratories and research labs. Every day, after office hours all the organic and inorganic wastes are collected from bins and transported to the dump yard for further processing and packaging. Institute has implemented smart classrooms to minimize the usage of paper.

BIOMEDICAL WASTE MANAGEMENT:

Bio-medical waste (BMW) is handled in an appropriate and safe manner.

The organization adheres to statutory provisions with regard to bio-medical waste.

Waste management policy at Sri ManakulaVinayagar Medical College & Hospital has been implemented in accordance with the rules of Biomedical Waste Management Act. The hospital has got the consent to operate under pollution control board.

HOSPITAL adopts colour coded segregation of biomedical waste in all patient care areas. This will be monitored by sanitary inspector, housekeeping in-charge and ICN on daily basis.

Color coded bags	Contents
Yellow	Infected non-plastic materials only
Red	Infected plastics only
White puncture proof box	Metal sharps only
Blue puncture proof box	Glass sharps, body implants
Green	General waste

- Segregation is done at source. (Posters of proper segregation are displayed Annexure -1)

- A colour code is followed and appropriately coded waste bags are placed in bins in all patient care areas.

- All waste containers are emptied when they are 3/4th full

- Segregated bio medical waste is transported to the central waste collection area of the hospital in properly covered containers in secured manner.

- Waste from various patient care areas is removed twice a day or more if necessary. All bags that are being transported to the central waste collection area will have to be tied at the mouth to avoid spillage during transport.

- Smaller bags are collected into larger bags and carried by the on-duty housekeeping staff to designated storage areas on trolleys. Bags shall be picked up and then transported when 3/4th full.

- Avoid the transport of too many bags at one time and contact of the bag with the body of personnel.

- Avoid mixing of segregated wastes.

- The staff is provided with personal protective equipment (PPE)

- Biomedical waste segregation audit is done by ICN frequently (Annexure -2)

- Daily register is maintained regarding the amount of waste generated in different category (Annexure -3)

Disposal of contaminated needles and syringes

- Contaminated needles are destroyed using a needle destroyer.

- Contaminated syringes with needles are put in puncture proof container (white)

- At segregation, only syringes are put in red color coded plastic bags.

Bio medical waste treatment facility

- The hospital has tie- up with Pondicherry Solid Waste Management Private Limited (Common waste management facility). The waste is collected from the common collection area of hospital by outsourced workers and transported in a covered vehicle to the treatment facility at Thuthipet, Puducherry-605 502.

- The hospital BMWM committee members or their authorized person shall visit the outsourced facility at Thuthipet, Puducherry once in 6 months to ensure waste disposal according to BMW rules.

- Annual report of waste generated is maintained by chairman BMWM committee and report submitted to Puducherry Pollution Control Board.

- All categories of staff handling bio medical waste are given strict instructions regarding usage of appropriate personal protective equipment.

- All categories of staff involved in bio medical waste management are provided free health check-ups and vaccination against hepatitis B and tetanus.

- Any accidents involving workers shall be reported in casualty.

ELECTRONIC AND COMPUTER WASTE

Medical facilities collect vast amounts of data about their patients and employees. From scheduled appointments to lab results and vaccination records, there are many kinds of personal information we gather and store in our data center or server room facility.

In a typical medical facility, the sensitive information to be stored on:

- Internal and external hard drives
- Portable USB drives and memory cards
- CDs and DVDs
- Audio and video tapes

When these devices and the data on them are no longer needed, it's important to make sure that they are unreadable. Not only is this required by law, but it's also a common sense practice to prevent identity theft. This can be achieved in a few different ways.

Destroying sensitive digital data

There a few secure ways to destroy sensitive digital data stored by our facility. Of course, the most secure way is total destruction by shredding, grinding or melting. Once that's done, there is really no way to put the pieces back together and retrieve what was on the storage device. However, this approach is not always practical. Many times, digital storage devices can be recycled or reused in a different department within our facility.

Demagnetizing storage media

Magnetic media, such as hard drives, floppy disks and ZIP disks use magnetization to both read and record data on the device. Under the influence of a strong magnet, this magnetic field can be permanently impaired, so the storage media will be rendered useless.

Overwriting storage media

To reuse or recycle our device, we can overwrite it to erase all information on it. For better security, several overwrites can be performed. Overwriting doesn't put new information on top of the old one it randomizes the patterns in which the data used to be stored. Once that's done, you can install a new operating system or upload other types of files to our storage device.

Overwriting can be used only on re-writable media. For example, some CD and DVD disks can only be used once to record information. We can't add any more files or delete files off such a disk. If we need this information erased, the media will have to be physically destroyed.

Secure recycling containers

If we are shredding paper or disposing of other types of sensitive data on our premises, consider placing this waste in secure, lockable containers. Dumpster diving for personal information is nothing new, and even finely shredded paper can be pieced back together with some effort.

Our medical waste removal vendor may offer secure containers. We carry several options of lockable containers and can even do the shredding at our secure facility. After the paper is shredded, we send it to an incinerator.
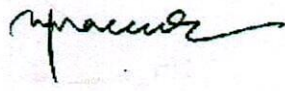
Measures against hacks

It is our responsibility to ensure the safety of our internal networks and protect digital information from hackers. Although there is never a 100% guarantee of our databases or website won't get hacked, there are some things you can do to reduce this possibility. Using antivirus servers secure email and secure forms should be our first steps. Making sure each of our computers is equipped with up-to-date anti-virus software is also important.

Toner cartridge recycling

Printer cartridge or toner is something which comprises almost 15% of total e-waste produced at our hospital. We are disposing the tonners by handing over the same to authorized toner cartridge recycler.

	Designation	Signature	
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