

COVID-19 Vaccination Programme

Guidelines on Arranging Outreach COVID-19 Vaccination Activities through Vaccination Subsidy Scheme (VSS)

(05 March 2025)

Introduction

The Government is implementing a territory-wide COVID-19 Vaccination Programme free of charge for all Hong Kong residents. Eligible groups are those announced in the designated website (<https://www.chp.gov.hk/en/features/106952.html>). Institutions and community groups (including schools*) can arrange outreach vaccination activities at their venues via the Vaccination Subsidy Scheme.

Under the COVID-19 Vaccination Programme, the Government would reimburse vaccination subsidies to the doctor for each dose of vaccination administered to eligible groups. The private doctor cannot charge the vaccine recipients any service fees or any monetary amount regardless of the description, including but not limited to any refundable or non-refundable deposit, administrative fee, booking fee or fee for cancellation of booking. The Guidelines will be updated as necessary, but are by no means exhaustive. Please refer to designated website (<https://www.chp.gov.hk/en/features/106934.html>) for details of COVID-19 Vaccination Programme.

Brief on major steps to organise outreach vaccination activities

(I) Planning Phase

(1) Select a private doctor / Private Clinic Vaccination Station (PCVS) to be in-charge of vaccination service

- (i) The organiser select a Private Clinic Vaccination Stations (PCVSs) providing **mRNA vaccines** at non-clinic settings. The list of PCVSs is available at the following link

(https://www.chp.gov.hk/files/pdf/list_of_pcvs_providing_covid_outreach_v2.pdf). Please be reminded that listed PCVSs provide mRNA vaccines to person aged 12 or above only. To arrange children under 12 years old to receive mRNA vaccines, please go to the designated vaccination sites for administration. Please refer to the thematic website for the list of vaccination venues (<https://www.chp.gov.hk/en/features/106952.html>).

- (ii) COVID-19 vaccines can be co-administered with, or at any time before or after, any other vaccines (*) including live attenuated vaccines under informed consent. If clients / parents of children wish to space out COVID-19 vaccine with live attenuated vaccines (e.g. Measles, Mumps, Rubella & Varicella (MMRV) Vaccine; Live Attenuated Influenza Vaccine (LAIV)), an interval of 14 days is sufficient. The organizer can directly contact private doctor for more information on co-administration.

* Remark: If individuals at high risk of exposure of Mpox (also known as monkeypox) need to arrange for pre-exposure Mpox vaccination, it is recommended an interval of at least 4 weeks before or after mRNA COVID-19 vaccine (e.g. BioNTech, Moderna)

- (iii) If co-administration of more than one type of vaccine is planned for the outreach activity, please work closely with the service doctor. Please ensure that the doctor will provide staff who are well trained to handle various vaccines at the same time properly. Please pay particular attention to collect appropriate consent from recipients/ parents/ guardians on respective vaccines and co-administration in advance. On the day of vaccination, clear segregation of recipients administering different types of vaccines and support the service doctors on proper vaccine and vaccination record handling.

(2) Consider whether to conduct tendering or quotation

- (i) The organisers can consider whether to go through tendering or quotation process according to their need. Selection of enrolled VSS doctors should be fair and transparent. Selection criteria should be open and properly documented. Members responsible for selection should also declare any conflict of interest.
- (ii) If tendering/ quotation is required, organisers can take reference to the “*Reference Information on the Service Requirements for Arrangement of Vaccination Activity at Non-Clinic Settings*” in **Appendix 1 and 1(A)**.

(3) Follow up with the doctor on preparation work of the vaccination activity

- (i) Liaise with the doctor to arrange the venue and dates of vaccination.
- (ii) Remind the private doctor to submit the completed *Notification for COVID-19 Outreaching Vaccination at Non-Clinic Settings* to the Centre for Health

Protection (CHP) at least 14 days prior to the vaccination activity. One notification form will be needed for each outreach vaccination activity. CHP will notify Environmental Protection Department (EPD) the time and venue of outreach vaccination activity using this form.

- (iii) Remind the doctor to decide method of clinical waste collection and disposal. The doctor shall pre-arrange with a licensed clinical waste collector to collect clinical waste or a healthcare professional to deliver clinical waste to Chemical Waste Treatment Centre (CWTC) after the vaccination activities as soon as possible. In case the clinical waste could not be collected or delivered on the date of vaccination, the organiser and doctor shall prearrange a designated temporary storage area of clinical waste at the venue. (Please refer to “Guideline on Proper Handling and Temporary Storage of Clinical Waste Generated from Outreach Vaccination Activities” in Appendix 2 for details.)

(4) Arrangement of venue, date and time

- (i) Find out if the venue’s Terms of Use have any restrictions on outreach vaccination activities.
- (ii) The vaccination venue should be well lit, ventilated and clean. Adequate and separate areas should be arranged for vaccine recipients (1) to wait, (2) to register, (3) to receive vaccination, (4) to rest and stay under observation after vaccination, and (5) to provide emergency treatment if necessary. Please ensure vaccine recipients’ privacy during the whole vaccination procedure.
- (iii) The vaccination venue has to provide a suitable place for temporary storage of clinical waste, if the waste cannot be collected or delivered on the date of vaccination. Please refer to Appendix 2 for details.

(5) Provide sufficient information to participants or parents/guardians of participants who are under the age of 18 or mentally incapacitated

- (i) Assist the doctor to distribute vaccine information to recipients/ parents/ guardians:
- Vaccination Factsheet for mRNA COVID-19 Vaccine (https://www.chp.gov.hk/files/pdf/factsheet_covidvaccine_mrna_eng.pdf)
 - Statement of Purpose of Collection of Personal Data (https://www.chp.gov.hk/files/pdf/cvc_bw_data_collection.pdf)
- (ii) If practicable, invite healthcare provider to provide health talk about COVID-19 vaccination.

- (iii) Inform participants that Centre for Health Protection of Department of Health may contact randomly selected recipients or their parents / guardians for information verification.

(6) Checking eligibility and obtaining consent

- (i) Assist the doctor to distribute and collect the Consent Form for COVID-19 Vaccination to parents/ guardians of participants who are under the age of 18 or mentally incapacitated. Please download the consent form at (https://www.chp.gov.hk/files/pdf/consent_form_for_covid19_vaccination_eng.pdf)
- (ii) Ensure that parents / guardians acting on behalf of vaccine recipients who are under the age of 18 or mentally incapacitated must :
 - (a) Complete legibly a Consent Form for COVID-19 Vaccination for the recipients; and
 - (b) Bring along the Hong Kong identity card of the vaccine recipient. For secondary schools, primary schools and kindergartens schoolchildren who do not have Hong Kong identity card, they may need to bring other identity documents for verification and record.
 - (c) Bring along previous vaccination record cards, if any.
- (iii) Return the duly signed and completed Consent Form for COVID-19 Vaccination to the doctor, for checking the eHealth System (Subsidies) to verify the vaccine recipient's eligibility and check vaccination records/ cards (if any) to prevent duplicated dose.

(II) On Vaccination Day

(7) Infection prevention

- (i) To prevent environmental contamination, regular cleaning and disinfection, including the working areas, should be arranged, before each session of vaccination or whenever visibly soiled.
- (ii) The outreach vaccination venue should be cleaned and disinfected before every sessions, with 1 in 99 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 99 parts of water), left for 15-30 minutes, and then rinsed with water and wiped dry. For metallic surface,

disinfect with 70% alcohol. Use cold water (should not use hot water) for dilution of bleach. Do not use alcohol/ alcohol wipe for regular cleaning and disinfection, except for metallic surface.

- (iii) **Increase frequency of cleaning and disinfection for commonly used items such as working table, computer, keyboard, printer, etc.** Reusable/non-reusable cloth soaked with 1 in 99 diluted bleach is recommended for general cleaning and disinfection.

(8) Assist to arrange vaccine recipients to have vaccination

- (i) For vaccination at schools, please inform the health care providers the list of students who are absent from school or have fever or illness, so that healthcare providers would not provide vaccination on-site and make necessary arrangement for these students.
- (ii) Maintain the order of recipients and assist to arrange the vaccine recipients to have vaccination.
- (iii) The organizer and doctor should consider whether to accept walk-in based on the situation and quota. If walk-in quota cannot be accommodated for the clients, the organizers should provide a list of vaccination sites. For detailed information, please refer to (<https://www.chp.gov.hk/en/features/106952.html>)

(9) Services provided by the doctor

The doctor should provide the following services on the day of vaccination:

- (i) Provide safe and quality vaccination service to vaccine recipients.
- (ii) Participating doctors should be present at the vaccination venue and manage the emergency situation.
- (iii) Arrange at least one doctor and one registered nurse with emergency training such as basic life support to provide services and medical support with emergency equipment available in the vaccination venue.
- (iv) Exercise effective supervision over the trained personnel who cover his/ her duty; and retain personal responsibility for the treatment of the patients.
- (v) Arrange health care professionals to assess participant's suitability to receive vaccination.

- (vi) Ensure all personnel comply with infection control guidelines.
- (vii) Ensure to obtain the informed consent of vaccine recipients / parents / guardian.
“eConsent” means the informed consent given by the Eligible Person by inserting the Eligible Person’s Hong Kong Identity Card to the Smart ID Card Reader provided by the Government to the Enrolled Doctor’s Clinic to read the card face data to replace the signing of the paper “Consent To Use Vaccination Subsidy Form” form. Persons aged 18 or above can give eConsent to express consent to use vaccination subsidy. For persons below 18 years old or mentally incapacitated persons, parents/ guardians would have to sign the paper “Consent To Use Vaccination Subsidy Form” form.
- (viii) Give personal supervision to trained personnel or arrange qualified health care professionals to administer the vaccinations.
- (ix) Properly handle and dispose clinical wastes (e.g. needles, syringes and non-woven balls fully soaked with blood, etc.).

(10) After Vaccination

- (i) After vaccination, keep the recipients at the site for rest and observation. All persons should be observed for **15 minutes** after vaccination. Those with a history of immediate allergic reaction of any severity to a vaccine or an injection, and those with a history of anaphylaxis due to any cause should be observed for **30 minutes**.
- (ii) If recipients have adverse reactions after vaccination, immediately inform the healthcare providers to assess and provide treatment to them.
- (iii) Ensure the healthcare providers print and issue the paper vaccination records to recipients or their parents/ guardians.
- (iv) For school outreach or other settings, if some children participants are not vaccinated that day and their parents/guardians cannot be informed at the site, the vaccination team should issue a notification to inform the parents/guardians of the reason and to follow-up. Please assist the vaccination team to pass the notification to the relevant parents/guardians.

(11) Clinical Waste Handling and Disposal

- (i) Healthcare providers should **properly pack, store and dispose of clinical waste**

generated in the vaccination activities according to the Environmental Protection Department (EPD)'s "*Code of Practice for the Management of Clinical Waste - Small Clinical Waste Producers*" (http://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf).

- (ii) Healthcare providers should follow **Appendix 2**: "*Guideline for Temporary Storage of Clinical Waste Generated in Outreach Vaccination Activities*" to dispose of clinical waste properly, for example, arrange the licensed clinical waste collector to collect the clinical waste on the same day. If collection cannot be arranged on the same day, the organiser may have to store the clinical waste in a temporary storage area.

Reference Information on the Service Requirements for the Arrangement of Vaccination Activity at Non-Clinic Settings

Institutions and community groups (including schools) may consider tendering/ quotation when needed. The information in **Appendix 1 and Appendix 1A** is prepared for organisers' reference if necessary.

Organisers may take reference to information in **Appendix 1** and **Appendix 1(A)** when preparing the tendering/ quotation documents for vaccination activity at non-clinic settings. The content are not meant to be exhaustive. Organisers should add their own requirements, amend and delete the inappropriate clauses as necessary. The Department of Health will not have or accept any liability, obligation or responsibility whatsoever for any loss, destruction or damage (including but not limited to consequential loss, destruction or damage) however arising from any use / misuse of or reliance on the reference materials.

Proposed Service Requirements

The organiser should specify the following particulars when selecting a service provider to arrange outreach vaccination:

- (i) Target group
- (ii) Age range of recipients
- (iii) Number of estimated recipients
- (iv) Type (or name) of vaccines
- (v) Venue of the activity
- (vi) Proposed date and time of the activity

Proposed service requirement

1. The service provider (the medical organisation or the doctor) shall arrange a private doctor who has enrolled in the COVID-19 Vaccination Programme via the Vaccination Subsidy Scheme, to take charge of vaccination activity and to provide the following services:

A) Arrangement of outreach vaccination activity

The service provider should

- (i) Ensure adequate time to pre-order vaccines, syringes and emergency medications from the Department of Health, and bring along medical

equipment and consumables to the vaccination venue.

- (ii) Provide safe and quality vaccination service.
- (iii) The doctor on-site should exercise effective supervision over the trained personnel who cover the doctor's duty and retain personal responsibility for the treatment of the patients.
- (iv) Arrange at least one doctor and one registered nurse with emergency training such as basic life support to provide services and medical support with emergency equipment available in the vaccination venue.
- (v) Provide the name and the type of vaccine which they would use
- (vi) Strictly follow vaccine manufacturers' recommendation on storage of individual vaccines. Clinic can only use Purpose-built vaccine refrigerators (PBVR) for storage of vaccines starting from 2023/2024 season. Cold boxes, equipped with ice packs, maximum-minimum thermometers, insulating materials, etc. should be used for transport of vaccines to the vaccination venue. The temperature of the vaccines should be monitored regularly with the thermometer to maintain cold chain at 2-8°C during transport and before administration of vaccines.
- (vii) Pre-arrange proper clinical waste disposal method (refer to **Appendix 2**).

B) Provide sufficient information to vaccine recipients, parents / guardians who are under the age of 18 or mentally incapacitated

The service provider should

- (i) Provide information on COVID-19 vaccine to vaccine recipients or their parents/ guardians. If practicable, arrange health talks to provide the relevant information.
- (ii) Inform participants that the Centre for Health Protection of Department of Health may contact randomly selected recipients or their parents/ guardians for information verification.

C) Vaccination procedures

The service provider should

- (i) Supervise trained personnel or arrange qualified health care professionals to administer the vaccination.
- (ii) Arrange health care professionals to assess the suitability of each individual recipient before administration of vaccine by conducting health assessment, checking body temperature, etc.
- (iii) Ensure to obtain the informed consent of vaccine recipients / parents / guardian. "eConsent" means the informed consent given by the Eligible Person by inserting the Eligible Person's Hong Kong Identity Card to the Smart ID Card Reader provided by the Government to the Enrolled

Doctor's Clinic to read the card face data to replace the signing of the paper "Consent To Use Vaccination Subsidy Form" form. Persons aged 18 or above can give eConsent to express consent to use vaccination subsidy. For persons below 18 years old or mentally incapacitated persons, parents/ guardians would have to sign the paper "Consent To Use Vaccination Subsidy Form" form.

- (iv) Check the eHealth System (Subsidies) to verify the vaccine recipient's eligibility for subsidy and to check the vaccination record/ cards (if any) to prevent duplicated dose.
- (v) Ensure all personnel comply with infection control guidelines.
- (vi) Properly follow 3 checks (check when taking out the vaccine from the storage; check before preparing the vaccine; check before administering the vaccine) and 7 rights (right person; right drug; right dose; right time; right route; right site; right documentation) before vaccine administration.
- (vii) Keep vaccinated persons for rest and observation in the venue for at least 15-30 minutes, to provide treatment if an immediate adverse event occurs.
- (viii) Properly pack, store and dispose of clinical waste generated in the vaccination activities in accordance with the Environmental Protection Department's Code of Practice (CoP) for the Management of Clinical Waste (Small Clinical Waste Producers)
http://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf and the Guideline for Temporary Storage of Clinical Waste Generated in Outreach Vaccination Activities provided by the Environmental Protection Department in **Appendix 2**.

D) Proper record/ documentations for the vaccination

The service provider should

- (i) Print and issue the paper vaccination records for recipient or their parents/ guardians to keep.
- (ii) Document on a vaccination record (log) all vaccinations given, including the name of vaccine, lot number, expiry date / use-by date, document the name of personnel who administered the vaccine and the doctor responsible. The record should be kept in a database for inspection in the future.

2. All bidders are required to fill in the information as attached in **Appendix 1(A)**.

Bidders please provide detailed information on the following service items:

Service	Information														
Doctor in charge	Name : _____ Medical Organisation : _____														
Types/ names of vaccines	<table border="1"> <thead> <tr> <th>Name</th><th>Expiry Date</th></tr> </thead> <tbody> <tr> <td>_____</td><td>_____</td></tr> </tbody> </table>	Name	Expiry Date	_____	_____										
Name	Expiry Date														
_____	_____														
Qualification and number of on-site staff on day of vaccination (e.g. doctor/ registered nurse/ enrolled nurse / supportive staff)	<table border="1"> <thead> <tr> <th>Qualification of the on-site staff</th><th>Number</th></tr> </thead> <tbody> <tr> <td>Doctor</td><td></td></tr> <tr> <td>Registered Nurse</td><td></td></tr> <tr> <td>Enrolled Nurse</td><td></td></tr> <tr> <td>Clinic Staff</td><td></td></tr> <tr> <td>Other Supporting Staff</td><td></td></tr> <tr> <td>Total</td><td></td></tr> </tbody> </table>	Qualification of the on-site staff	Number	Doctor		Registered Nurse		Enrolled Nurse		Clinic Staff		Other Supporting Staff		Total	
Qualification of the on-site staff	Number														
Doctor															
Registered Nurse															
Enrolled Nurse															
Clinic Staff															
Other Supporting Staff															
Total															
Vaccine Storage Equipment (Put a “✓” as appropriate)	<input type="checkbox"/> Purpose-built vaccine refrigerator <input type="checkbox"/> Others, please specify: _____ (Type, brand & model)														
Vaccine Transport to Venue (Put a “✓” as appropriate)	<input type="checkbox"/> By enrolled doctor/medical organization: in cold box(es), with ice packs, insulating materials, etc. and continuous temperature monitoring <input type="checkbox"/> Others, please specify: _____														
Would provide Health Talk(s) or not	<input type="checkbox"/> Yes <input type="checkbox"/> No (Qualification of the speaker: _____)														
Would provide Enquiry Phone number or not	<input type="checkbox"/> Yes <input type="checkbox"/> No (Enquiry Phone Number : _____) (Operating hours of the Enquiry Phone Number : _____)														

Appendix 2

Vaccination Subsidy Scheme

**Guideline on Proper Handling and Temporary Storage of
Clinical Waste Generated from Outreach Vaccination Activities
(Provided by the Environmental Protection Department)**

1. Preamble

- 1.1 This document aims to provide guidance on proper handling and temporary storage of clinical waste (e.g. used syringes and needles) generated from outreach vaccination activities.

2. Responsibilities of a Doctor as a Clinical Waste Producer

- 2.1 Under the Waste Disposal (Clinical Waste) (General) Regulation (the Regulation), doctors of outreach vaccination activities are clinical waste producers. They should handle clinical waste properly and take all necessary precautions to prevent danger to public health and safety, pollution to the environment and nuisance to the neighbouring area.
- 2.2 Doctors have a duty of care to take the following measures in managing the clinical waste generated from their outreach vaccination activities:
 - segregate clinical waste from other waste streams and prevent clinical waste from entering the disposal chain of municipal solid waste;
 - package and label clinical waste properly to enable easy identification;
 - provide safe and secure temporary storage area for clinical waste, if immediate collection and delivery of clinical waste cannot be arranged; and
 - ensure the staff take all necessary safety measures in handling clinical waste.

3. Preparation before Outreach Vaccination Activities

- 3.1 Doctors should obtain a premises code for outreach service from EPD, if they do not have an outreach premises code (see Section 4 for details);
- 3.2 Doctors should prearrange, well before the vaccination day, with either a licensed clinical waste collector to collect clinical waste or a healthcare professional staff to deliver clinical waste to the Chemical Waste Treatment Centre (CWTC) on the vaccination day (see Section 6 for details); and
- 3.3 If the waste could not be arranged to be collected or delivered on the vaccination day, doctors should prearrange with the outreach vaccination venue to provide suitable area for temporary storage of clinical waste (see Section 7 for details).

4. Premises Code for Outreach Service

- 4.1 Doctors should obtain a premises code for outreach service from EPD. A premises code for outreach service is not a premises code for a medical clinic. A single outreach service premises code can be used for various outreach locations. Doctors do not need to re-apply for outreach service premises code if they already have one.
- 4.2 Outreach service premises code can be obtained from EPD by submitting the Premises Code Request Form, on which “outreach service” should be annotated in the Producer Name for outreach vaccination activities. For more information, please refer to EPD website: https://www.epd.gov.hk/epd/clinicalwaste/en/producer_code.html.
- 5. Segregation, Packaging and Labelling of Clinical Waste**
- 5.1 Clinical waste should be segregated from municipal solid waste or other waste streams at the point of arising and packaged properly.
- 5.2 Containers for packaging of clinical waste must be leak-proof, impervious to moisture and strong enough to prevent tearing or bursting under normal handling to ensure that waste handlers and the public are protected from exposure to the waste. Such containers should be of one-trip type and should not be reused.
- 5.3 All used or contaminated sharps should be put into sharps boxes.
- 5.4 Containers of clinical waste should not be filled above the warning line indicating between 70% and 80% of their maximum volume before sealing. The packaging and sealing should be conducted with care to ensure that no clinical waste adheres to the external surface of the containers.
- 5.5 Sharps containers should be properly sealed by the proprietary closure/tape.
- 5.6 Doctors should affix a label on each clinical waste container (see Appendix G(B)). The label should clearly display (1) name of the responsible doctor, (2) name of medical organisation, (3) emergency contact number, (4) address of waste generation (i.e. the venue address), (5) premises code, (6) date of sealing, and (7) a clinical waste symbol.
- 6. Collection and Delivery of Clinical Waste**
- 6.1 Clinical waste must not be collected or disposed of together with municipal solid waste or other types of wastes. Clinical waste must be collected and transported by licensed collectors to CWTC. A list of licensed clinical waste collector is available at EPD website: <https://cd.epic.epd.gov.hk/EPICDI/clinicalwaste/list/>.
- 6.2 Doctors may deliver their clinical waste to CWTC. They may ask their employees who are also healthcare professionals to deliver the waste on their behalf. A waste collection licence is not required for such delivery of clinical waste. However the waste delivery is subject to the requirements specified in the Regulation. For details, please see Appendix G(A).
- 7. Temporary Storage of Clinical Waste**
- 7.1 If practicable, doctors are recommended to arrange collection or delivery of clinical waste on the same date immediately after the outreach vaccination activities, otherwise the venue must provide a suitable area for temporary storage of clinical waste generated at the venue,

until the waste is collected by a licensed collector or delivered by a healthcare professional.

- 7.2 In case the proposed venue of the outreach vaccination activity cannot provide a suitable temporary storage area, doctors should arrange another venue with suitable temporary storage area for the outreach vaccination activities.
- 7.3 Doctors must **not** remove any clinical waste from the venue to their own clinic or any other place for storage, except to CWTC.
- 7.4 The temporary storage area should be a cabinet for storage of clinical waste only, accessible by authorised persons only, away from the area of food preparation and storage, and properly locked and labelled.
- 7.5 A clinical waste warning sign and a label showing (1) name of the responsible doctor, (2) name of medical organisation, (3) emergency contact number and (4) premises code should be affixed on the door of the storage area (see Appendix G(B)). The warning sign could be obtained from EPD free of charge.
- 7.6 Doctors shall bring the *Clinical Waste Temporary Storage Handover Form* (see Appendix G(C)) to the activity venue and complete the form with the venue representative. Both the doctor and the venue representative should keep a copy of the completed form for record.
- 7.7 Doctors shall liaise with the venue representative on the proper storage, collection and/or delivery arrangement of the clinical waste. When the clinical waste is collected by a licensed collector or delivered to CWTC by a healthcare professional, doctors or his/her representatives (e.g. a staff of the venue with the doctor's consent) shall sign on the clinical waste trip tickets. The doctor's representative shall pass the Waste Producer Copy (pink in colour) of the trip ticket to the doctor for retention.

8. Record Keeping

- 8.1 Doctors must keep a record of the clinical waste consigned to a licensed collector or delivered to CWTC, and produce the record to EPD for inspection when so required. Such record may include copy of trip ticket or receipt of waste consignment issued by a licensed collector, or receipt of waste delivery issued by CWTC. Doctors must keep such records for 12 months from the date of consignment/delivery.

9. Further Enquiry

- 9.1 For any enquiries, please contact Mr. Wong of EPD at 3178 9356 or visit EPD webpage: <https://www.epd.gov.hk/epd/clinicalwaste/en/index.html>.

Environmental Protection Department

June 2024

Appendix 2(A)

**Environmental Protection Department
Notes to Healthcare Professionals on the
Delivery of Clinical Waste to the
Chemical Waste Treatment Centre (CWTC)**

Healthcare professionals (HCP)^{Note 1} may deliver their clinical waste to the CWTC^{Note 2} for disposal but his/her liabilities under the Waste Disposal (Clinical Waste) (General) Regulation (the Regulation) will not be discharged unless the delivery of clinical waste is completed safely and properly. This includes:

- Clinical waste must not exceed 5 kg in weight and is not Group 4 clinical waste;
- Clinical waste is packaged in an appropriate type of container (e.g. sharps box), sealed and labelled properly;
- Only private car^{Note 3} within the meaning of the Road Traffic Ordinance (Cap. 374) is used for the delivery;
- Clinical waste must be delivered directly to CWTC within 24 hours after the clinical waste begins to be so delivered and must not be left unattended during the delivery;
- Adequate and appropriate first-aid-equipment and cleaning equipment (e.g. spare red bags and sharps boxes) must be provided for use in case of injury to any person and spillage of clinical waste.

The full requirements are stated in Section 4 of the Regulation and Section 6 of the Code of Practice for the Management of Clinical Waste (Small Clinical Waste Producers) (https://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf).

To deliver the clinical waste to CWTC, the HCP must:

- provide a **clinical waste trip ticket**^{Note 4} filled with relevant information, including the name of the HCP, the HCP registration number and the assigned **premises code**^{Note 5} of the clinical waste producer;
- show his/her identity card and HCP registration number at the CWTC. For the sake of convenience, copy of HCP registration document is accepted; and
- arrive CWTC during reception hours.

The reception hours for receiving clinical waste delivered by HCP at the CWTC are 9:00 a.m. - 12:00 noon and 1:00 p.m. - 4:30 p.m. on Monday to Friday (except for public holiday). No prior appointment is required.

For special circumstances and upon request with **3-day advance notice** with CWTC site office (tel: 2434 6372), the reception hours can be extended to 4:30 p.m. - 5:30 p.m. on Monday to Friday and 1:00 p.m. - 5:30 p.m. on Saturday.

A charge at \$2,715 per 1,000 kg (or \$2.715 per kg)^{Note 6} will be levied on the clinical waste as received and treated at the CWTC. The amount to be paid depends upon the weight of clinical waste received. Cash and Faster Payment System (FPS) payments are accepted.

For any enquiries, please contact Mr. Wong of EPD at 3178 9356 or visit EPD webpage (<https://www.epd.gov.hk/epd/clinicalwaste/en/index.html>).

Notes:

1. Healthcare professionals (HCP) include registered medical practitioners, dentists and veterinary surgeons, registered or listed Chinese medicine practitioners, and registered or enrolled nurses as defined in the Regulation.
2. CWTC is located at 51 Tsing Yi Road South, Tsing Yi, New Territories, Hong Kong.
3. Private car shall be within the meaning of “private car” as classified in accordance with the Schedule 1 – “classes of vehicle” of the Road Traffic Ordinance (Cap 374). One should always check the motor vehicle licence displayed on the vehicle’s windscreen to confirm the vehicle class.
4. Blank clinical waste trip tickets can be obtained from EPD by submitting the Request Form for Clinical Waste Trip Tickets. A set of 10 blank trip tickets will be distributed for each request
(https://www.epd.gov.hk/epd/clinicalwaste/file/Request%20Form%20for%20Clinical%20Waste%20Trip%20Tickets_en.pdf).
5. Premises code can be obtained from EPD by submitting the Premises Code Request Form, on which “outreach service” should be annotated in the Producer Name for outreach vaccination activities. For more information, please refer to EPD’s website on Obtaining a Premises Codes (https://www.epd.gov.hk/epd/clinicalwaste/en/producer_code.html).
- 6 The charge is stipulated under the Waste Disposal (Charges for Disposal of Clinical Waste) Regulation.

1. Example of a labelled clinical waste container



Name of doctor	Dr XXXX
Name of medical organisation	XXX Clinic
Emergency contact no.	XXXX-XXXX
Address of clinical waste generation	XXX Elderly Centre, G/F, XX House, XX Estate
Premises code	PC02/XX/XXXXXXXXXX
Date of sealing	DD/MM/YYYY
Clinical waste symbol	

2. Example of warning sign and label on a temporary storage cabinet



Name of doctor	Dr XXXX
Name of medical organization	XXX Clinic
Emergency contact no.	XXXX XXXX
Premises code	PC02/XX/XXXXXXXXXX
Clinical waste warning sign	

Vaccination Subsidy Scheme (VSS) at Non-Clinic Settings

Clinical Waste Temporary Storage Handover Form

Notes:

1. This form is applicable to temporary storage of clinical waste at outreach vaccination venue when same day collection by licensed clinical waste collector or delivered by healthcare professional to Chemical Waste Treatment Centre (CWTC) immediately after the activities cannot be arranged.
2. Doctor shall bring this form to the activity venue. Both doctor and venue representative shall complete the form and keep each a copy of the completed form for their record.
3. Clinical waste shall be properly stored at temporary storage area until so collected/ delivered. For more details, please refer to Appendix G of VSS Doctor's Guide.

A. Contact Information

1. Name of doctor: _____
2. Name of medical organisation: _____
3. Address of vaccination venue: _____
4. Date of handover of clinical waste: _____
5. Planned date of clinical waste collection or delivery: _____
6. Name of *licensed clinical waste collector / healthcare professional who delivered clinical waste *(*delete as appropriate)*: _____

B. Details of handover of clinical waste

Number of sharps box(es)

C. Signature of doctor and venue representative

<u>to be filled by doctor</u>		<u>to be filled by venue representative</u>	
Sign: _____	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>	Sign: _____	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
Name: _____		Name: _____	
Post: _____		Post: _____	
Tel.: _____		Tel.: _____	
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