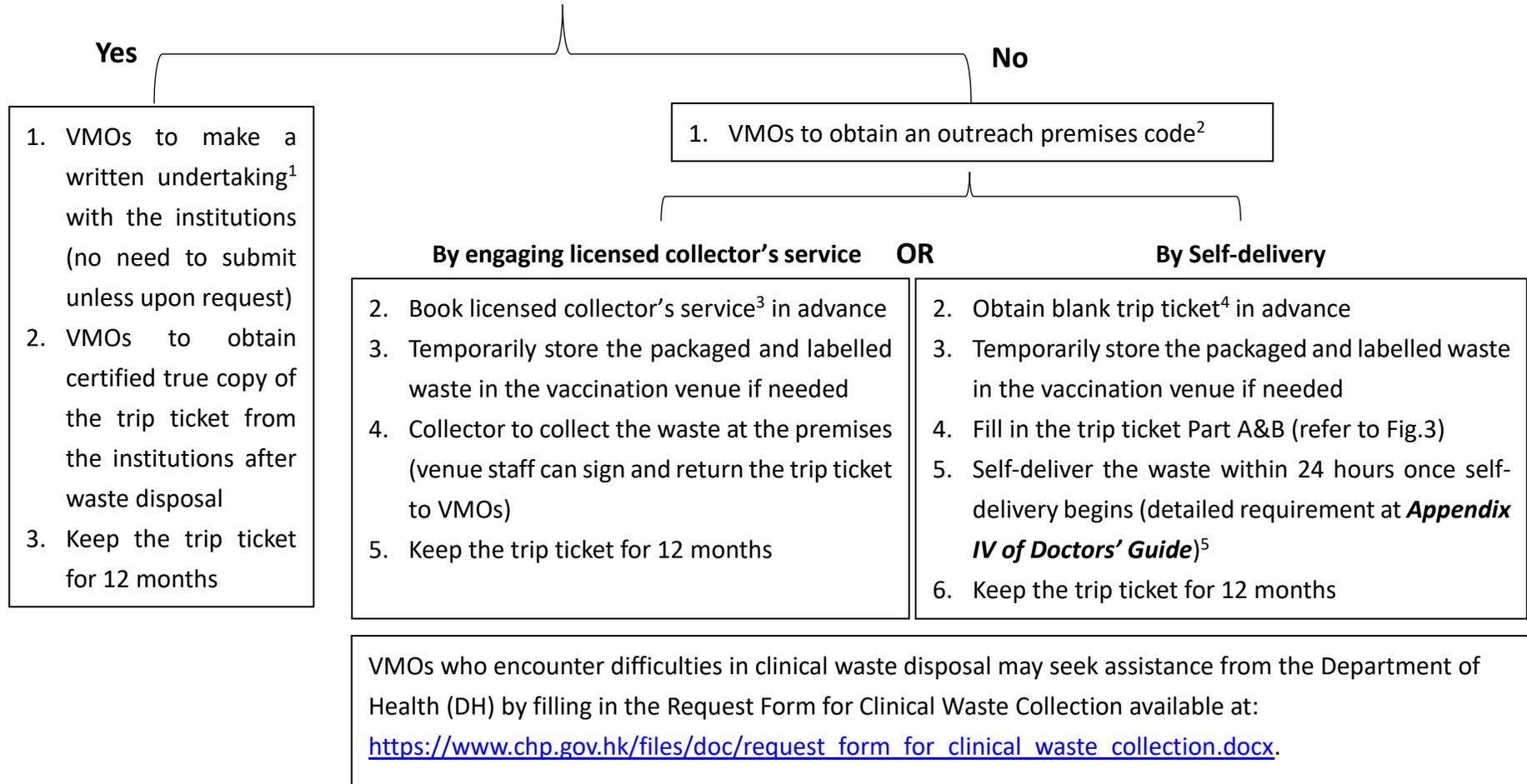


Do the institutions agree to dispose of the clinical waste in their names for the VMOs?



¹ Such agreement, contact details and signatures of the VMO and the institution should be written in the undertaking

² Sample at Fig.2. Application form: [https://www.epd.gov.hk/epd/clinicalwaste/file/Premises%20Code%20Request%20Form%20\(Eng\).pdf](https://www.epd.gov.hk/epd/clinicalwaste/file/Premises%20Code%20Request%20Form%20(Eng).pdf)

³ Collectors' list: http://epic.epd.gov.hk/ca/uid/waste_clinical/p/1

⁴ Application form: https://www.epd.gov.hk/epd/clinicalwaste/file/Request%20Form%20for%20Clinical%20Waste%20Trip%20Tickets_en.pdf

⁵ The Doctors' Guide: <https://www.chp.gov.hk/en/features/23543.html>

Information Sheet and FAQ about Clinical Waste Management under Residential Care Home Vaccination Programme (RVP)

Background

VMOs can adopt various arrangements for clinical waste disposal they deem convenient and appropriate as long as the clinical waste is disposed of properly in accordance to the Waste Disposal (Clinical Waste) (General) Regulation (Cap.354O).

Under Section 2 and in association with Schedule 8 of the Waste Disposal Ordinance (Cap. 354), clinical waste consists of 6 groups of waste generated from various healthcare, laboratory and research practices. All clinical waste generated should be properly handled and disposed of in accordance to the Waste Disposal (Clinical Waste) (General) Regulation (Cap. 354O, section 3).

For details, please refer to the EPD's Code of Practice for the Management of Clinical Waste (Small Clinical Waste Producers) (https://www.epd.gov.hk/epd/clinicalwaste/file/doc06_en.pdf).

Points to note for handling and disposal of clinical waste

- Clinical waste generated (mainly used needles and syringes) should be disposed of directly into sharps box(es) with cover, which should be placed on a flat, firm surface and at an optimal position near to the staff providing vaccination.
- VMOs need to pre-arrange and decide method of clinical waste collection and disposal before the vaccination activity, and may liaise with the institutions for assistance.

There are **three ways** in clinical waste disposal (Figure 1), namely

- (1) Pre-arrange licensed clinical waste collector to collect clinical waste on the same day after the vaccination activity¹; or
- (2) Self-deliver the clinical waste to Tsing Yi Chemical Waste Treatment Centre (CWTC) by healthcare professional on the same day after activity; or
- (3) Temporarily store the sharps box(es) in locked and labelled cabinet at the venue until self-delivery or collection by licensed clinical waste collector.

VMOs may seek assistance from DH if encounter difficulties in clinical waste disposal by filling in the Request Form for Clinical Waste Collection available at:https://www.chp.gov.hk/files/doc/request_form_for_clinical_waste_collection.docx.

- VMOs should obtain a Clinical Waste Producer Premises Codes from the EPD

¹ The list of licensed clinical waste collectors is available at http://epic.epd.gov.hk/ca/uid/waste_clinical/p/1

beforehand (unless the institutions agree to assist VMOs in clinical waste disposal). Please specify **“Outreach Service”** on the Premises Code Request Form² (Figure 2). The premises code is needed for completing the clinical waste trip ticket (Figure 3).

- Except to the CWTC direct, the clinical waste should NOT be delivered to any other places by healthcare workers (including to their own clinics).

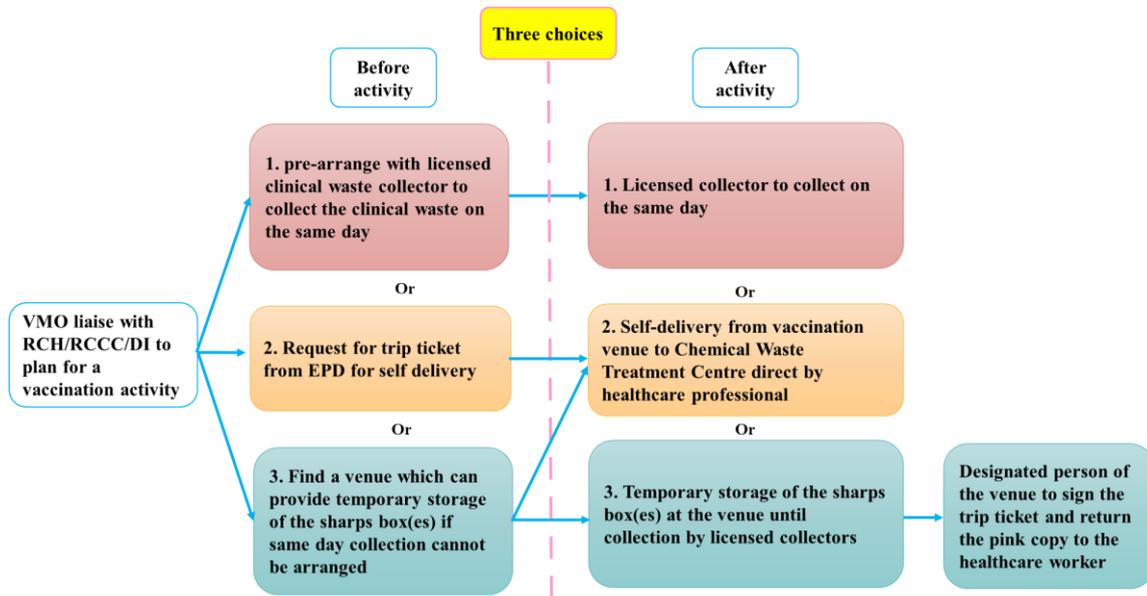


Figure 1: Three different ways in clinical waste disposal

Figure 2: Premises Code Request Form

醫療廢物產生者地點編碼申請

區域辦事處 (東) (觀塘、黃大仙、西貢、九龍東) 傳真: 2756 8588 電話: 2755 5518
 區域辦事處 (南) (油蔴地) 傳真: 2402 8272 電話: 2402 5500
 區域辦事處 (西) (北太欄山、吐門、荃灣、葵青、深水埗) 傳真: 2411 3073 電話: 2417 6116
 區域辦事處 (北) (元朗、沙田、大埔、北區) 傳真: 2685 1133 電話: 2158 5757

I 醫療廢物產生者詳情
 產生者名稱 (中文) 陳大文診所 (外展服務) (英文) Chan Tai Man Clinic (Outreach Service)
 聯絡人 (中文) 李欣欣 (英文) Lee Yan Yan 護士
 聯絡電話 傳真號碼 商業登記號碼 / 身份證號碼 (由個人申請) 通訊地址(英文)
 12345678 12345678 XXXXXXXXXXXXXXXX
 ABC Headquarter I/F, ABC building, ABC street, HK

II 申請類別 (3種申請類別只可選擇1種) (在適當的方格內加上✓)
 a. 產生廢物的地址 (英文)
 Chan Tai Man Clinic, G/F, 123 building, 123 street, HK
 b. 現有地點編碼: PC ___ / R ___ / ___
 更改詳情 (請填寫有關更改項目及選擇是否保留現有地點編碼)
 更改資料 搬遷 / 更改產生者名稱 (刪去不適用)
 c. 取消或保留資料的地點編碼*
 取消日期 年 月 日 起
 d. 取消地點編碼*
 取消日期 年 月 日 起

III 聲明
 本人所知及所信，上文所開列的資料，全屬真實無誤，此證。
 簽名: _____ 公印鑑: XXXX
 正職姓名: 李欣欣 日期: 01/01/2016
 職位: 護士

Address of the clinic instead of outreach venues

Sample of premises code issued

ABC Medical Clinic / ABC 診所
 12A, ABC Building,
 123 Street, Mongkok, Kowloon

12345678 5316
 Clinical Waste Producer

ticket

² Premises Code Request Form is available at [https://www.epd.gov.hk/epd/clinicalwaste/file/Premises%20Code%20Request%20Form%20\(Eng\).pdf](https://www.epd.gov.hk/epd/clinicalwaste/file/Premises%20Code%20Request%20Form%20(Eng).pdf)

環境保護署 Environmental Protection Department
 廢物產生者 / 委託者存根 Waste Producer / Consignor Copy

香港法例第 354 章廢物處置條例 Waste Disposal Ordinance (Chapter 354)
 廢物處置 (醫療廢物) (一般) 規例 Waste Disposal (Clinical Waste) (General) Regulation
 醫療廢物運載記錄 CLINICAL WASTE TRIP TICKET

填寫此表格前請閱讀背頁所載指示 Please read the instructions overleaf before completing this form
 (* 刪去不適用部份) / Delete as appropriate

運輸記錄編號 Trip Ticket Number **F12345678**

A. 廢物產生者 / 委託者 WASTE PRODUCER / CONSIGNOR
 本人證實列於 F(i) 欄內的廢物已適當包裝及貼上標識, 及由 B 欄的醫護專業人士送往收集站或接收站* / 委託予 D 欄的廢物收集者*。而 A、F(i) 及 G(i) 欄內填報的資料, 全部真實無訛。 I certify that the waste described in F(i) is packed & labelled properly, & delivered to collection point* or reception point* by healthcare professional* / consigned to waste collector in D*. I confirm that the information given in A, F(i) and G(i) is correct.

全名 Full Name: **ABC Hospital** 地點編號 / 收集站授權編號* Premises Code / Collection Point Authorisation No.*: **PC01/RE/00012345**
 地址 Address: **122 Happy Road, Wanchai, Hong Kong**

聯絡人姓名 Contact Person: **Jane Yeung** 電話號碼 Tel. No.: **2835 1055** 傳真號碼 Fax No.: **2305 0453** 商業登記號碼 Business Registration No.: **000000000000 000**

簽名 Signed: **Jane Yeung** 日期 Date: **24/06/12** 時間 Time: **10:00**

B. 醫護專業人士 (如適用) HEALTHCARE PROFESSIONAL (if applicable)
 本人證實已核對及送交 F(i) 欄內的廢物 (不含第 4 組廢物) 至 E 欄的接收站*。而 B 及 G(i) 欄內填報的資料, 全部真實無訛。 I certify that I have checked and delivered the waste set out in F(i) (which does not contain Group 4 waste) to collection point in E*. I confirm that the information given in B and G(i) is correct.

全名 Full Name: **Jane Yeung** 醫療專業 Healthcare Profession: **MD** 醫療專業團體註冊編號 Healthcare Professional Body Registration No.: **M000001**

簽名 Signed: **Jane Yeung** 日期 Date: **24/06/12** 時間 Time: **10:00**

C. 收集站 (如適用) COLLECTION POINT (if applicable)
 本人證實本收集站已接收 B 欄的醫護專業人士運送到列於 F(i) 欄內的廢物及放置於 F(i) 欄的流動收集箱內。而 C、F(i) 及 G(i) 欄內填報的資料, 全部真實無訛。 I certify that the waste set out in F(i) delivered by healthcare professional in B has been received by this collection point and placed inside the Transit Skip(s) in F(i). I confirm that the information given in C, F(i) and G(i) is correct.

公司名稱 Company Name: _____ 收集站授權編號 / 廢物收集牌照編號* Collection Point Authorisation No. / Waste Collection Licence No.*: _____
 地址 Address: _____

收集站經理姓名 Collection Point Manager: _____ 電話號碼 Tel. No.: _____ 傳真號碼 Fax No.: _____

簽名 Signed: _____ 日期 Date: _____ 時間 Time: _____

D. 廢物收集者 (如適用) WASTE COLLECTOR (if applicable)
 本人證實列於 F(i) 欄內的廢物已收集及放置於 F(i) 欄的流動收集箱內。而 D、F(i) 及 G(i) 欄內填報的資料, 全部真實無訛。 I certify that the waste set out in F(i) is collected and placed inside the Transit Skip in F(i). I confirm that the information given in D, F(i) and G(i) is correct.

公司名稱 Company Name: _____ 廢物收集牌照編號 Waste Collection Licence No.: _____
 運載員姓名 Operator Name: _____ 車輛登記號碼 Vehicle Registration No.: _____ 船隻牌照編號 Vessel Licence No.: _____

電話號碼 Tel. No.: _____ 傳真號碼 Fax No.: _____

簽名 Signed: _____ 日期 Date: _____ 時間 Time: _____

E. 接收站 RECEPTION POINT
 本人證實本接收站已接收 B 欄的醫護專業人士運送到列於 F(i) 欄內的廢物* / D 欄的廢物收集者運送到列於 F(i) 欄內的流動收集箱*。而 E、F(i) 及 G(i) 欄內填報的資料, 全部真實無訛。 I certify that the waste stated in F(i) delivered by healthcare professional in B* / the transit skip(s) stated in F(i) delivered by waste collector in D* has been received by this reception point. I confirm that the information given in E, F(i) and G(i) is correct.

接收站名稱 Facility Name: _____ 接收站經理姓名 Reception Point Manager: _____ 廢物處理牌照編號 Waste Disposal Licence No.: _____

簽名 Signed: _____ 日期 Date: _____ 時間 Time: _____

F. 廢物資料 WASTE DESCRIPTION

| 廢物項目 Item | (i) 醫療廢物種類及數量 (公斤) Clinical Waste Type & Quantity (kg) | | (ii) 流動收集箱編號 (由廢物收集者或收集站填寫) Transit Skip Serial No. | | G. 註釋 REMARKS |
|--------------|---|------------|---|--|--------------------------------------|
| | Group 3 / non-Group 3* | kg | (i) 接收站接收廢物重量 Waste Quantity Received by Reception Point (公斤) (kg) | (ii) 廢物產生者/委託者 Waste Producer/Consignor | |
| 1 | 第三組 / 非第三組* Group 3 / non-Group 3* | 25.7 kg | | | (ii) 醫護專業人士: Healthcare Professional |
| 2 | 第三組 / 非第三組* Group 3 / non-Group 3* | 25.7 kg | | | (ii) 收集站: Collection Point |
| 3 | 第三組 / 非第三組* Group 3 / non-Group 3* | 25.7 kg | | | (ii) 廢物收集者: Waste Collector |
| 4 | 第三組 / 非第三組* Group 3 / non-Group 3* | 25.7 kg | | | (ii) 接收站: Reception Point |
| 5 | 第三組 / 非第三組* Group 3 / non-Group 3* | 25.7 kg | | | |
| 6 | 第三組 / 非第三組* Group 3 / non-Group 3* | 25.7 kg | | | |
| 7 | 第三組 / 非第三組* Group 3 / non-Group 3* | 25.7 kg | | | |
| 8 | 第三組 / 非第三組* Group 3 / non-Group 3* | 25.7 kg | | | |

附 註: 根據《廢物處置(醫療廢物)(一般規例)》第 14 條, 任何人在遵照了本規例訂立的規例, 或此規例是根據本規例訂立的規例而作出的, 倘屬或行或在任何情況下, 提供虛假或誤導性資料或虛假或誤導性資料, 或明知或疏忽地提供虛假或誤導性資料, 或明知或疏忽地提供虛假或誤導性資料, 或明知或疏忽地提供虛假或誤導性資料, 一經定罪, 可處監禁或罰款。

WARRANTY: Under section 14 of the Waste Disposal (Clinical Waste) (General) Regulation, a person commits an offence and is liable on conviction to a fine at level 6 if the person knowingly or recklessly provides incorrect or misleading information in any statement or record made or produced, or omits material particulars or information from any statement or record made or produced, by the person in purported compliance with a requirement under this Regulation.

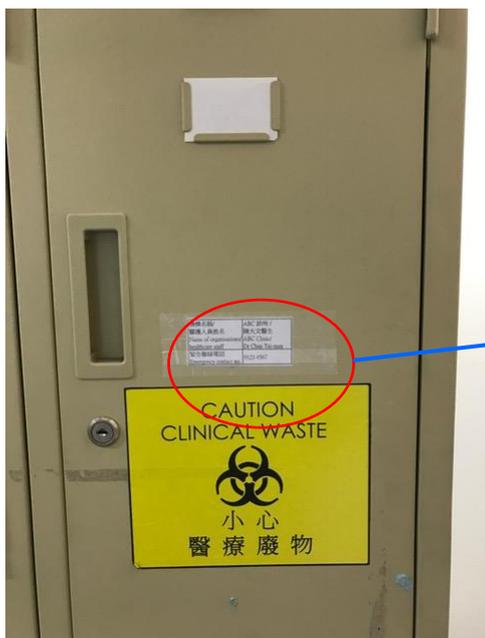
EPD 123T Rev 05/11

Premises code

The address of outreach venue where clinical waste is generated

- In case the collection of clinical waste cannot be arranged on the vaccination day, liaise with institutions before the vaccination day to arrange temporary storage of used sharps box(es) in locked and labelled cabinet at the venue (Figure 4) until collection by licensed collector as soon as possible or the healthcare professionals to self-deliver.

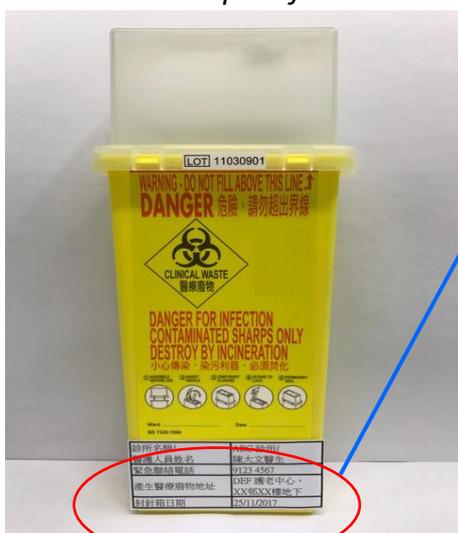
Figure 4: Example of warning sign and label on a temporary storage cabinet



| | |
|---|--------------------------------|
| Name of organisations/ healthcare worker | ABC Clinic/ Dr Chan Tai-man |
| Emergency contact no. | 9123 4567 |

- Sharps box(es) for the vaccination activity would be prepared by insitutions (Picture 1). The specifications of a typical sharps box are given in Annex B of Code of Practice for the Management of Clinical Waste (Small Clinical Waste Producers) (the CoP) published by the EPD.
- Do not overfill sharps box. Dispose sharps box when the disposable sharps reach the warning line (70-80%) for maximum volume. Seal up sharps box afterwards for proper disposal.

Picture 1: Example of labelled clinical waste container (sharps box)



| | |
|--|--|
| Please prepare a label showing: | |
| Name of organisation/ healthcare worker | ABC Clinic/ Dr Chan Tai-man |
| Emergency contact no. | 9XXX XXXX |
| Address of clinical waste generation | ABC Elderly Home, No.123, XX XX Street, XX, N.T. |
| Date of sealing | 25/10/202x |

For more details, please refer to Chapter 2.4.6 of the Doctors' Guide³.

³ The Doctor's Guide is available at <https://www.chp.gov.hk/en/features/23543.html>

Frequently Asked Questions

1. If institutions agree to assist VMOs in clinical waste disposal, do VMOs still need to obtain a Clinical Waste Producer Premises Code from EPD?

VMOs may liaise with institutions for assistance of clinical waste disposal. If institutions agree to dispose of the clinical waste in their names for VMOs, there is **no need** for VMOs to obtain an outreach Clinical Waste Producer Premises Code from EPD.

VMOs should make a written undertaking with the institutions stating that the institutions are willing to assist for clinical waste disposal. There should be contact details and signatures from both sides written on the undertaking.

When the licensed collector collects clinical waste stored on-site, the designated person of the venue should sign the trip ticket and forward the pink copy of the trip ticket certified by the institutions to the healthcare worker for record.

Clinical waste disposal records must be in accordance to EPD regulations and **VMOs must keep the clinical waste disposal records (the pink copy of the Clinical Waste Trip Ticket) for 12 months and to produce such copies to EPD for inspection upon request.**

2. Do VMOs need to keep the clinical waste disposal records?

Clinical waste disposal records must be in accordance to EPD regulations and VMOs must keep the clinical waste disposal records (the pink copy of the Clinical Waste Trip Ticket) for 12 months and to produce such copies to EPD for inspection upon request. EPD may also conduct surprise inspection to check for any non-compliance in clinical waste management in the vaccination activities.

3. How much does it cost in clinical waste disposal?

If VMO opts for **self-delivery**, a charge at **\$2.715 per kg** will be levied on the clinical waste as received and treated at the Chemical Waste Treatment Centre (CWTC). The amount to be paid depends upon the weight of clinical waste received and only cash is accepted.

As for collection of clinical waste by licensed clinical waste collectors, the cost per trip may vary between different clinical waste collectors and depends on factors such as delivery route, scheduling and manpower. **The cost will generally be lower for earlier booking.** VMO may wish to quote price from different collectors as early as possible when the date, time and venue of the vaccination activity is confirmed.

4. Can VMOs transport the clinical waste back to their clinic for disposal?

Except to the CWTC direct, delivery of clinical waste to any other places by healthcare workers (including to their own clinics) is not permitted. VMO may take reference from the three different ways of clinical waste disposal and liaise with the institutions for assistance.

5. If VMOs opt for self-delivery of clinical waste to CWTC, can they transport other people in the same vehicle?

Direct transportation of clinical waste from the vaccination site to CWTC by private car is required for self-delivery. VMOs could choose to self-deliver their clinical waste to the CWTC on the same day after the event. Alternatively, they may ask their employee who is healthcare professional to deliver the waste on their behalf. Other people may be transported during the delivery. At least one healthcare professional, such as a registered medical practitioner or registered/enrolled nurse, is responsible for delivering the clinical waste to CWTC.

6. For self-delivery of clinical waste to CWTC, can VMOs use transportation other than private car?

Only private car within the meaning of the Road Traffic Ordinance (Cap. 374) can be used for the self-delivery of clinical waste to CWTC. Private car means a motor vehicle constructed or adapted for use solely for the carriage of a driver and not more than 7 passengers and their personal effects but does not include an invalid carriage, motor cycle, motor tricycle or taxi.

7. Can VMOs use the same sharps box to collect clinical waste from more than one institution?

VMO can only use separate sharps boxes for separate premises. VMO cannot share the sharps box amongst different institutions or transport the sharps box from its original premises of clinical waste production to other premises. VMO may liaise with institutions to use the existing sharps box of the institutions for disposal of needles and syringes.

8. Can the sharps box be used for multiple visits at the same institution?

If VMO will arrange multiple visits to the same institution, a sharps box can be temporarily stored at the venue under safe custody until it fills up to 70%-80% of its maximum volume before being sealed and disposed.

9. Can VMOs self-deliver the clinical waste to CWTC after the vaccination day?

Yes, the waste can be stored temporarily inside the vaccination venue until

self-delivery is feasible. Once self-delivery begins, the waste must arrive CWTC within 24 hours.

For further enquiries, please contact

Residential Care Home Vaccination Programme (RVP) telephone no.: 2125 2125

Environmental Protection Department Clinical Waste Hotline: 2835 1055