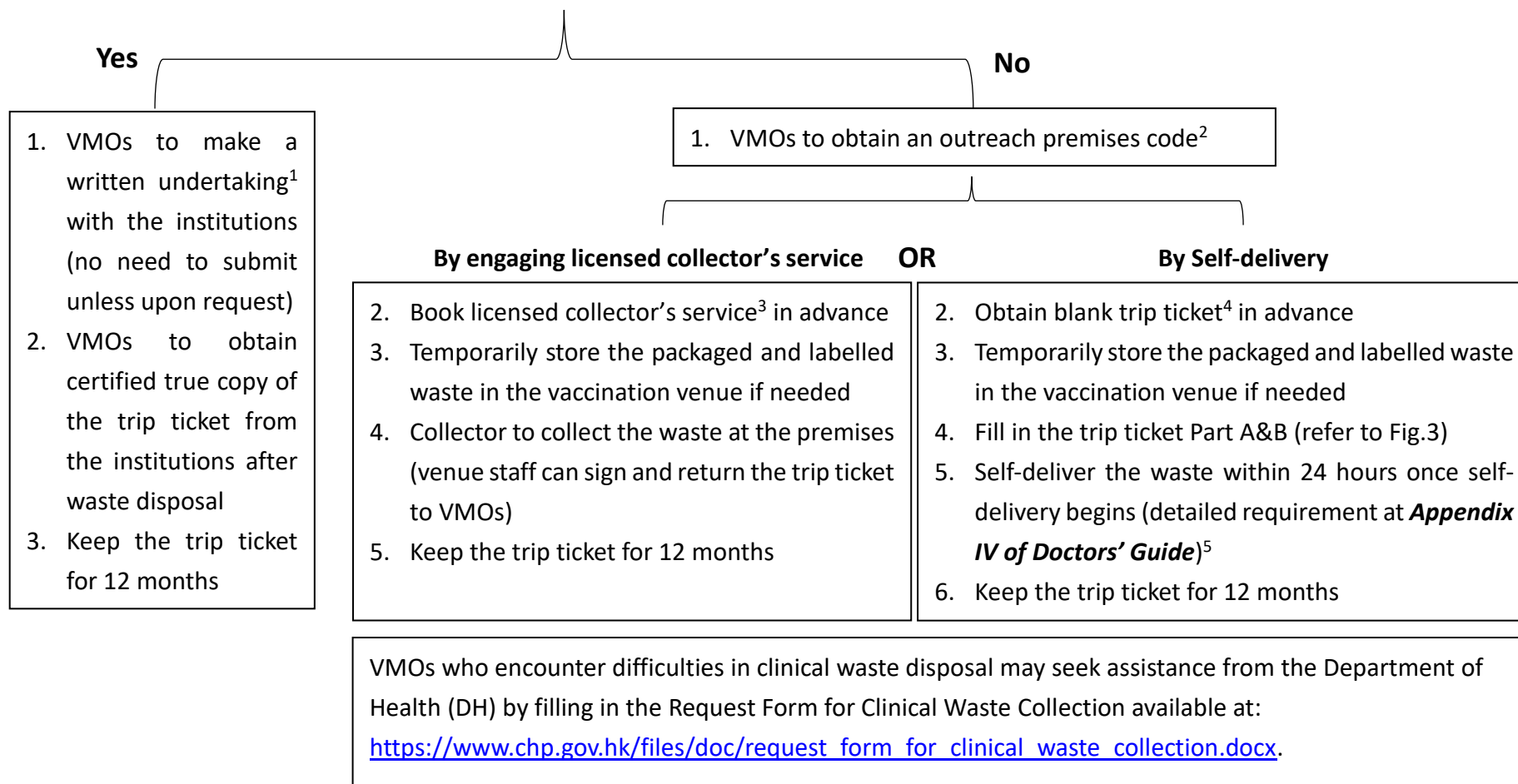


## Do the institutions agree to dispose of the clinical waste in their names for the VMOs?



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

<sup>2</sup> 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)

<sup>3</sup> Collectors' list: [http://epic.epd.gov.hk/ca/uid/waste\\_clinical/p/1](http://epic.epd.gov.hk/ca/uid/waste_clinical/p/1)

<sup>4</sup> Application form: [https://www.epd.gov.hk/epd/clinicalwaste/file/Request%20Form%20for%20Clinical%20Waste%20Trip%20Tickets\\_en.pdf](https://www.epd.gov.hk/epd/clinicalwaste/file/Request%20Form%20for%20Clinical%20Waste%20Trip%20Tickets_en.pdf)

<sup>5</sup> 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](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 activity<sup>1</sup>; 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](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

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<sup>1</sup> The list of licensed clinical waste collectors is available at [http://epic.epd.gov.hk/ca/uid/waste\\_clinical/p/1](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 Form<sup>2</sup> (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).

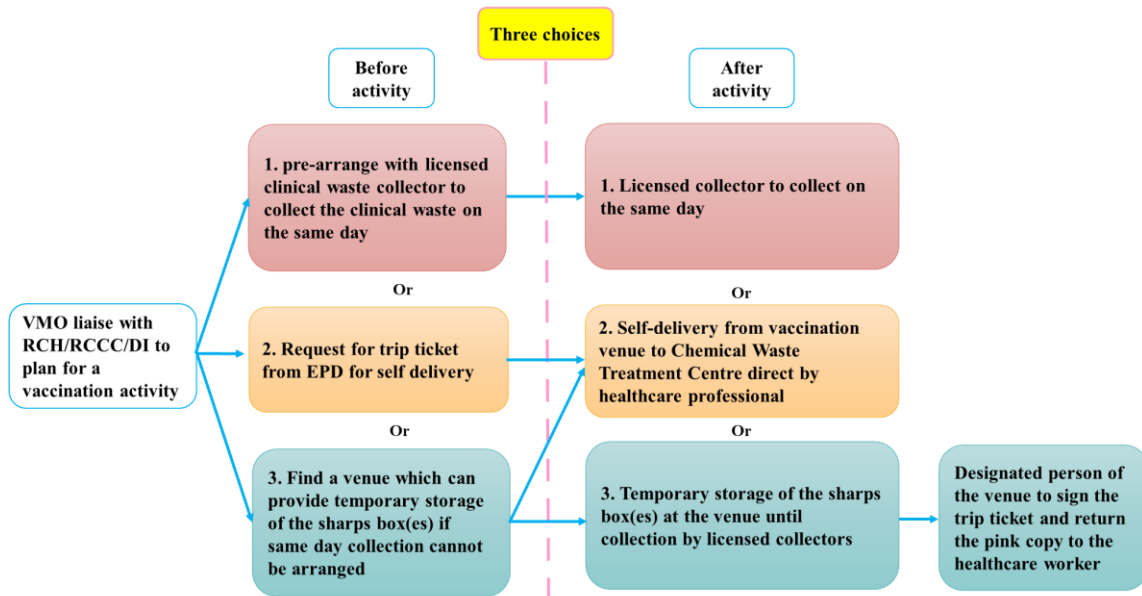


Figure 1: Three different ways in clinical waste disposal

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 (西) (香港島、離島) 傳真: 2402 8272 電話: 2402 5200  
 區域辦事處 (西) (北大嶼山、吐門、荖灣、葵青、深水埗) 傳真: 2960 1760 電話: 2516 1718  
 區域辦事處 (北) (元朗、沙田、大埔、北區) 傳真: 2411 3073 電話: 2417 6116  
 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) 陳太文診所 (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 (中文) 12345678 傳真號碼 12345678 商業登記證號碼 / 身份證號碼 (由個人申請) XXXXXXXXXXXX  
 通訊地址 (中文) ABC Headquarter 1/F, ABC building, ABC street, HK (請填妥此)

**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 ✓)**

☒ **新申請 / 補領遺失地點編碼** (刪去不適用)  
 a. 產生廢物的地址 (英文) Chan Tai Man Clinic, G/F, 123 building, 123 street, HK  
☐ 醫院 (只選擇一項)  
☐ 公立醫院 ☐ 私家醫院 ☐ 公立診所 ☒ 私家診所 ☐ 公立牙科診所  
☐ 私家牙科診所 ☐ 護老/安老院 ☐ 私家醫科化驗所 ☐ 中醫診所  
☐ 藥物學醫學研究化驗所 ☐ 獸醫診所 ☐ 政府機構化驗所  
☐ 殮房 ☐ 醫務美容 ☐ 其他, 請註明: \_\_\_\_\_

b. 現有的地點編碼: PC \_\_\_\_ / R \_\_\_\_  
 現有地點編碼的地址 (英文) \_\_\_\_\_  
 更改詳情: (請填寫更改之項目及選擇是否保留現有地點編碼)  
☐ 第一部份: 更改地址 產生廢物的地址 (英文) \_\_\_\_\_  
☐ 第二部份: 更改廢物產生者名稱 新名稱 \_\_\_\_\_


c. 取消或保留資料的地點編碼\*  
☐ 取消 ☐ 保留, 若保留請說明理由: \_\_\_\_\_  
 取消日期 \_\_\_\_ 年 \_\_\_\_ 月 \_\_\_\_ 日 起

d. 取消地點編碼\*  
 PC \_\_\_\_ / R \_\_\_\_  
 取消日期 \_\_\_\_ 年 \_\_\_\_ 月 \_\_\_\_ 日 起  
 取消地點編碼的原因 請註明: \_\_\_\_\_

**III 聲明**  
 據本人所知及所信, 上文所開列的資料, 全屬正確無訛, 此證。  
 簽名: \_\_\_\_\_ 公司印鑑: XXXX  
 正職姓名: 李欣欣 日期: 01/01/2016  
 職位: 護士

**Sample of premises code issued**

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

  
 Clinical Waste Producer

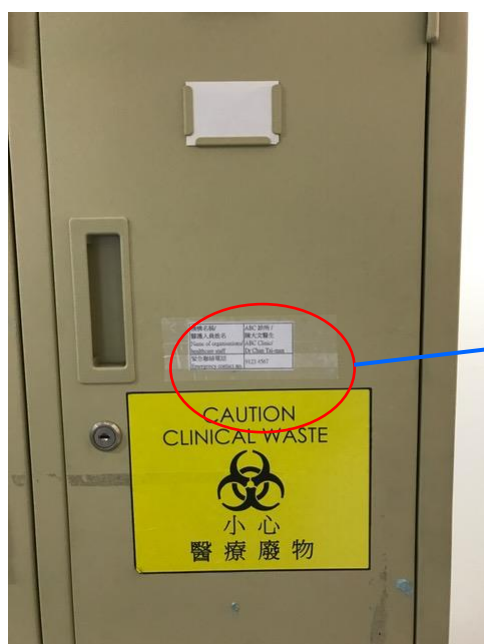
**ticket**

<sup>2</sup> 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)

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.

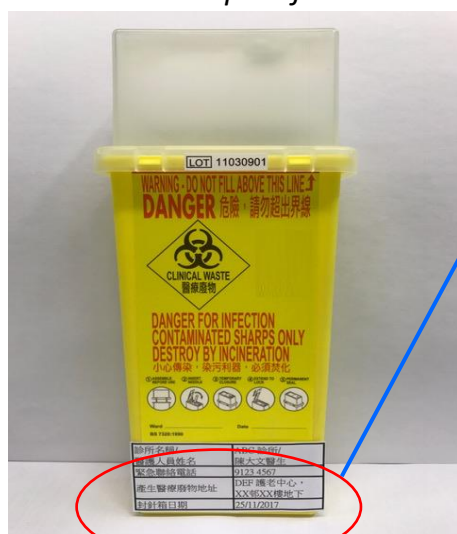
Figure 4: Example of warning sign and label on a temporary storage cabinet



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

For more details, please refer to Chapter 2.4.6 of the Doctors' Guide<sup>3</sup>.

<sup>3</sup> 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**