

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 At least 2 weeks before the outreach vaccination activities, doctors should
- obtain a premises code for outreach service from EPD, if they do not have it (see Section 4 for details);
 - prearrange 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
 - prearrange with the outreach vaccination venue to provide suitable area for temporary storage of clinical waste, if the waste could not be arranged to be collected or delivered on the vaccination day (see Section 7 for details).

4. Premises Code for Outreach Service

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- 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: <http://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

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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

July 2023

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.

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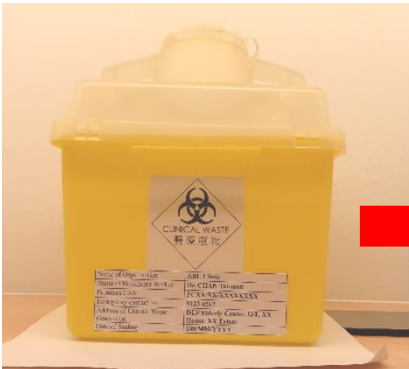
A charge at \$2,715 per 1,000 kg (or \$2.715 per kg)^{Note 6} will be levied on the clinical waste as received and treated at the CWTC. The amount to be paid depends upon the weight of clinical waste received and only cash is accepted.

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 XXX
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 XXX
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

Vaccination Activity	Number of sharps box(es)
<input type="checkbox"/> 1st dose <input type="checkbox"/> 2nd dose	

C. Signature of doctor and venue representative

to be filled by doctor

Sign: _____

Name: _____

Post: _____

Tel.: _____

Chop

to be filled by venue representative

Sign: _____

Name: _____

Post: _____

Tel.: _____

Chop

疫苗資助計劃

妥善處理及暫存外展疫苗接種活動所產生的醫療廢物指引
(由環境保護署提供)

1. 引言

- 1.1 此文件旨在為外展疫苗接種活動提供指引，以妥善處理及暫存在外展疫苗接種活動所產生的醫療廢物 (例如：經使用針筒和針咀)。

2. 醫生作為醫療廢物產生者的責任

- 2.1 根據《廢物處置(醫療廢物)(一般)規例》(下稱《規例》)，提供外展疫苗接種的醫生屬醫療廢物產生者，須妥善處理醫療廢物，採取一切需要的預防措施，以防止對公眾衛生或安全造成危害、對環境造成污染及對鄰近地區造成滋擾。
- 2.2 醫生有責任採取下列措施，謹慎管理在外展疫苗接種活動產生的醫療廢物：
- 把醫療廢物與其他類別的廢物分隔，以防止醫療廢物混入都市固體廢物的處置系統內；
 - 妥善包裝和標識醫療廢物，能易於識別；
 - 如未能安排即日收集或送交醫療廢物，須提供安全穩妥暫存醫療廢物的地方；及
 - 確保員工在處理醫療廢物時採取各項必要的安全措施。

3. 外展疫苗接種活動前的準備

- 3.1 在外展疫苗接種活動最少2星期前，醫生需要準備以下事項：
- 如果未曾獲取外展服務專用的地點編碼，須向環保署申請 (請參閱第4節)；
 - 預早安排於疫苗接種活動後即日由持牌醫療廢物收集商收集醫療廢物或由醫護專業人士送交到化學廢物處理中心 (請參閱第6節)；及
 - 如果未能安排即日收集或送交醫療廢物，必須事先在該外展疫苗接種場地安排合適的地方暫存醫療廢物 (請參閱第7節)。

4. 外展服務專用的地點編碼

- 4.1 醫生須向環保署獲取一個外展服務專用的地點編碼。外展服務地點編碼有別於醫務診所的地點編碼。一個外展服務地點編碼可用於多個外展場地，如已有一個外展服務地點編碼便無需再次申請。

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- 4.2 如需申請外展服務地點編碼，請向環保署遞交地點編碼申請表，並於產生者名稱一欄加註「外展服務」。詳情請參閱環保署網站：https://www.epd.gov.hk/epd/clinicalwaste/tc/producer_code.html。

5. 醫療廢物的分隔、包裝和標識

- 5.1 應把醫療廢物從產生的源頭與都市固體廢物或其他廢物分隔，並應妥善包裝。
- 5.2 用作包裝醫療廢物的容器須為防漏、防潮和堅固，而該等容器在正常處理的情況下，是不會被撕開或破裂的，以確保廢物處理者和公眾不會接觸到醫療廢物。該等容器應屬一次性使用，而不應重複使用。
- 5.3 所有經使用或受污染的利器應放於利器收集箱內。
- 5.4 在密封容器前，不應盛載醫療廢物至超過顯示容器最高容量70%至80%的警戒線。包裝和密封容器時應格外留神，以確保沒有醫療廢物黏附在容器的外層表面。
- 5.5 利器容器應以專用密封方法或膠紙妥為密封。
- 5.6 醫生需為醫療廢物容器貼上標籤(如附件G(B))，標籤上需清楚顯示(1)負責醫生姓名、(2)醫療機構名稱、(3)緊急聯絡電話、(4)醫療廢物產生地址(即場地地址)、(5)地點編碼、(6)容器密封日期及(7)醫療廢物標誌。

6. 醫療廢物收集和送交

- 6.1 醫療廢物不可與都市固體廢物或其他類別的廢物一起收集或處置。醫療廢物須由持牌收集者收集和運往化學廢物處理中心妥善處置。醫療廢物收集商名單載列於環保署網站：<https://cd.epic.epd.gov.hk/EPICDI/clinicalwaste/list/?lang=zh>。
- 6.2 醫生可自行將醫療廢物送交化學廢物處理中心，他們亦可指示屬於醫護專業人士的員工代表他們送交醫療廢物。在這情況下送交醫療廢物，無須持有廢物收集牌照，但必須遵守規例的規定，詳情請參閱附件G(A)。

7. 醫療廢物的暫存

- 7.1 建議醫生安排在外展疫苗接種活動後即日收集或送交當天產生的醫療廢物，否則場地必須提供合適的地方暫存醫療廢物，直至被持牌醫療廢物收集商收集或專業醫護人士送交。
- 7.2 如果場地未能提供合適暫存地方，醫生必須另覓合適的場地進行外展疫苗接種活動。
- 7.3 除了上述化學廢物處理中心之外，醫生不可自行將醫療廢物運送到自己的診所或其他處所。
- 7.4 醫療廢物的暫存地方應該是一個貯存櫃、只用作貯存醫療廢物、禁止未經授權人士打開、遠離貯存或預備食物的地方，並妥善鎖好並貼上標籤。

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- 7.5 在貯存櫃外張貼醫療廢物警告標示及標籤註明(1)負責醫生姓名、(2)醫療機構名稱、(3)緊急聯絡電話及(4)地點編碼(如附件 G (B))。警告標示可向環保署免費索取。
- 7.6 醫生需帶同 **醫療廢物暫存轉交紀錄**(如附件G(C))到活動場地，並與場地代表一同填寫，各自備存一份，以作記錄。
- 7.7 醫生需與場地代表保持聯繫，以確保妥善暫存、收集或送交醫療廢物。醫療廢物由持牌收集商收集或醫護專業人士送交化學廢物處理中心時，醫生或其代表(例如經醫生同意的場地工作人員)需在醫療廢物運載記錄上簽署。代簽人員需把醫療廢物運載記錄廢物產生者存根(粉紅色)轉交醫生保存。
- 8. 記錄的保存**
- 8.1 醫生須把託運醫療廢物或自行送交化學廢物處理中心的記錄保留，並在環保署職員要求時出示，以便查驗。有關記錄可包括由持牌收集者發出的「運載記錄」或收據副本，或由化學廢物處理中心發出的送交收據。醫生須在託運/送交的日期起計，保留有關記錄12個月。
- 9. 查詢**
- 9.1 如有查詢，請致電 3178 9356 與環保署黃先生聯絡，或瀏覽環保署網站：
<https://www.epd.gov.hk/epd/clinicalwaste/tc/index.html>。

環境保護署

二〇二三年七月

環境保護署

**醫護專業人士將醫療廢物
送交至化學廢物處理中心須知**

醫護專業人士^{註1}可自行送交醫療廢物至化學廢物處理中心^{註2}處置，但必須安全及妥善地完成送交，否則根據《廢物處置(醫療廢物)(一般)規例》(規例)，其法律責任未有予以履行。此包括：

- 所攜帶的醫療廢物不超逾5公斤及屬非第4組醫療廢物；
- 將廢物放入合適類型的容器內(例如：利器收集箱)，妥善地封好及貼上標示；
- 只可使用《道路交通條例》(第374章)中所界定的私家車^{註3}送交醫療廢物；
- 須在24小時內將醫療廢物直接送交化學廢物處理中心，在送交途中不得讓該醫療廢物處於無人看管狀態；
- 須帶備足夠及合適的急救用品及清理濺溢醫療廢物的適當用具(如備用紅色袋和利器收集箱)，以應付可能出現的受傷事故和清理濺溢物。

有關規定，已在規例第4條及《醫療廢物管理工作守則 – 小型醫療廢物產生者》第6節詳盡列明。(https://www.epd.gov.hk/epd/clinicalwaste/file/doc06_tc.pdf)

醫護專業人士送交醫療廢物至化學廢物處理中心時，必須：

- 擬備一份填寫有醫護專業人士的姓名、醫護專業團體註冊號碼及醫療廢物產生者的地點編碼^{註4}等所須資料的**醫療廢物運載記錄**^{註5}；
- 出示其身份證及專業團體註冊號碼以供核對。出示專業團體註冊文件時，可使用副本；
- 於化學廢物處理中心開放時間抵達。

化學廢物處理中心接收由醫護專業人士送交醫療廢物的開放時間為星期一至星期五（公眾假期除外）上午九時至中午十二時及下午一時至下午四時半（無須預約）。

如有需要，可於三天前預約化學廢物處理中心（電話：2434 6372），以延長開放時間至星期一至星期五下午四時半至五時半，及星期六下午一時至下午五時半。

將醫療廢物送交化學廢物處理中心處置必須繳付收費，每1,000公斤醫療廢物的收費為\$2,715（或每公斤\$2.715）^{註6}。收費額是按照醫療廢物的重量計算及以現金繳付。

如有查詢，請致電3178 9356 與環境保護署黃先生聯絡，或瀏覽環保署網站：

<https://www.epd.gov.hk/epd/clinicalwaste/tc/index.html>。

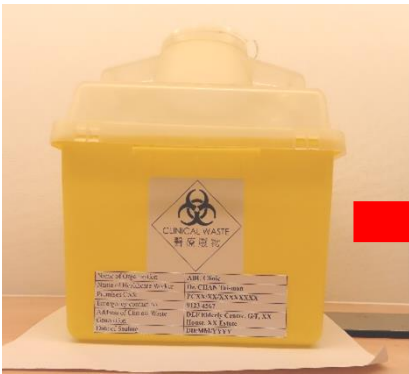
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備註：

https://www.epd.gov.hk/epd/clinicalwaste/tc/producer_code.html

1. 醫護專業人士包括根據《廢物處置(醫療廢物)(一般) 規例》所界定的註冊醫生、牙醫、獸醫、註冊或表列中醫，以及註冊或登記護士。
2. 化學廢物處理中心位於香港新界青衣青衣南路51號。
3. 私家車指根據《道路交通條例》(第374章)附表1-「車輛種類」中「私家車」的涵義。你可以先檢查車輛擋風玻璃上顯示的車輛牌照以確認車輛種類。
4. 廢物產生者地點編碼可向環境保護署申請，請填妥及交回廢物產生者地點編碼申請表。提供外展疫苗接種服務的產生者，請於產生者名稱一欄加註「外展服務」：
https://www.epd.gov.hk/epd/clinicalwaste/tc/producer_code.html。
5. 交回填妥的「醫療廢物運載紀錄申請表格」予環境保護署後，便可索取一式十份的空白醫療廢物運載記錄：
https://www.epd.gov.hk/epd/clinicalwaste/file/Request%20Form%20for%20Clinical%20Waste%20Trip%20Tickets_ch.pdf
6. 有關收費是根據《廢物處置(醫療廢物處置的收費) 規例》所規定。

1. 醫療廢物容器上的標籤範例



醫生姓名	XXX醫生
醫療機構名稱	XXX 診所
緊急聯絡電話	XXXX XXXX
產生醫療廢物地址	XXX 護老中心， XX 邨 XX 樓地下
地點編碼	PC02/XX/XXXXXXXXXX
封針箱日期	25/11/2020
醫療廢物標誌	

2. 醫療廢物貯存櫃上的警告標示及標籤範例



醫護生姓名	XXX 醫生
醫療機構名稱	XXX 診所
緊急聯絡電話	XXXX XXXX
地點編碼	PC02/XX/XXXXXXXXXX
醫療廢物警告標示	

「疫苗資助計劃」- 非診所場地醫療廢物暫存轉交紀錄

備註:

1. 此表格適用於未能安排持牌醫療廢物收集商或醫護專業人士於外展疫苗接種活動當天收集/送交醫療廢物時，需在外展疫苗接種活動場地暫存醫療廢物。
2. 醫生需帶備此表格到活動場地，並填妥此表格，醫生和場地代表簽名以確認暫存醫療廢物，雙方備存簽妥的表格各一份，以作記錄。
3. 醫療廢物需妥善貯存在暫時儲存地方，直至收集/送交。有關詳情，請參閱「疫苗資助計劃」醫生指引的附件G。

甲. 聯絡資料

1. 醫生姓名：_____
2. 醫療機構名稱：_____
3. 外展疫苗接種場地地址：_____
4. 轉交醫療廢物日期：_____
5. 預計收集/送交醫療廢物日期：_____
6. *持牌醫療廢物收集商名稱 / 送交醫療廢物的醫護專業人士姓名(*刪除不適用者)：_____

乙. 醫療廢物轉交資料

外展疫苗接種活動	利器收集器 數量(個)
<input type="checkbox"/> 第一針 <input type="checkbox"/> 第二針	

丙. 醫生及場地代表簽署

由醫生填寫

簽署：_____

姓名：_____

職位：_____

聯絡電話：_____



印鑑

由場地代表填寫

簽署：_____

姓名：_____

職位：_____

聯絡電話：_____



印鑑