Medical Waste Management Plan Checklist

The Department developed this checklist to assist generators of medical waste in California in the development of a Medical Waste Management Plan.

In accordance with Sections 117935 and 117960 of the California Health and Safety Code (HSC), small or large quantity generators who are required to register with an enforcement agency pursuant to HSC Sections 117930 or 117950, respectively, shall file a medical waste management plan (Plan) with the enforcement agency.

Utilize this checklist along with the Medical Waste Management Act (MWMA) (www.cdph.ca.gov/Programs/CEH/DRSEM/CDPH%20Document%20Library/EMB/MedicalWaste/MedicalWasteManagementAct01292025.pdf) in drafting a plan specific to your facility.

Basic Facility Information

☐ Provide the name of the contact person at the facility for matters regarding medical waste. See Section 117960(a) of the MWMA.

☐ Provide the name, area code and telephone number, and address of the facility. See Section 117960(b).

☐ Indicate the type of facility. See Section 117960(c).

☐ Indicate the types and estimated average monthly quantity of medical waste generated. See Section 117960(d).

☐ Indicate the onsite medical waste treatment method utilized, if applicable. See Section 117960(e).

☐ Provide the name and business address of the registered hazardous waste hauler utilized to have untreated medical waste removed for treatment, if applicable. See Section 117960(f).

☐ Provide the name and business address of the offsite treatment facility to which the medical waste is being hauled, if applicable. See Section 117960(g).

☐ Provide an emergency action plan. Indicate in the emergency action plan the actions to be taken in the event of a disruption of service as the result of a natural disaster or an equipment failure. See Section 117960(h).

☐ Provide a statement certifying that the information provided is complete and correct. See Section 117960(k).

Containment and Storage Information

☐ Indicate that medical waste will be contained separately from other waste at the point of generation. See Section 118275.

☐ Indicate that sharps waste must be contained in a sharps container. See Sections 117750, and 118275.

☐See Section 118275 regarding the handling procedures for pathology, trace chemotherapeutic and mixed waste.

☐Indicate that biohazard bags (when full) are to be tied. See Section 118280(a).

☐Indicate that biohazard bags are to be placed for storage, handling, and transport in rigid containers with tight-fitting lids labeled with the words “Biohazardous Waste,” or the word “Biohazard,” and the international biohazard symbol on the lids and sides so as to be visible from any lateral direction. See Sections 117645 and 118280.

☐Indicate the maximum storage time of medical waste above 32°F (seven days). If stored at or below 32°F, state this fact in the plan and describe the storage temperature monitoring schedule (max. storage time at or below 32°F is 90 days). See Section 118280(e)(1)(A) & (B).

☐Provide the procedures to containerize sharps waste. See Section 118285.

☐Provide the protocol for the routine washing and decontamination of reusable rigid medical waste containers. See Section 118295(a) and (b) for approved methods, disinfectants, and use.

☐Provide the techniques performed and disinfectants to be utilized in the cleanup of medical waste spills. Provide the type(s) of disinfectant, concentration, and contact time used for the decontamination of spills. See Section 118295(b) for approved disinfectants and use.

☐Indicate that the accumulation area utilized by the facility to store containers of medical waste for accumulation must be secured so as to prevent or deny access by unauthorized persons and posted with warning signs, on or adjacent to, the exterior of the entry doors, on entry doors, gates, or lids. These warning signs must be in both English and Spanish as follows: CAUTION— BIOHAZARDOUS WASTE STORAGE AREA—UNAUTHORIZED PERSONS KEEP OUT, and in Spanish: CUIDADO—ZONA DE RESIDUOS BIOLOGICOS PELIGROSOS—PROHIBIDA LA ENTRADA A PERSONAS NO AUTORIZADAS. See Section 118310.

Pathology Waste, Mixed Waste and Trace Chemotherapy Waste

Information regarding the procedures used for the processing, storage, transport, and treatment of pathology wastes (human and animal); trace chemotherapeutic waste, contaminated tissues; chemotherapeutic containers; and mixed waste.

☐Indicate how recognizable human and animal tissue will be handled or treated to ensure compliance with Section 118275. Describe the procedures which will be utilized in their handling. If there are no medical wastes produced which contain or are comprised of tissue, indicate this and it will not be necessary to provide procedures for the handling of these wastes.

☐Indicate how mixed waste, as specified in Section 117730, is to be handled. State the procedures that will be utilized to ensure proper handling. If there is no mixed waste produced by this facility containing hazardous or radiological materials, indicate this and it will not be necessary to provide procedures for the handling of these types of waste.

☐Indicate how pathology and chemotherapeutic wastes are handled and treated. The medical waste management plan must contain the definition of “empty,” as specified in

Section 117647, to assure the pathology and chemotherapeutic wastes are properly handled. Describe the procedures to be employed to ensure proper handling. If these wastes are not generated or handled by this facility, indicate this and it will not be necessary to provide procedures for the handling of these wastes.

Common Storage Facility Information

☐Provide a medical waste management plan, addressing all issues above, and indicate in the plan the nature of the medical waste generated by the individual generators.

☐Provide a list of small quantity generators of medical waste using the facility for the storage of their medical waste. Indicate in this list the name of each generator, suite number, telephone number, and contact person.

Treatment Information—Discharge to the Public Sewer System

☐Provide the medical waste to be treated by means of discharge to the public sewer system. Describe in detail methods to be utilized and the types of medical waste to be treated in this manner. See Section 118215(b).

Facilities with Onsite Treatment/Steam Sterilization

☐Provide the standard written operating procedures for biological indicators, or for other indicators of adequate sterilization approved by the Department, for each steam sterilizer, including time, temperature, pressure, type of waste, type of container, closure on container, pattern of loading, water content, and maximum load quantity. See Section 118215(a)(2).

☐Provide the procedures established for checking recording or indicating thermometers during each complete cycle to ensure the attainment of 121°Centigrade (250°Fahrenheit) for at least one-half hour, depending on the quantity and density of the load, in order to achieve sterilization of the entire load. See Section 118215(a)(2).

☐Indicate that thermometers shall be checked for calibration annually and that records of the calibration checks shall be maintained as part of the facility's files and records for a period of two years, or for the period specified in regulations. See Section 118215.

☐Indicate that heat-sensitive tape, or another method acceptable to the enforcement agency, shall be used on each biohazard bag or sharps container that is processed on-site to indicate attainment of adequate sterilization conditions. See Section 118215(a)(2)(C).

☐Indicate that biological indicator Geobacillus Stearothermophilus, or other indicator of adequate sterilization, as approved by the Department, shall be placed at the center of a load processed under standard operating conditions at least monthly to confirm the attainment of adequate sterilization conditions. See Section 118215(a)(2)(D).