
 health Department: Health REPUBLIC OF SOUTH AFRICA		Effective Date:[STARTING DATE]
	COVID 19 Waste Management	Next Revision [REVISION DATE]

STANDARD OPERATING PROCEDURE – COVID-19 WASTE DISPOSAL OF ANCILLARY ITEMS


INSTITUTION	National Department of Health
SECTION	COVID-19 Waste Management Disposal - Ancillary Items
OBJECTIVE	- To ensure safe handling and disposal of COVID-19 waste material
SCOPE	- Disposing of vaccine equipment, PPE and other waste material
COMPILED BY	ORIGINAL DATE:
AUTHORISED BY	
DEFINITIONS	<ul style="list-style-type: none"> - Ancillary items mean the medical consumables needed to administer the COVID-19 vaccine and includes syringes, needles, cotton wool balls/swabs, etc. - Contractor means the waste management company contracted to destroy waste on behalf of the health establishment/organisation providing vaccination services. - Disposal means the removal of vaccine related waste and ancillary items destined for destruction without the intention of retrieval, in compliance with existing legislation. - Vaccine waste means expired, unused, unusable, spilt, and contaminated pharmaceutical products and vaccines that are no longer required and need to be disposed of appropriately. - Vaccination site means a place where COVID-19 vaccination services may be provided to eligible populations and may include a primary vaccination site or a place where outreach services (fixed, temporary or mobile) are provided.
ABBREVIATIONS	<ul style="list-style-type: none"> - PPE: Personal protective equipment - TMD: Temperature Monitoring Device
POLICIES, REFERENCES, SOURCE MATERIAL	<ul style="list-style-type: none"> - Provincial medicine supply management policy and/or supply chain prescripts (as applicable) - Pharmacy Act 53 of 1974 - Medicines and Related Substances Act 101 of 1965 - Good Pharmacy Practice rules published in terms of the Pharmacy Act 53 of 1974 - National Environmental Management: Waste Act 59 of 2008 - National Environmental Management Act 107 of 1998 - Hazardous Substances Act 15 of 1973 15 of 1973)
RELATED SOPs	- Vaccination process at vaccination site
PRINCIPLES	<ul style="list-style-type: none"> - Vaccination sites are required to develop and implement a waste disposal plans for health waste generated by the immunisation programme. This should include clear assignment of responsibilities, adequate briefing with staff at the vaccination site, daily monitoring of compliance with waste disposal procedure and performance evaluation and interventions if required - Waste disposal plans must be careful planed at central and local level - Any unused vaccine or waste material should be disposed of in compliance with local guidance for pharmaceutical waste. - For Jansen COVID 19 vaccine, potential spills should be disinfected with agents with viricidal activity against adenovirus. - Discard injection equipment immediately after use

 health Department: Health REPUBLIC OF SOUTH AFRICA		Effective Date:[STARTING DATE]
	COVID 19 Waste Management	Next Revision [REVISION DATE]


	<ul style="list-style-type: none"> - Never discard needles or other sharp objects in the trash or loose into the biohazardous waste box/container. - Do not handle or shake the sharps container more than necessary. Never squeeze, sit, or stand on sharps containers. - Never fill sharps containers more than ¾ full, or above the “full line” of the container. - Used injection equipment should be discarded immediately in a sharps container, which is a yellow waterproof, tamper-proof, puncture-resistant safety box specifically designed for sharps disposal. - Only used vials, needles and syringes must be discarded in the marked yellow sharps containers - Keep sealed sharps containers in a dry and safe place, out of reach of children and the public, until they have been safely disposed of/collected by the approved company.
FUNCTIONAL ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none"> - Administrative staff - Vaccinator
TOOLS/ MATERIALS/ EQUIPMENT	<ul style="list-style-type: none"> - PPE - Sharps Container - Medical waste containers/ Biohazard Containers
SAFETY WARNINGS	<ul style="list-style-type: none"> - Train everyone who will handle the sharps container to do so safely - Do not ask untrained staff to handle sharps containers - Hold the container with the handle provided when you carry the containers to the disposal site. - Never handle dry ice with bare hands - Wear waterproof insulated (cryogenic) gloves and safety glasses with side shields or safety goggles to remove a dry ice pod from a shipper - Do not leave dry ice in an unattended area - Do not place dry ice in a drain or flush down a toilet - Do not place dry ice in a closed area
MONITORING AND EVALUATION	KPIs - TBD
RECORD KEEPING	<ul style="list-style-type: none"> - Certificates of waste disposal should be kept for 5 years.

1. PROCEDURE:


No	PROCEDURE	RESPONSIBLE
1. 2. 3.	Disposal of empty vaccine vials, used syringes, needles and other sharps waste Disposal of PPE Material Disposal of Other Waste	
1	Disposal of empty vaccine vials, used syringes, needles and other sharps waste	
1.1	Discard injection equipment immediately after use	Vaccinator

 <p>health Department: Health REPUBLIC OF SOUTH AFRICA</p>		Effective Date:[STARTING DATE]
	COVID 19 Waste Management	Next Revision [REVISION DATE]

1.2	Use a permanent black marker to deface the label on the empty vial, and empty vial packaging where applicable, before discarding in a sharps or pharmaceutical waste container. Alternatively remove the label of the empty vial, tear it in two and discard the label appropriately.	Vaccinator
1.3	Dispose the vial trays/secondary packaging the vaccines are supplied in the biohazardous waste container.	Vaccinator
1.4	Discard needles and syringes in the marked yellow sharps containers <i>Do not cap the needles before disposal into the container.</i>	Vaccinator
1.5	Seal sharps containers when they are ¾ full.	Vaccinator
1.6	Keep sealed sharps containers in a dry and safe place, out of reach of children and the public, until they have been safely disposed of/collected by the contractor. <i>Do not handle or shake the sharps container more than necessary. Never squeeze, sit, or stand on sharps containers.</i>	Admin Staff/ Vaccinator
1.7	Hold the container with the handle provided when you carry the containers to the disposal site.	Admin Staff/ Vaccinator
2	Disposal of PPE Material	
2.1	Dispose all used masks and other PPE including gloves and gowns in the medical waste containers suitable for biohazardous material.	Admin Staff/ Vaccinator
2.2	Seal medical waste containers when full.	Admin Staff/ Vaccinator
2.3	Keep sealed medical waste containers in a dry and safe place, out of reach of children and the public, until they have been safely disposed of/collected by the contractor.	Admin Staff/ Vaccinator
3	Disposal of Other Waste	
3.1	Dispose all materials used to decontaminate vaccine spills with disinfectant in medical waste containers	Admin Staff/ Vaccinator
3.2	Leave dry ice that is not needed in an open, well-ventilated area to sublimate. <i>Do not place dry ice into an alternative container; it should always be kept in its original container.</i>	Admin Staff/ Vaccinator
3.3	Dispose gauze, cotton balls and bandages in the medical waste containers suitable for biohazardous material	Admin Staff/ Vaccinator
1.3.4	For packaging material i.e. “cold box” and tracking devices, the following guidelines provided by the Distributors will be followed. <ul style="list-style-type: none"> All packaging material must be handed over to the driver at time of delivery once the receiving processes have been completed. TMD must be downloaded and handed over to the Driver once the receiving processes have been completed 	Admin Staff/ Vaccinator

 <p>health</p> <p>Department: Health REPUBLIC OF SOUTH AFRICA</p>		Effective Date:[STARTING DATE]
	COVID 19 Waste Management	Next Revision [REVISION DATE]

4	Destruction of vaccination programme generated waste	
4.1	Once waste disposal boxes are full, it should be collected by the contracted waste disposal company	Admin Staff/ Vaccinator
4.2	After disposal the waste disposal company should issue a certificate as proof of destruction	Admin Staff/ Vaccinator
4.3	The Certificate of disposal for all waste generated by the vaccination programme should be stored for at least 5 years	Admin Staff/ Vaccinator

 health Department: Health REPUBLIC OF SOUTH AFRICA		Effective Date:[STARTING DATE]
	COVID 19 Waste Management	Next Revision [REVISION DATE]

ANNEXURES	Annexure 01: Process Flow
------------------	---------------------------

4.


1. REVISION DATA

Revision No	Pages	Revision Details	Date	Approved

TRAINING REQUIRED	
<ul style="list-style-type: none"> • Training to be conducted post SOP sign-off and prior to the effective date as per above • Training to be administered to relevant responsible parties after each SOP revision 	
Trainees	Type of training

2. SOP AUTHORISED

	Name	Signature	Date
Compiled by			
Checked by			
Approved by			

 <p>health</p> <hr/> <p>Department: Health REPUBLIC OF SOUTH AFRICA</p>		Effective Date:[STARTING DATE]
	COVID 19 Waste Management	Next Revision [REVISION DATE]

Annexure 01: Process Flow