

SOP Template: Safe Internal Transport of Healthcare Waste

This SOP details the **safe internal transport of healthcare waste**, covering procedures for segregating, handling, and securely transporting waste within healthcare facilities. It emphasizes the use of appropriate containers, proper labeling, and adherence to hygiene protocols to prevent contamination and exposure risks. The SOP aims to ensure compliance with regulatory standards, protect healthcare workers, patients, and the environment from infectious hazards, and maintain an efficient and safe waste management system throughout the facility.

1. Purpose

To establish procedures for safely transporting healthcare waste internally to minimize risk of contamination, ensure regulatory compliance, and maintain safety of all personnel and the environment.

2. Scope

This SOP applies to all healthcare staff involved in the handling and internal transport of healthcare waste within the facility, including clinical, housekeeping, and waste management personnel.

3. Responsibilities

- **Healthcare Workers:** Proper segregation and handling of waste at the source.
- **Housekeeping/Waste Transport Staff:** Safe and prompt transport of waste using prescribed routes and methods.
- **Waste Management Supervisor:** Training, monitoring compliance, and maintaining transportation records.

4. Definitions

Term	Definition
Healthcare Waste	All waste generated by healthcare establishments, research facilities, and laboratories, including infectious, hazardous, and general waste.
Segregation	The process of separating different categories of waste at the point of generation.
PPE	Personal Protective Equipment such as gloves, gowns, masks, and eye protection.

5. Procedure

1. **Segregation at Source**
 - Segregate waste as per facility's waste management policy (e.g., color-coded containers for infectious, sharps, pharmaceutical, general waste).
 - Use only leak-proof, puncture-resistant, and appropriately labeled containers or liners.
2. **Preparation for Transport**
 - Ensure containers are securely sealed and labeled with type, origin, and date.
 - Staff must wear appropriate PPE as per risk assessment (gloves, gown, mask, etc.).
3. **Transporting Waste**
 - Use dedicated, clean, and labeled trolleys or carts with closed lids for transport.
 - Follow designated internal transport routes that minimize contact with patients and staff.
 - Never overload containers or trolleys.
 - Do not leave waste unattended in public or patient areas.
4. **Delivery to Interim Storage**
 - Deliver waste to the designated internal storage area without delay.
 - Check storage room for adequate cleanliness, security, and ventilation.
5. **Post-Transport Hygiene**
 - Clean and disinfect the transport trolleys/carts after each use.
 - Remove PPE safely and perform hand hygiene after the task.

6. Documentation and Records

- Maintain logs of waste transported, including date, time, type, quantity, and personnel involved.
- Report any incidents, spills, or exposure per facility policy.

7. Training

- All relevant staff must receive initial and periodic training on this SOP, proper PPE use, and response to incidents or spills.

8. References

- WHO Guidelines for Safe Management of Wastes from Healthcare Activities
- Relevant National and Local Waste Management Regulations
- Facility's Waste Management Policy

9. Review and Update

- This SOP should be reviewed annually or when there are significant changes in regulations or practice.