

Dear Practitioner/Generator:

On August 29, 1990, the California Legislature passed the California Waste Management Act, which can be found in the Health and Safety Code, Part 14, Sections 117600 through 118360. On September 30, 1990, the governor signed the Act into law. This law became effective January 1, 1991, and the implementation of the law began April 1, 1991. On July 16, 1991, the San Mateo County Board of Supervisors adopted a resolution authorizing the Environmental Health Division to act as the Local Enforcement Agency (LEA) for the Medical Waste Management Act. The Act sets specific requirements regarding the handling, treatment, storage and disposal of medical waste.

The new law was a culmination of extensive input to the legislature to achieve a safe and more comprehensive level of medical waste management. The law redefined infectious waste as medical waste, and established methods for handling, tracking, record keeping, hauling and disposal by all generators and handlers of such waste. The law applies to all pet shops, hospitals, clinics, nursing homes, physicians, dentists, veterinarians, research laboratories, storage facilities, transfer stations, laboratories and haulers.

In addition, the Medical Waste Management Act requires both large quantity medical waste generator (greater than 200 lbs/month) and small quantity generators (less than 200 lbs/month) to be registered and/or permitted with the LEA, pay a fee, maintain tracking documents and complete a management plan to show compliance with this Act. For your information, this package contains the following:

1. a pre-application questionnaire, (PAGE 2)
2. an information sheet to assist you in completing the packet, (PAGE 4)
3. a summary of the Medical Waste Management Act (PAGE 5)
4. a registration/permit application, (PAGE 6)
5. a sample management plan, (PAGE 7)
6. a limited quantity hauling exemption information, (page 9)
7. a limited quantity hauling exemption registration (page 10)
8. a limited quantity hauling exemption tracking document EXAMPLE (page 11)
9. a fee schedule, (page 12)

Achieving better control over the management of medical waste calls for a cooperative effort between the health care community and city, county and state health and environmental health agencies. We are certain that compliance with the Medical Waste Management Act of 1990 has resulted in an overall improvement in the handling, storage, transport, treatment and ultimate disposal of medical waste. We also believe that the law is effective and serves to better protect the public health in California. If you have any further questions or concerns, please feel free to contact me.

Sincerely,

PRE-APPLICATION QUESTIONNAIRE

Please check the appropriate response for the questions below:

1. Does your business or service generate any of the medical wastes listed below?

Yes _____ No _____

Laboratory wastes - specimen or microbiologic cultures, stocks of infectious agents, live and attenuated vaccines, and culture mediums.

Blood or body fluids - liquid blood elements or other regulated body fluids or articles contaminated with blood or body fluids

Pharmaceuticals – a prescription or over-the-counter human or veterinarian drug, including, but not limited to, drug as defined in Section 109925 or the Federal Food, Drug and Cosmetic Act as amended (21 U.S.C.A. Sec. 321(g)(1))

Sharps - syringes, needles, blades, broken glass, root canal files and any item capable of cutting and piercing that is contaminated.

Contaminated animals - animal carcasses, body parts bedding materials

Surgical specimens - human or animal parts or tissues removed surgically or by autopsy

Isolation waste - waste contaminated with excretion, exudate, or secretions from humans or animals who are isolated due to highly communicable diseases (Centers for Disease Control, Biosafety Level 4)*.

If your answer is Yes, Please complete the **REGISTRATION/PERMIT APPLICATION**.

If your answer is No, please complete the certification statement on the reverse side of this form and return it to OUR OFFICE.

*Biosafety Level 4 viruses and diseases are: Congo-Crimean hemorrhagic fever, Tick-borne encephalitis virus complex (Absettarov, Hanzalova, Hypr, Kumlinge, Kyasanur Forest disease, Omsk hemorrhagic fever, and Russian Spring-Summer encephalitis), Marburg disease, Ebola, Junin virus, Lassa fever virus, Machupo virus.

CERTIFICATION FOR NON-MEDICAL WASTE GENERATORS

Please indicate the appropriate statement:

() I declare under penalty of law that, to the best of my knowledge and belief, I do not generate, store, or treat any of the wastes specified on the Pre-Application Questionnaire as Regulated Medical Wastes.

() I declare under penalty of law that I will not be treating medical waste at my facility by means of autoclaving, incinerating or microwaving, nor will I or my staff be transporting untreated medical waste without the use of a registered hazardous waste hauler.

BUSINESS NAME: _____

BUSINESS ADDRESS:

Street: _____

State & Zip Code: _____

TELEPHONE: _____

NAME OF RESPONSIBLE PERSON: _____

SIGNATURE: _____

DATE: _____

**INFORMATION SHEET FOR MEDICAL WASTE GENERATORS'
APPLICATION PACKET**

This packet contains the information and forms you will need to help you comply with the Medical Waste Management Act, and operate a facility that generates medical waste.

INSTRUCTIONS:

Please return the completed forms **within 30 days** of the receipt of these documents.

1. This packet is only for those businesses in **San Mateo County**. If your business is in another County, please contact the appropriate health officials in that County.
2. Complete the Pre-application questionnaire. If your answers indicate that you are **not** required to register as a medical waste generator, then complete the certification form. Return the certification form to this office.
3. If you are required to register as a medical waste generator, as indicated by affirmative answers to questions 1, on the Pre-application questionnaire, then:
 - a. Complete the Registration/Permit application,
 - b. Determine the appropriate fee for your facility and enclose a check in that amount payable to: San Mateo County Environmental Health Division,
 - c. Complete a Medical Waste Management Plan following the plan instructions enclosed,
 - d. Forward the completed forms, plan, and check to:
Environmental Health Division
2000 Alameda de las Pulgas, Suite 100
San Mateo, CA 94403
4. Complete the Limited Quantity Hauler Exemption (if applicable), and submit that document and fee to this office.
5. Review the Medical Waste Management Act. If you require further copies of the Act, please call the Legislative Bill Room in Sacramento at (916) 445-2323 or go to www.cdph.ca.gov/certlic/medicalwaste.

Your cooperation in promptly registering and following the specified handling requirements of medical waste is greatly appreciated. Your interest in protecting public health and safety is the key to ensuring the proper handling of medical waste in your facility. If you have any questions regarding registration or handling requirements, please contact Jorge Gomar, REHS at (650) 372-6224.

Thank you.

MEDICAL WASTE MANAGEMENT ACT SUMMARY

INTENT

1. Extend current medical waste handling requirements to all generators, treatment facilities and transporters of medical waste.
2. Require treatment to render all regulated medical waste noninfectious, prior to disposal at a landfill.
3. Change the statutory term from infectious or biohazardous waste to Medical Waste.
Enforcement of the Medical Waste Management Act would not require proof of presence of viable etiologic agents in the waste at the time of disposal

REGISTRATION, PERMITS AND INSPECTION

1. All medical waste generators **must** complete the pre-application questionnaire, then return it with either the registration packet or the certification form.
2. “Medical waste generators” means any person, whose act or process produces medical waste and includes, but is not limited to, a provider of health care as defined in subdivision (d) of section 56.05 of the Civil Code. All of the following are examples of business which generate medical waste:
 - (A) Medical and dental offices, clinics, hospitals, surgery centers, laboratories, research laboratories, unlicensed health facilities, those facilities required to be licensed pursuant to Division 2 (commencing with Section 1200), chronic dialysis clinics, as regulated pursuant to Division 2 (commencing with Section 1200), and education and research facilities.
 - (B) Veterinary offices, veterinary clinics, and veterinary hospitals.
 - (C) Pet shops.
3. A Medical Waste Management Plan is required to be on file with the Local Enforcement Agency for all large generators and small generators with onsite treatment. All generators must have a waste management plan as well as an emergency action plan on file in their own offices. We would appreciate those small quantity generators not having onsite treatment also submit a copy of their Medical Waste Management Plan to this office.
1. Small quantity generators may apply to the Local Enforcement Agency for a **Limited Quantity Hauling Exemption** if they produce and wish to transport less than 20 lbs. of medical waste per week to a permitted offsite treatment facility or common storage area.

**REGISTRATION/PERMIT APPLICATION FOR
MEDICAL WASTE GENERATION, STORAGE AND TREATMENT**

Note: This application will not be processed until all required information and fee(s) have been received by this office.

GENERATOR'S NAME: _____

BUSINESS ADDRESS:

Street: _____

City: _____ Zip Code: _____

Telephone _____

MAILING ADDRESS:

Street: _____

City: _____

State: _____ Zip Code: _____

AUTHORIZED REPRESENTATIVE: _____

TITLE: _____

EMERGENCY TELEPHONE NUMBER _____

APPLICATION FOR:

- Small quantity generator with off-site treatment (0-199lbs/Mo.)
- Small quantity generator with onsite treatment (0-199lbs/Mo.)
- Small quantity generator without onsite treatment--Health Care Facility (Skilled Nursing Facility/Convalescent Hospital) (0-199lbs/Mo.)
- Limited Quantity Hauling Exemption
- Common Storage (0-199lbs/Mo.)
- Common Storage (200lbs/Mo. or more)
- Large quantity generator with on-site treatment (200lbs/Mo. or more)
- Large quantity generator without onsite treatment (200lbs/Mo. or more)

ALL APPLICANTS PLEASE COMPLETE THE APPROPRIATE SUPPLEMENTARY FORMS.

I declare under penalty of law that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to the California Medical Waste Management Act and incidental to the issuance of this Registration/Permit and the operation of this business.

SIGNATURE: _____ DATE: _____

**MEDICAL WASTE MANAGEMENT PLAN
FOR MEDICAL WASTE GENERATORS**

SAMPLE PLAN COVER SHEET

Under the California Medical Waste Management Act, small quantity generators that provide on-site treatment of medical waste and **all** large quantity generators shall have a Medical Waste Management Plan (MWMP) on file with the local enforcement agency. Small quantity generators that do not provide on-site treatment are required to maintain a MWMP on file in their office for two years. The MWMP shall contain the following information, to the extent the information is applicable to the generating facility:

Business Name: _____

Address: _____

Telephone No.(_____) _____

Person responsible for implementation of MWMP:

Name: _____

Title: _____ Telephone No. _____

Types of medical waste generated (check all that apply):

Laboratory wastes - specimen or microbiologic cultures, stocks of infectious agents, live and attenuated vaccines, and culture mediums.

Blood or body fluids - liquid blood elements or other regulated body fluids, or articles contaminated with blood or body fluids

Pharmaceuticals – a prescription or over-the-counter human or veterinarian drug, including, but not limited to, drug as defined in Section 109925 or the Federal Food, Drug and Cosmetic Act as amended (21 U.S.C.A. Sec. 321(g)(1))

Sharps – Hypodermic needles, blades, needles with attached tubing, root canal files, blood vials contaminated with biohazardous waste, acupuncture needles, and any contaminated broken glass items.

Contaminated animals - animal carcasses, body parts, bedding materials

Surgical specimens - human or animal parts or tissues removed surgically or by autopsy

Isolation waste - waste contaminated with excretion, exudate, or secretions from humans or animals who are isolated due to highly communicable diseases (Centers for Disease Control, Biosafety Level 4)*.

*Biosafety Level 4 viruses and diseases are: Congo-Crimean hemorrhagic fever, Tick-borne encephalitis virus complex (Absettarov, Hanzalova, Hypr, Kumlinge, Kyasanur Forest disease, Omsk hemorrhagic fever, and Russian Spring-Summer encephalitis), Marburg disease, Ebola, Junin virus, Lassa fever virus, Machupo virus.

MWMP Contents

The contents of the MWMP must conform to the requirements of Sections 117935 or 117960 of the Medical Waste Management Act, depending upon the classification of the facility. The questions below parallel those Sections, and may assist you in creating a MWMP for your facility.

- Is this facility registered as a small or large quantity generator? Estimate the monthly amount of medical waste generated in pounds.

- Describe the method of medical waste segregation, containment or packaging, labeling, and collection procedures used in your facility. _____
- Describe the medical waste storage methods employed by your facility, including duration and temperature controls, if applicable. _____
- List any satellite clinics or facilities that transport waste to your facility, the types and quantities of waste transported, and how often they transport waste to your facility.
- Describe the use of any disinfection procedures used in your facility for treatment or cleaning of medical waste.

- Describe the method of medical waste treatment employed by your facility. How will your waste be handled if your treatment system breaks down? How do you handle mixed hazardous or radioactive wastes? _____
- Indicate the name, address and phone number of the registered medical waste hauler employed by your facility. Also indicate the alternate method of medical waste disposal if your regular hauler is unable to pick up the waste. _____
- Indicate the name of the treatment facility receiving your waste, if different from the hauler.
- Do you have an approved Limited Quantity Hauling Exemption at this time? If yes, who issued the exemption? Who on your staff is authorized to transport your medical waste?

NOTE: All medical waste generators are required to keep accurate records relative to containment, storage, hauling treatment of disposal.

Please send your completed Medical Waste Management Plan to: **San Mateo County, Environmental Health Division, 2000 Alameda de las Pulgas, Suite 100, San Mateo, CA 94403, ATTN: Jorge Gomar.** If you have any questions, please call Jorge Gomar at (650) 362-6224.

Thank you.

MEDICAL WASTE LIMITED QUANTITY HAULER EXEMPTION INFORMATION

A generator may apply to San Mateo County Environmental Health Services Division for a Medical Waste Limited Quantity Hauler Exemption permit provided the generator meets **all** of the following requirements:

1. Generates <20lbs. of medical waste **per week**.
2. Transports <20lbs. of medical waste at **any one time**.
3. Have on file with Environmental Health documentation stating they maintain on file in their office all of the following:
 - a. An information document stating how the generator contains, stores, treats and disposes of any medical waste generated through any act or process of the generator,
 - b. Records of any medical waste transported offsite for treatment and disposal, including the quantity (pounds) of waste transported, the date transported, and the name of the individual hauling the waste,
 - c. Maintain these ongoing records for not less than two years.
4. Generator transports the waste himself/herself, or directs a member of their staff to transport the waste to a permitted medical waste treatment facility, a transfer station or to another facility for the purpose of consolidation before treatment and disposal.
5. Generator maintains a copy of the completed tracking documents of all medical waste removed for treatment or disposal. The tracking documents shall include:
 - a. The type and quantity (pounds) of medical waste transported,
 - b. The name of the person transporting medical waste to permitted receiving facility,
 - c. The name of the generator(s),
 - d. The name, address and telephone number of the permitted receiving facility,
 - e. The signature of an authorized representative of the permitted receiving facility,
 - f. The date the medical waste is received by the permitted receiving facility.
6. Any generator transporting waste in a vehicle shall have the tracking document in his/her possession while transporting the waste.
7. A generator transporting medical waste shall provide the facility receiving the medical waste with the original tracking document.

LIMITED QUANTITY HAULING EXEMPTION

REGISTRATION

Pursuant to Section 118030, Chapter 6 (Medical Waste Haulers) of the Medical Waste Management Act, the following person(s) are authorized to transport regulated medical waste from the point of generation to a point of storage or treatment under the following conditions:

1. Your office generates less than 20 pounds of regulated medical waste per week.
2. Your office transports less than 20 pounds at any one time.
3. Your office maintains on file a record of the following: all medical waste transported offsite for treatment and disposal, number and type of packages, approximate gross weight, date transported and name of the person hauling the waste and final destination.

Please complete the following and forward the original to the Environmental Health Division, 2000 Alameda de las Pulgas, Suite 100, San Mateo, CA 94403 Attn: Jorge Gomar, REHS

Generator's Name: _____
Generator's Address: _____
Generator's Telephone: _____

Storage Facility Name: _____
Storage Facility Address: _____

Treatment Facility Name: _____
Treatment Facility Address: _____

Name of Employee(s) authorized to transport medical waste:

1. _____ 3. _____
2. _____ 4. _____

(List other authorized employee(s) on a separate sheet)

A copy of this exemption and a tracking document containing the information in Item 3 above shall be in the employee's possession at all times while transporting medical waste.

Signature of
Generator/Representative: _____ Date: _____

2010 FEE SCHEDULE

Please check the appropriate box. Payment is not required when submitting application. An invoice will be sent to you.

PE#	CATEGORY	ANNUAL FEE
<input type="checkbox"/> 4599	Medical Waste Hourly Rate	\$149.00
<input type="checkbox"/> 4501	Large Quantity Generator (200 lbs/mo or more) On-Site Treatment	\$1001.00
<input type="checkbox"/> 4506	Large Quantity Generator (200 lbs/mo or more) Off-Site Treatment	\$1001.00
<input type="checkbox"/> 4507	Large Quantity Generator (>200 lbs/mo) On-Site Treatment	\$1001.00
<input type="checkbox"/> 4509	Small Quantity Generator <u>Off-Site</u> <u>Initial Setup</u> & Medical Waste Registration New Facilities <u>Only</u>	\$287.00
<input type="checkbox"/> 4510	Small Quantity Generator (1-199 lbs/mo) Off-site Treatment	\$168.00
<input type="checkbox"/> 4511	Small Quantity Generator (1-199 lbs/mo) On-Site Treatment	\$600.00
<input type="checkbox"/> 4513	Small Quantity Generator (< 100 kg/mo) Dental Facility/Photo Waste	\$149.00
<input type="checkbox"/> 4521	Small Quantity Generator (1-199 lbs/mo) Health Facility/Skilled Nursing Facility	\$801.00
<input type="checkbox"/> 4561	Limited Medical Waste Hauler Exemption	\$401.00
<input type="checkbox"/> 4541	Common Storage (1-199 lbs/mo)	\$401.00
<input type="checkbox"/> 4551	Common Storage (200 lbs/mo or more)	\$1001.00

***Fees effective January 1, 2010 thru December 31, 2010**