



Infectious Waste Treatment Facility

Original Effective Date: August 4, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.08.044
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Maintenance Steward: Sanitarian in the Solid and Infectious Waste Program History: New Revised Archived

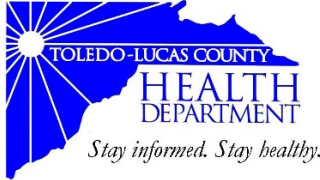
Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
G-Drive: G: → Users → Common → Policies & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: Environmental Supervisor's Office
Archived Version(s):

Requisite Signatures

<input checked="" type="checkbox"/>		<u>08-04-17</u> Date
<input checked="" type="checkbox"/>		<u>8-4-2017</u> Date



Infectious Waste Treatment Facility

I. Scope

This procedure applies to the sanitarian responsible for the solid and infectious waste program in the Environmental Health Division of the Toledo Lucas County Health Department.

II. Purpose

The purpose of this procedure is to provide the solid and infectious waste sanitarian responsible for the infectious waste treatment facility program with an understanding of the expectation and processes that are required to properly administer the program.

III. Background

The infectious waste program, which is outlined in the Ohio Revised Code Chapter 3734 and the Ohio Administrative Code Chapter 3745-27, is to ensure the proper treatment and disposal of infectious waste by inspecting the facilities that treat infectious waste. Infectious waste treatment facilities have a permit to install approved by the Ohio EPA, and are licensed yearly by either the Ohio EPA or the approved health district.

IV. Provisions/Procedures

The Ohio Revised Code Chapter 3734.05 and Ohio Administrative Code 3745-37 outlines the requirements for licensing of an infectious waste treatment facility.

The Ohio Administrative Code Chapter 3745-37-08(C)(6) states that the health district inspects infectious waste treatment facilities subject to 3745-37 of the Administrative Code, with sufficient frequency to insure substantial compliance therewith, and in any event inspects each infectious waste treatment facility at least quarterly, and inspects each such new facility at least biweekly during the first three months of operation.

The Ohio Administrative Code Chapter 3745-27-32 outlines the standards for the operation of infectious waste treatment facilities.

A. Licensing – Ohio EPA requires that licenses for infectious waste treatment facilities be licensed on the Ebiz website. Due to technical difficulties, Stericycle Infectious Waste Treatment Facility has not been added to the Ebiz site.

1. A completed license application with an original signature and a \$100 application fee must be received by the Toledo Lucas County Health Department by September 30th of each year.

- a. The application fee is deposited into the infectious waste fund
2. The license application is reviewed by the sanitarian within 30 days of receipt.
 - a. If there are no deficiencies in the application, a note is placed on the license until December when the license can be approved.
 - b. If there are deficiencies, a Notice of Deficiency is written to the facility.
 - i. Once the deficiencies are corrected, a note is placed on the license until December when the license can be approved.
3. In the month of December of each year, the license can be approved.
 - a. A letter is written to the facility stating the license has been approved.
 - b. An invoice is generated for the remainder of the license fee (\$4,900).
 - c. The license is signed by the commissioner and dated.
 - d. Make a copy and a portable document format (pdf) of the license and approval letter.
 - e. The letter, invoice and original license are sent to the facility.
 - i. The remainder of the license fee is due within 30 days of receipt of the letter.
 - f. The application, copy of the letter and license are placed in the file.
 - g. A copy of the license and approval letter are sent to Ohio EPA-Northwest District Office and Ohio EPA-Central Office.
4. Within 30 days, the remainder of the license fee is due to the health department.
 - a. The health department deposits \$2,400 into the infectious waste fund.
 - b. The remainder amount of \$2,500 is submitted to the Ohio EPA within 45 days of receipt.
 - c. If the fee is not received within 30 days, ORC 3734.05(A)(1) states that the late fee is 10% of the amount of the application fee for each week that the application is late.

B. Inspection – According to Chapter 3745-37 of the Administrative Code the health district inspects infectious treatment facilities with sufficient frequency at least quarterly to ensure

substantial compliance. Infectious Waste Treatment Facilities in Lucas County are inspected monthly to ensure compliance. Inspections may be conducted

1. Upon arrival, contact the manager on site.
2. Review paperwork – note any violations.
3. Tour the facility including the outside storage trailers, making note of any changes, violations, questions.
4. Review the notes with the manager.

C. Report

1. Write the report within 7 days of the inspection.
2. The signed report must be copied and saved as a pdf file.
3. Send the original report to the facility.
4. A copy of the report is placed in the appropriate file.

V. Maintenance

A. Review

1. The Infectious Waste Treatment Facility standard operating procedure is to be reviewed every five (5) years and as needed to ensure compliance with both agency and accreditation standards.
2. The Infectious Waste Treatment Facility standard operating procedure is to be reviewed if there are any changes to 3745-27 of the Ohio Administrative Code or 3734 of the Ohio Revised Code which pertains to infectious waste treatment facilities.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

VI. Glossary

