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Questionnaire for the On-Site Treatment of Medical Waste

Date	
Your Name	
Organization Name	
Position	
Email	
Title	
Telephones	
Address	
Notes	

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Facility Information

How many beds does your facility have? []
How many ORs? []
How many Outpatient OR suites? []
Which area generates the most RMW.....
Do you track pounds/patient per day? Y N
What is this amount? []

Regulated Medical Waste Generation

How do you track your medical waste?
Do you track your medical waste in pounds? []
Do you track your medical waste in containers? []
If containers, are they...
reusable containers []
cardboard containers []
If reusable containers, what size? []
If cardboard boxes, do you pay for the boxes? Y N
How much do the boxes cost?
How is RMW weighed?
Do you weigh the bags? Y N
Do you weigh the containers? Y N
Is the weight supplied by your RMW vendor? Y N
How much RMW does the institution generate (in pounds)? Monthly []
Annually []
How many days a week is RMW generated? []
Can you provide a copy the RMW program's written procedures? Y N

Sharps Containers

How are sharps containers weighed?
If collected separately from other RMW, are they weighed? Y N
If collected separately from other RMW, are they counted? Y N
Is the sharps weight supplied by your RMW vendor? Y N
Are the sharps containers reusable? Y N
What size sharps containers are used?
Size Location(s) Qty per Month []
Size Location(s) Qty per Month []
Size Location(s) Qty per Month []

Managing Your Waste

Where is the waste generated?

One building.....[]
Multiple buildings[]

Who collects the waste internally?

How many FTE's are dedicated to the RMW process?[]
What is the labor rate?

How is it stored until leaving the institution?

Have you ever been cited or fined?Y N

Removing Waste

How does the institution currently get rid of its medical waste?

How much does the institution currently pay to get rid of its medical waste?
.....

If containers are used how do you pay?
Do the costs include containers?Y N
Do the costs include hauling?Y N
Do the costs include labor?Y N
Do the costs include tipping charges?Y N
Do the costs include tracking?Y N

If treated offsite, how is the RMW treated?Autoclave []
..... Incinerator []
..... Other _____

If autoclave, is the RMW rendered unrecognizable?Y N

Do you know the final destination of your treated RMW? Landfill []
..... Other _____

If landfill, what is the name and location of the landfill?

Do you have a contingency plan?Y N
Who is responsible for the contingency plan?

Manifesting

Who reconciles the manifest or document of destruction to invoices? _____

How often is that done?

Do you find errors?Y N

How are they resolved?

Who maintains the records for regulatory requirements?

HIPAA Documentation

What types of HIPAA documents are destroyed?

PaperY N
 CD/Diskettes/Zip DisksY N
 Hard DrivesY N
 Other ... _____

How do you destroy HIPAA documents?

... _____

What size containers are used for HIPAA Documents?

... _____

Who collects HIPAA documents internally? ... _____

How many FTE's are dedicated to HIPAA document collection and destruction? [_____]

What is the labor rate? _____

Who currently handles HIPAA document collection and destruction?

In-House PersonnelY N
 Vendor(s)Y N
 Vendor Name(s) ... _____

How are HIPAA documents measured for destruction?

WeighedY N
 CountedY N

How many pounds of HIPAA documents are generated? Monthly [_____]
 Annually [_____]

How much does the institution pay to get rid of its HIPAA documents?

..... _____

Are you recycling paper?Y N

Are you getting a rebate?Y N

How much? [_____]

Utilities and Disposal Costs

What is cost of electricity per kWh? [_____]

What is cost of water per 1,000 gallons? [_____]

What is the cost of sewer per 1,000 gallons? [_____]

Is steam available in the area where the system would be placed? [_____]

What is the cost for hauling and disposing of municipal waste per ton? [_____]



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Existing Systems

Brand ... _____

Type ... _____

When installed _____

How was the unit acquired?

Purchased.....[]

Leased.....[]

Downtime.... _____

Do you have a maintenance contract?Y N

Who maintains the contract? _____

Does your unit have an automated load system?Y N

Does the system require special containers?Y N

Do you have experience working with other technologies?Y N



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Facilities Drawing

Note the following features:

- Room dimensions and ceiling height
- Location of doors, width, and opening direction
- Location of electricity, water, and drains
- Path to room (indicate ramps, stairs, elevators, etc.)