

**County of Santa Clara  
Department of Environmental Health  
Hazardous Materials Compliance Division  
Solid Waste Programs**



1555 Berger Drive, Suite 300  
San Jose, CA 95112-2716  
(408)918-3400 FAX (408)280-6479  
[www.sccwaste.org](http://www.sccwaste.org)

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**ELEMENTS EXPECTED IN AN EMERGENCY ACTION PLAN**

- As early as possible, be able to reconstruct errors that can lead to the disposal of untreated medical waste to a landfill or transfer station.
  - Who was the responsible party?
  - What areas of the hospital or facility were involved?
  - Do you think this was ongoing and had happened without detection before this incident?
- What are the steps being taken to eliminate this from happening:
  - Training/frequency/follow-up
  - Surveillance
  - Feedback from employees in the training to make sure they understand what can happen
  - Be aware that doctors can also be part of the problem with improper disposal
  - Be aware of language barriers
  - Develop and conference with employees on steps to be taken if medical waste is found untreated somewhere other than where it belongs
- The plan for problems regarding any type of waste connected with the practice of medicine that occurs outside the hospital or facility should include:
  - Person (s) to be contacted. This person is expected to go to the disposal site immediately
  - Notification of the Department of Environmental Health (DEH) at (408) 918-3400. DEH can assist with the identification of the waste. Call immediately so waste can be identified (ex. Medical, radiological, hazardous, solid waste).
  - Contact and phone numbers of medical waste /hazardous waste transporters who can be available immediately for cleanup
  - If allowed to return, the untreated waste to the hospital or facility, must be transported by a licensed hazardous/medical waste hauler
  - Try to re-create what happened ASAP and write it down for future reference. An internal investigation and documentation of the incident is a helpful tool for future training and prevention.
- Please get to know your solid waste hauler
  - Either meet or call him with contact information if he has questions or concerns
  - Develop a relationship that you both are comfortable with in case of a medical waste incident within the solid waste stream