

POLICY MANUAL

MISSION STATEMENT

We always strive to provide professional delivery services in a safe and timely manner 24 hours per day. Drivers will always conduct company business with one goal in mind, "SERVICE TO THE HOSPITALS"

APPEARANCE

Vehicles will be clearly marked with medical courier signs and appropriate attire will always be worn by our drivers.

BIOMEDICAL WASTE OPERATING PLAN

PURPOSE

The purpose of this biomedical waste operating plan is to provide and describe requirements for the proper management of biomedical items by our drivers. The guidelines for management of biomedical items were found in the Nevada administrative codes.

TRAINING FOR PERSONNEL

Training will be required for all drivers annually.

Training sessions will include all of the following activities:

- 1 – Labeling and identification of biomedical items.
- 2 – Storage during transportation.
- 3 – IATA (UN3373) packaging and shipping compliance.
- 4 – Contingency plan for emergency transport.
- 5 – Procedure for decontaminating biomedical waste spills.
- 6 – Procedure for containment/Treatment Methods.
- 7 – HIPPA Compliance.

CONTINUED:

Attendance at the training session will be documented; each driver will be required to sign our biomedical waste training sheet. These records will be retained at our office for a period of three (3) years.

DEFINITION OF BIOMEDICAL WASTE

Biomedical waste is any solid or liquid which may present a threat of infection to humans.

CONTAINMENT

Bags for containment of biomedical waste will comply with the required physical properties. Filled bags will be sealed at the point of origin. Bags and outer containers of biomedical waste, when sealed, will not be reopened by our drivers. Ruptured or leaking packages will not be transported until placed into a larger container without disturbing the original seal. Repairs to leaking or damaged specimens will be performed by hospital staff; drivers will not attempt to repair these items under any circumstances.

TRANSPORTION

Each specimen will be transported in a plastic bag marked biohazard. These bags will be inspected for leaks or obvious damage and verified to make sure they match the specimen log sheet. This verification will take place thru accession numbers and patient names. The specimens will be placed in a sealed container with a copy of the specimen log sheet for transportation.

Special consideration will always be given to assure that refrigerated or frozen specimens are transported properly. Blood platelets will be transported in hospital containers with a thermometer to maintain necessary temperatures.

IRRETRIEVABLE SPECIMENS

When a specimen is irretrievable the staff at the point of origin will be given written documentation. This information will immediately be conveyed by telephone to staff at the original destination and followed up with written correspondence. Express will also reimburse the hospital in the amount of twenty five dollars (\$25.00) to offset the cost's associated with replacement of the specimen.

CONTINGENCY PLAN

The company will always maintain a contingency plan for unexpected circumstances. This will include a backup driver that will be assigned specific hours. Hospital staff will have phone numbers to reach our primary and backup drivers. They will also have the cellular and home phone numbers that will provide immediate access to senior management to assure quality service under any circumstance.

Our entire staff will also be available in the event of a natural disaster. They will remain on duty until hospital management determines that our regular schedule can be resumed.

DECONTAMINATING BIOMEDICAL WASTE SPILLS

Protective equipment must be worn when cleaning a spill and items used for cleanup must be disposed of in the appropriate containers. Protective clothing will include all or part of the following, gloves, apron, gown, mask and protective eyewear. Every driver will carry our emergency response kit that includes these items and cleaning solutions required for any unexpected spill. Broken glass will be placed into a sealed container and given to hospital staff for disposal. Liquids will be cleaned (absorbed) by using paper towels or absorbent materials. The cleanup items must be disposed of in appropriate containers. Waste containing blood or body fluids will be placed in a biohazard disposal container. These items will be given to hospital staff to be incinerated, other waste can be placed in a regular trash container.

DISINFECTION POLICY

The disinfection policy will require our drivers to first determine what protective clothing will be required. The area will then be cleared of all organic materials before the appropriate disinfectant is applied.

Special consideration will always be given to assure that all application instructions are followed while applying the product. The disinfectant will be effective on numerous microorganisms listed on the label but must be effective for the following. Staphylococcus Aureus , Hepatitis B Virus, HIV Virus and Pseudomonas Species. Bleach may also be used if freshly diluted at one (1) part bleach to nine (9) parts water.

TRAFFIC ACCIDENTS

Our drivers will be required to complete our incident report if a accident or spill should occur. These reports will be retained at our office for a period of three (3) years. Traffic accidents that result in a spill of blood or bodily fluids outside of the vehicle will immediately be reported to senior management. The local authorities will be contacted to make sure the appropriate emergency response team is dispatched to the seen.

This policy and procedure is a guideline only and is not intended to override medical/clinical judgment.

PREPARED BY- Kenneth F. Ross, CEO

ORIGINAL DATE- January 01, 2009

REPLACES- None

APPROVED BY-

Kenneth F. Ross – Chief Executive Officer

Date