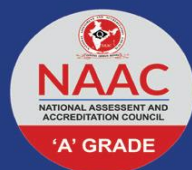




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## SOP COVID WASTE MANAGEMENT Guidelines & Procedures



*-: An Initiative of Tecnia Internal Quality Assurance Cell :-*

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# **SOP COVID WASTE MANAGEMENT**

## **Guidelines & Procedures**

# **Tecnia Institute of Advanced Studies**

## **SOP COVID Waste Management**

### **1. Objective**

To establish a safe, compliant, and environmentally responsible procedure for the handling, segregation, collection, storage, transportation, and disposal of waste generated in relation to COVID-19 preventive and response activities at TIAS, Delhi.

This SOP ensures compliance with:

- CPCB Guidelines for COVID-19 Waste Handling (2020–2022)
- Biomedical Waste Management Rules, 2016
- DPCC Advisory on COVID Waste Management
- Ministry of Health & Family Welfare (MoHFW) Protocols

### **2. Scope**

This SOP applies to all COVID-19-related waste generated by:

- Campus Health Center / Isolation Rooms (if any)
- COVID Screening Counters / Vaccination Drives
- Administrative and Academic Offices
- Classrooms and Laboratories
- Security, Transport, and Housekeeping Operations
- Canteens, Restrooms, and Hostels (if applicable)

### **3. Definitions**

- COVID Waste: Any waste generated during screening, isolation, testing, sanitization, or precautionary activities, including masks, gloves, face shields, PPE kits, sanitizer bottles, tissues, and waste from suspected/confirmed COVID cases.
- Biomedical Waste (BMW): As defined in the Biomedical Waste Management Rules, 2016.
- Yellow Bag Waste: Non-recyclable PPE, used tissues, gloves, and masks from COVID areas.
- Red Bag Waste: Contaminated plastic items meant for disinfection and recycling.

#### 4. Roles and Responsibilities

##### COVID Waste Management Committee (CWMC)

Chairperson: Director, TIAS

Nodal Officer: Appointed by the Director

Members: Health Officer/Nurse, Facility Manager, Admin Officer, Housekeeping Supervisor

##### Responsibilities:

- Ensure compliance with CPCB and MoHFW waste guidelines.
- Supervise proper segregation, labeling, and safe handling of COVID waste.
- Coordinate with authorized biomedical waste disposal agencies.
- Organize training and awareness for staff and students.
- Maintain daily records and reports of waste generation and disposal.

#### 5. Segregation of COVID Waste

Segregation at the point of generation is mandatory. Use color-coded bins and double-layered bags for collection.

Type of Waste	Bin/Bags	Disposal Route
Used masks, gloves, PPE kits	Yellow Bag	Incineration via authorized BMW handler
Sanitizer bottles, face shields	Red Bag	Autoclave/disinfect → Recycle via authorized agency
Tissues, cotton swabs	Yellow Bag	Incineration
Food waste from isolation area (if any)	Biodegradable bag	General waste – sanitized, then compost/disposed
Biomedical waste from screening/testing	Yellow Bag	Biomedical incineration

**Note:** No COVID waste should be mixed with general waste.

#### 6. Handling and Collection Procedures

- Staff must wear full PPE while handling COVID-related waste.
- All bins should be:
  - Lined with two layers of plastic bags.
  - Clearly labeled as “COVID-19 Waste” with a biohazard symbol.
- Waste must be collected twice daily or as needed.
- Keep separate trolleys for transporting COVID waste.
- Disinfect bins and collection equipment after each use using 1% sodium hypochlorite.

## **7. Temporary Storage and Disinfection**

- Set up a designated COVID waste holding area (separate from general waste).
- Ensure the area is:
  - Secure, well-ventilated
  - Equipped with biohazard signage
  - Cleaned with 1% hypochlorite solution daily
- Do not store COVID waste beyond 24 hours.

## **8. Transportation and Final Disposal**

- Use authorized biomedical waste collection agencies approved by DPCC/CPCB.
- Ensure transporter uses:
  - Proper PPE
  - GPS-tracked biomedical waste vehicle
  - Follows route from TIAS → Common Biomedical Waste Treatment Facility (CBWTF)
- Maintain manifest for each pickup, including:
  - Type of waste
  - Quantity
  - Date and time of collection
  - Vehicle and driver details
  - Disposal agency receipt

## **9. Disinfection and Sanitization Measures**

- Disinfect all high-contact surfaces with 1% sodium hypochlorite solution multiple times daily.
- Disinfect floors, bins, PPE donning areas, and transport carts immediately after each shift.
- Cleaners must be trained and provided gloves, N95 masks, aprons, and face shields.
- All PPE used in cleaning/disinfection must be treated as yellow category COVID waste.

## 10. Staff Safety and Training

- All staff involved in COVID waste handling must receive:
  - Initial and refresher training on PPE use, segregation, and emergency protocols.
  - Immunization (Hepatitis B, Tetanus) if handling biomedical waste regularly.
- Mandatory health check-ups for all COVID response staff.
- Display SOP posters and signage at:
  - Entry points
  - Labs and classrooms
  - Cleaning closets
  - Waste storage areas

## 11. Record-Keeping and Reporting

Maintain the following logs:

Register	Frequency
Daily COVID Waste Logbook	Updated per collection
PPE Distribution Register	Weekly
Staff Attendance in COVID Duty	Daily
Training Attendance Log	Per session
Waste Disposal Manifest	For each pickup

These records will be audited monthly by the CWMC and submitted to the **Director's Office and DPCC** if required.

## 12. Emergency Protocols

**In Case of Exposure or Injury**

- Wash exposed area thoroughly.
- Use eyewash or emergency shower for chemical/contact exposure.
- Report immediately to Nodal Officer or Health Centre.
- Fill out an incident report form.

**In Case of Spill or Waste Leak**

- Evacuate area if necessary.
- Use COVID spill kits (chlorine-based disinfectants, absorbent material, gloves, etc.).
- Disinfect the area using 1% hypochlorite solution.
- Waste from spill cleanup should be treated as COVID yellow waste.

### **13. Awareness and Communication**

- Display posters on proper disposal of masks/gloves across campus.
- Conduct monthly awareness drives during pandemic periods.
- Use ERP/email to issue SOP updates to all departments.

### **14. Policy Review and Amendments**

- SOP shall be reviewed every 6 months or:
  - After any CPCB/DPCC guideline updates
  - Following any incident or compliance audit
- Amendments must be approved by the COVID Waste Management Committee (CWMC) and Director, TIAS.

### **15. Conclusion**

Effective COVID-19 waste management is not just a regulatory obligation but a moral and health imperative. Through the implementation of this SOP, TIAS aims to protect the health of its students, staff, and community while ensuring zero tolerance for environmental violations. Continuous training, compliance monitoring, and responsible behavior from all stakeholders will ensure a safe, sustainable, and pandemic-resilient campus.

**Director**  
**Tecnia Institute of Advanced Studies**



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