UTM UNIVERSITI TEKNOLOGI MALAYSIA	PEJABAT PERSEKITARAN, KESELAMATAN & KESIHATAN PEKERJAAN	**UTM/OSHE/** Edisi : KOSONGKAN Pindaan : Tarikh Kuatkuasa :

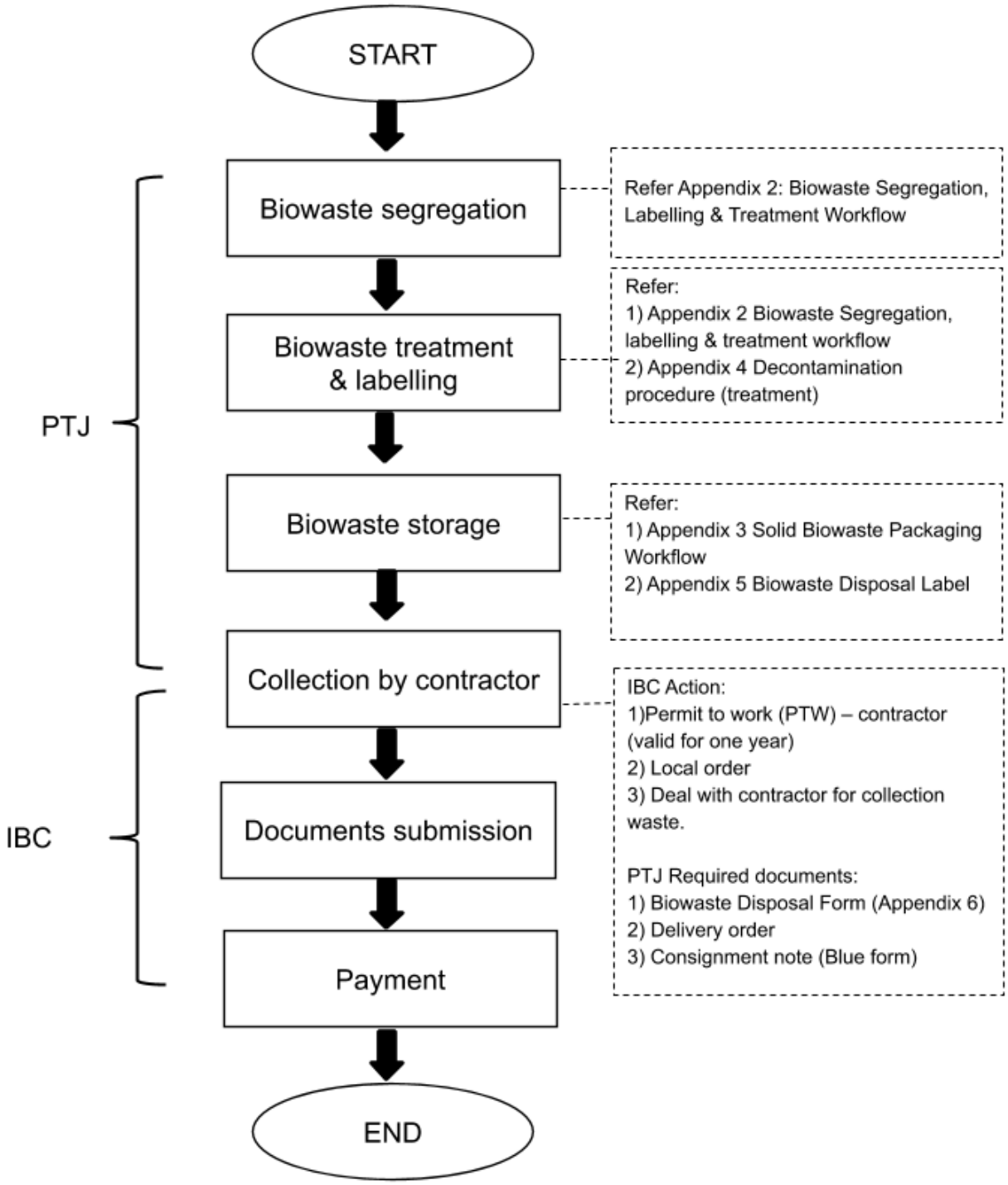
BIOWASTE MANAGEMENT

1. WORKFLOW : BIOWASTE MANAGEMENT

BIL	WORKFLOW	REFERRED OFFICER / RESPONSIBLE OFFICER
1.	Accept only segregated biowaste from laboratories. (**Biowaste segregation & labelling)** (Refer **Appendix 2** : Biowaste Segregation, Labelling and Treatment Workflow on "*Standard Operating Procedure (SOP) of Biological Waste Management"*)	Person In Charge (PIC) at each Responsible center (PTJ)
2.	Conduct appropriate treatment on biowaste according to biowaste categories before storing biowaste at the temporary storage area. **(Biowaste Treatment)** (Refer **Appendix 2** : Biowaste Segregation, Labelling and Treatment Workflow and, **Appendix 4** : Decontamination procedure (treatment) on "*Standard Operating Procedure (SOP) of Biological Waste Management"*)	Person In Charge (PIC) at each Responsible center (PTJ)
3.	Ensure biowaste is packed in correct biohazard packaging and labelled with Biowaste Disposal Label provided by IBC UTM before storing biowaste at the temporary storage area. **(Biowaste Storage)** (Refer **Appendix 3** : Solid Biowaste Packaging Workflow and, **Appendix 5** : Biowaste Disposal label on "*Standard Operating Procedure (SOP) of Biological Waste Management"*)	Person In Charge (PIC) at each Responsible center (PTJ)
4.	Create Local Order (LO) before dealing with biowaste contractor.	PTJ Treasurer (TNCPI) Biowaste Coordinator
5.	Inform biowaste contractor to fill in "Permit to Work" application online at http://ptw.utm.my/ before commencing the biowaste disposal work.	Biowaste Coordinator PTW Admin, PHB UTM.

6.	Contact biowaste contractor to obtain the biowaste collection date and inform PIC about this date.	Biowaste Coordinator
7.	Send **Biowaste Disposal Form** (**Appendix 6**), **Delivery Order** dan **Consignment Note** (Blue Form) to Biowaste Coordinator within a week after the collection of biowaste. **(Document submission)**	Person In Charge (PIC) at each Responsible center (PTJ) Biowaste Coordinator
8.	Send invoices and documents to PTJ treasurer (TNCPI) for payment processing. **(Payment)**	Biowaste Coordinator PTJ Treasurer (TNCPI)
9.	Check the payment status made by PTJ treasurer (TNCPI).	Biowaste Coordinator PTJ Treasurer (TNCPI)
10.	Inform biowaste contractor that payment has been made.	Biowaste Coordinator

2. FLOWCHART : BIOWASTE MANAGEMENT PROCESS



IBC: Institutional Biosafety Committee
PTJ: Pusat Tanggungjawab