



MEDICAL WASTE PROGRAM Facility Closure Requirements

DEFINITIONS:

Active Work Areas: Locations, rooms, or labs within the business where infectious agents are stored, used, or generated during operations. This includes BSL 1 areas.

Infectious Agents: (HSC§ 117675) A type of microorganism, bacteria, mold, parasite, or virus, including, but not limited to, organisms managed as Biosafety Level II, III, or IV by the federal Centers for Disease Control and Prevention, that normally causes, or significantly contributes to the cause of, increased morbidity or mortality of human beings.

Sanitizing Agent: A chemical agent as specified in HSC§ 118295.

REQUIREMENTS:

San Mateo County requires businesses with County medical waste permits to carry out their due diligence and perform an appropriate facility closure. Businesses must demonstrate to the County that they have properly disposed of all of the medical waste that they have generated, removed all infectious agents and equipment, and decontaminated all surfaces contaminated with infectious agents. A formal closure must be done when the business is either vacating the location, a partial portion of the facility is being vacated or given back to the property owner, or if a process involving biohazardous waste has been discontinued.

Businesses with medical waste permits are categorized into one of three Tiers based upon their original registration application and/or periodic inspections. Each business Tier has different criteria to successfully perform a closure, meet the County closure requirements, and thus formally terminate their County permit. Each level will be required to demonstrate that they appropriately decontaminated all areas at the business where medical waste and infectious agents were generated, handled or stored. Decontamination of these areas must be commensurate with the infectious agents they utilized.

A pre-closure walkthrough may be requested by facility representatives. The County Inspector shall make every effort to accommodate these requests. During the pre-closure meeting/walkthrough the County Inspector will outline the County closure requirements for the business, walk the facility, and identify any unique closure aspects to be addressed.

REQUIRED CLOSURE PROCEDURES FOR TIER I BUSINESSES:

1. Business notifies County in writing 30 days prior to closure. Labeled photographs of all active work areas must be submitted to the County at time of notification.
2. Business decontaminates all active work area surfaces, with the appropriate sanitizing agent.
3. Business submits labeled photos of active work areas after closure activities have been successfully completed along with copies of last medical waste shipment tracking documents.



REQUIRED CLOSURE PROCEDURES FOR TIER II BUSINESSES:

1. Business notifies County in writing 30 days prior to closure.
2. Business submits a written "Closure Work Plan" as described below in Tier III requirements, or they may use the [County Closure Work Plan Form](#).
3. Business must submit of copies of last medical waste shipment tracking documents.
4. Business schedules a mandatory final closure walkthrough with the County Medical Waste Inspector (County Inspector).

REQUIRED CLOSURE PROCEDURES FOR TIER III BUSINESSES:

Business must provide to the County a full written closure work plan within 30 days prior to the closure.

Closure Work Plan required components:

- **Scope of Work:** Outline the proposed areas to be decontaminated, process of decontamination and sanitizing agent(s) used, and disposition of all infectious equipment, products, and wastes. Also include disposition of anything to be left behind (e.g. fume hoods, bio safety cabinets,
- **Proposed Schedule:** Provide a schedule for activities to be performed during the closure. A 72- hour notice to the County Inspector is required for any oversight at various phases of closure (e.g. witnessing of sampling, special site decontamination, etc.).
- **Project Management Team:** Identify staff and qualifications (e.g. all licenses, training certifications, certificates of insurance). List project managers and emergency coordinators who will be available during closure and cleanup of the site. Include a 24-hour phone number for emergency coordinators.
- **Map(s):** (e.g. with notations of hot spots or special cases). Provide maps identifying all historic storage locations of infectious agents and all waste storage areas (e.g. current and historic).
- **Proposed Subcontractors:** (if not known, state this, but you must send in their qualifications, training plan, safety plan, certificates of insurance, management teams, and operational procedures prior to their mobilization onsite).
- **Health and Safety Plan:** Provide a Health and Safety Plan that outlines specific hazards and protective measures to be used during the closure activities at the facility, including security and access. Site closure activities must be conducted by employees with adequate training per CAL/OSHA regulations outlined in Title 8, CCR and 29 CFR, part 1910.1030.
- **Decontamination Procedures:** Describe the procedures for surface and equipment decontamination, rinseate collection, and disposal. Decontamination shall include all potentially contaminated surfaces, equipment, drain systems, and areas of the facility where medical wastes and infectious agents contact was likely to have occurred. A narrative of your decontamination methodology, including sanitizing agents used must be provided.



- Additionally if the facility treated medical waste onsite, they must follow and address the regulations found in HSC Code 118155(e). These additional requirements must be included in their Closure Work Plan.

The Closure Work Plan must be reviewed and approved by a County Inspector before work is started. If you are also closing a CUPA permit and submitting a Closure Plan to your CUPA inspector, you may include or insert these closure documentation requirements in one plan submitted to both CUPA and the Medical Waste Program. Please copy both your County Inspectors on all correspondences.

POST CLOSURE:

After the closure is complete you are required to submit a final closure report. This report should include:

- All final medical waste tracking documents
- A narrative of the final decontamination methodology. (i.e. what did you do?)
- Copies of all decontamination certificates
- Map of areas cleaned
- Disposition of fixed biohazardous assets and equipment left behind at the facility
- Disposition of biohazardous equipment moved, transferred or sold
- Any testing results reports
- Forwarding address and contact information

Once you have completed your closure activities and all of the medical waste generated has been removed, you must contact your County Inspector to arrange a final closure walkthrough. A minimum notification of 48 hours is required for a closure walkthrough.

During the final closure walkthrough the County Inspector shall perform a thorough walk around of the facility in order to gather information to validate that the closure plan was followed and completed. This walkthrough and its observations will be documented on an observation inspection report documenting that the County medical waste closure requirements have been met. Any health violations or deviations from the proposed/approved Closure Plan will result in a re-inspection and fees billed accordingly.

Once the final report (or other required documentation per Tier) is received, the permit will be closed out.

Note: Non-registered businesses that are closing a facility must follow the same requirements found in this policy. An account will be opened and the facility will be billed for any County Inspector time at the current hourly rate.

Note: If hazardous waste is generated at the site, the CUPA inspector must be notified.