

Annex 2: TfH Actions to Implement and Monitor the USAID Cooperative Agreement Environmental Compliance Requirements

1. What information is TfH staff supposed to convey to training participants and health providers to ensure compliance with environmental requirements?

- Recap and reinforce the existing Ukraine government regulations regarding waste management of medicines and medical supplies;
- Provide international evidence updates on the minimal requirements for safe storage of contraceptives and other reproductive health commodities (see Attachment B);
- Remind participants about the need to always follow the Ukraine government regulations for storage, use, disposal, and destruction of medical waste (medicines and medical supplies);
- Specify minimal infection prevention and safe disposal procedure for a variety of contraceptive methods, as presented in the examples below (excerpts from TfH manual and training materials.)

DMPA injection procedure: “...Wash your hands and put new disposable gloves on both hands...Use the following injection procedure, which respect the Ukraine MOH infection prevention rules for you and your patient..... dispose the after injection waste according with existing regulations...Do not throw away used needles along with the regular trash, but use the special boxes.... Disposable needles and syringes should be incinerated after its use...”

Procedure for IUD insertion (Copper T 380A): “...Wash your hands and put new disposable gloves on both hands...Use the following IUDs insertion procedure (no-touch technique), which respect the Ukraine MOH infection prevention rules..... dispose the waste resulted after procedure (used gauze, cotton balls, disposable gloves, plastic waste) according with MOH regulations...Do not throw away the resulted waste with the regular trash, but use the special boxes.... Wash your hands thoroughly with soap and disinfectants...”

Condom use and disposal procedures: “...Throw away the used condom carefully – make a knot of used condoms, place it inside the napkin and place it into the trash container (do not flush condom in the toilet)....”

2. What actions TFH staff has taken to ensure the compliance with environmental requirements?

During project year 1 of operations, TfH identified the key governmental requirements for respecting storage and use of medical supplies, for the safety of medical procedures and for medical waste management and reviewed them. These requirements are described mainly in the Ministry of Health (MOH) Orders #120 and #234. These MOH orders are constantly reinforced during the project activities, either by reminding health professionals that these orders apply to contraceptive methods, either by using some of their content for the clinical manuals or training materials (as presented above).

In addition, all TfH staff was informed about to the Ukrainian government requirements, as well as about the USAID environmental requirements and monitoring needs.

The Tfh staff emphasized the need to follow the MOH requirements in meetings with health providers and in the Tfh IEC materials (clinical manuals and training materials).

The project has been periodically monitoring compliance of health facilities with Ukrainian and US Government environmental requirements by using the check list presented in Attachment C.

3. How is Tfh reporting on environmental compliance?

Tfh provided regular verbal reports to USAID Agreement Officer Technical Representative regarding project actions to comply with USAID environmental requirements (as described in points 1 and 2 above) and facilitated a visit of the E&E Bureau Environmental Officer to a project health facility towards the end of Year 3. The verbal feed-back received was positive and constructive. The Tfh project was encouraged to reflect monitoring on compliance with environmental requirements in the project monitoring visits reports and annual reports to USAID.

GUIDELINES FOR PROPER STORAGE OF CONTRACEPTIVES AND OTHER HEALTH COMMODITIES

- 1. Store contraceptives, condoms and other health commodities in a dry, well-lit, and well-ventilated storeroom. Do not store in direct sunlight.** *(The shelf life of contraceptives can be reduced if temperatures inside the warehouse rise above 40 degrees C or if they're directly exposed to sunlight or moisture. Contraceptives should be stored in their shipping cartons.)*
- 2. Store condoms and other latex products (gloves, etc...) away from electric motors and fluorescent lights.** *(Electric motors and fluorescent lights can produce ozone gas, which harms latex.)*
- 3. It is recommended to store oral contraceptives, injectable contraceptives and IUDs at room temperature (15 – 25 degrees C). All contraceptives and condoms should be protected from freezing or extreme heat.**
- 4. Clean and disinfect storeroom regularly, and take precautions to discourage insects and rodents from entering the storage area.**
- 5. Secure storeroom from water penetration.**
- 6. Make sure that fire safety equipment is available, accessible and functional, that employees are trained to use it.**
- 7. Stack cartons at least 10 centimeters off the floor, 30 centimeters away from the walls and other stacks, and no more than 2.5 meters high.** *(This is to prevent humidity and moisture from being absorbed from the walls or floor. Stacking above 2.5m can cause crushed boxes and damage to products.)*
- 8. Arrange cartons so that arrows point up (↑), and with identification labels, expiry dates, and manufacturing dates clearly visible.** *(The arrow pointing up is especially important with Depo Provera.)*
- 9. Store health commodities in a manner that facilitates “First Expiry, First Out” (FEFO) procedures and stock management.**
- 10. Store health commodities away from insecticides, chemicals, flammable products, hazardous materials, old files, office supplies, and equipment.**
- 11. Separate damaged and/or expired health commodities without delay. Remove them from inventory immediately. Dispose them in accordance with Ukraine government established procedures.**

Appendix 2

Checklist for monitoring selected health facilities on storage and use of contraceptives, and on medical waste disposal practices

Town/city and oblast where the facility is located:

Name or number of the facility:

Type of facility: Hospital
 Family Planning Center/Cabinet
 Women's consultation
 Polyclinic
 Other (please specify)

Date(s) of monitoring visit: _____

Name and title of person conducting the monitoring visit:

After talking with head nurse (or person responsible with storage of medicines and waste management), and with health providers trained by Together for Health at the facility, please complete the following questionnaire through direct answers and facility observation:

1. Did head nurse (or other responsible people) know the basic guidelines for proper storage of contraceptives (condoms)?

Yes No

Ask the health worker or facility nurse if they have a copy of the storage guidelines provided by the project:

Yes No

If you answered *No* to any of the above, please explain what you heard:

2. Are contraceptives (condoms) stored in a separate place, away from direct sunlight, chemicals, medical equipment, etc.?

Yes No

If No, please explain what you observed:

3. Does this facility have a copy of the government guidelines for injection safety, sharp waste and waste management?

Yes No

If you answered No, please explain why not:

4. What are the standard guidelines you use for handling used needles and syringes, immediate following an injection?

- | | | |
|--|------------------------------|-----------------------------|
| a) Needle and syringe put first in liquid disinfectant | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) After disinfection, needle is dropped in sharp/safety box | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) Syringe put in a separate sharp or non-sharp container | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you answered No to any of the above, please explain what you heard:

5. Ask to take a look in the facility treatment/medical procedures room(s).

- | | | |
|--|------------------------------|-----------------------------|
| a) Is the liquid available for disinfection of needle/syringe? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) Are there any sharp/safety boxes available? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you answered No to any of the above, please ask the health workers why not and write down explanations:
