

NON HEALTHCARE (NON CLINICAL) WASTE POLICY

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DOCUMENT CONTROL

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1. INTRODUCTION

- 1.1 Legislation and directives require that organisations have procedures in place to ensure the safe and effective handling and disposal of all waste. The underpinning ethos is the separation of all waste into specific waste streams with appropriate disposal procedures that are safe and have a minimum impact on the environment.
- 1.2 The Environment Agency is the regulatory body with legislation and directives issued by the European Union. Many of the statutory requirements place a criminal liability on those responsible where contraventions take place.
- 1.3 All NHS Trusts have a duty of care for the total waste process from the point of origin to final disposal and in addition have a responsibility to ensure their waste has minimum impact on the environment.
- 1.4 Landfill and incineration are disposal processes that are clearly un-sustainable in the 21st century. Recycling and re-use are key to minimising the impact of waste on the environment together with alternative treatment processes for the disposal of human healthcare waste.
- 1.5 Regulatory changes, notably the Landfill Regulations and the Hazardous Waste Regulations, require wastes to be adequately described using the European Waste Catalogue (EWC) classifications.
- 1.6 Managers involved in the procurement of goods should take into account the waste handling and disposal processes involved which may have an impact on the “whole life cost” of certain products.

2. PURPOSE AND SCOPE

- 2.1 This policy is intended to set out the framework for handling and disposal of all non clinical wastes generated by the Trust – such waste will include waste from patients, staff, visitors or any processes undertaken by the Trust.
- 2.2 The policy will inform all Trust managers and staff – including agency, temporary, locum, bank or contracted - of their responsibilities
- 2.3 For the management of Healthcare/Clinical Waste please refer to the Trust’s Healthcare Clinical Waste Policy accessible to staff on the Trust intranet.

3. DUTIES AND RESPONSIBILITIES

- 3.1 **The Chief Executive** takes overall responsibility for compliance with directives, guidelines and legislation. He may delegate responsibilities to members of his management team but will retain overall responsibility.
- 3.2 **The Director of Finance and Business Development** has operational control of the waste handling and disposal process.
- 3.3 **Head of Estates and Facilities** is responsible for ensuring suitable contracts are in place that have specifications to comply with all legislative and best practice guidelines.

- 3.4 **Facilities Manager and Facilities Leads** will monitor all elements of waste process ensuring full compliance with procedures by Trust personnel and the contractor. Final disposal arrangements will be monitored and an annual audit of the Trusts waste procedures undertaken.
- 3.5 **Locality & Service Managers** are responsible for implementing the agreed policies and procedures within their service area.
- 3.6 **Ward Managers & Matrons** will be responsible for ensuring the correct segregation of waste, secure storage and correct handling. They will be responsible for ensuring staff are aware of their individual responsibilities.
- 3.7 **All Staff** are responsible for their actions. They should ensure procedures are adhered to and that appropriate protective equipment is used as detailed in the procedures.

4. EXPLANATIONS OF TERMS USED

- 4.1 **European Waste Classifications** – a system of classifying all types of wastes as an aid to waste segregation into differing waste streams.
- 4.2 **Household (General) waste**, the remaining wastes after recyclables have been separated out. Normal disposal is landfill.
- 4.3 **Mixed Dry Recycling** – various wastes segregated from the waste stream and sent for re-use.

5. WASTE REQUIREMENTS AND DEFINITIONS

Duty of Care

- 5.1 The Trust is responsible at all times for its waste from the point of origin through to final disposal. This responsibility includes all stages of the waste process irrespective whether Trust or contractors' staff are handling the waste.

Immunisation

- 5.2 All staff exposed to clinical waste, including contractor's staff, should ensure they have up-to-date immunisation against Tetanus.
- 5.3 All staff, who are involved in handling healthcare waste should be offered immunisation against Hepatitis B. Those declining this offer should be advised in writing of the resulting risks.

Contractors

- 5.4 A contract will be awarded to suitably qualified contractors for the removal and disposal of all waste types.
- 5.5 Contractors will be fully compliant with all relevant legislation concerning the collection, transportation and disposal of all types of waste.
- 5.6 The contract specification will stipulate the requirements of the contact in order to ensure suitable collection frequencies, storage and final disposal arrangements.

Waste Types

- 5.7 The wastes arising within this Trust are as follows (not intended to be a definitive list):
- 5.8 It is envisaged that Household Waste going to landfill will reduce in direct proportion to an increase in Mixed Dry Recycling Waste.
- 5.9 Waste should be separated into the following waste streams from the point of origin to final disposal. Refer to the appendices for handling and disposal procedures.

Category	Hazardous Non- Hazardous	Examples	Container	EWC Code	Disposal Process
Household (General) Waste	Non-hazardous	Any items which cannot be recycled.	Black bag	20-03-01	Landfill
Mixed dry Recycling	Non-hazardous	All types of plastics, paper, cardboard, cans magazines news papers	Clear bag	20-03-01	Recycled
Confidential Waste (not shredded on site)	Non-hazardous	Confidential papers, contract documents.	Bag supplied by contractor	20-03-01	Shredding and recycling
Waste Electrical & Electronic Equipment (WEEE)	Hazardous	Electrical appliances medical or non medical.	WEEE	16-02-09/16	Recycled
Batteries	Hazardous	Used batteries.	Battery box	16-06-05	Recycled

6. INTERNAL TRANSPORTATION

- appropriate personal protective equipment must be worn whilst handling any waste
- appropriately trained authorised staff will transfer waste using a designated waste trolley at agreed intervals and transfer to the external store
- any containers and or bags not labeled or locked correctly will not be removed until this has been rectified
- the site manager, senior clinical member of staff on duty must be notified regarding any problems they may be encountered with waste disposal
- all waste must be stored securely at all times within the site compound, wheelie bin or Waste safe Mini.
- handling of loose bags must be kept to a minimum and a trolley used to move waste around the site.

- authorised staff will transfer waste using a designated waste trolley at agreed intervals and transfer to the external store
- segregation of waste streams must be maintained at all times i.e. Healthcare (Clinical) separate from Non Health (Non Clinical) streams
- any containers and or bags not labeled or locked correctly will not be removed until this has been rectified
- a senior member of staff on duty must be notified regarding any problems they may encounter with waste
- all waste must be stored securely at all time

7. REMOVAL FROM SITE

- all waste will be removed from site by an external waste contractor:
- the contractor must hand a copy of the consignment note to the member of staff dispatching the waste
- All sites must keep a copy of the consignment note for their records for a minimum of 5 years

8. PROCEDURE FOR HANDLING OF CHEMICAL WASTE

CHEMICAL WASTE

8.1 For the purposes of safe management of Chemical waste can be divided into categories of waste:

- Mercury
- Chemical Waste – Hazardous & Non Hazardous

8.2 Under no circumstance should any of the above wastes be disposed as Household waste in black waste bags.

CHEMICAL WASTE FLOW CHART

8.3 Waste Flow Chart is held electronically on the Intranet within Policies.

8.4 The Chemical Waste Flow Chart lists the categories and illustrates how each of these categories is handled within each stage of the disposal process.

MERCURY

8.5 This includes any item containing mercury (except fluorescent lights). e.g. thermometers or sphygmometers.

8.6 This metal has a detrimental effect on the environment and therefore classed as a hazardous waste.

8.7 At present there is no designated container however a small sputum pot would be adequate. Make sure item is sealed and packaged securely inside a secondary

box so that it is not likely to leak in transit. The box must be labelled "DANGER - CONTAINS MERCURY".

- 8.8 This waste must be stored in a secure holding space or compound away from public access.
- 8.9 For disposal of Mercury waste with Hazardous/Harmful properties please contact Estates & Facilities at Mallard Court.

CHEMICAL WASTE – HAZARDOUS & NON HAZARDOUS

- 8.10 This includes: all chemicals which cannot be put into sewerage system. The Chemical have been identified in the departments Control of Substances Hazardous to Health (COSHH) Register and include chemicals such as solvents, fuel oil and paints. Further detail can be found in the COSHH Policy accessible on the intranet.
- 8.11 For disposal of Chemical waste with Hazardous/Harmful properties please contact Estates & Facilities Monday to Friday core hours. There is no out of hours service and waste must be stored securely at all times.

9. PROCEDURE FOR HANDLING OF ELECTRICAL OR ELECTRONIC WASTE

ELECTRICAL OR ELECTRONIC WASTE

- 9.1 For the purposes of safe management of Electrical or Electronic waste can be divided into categories of waste:
 - 1. Batteries, Accumulators and UPS
 - 2. Fluorescent Strip Light Bulbs
 - 3. Waste Electrical and Electronic Equipment (WEEE)
 - 4. Medical Electronic and Electrical Equipment
 - 5. IT Equipment waste
 - 6. Implanted or Contaminated Electrical waste
 - 7. Mobile Phones
 - 8. Radio Pagers
- 9.2 Under no circumstance should any of the above wastes be disposed as Household waste in black waste bags.

ELECTRONIC OR ELECTRICAL WASTE FLOW CHART

- 9.3 Waste Flow Charts are held electronically on the Intranet within Policies.
- 9.4 The Electrical or Electronic Waste Flow Chart lists the categories and illustrates how each of these categories is handled within each stage of the disposal process.

Batteries, accumulators and UPS

- 9.5 This includes AA, AAA, lead acid, cadmium/nickel, lithium batteries and uninterrupted power supplies (UPS)

- 9.6 Some batteries contain heavy metals such as cadmium, lead, nickel etc. These metals have a detrimental effect on the environment and are therefore classed as a hazardous waste.
- 9.7 Battery Disposal via the Battery bucket usually located at reception on each site although this may differ from site to site.
- 9.8 When the final battery box is three quarters full the appropriate contractor must be contacted to arrange exchange.
- 9.9 The batteries will be disposed of safely and or recycled dependent on the content.

Fluorescent Strip Light Bulbs

- 9.10 This includes Fluorescent lamps such as strip lighting or compact round bulbs.
- 9.11 This type of lighting contains the metals mercury and sodium in large quantities therefore specialist disposal is required:
- 9.12 Replacement of fluorescent lighting is undertaken by the maintenance team appropriate to the site location, who are responsible for ensuring that tubes are disposed of correctly

Waste electrical and Electronic Equipment (WEEE)

- 9.13 The WEEE regulations came into force on the 1st July 2007 which prohibits the disposal of waste electrical/electronic equipment other than through approved contractors as these items could be classed as hazardous.
- 9.14 For disposal of all waste electrical and electronic goods other than IT equipment please contact Estates & Facilities at Mallard Court in the first instance.

Refrigerator and Deep Freezers

- 9.15 Under the Ozone Depleting Substances Regulations 2002, refrigeration equipment and items containing halon gasses are designated **hazardous waste** and must be disposed of at a designated facility.
- 9.16 The attending maintenance team or external contractor will advise whether equipment can be repaired or is not repairable and therefore requires disposal.
- 9.17 There may be a charge for disposal, which will be costed to the relevant department.
- 9.18 The equipment will be removed and disposed of by an approved contractor. This may be via the maintenance team or via the supplier of the replacement.

Medical Electronic and Electrical Equipment

- 9.19 This includes Scanners, Heart rate monitors and other specialist equipment.

- 9.20 Any equipment used in direct patient care or diagnostic/research work may require specialist disposal. Ideally, it is best to consult the original manufacturer regarding the most appropriate method.
- 9.21 Even under normal disposal arrangements, the MDA document Guidance on the Sale, Transfer of Ownership and disposal of Used Medical Devices advises that items for disposal must be accompanied by decontamination or decommissioning certificate before removal takes place.

The Duty of Care Regulations also places a responsibility on the waste producer to ensure safe disposal.

Items include:

Incubators	Drying cabinets	Beds
Freezers	Photo processors	

Decontamination

- 9.22 It is the responsibility of the person/department requesting equipment disposal to ensure that the equipment is decontaminated using a suitable cleaning or disinfecting agent.

IT Equipment

- 9.23 This includes Computer hardware, hard drives, keyboards, landline phones or any other peripherals.
- 9.24 Log item via the IT service desk.
- 9.25 All un-repairable or redundant IT equipment will be collected by the appropriate Health Informatics team for appropriate disposal or recycling.

Implanted or Contaminated Electrical waste

- 9.26 This includes Pacemakers, blood pumps and any other equipment that due to its purpose cannot be decontaminated. Therefore should be treated as infectious waste and disposed of in a rigid leak proof container in accordance with the Healthcare (Clinical) Waste Policy.

Mobile Phones

- 9.27 Applicable to mobile phones supplied by the Trust.
- 9.28 Email Telecoms with the subject heading of phone disposal to mobilephones@sompar.nhs.uk with the following information, name of user, mobile phone number, serial number of phone.
- 9.29 Remove and retain the Sim card, securely package the phone, with the senders name, department and work base to the Telecoms Administrator at Mallard Court.

Radio Pagers

- 9.30 Applicable to Pagers supplied by the Trust.

9.31 Email Telecoms with the subject heading of pager disposal to mobilephones@sompar.nhs.uk with the following information, name of user, pager number, serial number of pager.

9.32 Securely package the pager, with the senders name, department and work base to the Telecoms Administrator at Mallard Court.

10. PROCEDURE FOR HANDLING OF RECYCLING AND HOUSEHOLD WASTE

RECYCLING AND HOUSEHOLD WASTE

10.1 For the purposes of safe management of Recycling and Household Waste can be divided into the following categories of waste:

1. Mixed Dry Recyclables - excluding Confidential waste paper
2. Confidential Waste Paper
3. Recyclable Cardboard Waste LARGE QUANTITIES
4. Household / Domestic Waste
5. Floppy Disks/ CDs
6. Confidential Data (non-paper)

RECYCLING AND HOUSEHOLD WASTE FLOW CHART

10.2 The Recycling and Household Waste Flow Chart is held within Policies held on the Intranet listing the categories of waste and illustrates how each of these categories is handled within each stage of the disposal process.

SEGREGATION

10.3 This means that Non Healthcare (Non Clinical) waste must be kept separate (not mixed) so that staff, patients and other individuals involved in the chain of Healthcare (Clinical) waste disposal are not put at risk.

COLOUR CODING SYSTEM

- 10.4 The table below shows the colour coding system associated with the different categories of Household waste and therefore the segregation that is essential for the safe management of waste.

Colour coding	Description
Clear Plastic sack	<p>Mixed Dry Recyclables Waste description excluding Confidential waste paper :</p> <p>Cans: drink cans (rinsed) food cans (rinsed) foil ready meal containers (washed) foil</p> <p>Cardboard: Except where large quantities are generated greeting cards all boxes food packets toilet roll/kitchen roll inserts</p> <p>Paper: newspapers magazines envelopes junk mail directories catalogues shredded paper (bagged)</p> <p>Plastic: empty plastic bottles (drinks, milk, toiletries, household fluids, etc) supermarket carrier bags food packaging</p>
Black	<p>Household waste Minimum treatment/disposal required is landfill in a suitably permitted or licensed site.</p> <p>Waste description: Waxed food and beverage cartons (such as 'Tetra Paks') Polystyrene Plastic toys Waste food where no kitchen waste disposal is present Inert debris from cleaning i.e. dust etc Green waste from within the building i.e. flowers, house plants</p>

NON CLINICAL AREAS

- 10.5 All waste produced in non-clinical areas such as Offices, Nurses' stations, Catering and Housekeeping is either Mixed Dry Recyclable or Household waste.

CLINICAL AREAS

- 10.6 In Clinical areas all waste that has **not been used in direct patient treatment** is either Mixed Dry Recyclable or Household waste.

HOUSEHOLD WASTE - BLACK SACK

- 10.7 **Household Waste Types.** The types of waste generated in normal household activities may include:

- the hazardous waste regulations require all waste to be identified by the use of a European Waste Catalogue Code (EWC) a six-figure number and a written description of the waste
- black sacks are Household Waste EWC Code 200301

HANDLING MIXED DRY RECYCLABLE & HOUSEHOLD WASTE SACKS

- 10.8 Clear plastic sacks in use must be kept in fully enclosed bins capable of containing any leakage or spillage.
- 10.9 Sacks must be removed from the bins when they are 2/3 full or at the end of each day. Care must be taken to avoid overfilling waste bags.
- 10.10 Staff removing waste sacks from bins must wear the appropriate personal protective equipment (gloves and disposable aprons). The sacks must be tied up.
- 10.11 They should then be placed in secure storage prior to transfer to a waste compound.
- 10.12 Whilst being carried, bags must always be held away from the body.
- 10.13 A sack that is leaking should be placed inside another sack and tied up.
- 10.14 Staff must never put their hands inside a waste sack.
- 10.15 Mixed Dry Recycling or Household waste sacks accidentally mixed with Healthcare (Clinical) waste have become contaminated must be placed inside an orange sack and disposed of as Healthcare (Clinical) waste must be placed inside a clinical waste sack and secured in the appropriate manner.
- 10.16 All waste bins shall be positioned so as not to present a hazard to staff, patients or visitors.
- 10.17 All bins will be cleaned on a regular basis or if visibly contaminated.
- 10.18 No waste sacks can be stored, kept or allowed to accumulate in corridors, wards, or in places, which are unsuitable, i.e. areas having public access.

11. PROCEDURE FOR HANDLING OF MISCELLANEOUS WASTE

MISCELLANEOUS WASTE

11.1 For the purposes of safe management of Miscellaneous waste can be divided into categories of waste:

- Paint
- Scrap Metal
- Office Furniture
- Printer Toner Cartridges
- Recycling
- Fax cartridges

11.2 Under no circumstance should any of the above wastes be disposed as Household waste in black waste bags.

MISCELLANEOUS WASTE FLOW CHART

11.3 Waste Flow Charts are held electronically on the Intranet within Policies.

11.4 The Miscellaneous Waste Flow Chart lists the categories and illustrates how each of these categories is handled within each stage of the disposal process.

PAINT

11.5 This includes any oil based paints and aerosol paints.

11.6 These paints have a detrimental effect on the environment and are therefore classed as a hazardous waste.

11.7 Make sure item is not leaking and contact the maintenance provider for the site to arrange disposal.

11.8 At present there is no designated container. Make sure item is packaged securely, labelled "DANGER - CONTAINS MERCURY" and not likely to break in transit.

11.9 This waste must be stored in a secure place away from public access. Place in an appropriate storage area (COSHH compliant).

11.10 For disposal of Paint waste with Hazardous/Harmful properties please contact the Facilities Manager and Facilities Leads.

SCRAP METAL

11.11 This includes non-electronic objects and objects that primarily consist of metal.

11.12 For disposal of Scrap metal please contact the Estates & Facilities Manager at Mallard Court.

OFFICE FURNITURE

- 11.13 This includes Desks, chairs and filing cabinets that are not reusable.
- 11.14 For disposal of Office Furniture please contact the Facilities Manager and Facilities Lead.
- 11.15 Reusable items of furniture can be transferred to storage.

PRINTER TONER CARTRIDGES

- 11.16 Appropriate recycling boxes are available for the appropriate recycling of the used cartridges. Please contact the appropriate manager of the print management system within Information Technology Department (IT) for details.

FAX CARTRIDGES

- 11.17 This waste includes all Fax cartridges. Many of these cartridges store a mirror image of the data sent via this technology and therefore potential contain information of a sensitive nature and therefore must be disposed of as confidential waste. It is also possible to use the recycling box provided for toner cartridges by the Print management project.

12. TRAINING REQUIREMENTS

- 12.1 The Trust will work towards all staff being appropriately trained in line with the organisation's Staff Mandatory Training Matrix (training needs analysis). All training documents referred to in this policy are accessible to staff within the Learning and Development Section of the Trust Intranet.
- 12.2 Managers should ensure that an appropriate level of training and information is provided to all staff – such training should include:
 - identification of waste categories
 - segregation of waste
 - handling and storing waste
 - procedures for reporting and dealing with spillages
 - appropriate protective clothing and equipment

13. EQUALITY IMPACT ASSESSMENT

- 13.1 All relevant persons are required to comply with this document and must demonstrate sensitivity and competence in relation to the nine protected characteristics as defined by the Equality Act 2010. In addition, the Trust has identified Learning Disabilities as an additional tenth protected characteristic. If you, or any other groups, believe you are disadvantaged by anything contained in this document please contact the Equality and Diversity Lead who will then actively respond to the enquiry.

14. MONITORING COMPLIANCE AND EFFECTIVENESS

14.1 Monitoring arrangements for compliance and effectiveness

- Overall monitoring will be by the Estates and Facilities Governance Group
- Annual waste handling audit
- Waste Pre-Acceptance audit in accordance with Environment Agency requirements.
- Duty of Care Audit - visit to contractors plant.
- PLACE Assessments

14.2 Responsibilities for conducting the monitoring

- Waste handling and storage will be included in the annual Health and Safety assessments.
- The Facilities Management team will undertake an annual audit of waste handling whilst undertaking the pre-acceptance audit of Healthcare waste.

14.3 Methodology to be used for monitoring

- internal audits
- complaints monitoring
- incident reporting and monitoring
- site visits to contractors waste disposal plant

14.4 Process for reviewing results and ensuring improvements in performance occur.

Action plans will be developed following audit and circulated to Service managers to implement the corrective actions.

15. COUNTER FRAUD

15.1 The Trust is committed to the NHS Protect Counter Fraud Policy – to reduce fraud in the NHS to a minimum, keep it at that level and put funds stolen by fraud back into patient care. Therefore, consideration has been given to the inclusion of guidance with regard to the potential for fraud and corruption to occur and what action should be taken in such circumstances during the development of this procedural document.

16. RELEVANT CARE QUALITY COMMISSION (CQC) REGISTRATION STANDARDS

16.1 Under the **Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (Part 3)**, the fundamental standards which inform this procedural document, are set out in the following regulations:

Regulation 10:	Dignity and respect
Regulation 12:	Safe care and treatment
Regulation 13:	Safeguarding service users from abuse and improper treatment
Regulation 15:	Premises and equipment
Regulation 16:	Receiving and acting on complaints
Regulation 17:	Good governance
Regulation 18:	Staffing

- 16.2 Under the **CQC (Registration) Regulations 2009 (Part 4)** the requirements which inform this procedural document are set out in the following regulations:

Regulation 12:	Statement of purpose
Regulation 15:	Notice of changes
Regulation 18:	Notification of other incidents

- 16.3 Detailed guidance on meeting the requirements can be found at <http://www.cqc.org.uk/sites/default/files/20150311%20Guidance%20for%20providers%20on%20meeting%20the%20regulations%20FINAL%20FOR%20PUBLISHING.pdf>

Relevant National Requirements

Hazardous Waste Directives

Special Waste Regulations

Health and Safety at Work Act

Landfill Directive

Carriage of Dangerous Goods Act

Health Technical Memoranda 07-01 and 07-05 (Safe Management of Healthcare Waste).

NHS Carbon Reduction Commitment

17. REFERENCES, ACKNOWLEDGEMENTS AND ASSOCIATED DOCUMENTS

Cross reference to other procedural documents

Carbon Reduction and Sustainability Policy

Control of Substances Hazardous to Health (COSHH) Policy

Health and Safety Policy

Healthcare (Clinical) Waste Policy

Learning Development and Mandatory Training Policy

Risk Management Policy and Procedure

Serious incidents requiring investigation (SIRI) Policy

Staff Mandatory Training Matrix


Untoward Events Reporting Policy


All current policies and procedures are accessible in the policy section of the public website (on the home page, click on 'Policies and Procedures'). Trust Guidance is accessible to staff on the Trust Intranet.

18. APPENDICES

- 18.1 For the avoidance of any doubt the appendices in this policy are to constitute part of the body of this policy and shall be treated as such.


Appendix A	Flow chart for the Handling of Recycling and Household Waste
Appendix B	Flow chart for the Handling of Electronic and Electrical Waste
Appendix C	Flow chart for the Chemical Waste
Appendix D	Flow chart for the Handling of Miscellaneous Waste

Somerset Partnership  NHS Foundation Trust		RECYCLING AND HOUSEHOLD WASTE						APPENDIX A		
Mixed Dry recyclables - <u>excluding</u> Confidential waste paper		Confidential Waste Paper	Recyclable Cardboard Waste LARGE QUANTITIES	Household / Domestic Waste	Glass	Floppy Disks/ CDs	Confidential Data (non-paper)	Batteries, Accumulators and UPS	Aerosols	
Waste description	<p>This includes:</p> <p>Cans: drink cans food cans (rinsed) ready meal containers (washed) foil</p> <p>Cardboard: greeting cards all boxes food packets toilet roll/kitchen roll inserts</p> <p>Paper: newspapers magazines envelopes junk mail directories catalogues Hand towels used for hand drying only</p> <p>Plastic: plastic bottles (drinks, milk, toiletries, household fluids, etc) supermarket carrier bags food packaging</p>	This includes: documents of a confidential nature, e.g. patient notes	This includes: empty boxes, cardboard packaging that is free from infectious, pharmaceutical or other contamination	This includes: Polystyrene, Carbon paper, Wood, Food waste not derived from main kitchen production, Food contaminated food packaging, Flowers & fruit scraps, Video/Audio tapes, Textiles, Strapping or banding	This includes all coloured glass rinsed and free from pharmaceutical or other contamination	Floppy disks, CD-ROMs, other digital storage media which is not confidential in nature	Floppy disks, CD-ROMs, and other digital storage media containing information of a sensitive nature	This includes AA, AAA, lead acid, cadmium/nickel, lithium batteries and uninterrupted power supplies (UPS)		
Immediate action	Collect all waste together and store in the sluice or other appropriate location	As per site arrangements. Contact Site lead for details	Staff who generate the waste to break boxes down and transport them to the waste compound or in readiness for collection	Black bags	Collect and store in the sluice or other appropriate location	Send back to IT in an appropriate container	Package securely	WHERE POSSIBLE- stick insulating tape or similar over the electrical contacts (this reduces the risk of fire or explosion)		
Container colour	Clear Plastic sack	As per site arrangements. Contact Site lead for details	Not applicable	Black sack	Transferred to 240 ltr wheelie bin in waste compound until collection	Envelope, padded where necessary	Container marked 'Confidential for Destruction'	Battery Bucket or Battery bin		
Ward/Dept level storage	3/4 full bags are secured and stored in either a 360lt or 770 lt bins	Stored in a secure place	Removed immediately to 770ltr wheelie bin in the waste compound	3/4 full bags are sealed and stored	Not applicable	Not applicable	Stored in a secure place	Store away from public access		
Transport to waste compound	Nominated trained staff remove to appropriate secured storage	Nominated trained staff remove to appropriate secured storage	Nominated trained staff remove to appropriate secured storage	Nominated trained staff remove to appropriate secured storage	Nominated trained staff remove to appropriate secured storage	Internal post	Stored in a secure place	Authorised contractor collects		
Holding method	Stored in waste compound until collection	Stored in a secure place	Cardboard in waste compound until collection	Stored in waste compound until collection	Stored 240 ltr wheelie bin in waste compound until collection	Stored safely until IT department collects	Stored safely until IT department collects	Battery Bucket or Battery bin		
Frequency of collection	Waste contractor collects at agreed frequency	Waste contractor collects at agreed frequency	Waste contractor collects at agreed frequency	Waste contractor collects at agreed frequency	Waste contractor collects at agreed frequency	Ad hoc	Ad hoc	Ad hoc	Ad hoc	
Final disposal location	Authorised recycling facility	Authorised treatment facility	Authorised recycling facility	Landfill waste site	Authorised recycling facility	Authorised treatment facility	Authorised treatment facility	Variable dependant on battery type - processed in authorised facilities	Authorised treatment facility	
Processing method	Mixed Dry recyclables are recycled.	Documents are shredded & then shreds are recycled.	Cardboard is recycled.	Landfill waste site	Documents are shredded & then shreds are recycled.	Re-used, re-cycled, Incinerated, magnetised, drilled or shredded	Incinerated, magnetised, drilled or shredded	Recycled	Recycled	
EA Waste code	EWC 20-01-01	EWC 20-01-01	EWC 20-01-01	EWC 20-03-01	EWC 20-01-01	EWC 20-01-36	EWC 20-01-36	EWC see comment	EWC	
								NB- Duplicated in Electrical & Electronic		

Somerset Partnership  NHS Foundation Trust			ELECTRICAL OR ELECTRONIC WASTE			APPENDIX B		
	Batteries, Accumulators and UPS	Fluorescent Strip Light Bulbs	Waste Electrical and Electronic (WEE) goods	Medical Waste Electronic and Electrical Equipment	IT Equipment	Implanted or contaminated WEEE	Mobile Phones	Radio Pagers
Waste description	This includes AA, AAA, lead acid, cadmium/nickel, lithium batteries and uninterrupt power supplies (UPS)	Fluorescent lamps such as strip lighting or compact round bulbs	This includes fridges/freezers, phones and televisions	Scanners, Heart rate monitors and other specialist equipment.	Computer hardware, hard drives, keyboards, landline phones or any other peripherals	Pacemakers, blood pumps. Any other equipment that due to its purpose cannot be decontaminated	Mobile phones supplied by the trust	Pagers supplied by the trust
Immediate action	WHERE POSSIBLE - stick insulating tape or similar over the electrical contacts (this reduces the risk of fire or explosion)	Replace in old tube sleeve	Contact Estates and Facilities to arrange disposal	Contact Estates and Facilities to arrange disposal	Log item via the IT service desk.	Contact Estates and Facilities to arrange disposal	Log item via the Telecoms email address	Log item via the IT service desk.
Container colour	There is no specific colour internal container for batteries. Transfer to "Waste Safe - Mini" in waste compound until collection	There is no specific colour container for Fluorescent lamps	As appropriate to item	As appropriate to item		Depending on item, may need yellow incineration bag.	Secure parcel, padded as appropriate. State name, dept, and address	Secure parcel, padded as appropriate. State name, dept, and address
Ward/Dept level storage	Store away from public access				Keep in a secure, dry place			
Removal from immediate area	Authorised contractor collects	Removed from site by Maintenance staff to employing authority secure waste compound	Authorised contractor collects or exchanges during replacement	Authorised contractor collects or exchanges during replacement	IT dept collect	Authorised contractor collects	Internal Post	Internal Post
Holding method	Battery Bucket or Battery Bin	Not applicable	Stored safely until collection by contractor	Medical Electronics Engineer will assess if equipment is reusable	Store safely prior to collection			
Frequency of removal from site	Ad hoc	Same day	Ad hoc	Sent to auction monthly or stored at waste compound until collection by contractor	Ad hoc	Stored at waste compound until collection by contractor		
Final disposal location	Variable dependant on battery type - processed in authorised facilities	Taken to Authorised Treatment Facility	Taken to Authorised Treatment Facility	Either sold at auction or processed at an authorised treatment facility	IT sort and keep usable items and send away remainder	Taken to Authorised Treatment Facility	Telephone return to Vodafone who credit the trust	Vodapaging
Processing method	Recycled	Recycled	Manufacturers dispose of or will be / recycled / re-used / sold on at a profit to the Trust	Manufacturers dispose of or will be/ recycled/ re-used/sold on at a profit to the Trust	Contractor recycles or reuses	Contractor recycles or reuses or disposes of.	Reused or recycled	Reused or recycled
EWC Waste code	EWC see comment	EWC 20-01-21	EWC see comment	EWC see comment	EWC 18-01-03	EWC 20/01/1936	NA	NA
	NB- Duplicated in Recycling & Residual Household waste			These items require decontamination certificates				
These items may require condemnation forms								

CHEMICAL WASTE

	Mercury	Chemical Waste - hazardous & non hazardous
Waste description	Any item containing mercury (except fluorescent lights). Eg thermometers or sphygmometers	This includes: chemicals which cannot be put into sewerage system. The Chemical have been identified in the departments Control of Substances Hazardous to Health (COSHH) Register and include chemicals such as solvents, fuel oil and paints
Immediate action	Keep in original container. Place in an appropriate storage area (COSHH compliant).	Keep in original container. Place in an appropriate storage area (COSHH compliant).
Container colour	At present there is no designated container. Make sure item is packaged securely, labelled "DANGER - CONTAINS MERCURY" and not likely to break in transit	Manufacturers original container where possible
Ward/Dept level storage	A safe place away from public access	Place in an appropriate storage area (COSHH compliant).
Transport to holding area	Arrange secure storage	Arrange secure storage
Holding method	Kept in a secure container	Appropriate storage vessel
Frequency of collection	Waste Contractor collects ad hoc	Waste Contractor collects ad hoc
Final disposal location	Variable	Variable
Processing method	Recycled	Incinerated or recycled
EWC Waste code		EWC 18-01-06

Somerset Partnership  NHS Foundation Trust		MISCELLANEOUS WASTE				APPENDIX D	
	Paint	Scrap Metal	Office Furniture	Printer Toner Cartridges	Mixed Dry recyclables - <u>excluding Confidential waste paper</u>	Fax printer cartridges	
Waste description	Left over paint/paint remover	This includes non-electronic objects and objects that primarily consist of metal	Desks, broken chairs, filing cabinets	Printer or photocopier ink/toner storage mediums	<p>This includes:</p> <p>Cans: drink cans food cans (rinsed) ready meal containers (washed) foil empty aerosol cans</p> <p>Cardboard: greeting cards all boxes food packets toilet roll/kitchen roll inserts</p> <p>Paper: newspapers magazines envelopes junk mail directories catalogues</p> <p>Plastic: plastic bottles (drinks, milk, toiletries, household fluids, etc) supermarket carrier bags food packaging</p>	Cartridges with "ghost" images of whatever was printed from the cartridge	
Immediate action	Keep in original container. Place in an appropriate storage area (COSHH compliant)	Contact Estates & Facilities at Mallard Court	Contact Estates & Facilities at Mallard Court	Check packaging, some manufacturers supply a return envelope or alternatively a recycling box arrange by Print Project manager in IT	Collect all waste together and store in the sluice or other appropriate location	Store safely and securely in department	
Container colour	There is no designated container			An appropriate envelope/parcel	Clear Plastic sack		
Ward/Dept level storage	Original packaging in a secure area				3/4 full bags are secure and stored in either a designated wheelie bin		
Transport to holding area					Nominated trained staff remove to appropriate secured storage		
Holding method	Secure container in waste compound	Secure container in waste compound	Secure container in waste compound		Stored in waste compound until collection	Stored securely until collection	
Frequency of collection	Ad Hoc	Ad Hoc	Ad Hoc		Waste contractor collects at agreed frequency	Waste contractor collects when required.	
Final disposal location	Disposed of at hazardous waste plant or reused in community projects	Taken to scrap metal recycler	Unless recycled or reused by the Trust, a Licensed treatment facility	Recycled by manufacturer or other agent	Authorised recycling facility	Recycled by manufacturer or other agent	
Processing method		Recycled	Reused, Recycled or landfilled		Mixed Dry recyclables are recycled.	Refilling cartridges for reuse.	
EWC Waste code	<p>Paints containing organic solvents or other dangerous substances: 08-01-11</p> <p>Paints other than the above: 08-01-12</p> <p>Paint or Varnish remover: 08-01-21</p>	EWC 20-01-40	Where possible the organisation tries to reuse furniture within the organisation.		EWC 20-01-01		