

STANDARD OPERATING PROCEDURE WASTE MANAGEMENT

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Author/Lead Job Title	Jayne Morgan Patient Environment Manager
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VALIDITY – All local SOPS should be accessed via the Trust intranet

CHANGE RECORD

Version	Date	Change details
1.0	1 Feb 2017	<i>Procedures extracted from policy and a new Standard Operating Procedure created.</i>
1.1	21 Jan 2021	<i>SOP reviewed in line with policy update. Hyperlinks created to reduce overall document size. Manager and committee details updated.</i>
1.2	29 Apr 2024	<i>Reviewed and updated. Approved by director sign-off (Peter Beckwith - Director of Finance - 29 April 2024).</i>

Contents

1. INTRODUCTION	3
2. SCOPE	3
3. DUTIES AND RESPONSIBILITIES.....	3
4. PROCEDURES	3
4.1. Waste types and definition	3
4.2. Segregation	3
4.3. Storage	4
4.4. Disposal from Healthcare Premises	4
4.5. Documentation.....	5
4.6. Business Continuity	5
5. MONITORING AND AUDIT	5
6. REFERENCES	5

1. INTRODUCTION

The management and disposal of healthcare waste is an essential part of ensuring that healthcare activities do not pose a risk or potential risk of infection and are securely managed.

2. SCOPE

This SOP provides practical guidance on how the Trust will meet legislative requirements as well as identify opportunities to improve waste minimisation and reduce the associated environmental and carbon impacts of managing waste.

3. DUTIES AND RESPONSIBILITIES

This SOP is applicable to all who come into contact with, generate or manage healthcare waste including waste producers, waste contractors and regulators. Humber Teaching NHS Foundation Trust is classified as a 'waste producer'.

All staff members have a duty of care as described in Section 34 of the Environmental Protection Act to ensure that all potential hazards from waste are correctly assessed and identified, and that appropriate measures are taken to protect the health of employees and those who are contracted to transport and dispose of the waste.

4. PROCEDURES









Humber Teaching NHS Foundation Trust complies with the latest version of the Health Technical Memorandum 07-01 Management and disposal of healthcare waste ([HTM 07-01](#)) as its reference for Waste Handling and Management procedures.

4.1. Waste types and definition

Waste is broadly defined as any substance or objects that are discarded, intended or required to be discarded and as such is subject to a number of regulatory requirements. Even if material is sent for recycling or undergoes 'in house' treatment it is still regarded as waste and dealt with in accordance with the law. Please see link to [waste types and definitions](#).

4.2. Segregation

The segregation of waste is critical to ensuring the correct disposal routes. All waste streams can be easily identified via a national colour coding system. Please refer to HTM 07-01 for detailed waste descriptions and segregation requirements. Waste segregation chart can be found here: [Waste Segregation Chart](#)

Colour code	Waste type	General description	Receptacle
	Offensive	Non infectious soiled dressings, swabs, vomit bowls, incontinence pads, PPE	Bag
	Infectious	Infectious soiled dressings, swabs, vomit bowls, incontinence pads, PPE	Bag
	Infectious	Infected with Cat A pathogens or pharmaceuticals	Bag
	Non infectious	Non infected sharps used for blood samples.	Approved orange lid sharps bin
	Infectious	Infected with Cat A pathogens or pharmaceuticals	Approved yellow lid sharps bin
	Cytotoxic/cytostatic	Any waste contaminated with cytotoxic/cytostatic medication	Bags, purple lid sharps bin
	Anatomical	Recognisable human tissue	Rigid container with red lid
	Medicinal	Time expired, surplus non hazardous medicines	Rigid container with blue lid

	Domestic	Non-recyclable items	Clear bag or bin
	Recyclables	Cardboard, packing, plastics, glass, etc	Clear bag or bin
	Confidential	Identifiable material such as patient data	White bags or bin

- No contaminated PPE to be placed in domestic or recycle bins

In addition to the waste streams identified above the Trust have procedures in place to dispose of the following:

- Waste Electrical and Electronic Equipment (WEEE) – contact the Estates help desk
- [Pharmaceutical](#) - contact HNF-TR.wastemanagement@nhs.net or call 01482 477877 and select option 3
- [Mattresses](#) - contact HNF-TR.wastemanagement@nhs.net or call 01482 477877 and select option 3
- Metal - contact the Estates help desk
- IT devices - Contact the IT service desk
- Bulky Waste/Furniture – contact HNF-TR.wastemanagement@nhs.net or call 01482 477877 and select option 3.
- Fluorescent Tubes - contact the Estates help desk
- Food Waste from In-patient units

4.3. Storage

The Trust provides internal and external waste bins for the differing waste streams generated at each location. The internal bins are emptied by the Hotel Services Team and removed to an external waste disposal hold for onward collection by the Trusts approved Waste Disposal Contractor. The Trust has assessed the types of internal bins that are to be used across the estate the information can be found here: [Waste Bins For Internal Use](#)

Waste should not be allowed to accumulate in corridors or other places accessible to members of the public. Any accumulations of waste should be reported to the hotel services department by emailing HNF-TR.wastemanagement@nhs.net or calling 01482 477877 and selecting option 3.

4.4. Disposal from Healthcare Premises

The Trust has contracts in place with a number of sub-contractors for the collection and disposal of all waste generated by Humber Teaching NHS Foundation Trust. Please see link for approved [contractors](#)

4.4.1. Disposal from non-healthcare premises

The requirements for disposal of waste from patient's homes are detailed below. Staff must ensure that they and their patient are aware of the procedure for disposal of the waste.

In the home, the source population is generally healthy but management of clinical waste should be based on an assessment by the clinician who will carry out a risk assessment of risk of transmission of infection to staff, patients and the rest of the community. The risk assessment should take into account:

Any factors about the patient's condition which are likely to mean that any waste generated is an infection risk.

- **Non-Infectious Waste (household waste)**
Staff should wrap the waste in a newspaper and then place the waste in a carrier bag or plastic bag which must be sealed to render it inoffensive to anyone else and to avoid leakage. The bag should then be placed in a black plastic refuse sack. In most cases, a suitable bag will be provided in the dressing pack or dressing aid. The waste is then placed in the same container as other household waste.
- **Infected Waste (clinical waste)**
It is illegal to place large quantities of infected fluids into a bag. A leakproof container is required (UN3373) for this type of waste. If the fluid is not infected, then it can be poured down the drain.. Arrangements should be made with the waste collection department of the local authority for regular collection of the yellow container. In the meantime they should be

stored in a safe place. The Community Nurse is responsible for this waste until collected. Local authorities have a duty to collect this waste and arrange for its collection.

- **Sharps**

Sharps must be disposed of through the Trust's own waste collection system in containers which conform to BS7320 and UN3291. When no more than $\frac{3}{4}$ full the sharps container must be securely closed, signed and dated.

The sharps container must be placed in a secondary container, but not in a bag. The secondary container must be kept free from contamination on the outside. The secondary container should be a lockable UN approved container. The lid and body need to contain a label indicating contents (hazardous waste) and a contact number of the Waste Manager. The secondary container should be kept locked in the boot of the car. It should be kept out of sight and labels should not be obviously visible.

For frequent users a sharps container may be left with the patient. A sharps information leaflet must always be left with the sharps container so that the patient is aware of disposal requirement.

4.5. Documentation

Under Section 34 of the Environmental Protection Act, the Trust is required to fulfil its Duty of Care on Waste. Evidence must be available to demonstrate that waste is not illegally disposed of, is handled by an authorised person and is transferred with a Waste Transfer or Consignment Note.

Waste Transfer Notes and Waste Consignment Notes are generated electronically by the Waste Disposal Contractors and are held on a central portal by the Hotel Services Department. These can be requested by emailing HNF-TR.wastemanagement@nhs.net or calling 01482 477877 and selecting option 3.

4.6. Business Continuity

There will be occasions whereby internal and/or external events require the implementation of local and/or national business continuity arrangements. This can be for a variety of reasons including but not restricted to:

- Interruptions to the supply chain
- Contractor failure
- Local/National/Global Health Pandemics. At times of Pandemic the Trust will be guided by NHSEI. The latest guidance can be found here: [C19 NHSEI SOP](#)

5. MONITORING AND AUDIT

The director of finance will be responsible for monitoring the effectiveness and reviewing the implementation of this policy, regularly considering its suitability, adequacy and effectiveness taking into account legal development and changes in the Trust's business. Any improvements identified will be made as soon as possible.

6. REFERENCES

Department of Health HTM 07-01 – Safe Management and disposal of Healthcare Waste
Health and Safety Policy
NHSEI Covid 19 Waste Management Stand Operating Procedure
Waste Management Policy