

Freedom of Information Act Request

I would like to submit a Freedom of Information request under the Freedom of Information Act 2000. Please could you provide the following information:

- Do you have a waste management software in place in your NHS Board currently? If so, which software are you using?

The Trust use CRM waste management systems provided by our waste contractor.

- How do you ensure compliance is followed in regard to storing Hazardous Waste Consignment Notes?

Our WTN's are stored electronically & can be accessed via the CRM systems of our waste contract providers.

- How do you store Waste Transfer Notes?

See above

- What reporting, if any, do you produce based on data from Hazardous Waste Consignment Notes or Waste Transfer Notes?

Our providers CRM system allows us to report data from HWCN & WTN

- How many hours a month are spent on: Storing/Organising Waste related documents, reporting on information contained in Hazardous Waste Consignment Notes/Waste Transfer Notes

N/A

- On average, how many Hazardous Waste Consignment Notes per month do you receive?

50

- On average, how many Waste Transfer Notes do you receive per month?

50

- What processes are in place to verify waste contractors are providing the correct documentation and operating with correct permits?

Duty of care audits

- What is your waste audit process?

As defined in HTM 07-01

- What is the contact information for your department that deals with Waste Management?

01302 366666 Estates & Facilities

If you are not satisfied with the handling of your request, you have the right to request an internal review. Requests for an internal review should be submitted within 40 working days from the date of this response, and should be addressed to d.wraith@nhs.net.

If you remain dissatisfied after the internal review, you have the right to appeal to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Website: <https://ico.org.uk/make-a-complaint/>