

DO'S & DON'T'S

DOMESTIC & RECYCLABLE WASTE

Description and Example of Waste	Action
Confidential Waste Paper Patient Identifiable Information	BLUE Confidential waste bin
Other Confidential Waste X-Ray Films, DVD-ROMs, Floppy Discs	Contact Information Governance
NON-Confidential Waste Paper E.g. Newspapers and Magazines.	Grey Recycling Bin
Cardboard Boxes	Flatten and put in the large Cardboard Bin
Aerosol Cans (Not Medicines) Drinks Cans, Plastics Including empty alcohol gel bottles	Domestic Waste
Batteries See battery poster for further info.	Battery Bin
Empty Toner Cartridges, Computers, & Peripherals	Return to I.T.
Broken Glass (Non-medicines) or Crocery	Seal in cardboard box, marked broken glass / crocery.
Electronic/Electrical Waste (W.E.E.) Furniture / Equipment Mattresses See CG-10033-4	Contact Porters
Staff Uniforms. These are either re- used or sent for recycling.	Return to Sewing Room.

- **DO** ensure you put your waste into the appropriate waste container. If unsure, refer to the Trust Waste Policy (PP79) or ASK (see contacts and resources).
- **DO** ensure that waste bags are no more than three quarters full.
- **DO** ensure that all waste related incidents are reported to your line manager and on DATIX
- **DO NOT** place medicinal waste in the orange stream

Contacts and resources:

Further advice and information can be obtained by contacting:

- Waste area on Intranet.
- Waste Queries email:
WasteQueries@wsh.nhs.uk
- The Facilities Department ext:3375
- The Infection prevention Team ext: 3688 or bleep 505
- Pharmacy (Medicinal Waste) ext:3232
- Housekeeping (General Waste) ext: 3553
- Risk Office (Waste Incidents) ext: 3944
- Information Governance (Confidential Waste)
ext 2781
- Portering (Collections and deliveries)
ext: 3522 or bleep 959
- Recycling Queries: Nick Finch ext 2828

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Safe Management of Healthcare Waste

All health care organisations, and the individuals that work within them, have a duty of care to dispose of waste safely and appropriately in order to prevent it posing a risk to human health or the environment.

Segregation of waste at the point of production is a key element in the process ensuring that waste enters the correct waste stream and consequently the correct disposal route.

The use of colour codes to identify the different waste streams is utilised to support and guide healthcare workers to segregate waste appropriately and ensure compliance with legal requirements and best practice guidance.

This leaflet provides information and guidance for all Trust staff on the safe management of healthcare waste.

Please note that certain waste streams may only be in use in certain areas.

Failure to use the correct waste stream leaves the Trust and individual staff members at risk of prosecution.

HEALTHCARE WASTE

Colour Code	Description and Examples of Waste
Yellow lidded rigid container	Infectious/hazardous waste requiring INCINERATION Category A pathogens and medicinally contaminated waste. Not for routine disposal.
Orange Bag or Orange lidded rigid container	Infectious waste Clinical waste derived from patients with known or suspected infectious diseases. E.g. wound dressings, gloves, aprons MEDICINES & ANATOMICAL WASTE MUST NOT BE DISPOSED OF IN THIS STREAM
Purple bag or Purple lidded rigid container	Waste contaminated with Cytotoxic or Cytostatic medicines requiring Incineration. Any waste (including domestic type waste) contaminated with Cytotoxic / Cytostatic medicines.
Red lidded rigid container	Anatomical waste for Incineration. Any recognisable human waste larger than a 50p piece. E.g. Body parts & Placentas. DESIGNATED AREAS ONLY
Yellow & Black Stripe bag	Offensive / Hygiene Waste. Non-infectious/non-hazardous waste Clinical waste derived from patients where infection is not known or suspected but which may cause offence to those coming into contact with it. E.g. nappies, sanitary towels, incontinence pads This stream is only available in certain designated areas and its use may be suspended by Infection Prevention
Black lidded bin with clear bag	Domestic Waste. Waste not containing any of the above waste e.g. Hand Towels, Syringe wrappers, Needle Wrappers.
Liquid wastes may require solidifying for disposal.	

SHARPS WASTE

Description	Colour code
Sharps contaminated with Medicinal & Infectious waste requiring Incineration	
E.g. Used needles and syringes following administration of medication, broken medicine bottles.	Yellow lidded Sharpsmart
Sharps NOT contaminated with Medicinal Waste	
E.g. Needles from Phlebotomy or operating sharps.	Orange lidded Sharpsmart
Sharps contaminated with Cytotoxic / Cytostatic Medicines	
E.g. Used needles and syringes following administration of Chemotherapy	Purple lidded Sharpsmart
Always dispose of sharps at POINT OF CARE. NEVER transport sharps for disposal.	

The lid colour denotes the type of sharps waste that is to be disposed of in the bin (see colour code as above)

Access Plus (No flip tray) Sharpsmart are available for the disposal of large sharps in designated areas. They must **NOT** be located in public areas.

Sharps bins **must** be labelled with the following.

Ward / Department
Date of Opening
Date of Closure

Sharps bins to be closed when un-attended.

Sharps bins must be filled to their designated fill level to ensure compliance with audits.

Sharps bins must be sealed when full or when opened for 90 days.

DO NOT DISPOSE OF PAPER WASTE INTO A SHARPSMART

PHARMACEUTICAL WASTE

Non-Cytotoxic & Cytostatic Medicines	Action
Part-used, Unused, & Expired Packs. All Inhaler devices.	Return to Pharmacy
Empty and Partially used bottles, vials & tubes	Blue lidded yellow bodied container
Partially used and Empty Ampoules, Oral & Enteral Syringes that have contained Medicines, Excess Doses	Yellow lidded Sharpsmart
Cytotoxic & Cytostatic Medicines	
Part-used, Unused, & Expired Packs	Return to Pharmacy
Empty and Partially used ampoules bottles, vials, tubes, & used Oral / Enteral syringes.	Purple lidded sharps container
Controlled Drugs	
Excess & Expired Stock, Patients Own	Contact Pharmacy
Unused doses and excess in ampoules	Yellow lidded Sharpsmart
Unknown Medicines	
Loose tablets & capsules, doses of liquid medicines.	Purple lidded sharps container

If in doubt regarding disposal of medicines please contact Pharmacy.

Medicines and medicinal contaminated waste must never be placed in the Orange Waste Stream.