

12 March 2018

Our Ref: RFI 22720

Dear

**Freedom of Information Act 2000
Information in Relation to Waste Management within the Trust**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for the information relating to the above which you requested on 19 February 2018.

A response to each of the questions raised has been provided by the Human Resources & Corporate Affairs Directorate and is attached in Appendix A.

Under the terms of the legislation, if you are unhappy with this response you have the right to seek a review within the Trust in the first instance. If you wish to do so, please write to me at the address below.

If after such a review you are still unhappy with the response, you have the right to appeal to the Information Commissioner who will undertake an independent review. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

**L McAree (Miss)
Head of Information Governance &
Directorate Support**

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Q1. I would like to know what the Trust currently uses to seal clinical waste bags and the annual quantity purchased (as well as the annual cost to the Trust if possible)?

A1. The Trust uses plastic security tags with unique serial numbers.

Information in relation to the annual quantity and annual costs is not held centrally by the Trust as these items are purchased by individual wards and departments.

Information in relation to quantity and costs associated with waste bags may be held by the Business Services Organisation (BSO). If you wish to pursue this with BSO, their email address is:- foi.bso@hscni.net

A2. I would also like to know where the Trust purchases these products from, i.e. is it direct from a supplier?

A2. There is a regional contract in place with Wilton Healthcare.

Q3. Who is responsible for purchasing this product?

A3. Individual wards and departments order as and when needed.

Q4. How does the Trust provide an audit trail for their clinical waste?

A4. Please refer to the bullet points below:-

- Each clinical waste container must be tagged prior to disposal.
- Each tag contains the Trust name and a unique serial number.
- Each batch of tags is assigned to the cost centre used at time of purchase by the supplier.
- The manufacturer maintains a searchable database of tag numbers assigned to cost centres which is accessible to nominated Trust Officers via an online portal so any tag number can be traced back to the ward /department which purchased the tag.
- In addition, the secondary packaging (i.e. wheelie bin) used for transporting the waste is tagged using a system called 'Biotrack'. These tags are scanned upon collection of each bin by the disposal contractor and scanned again as the bin is weighed in at the disposal site. All movements of clinical waste are fully covered by a consignment note and a certificate of destruction for each load is provided by the registered disposal contractor.