

Dos and Don'ts

- **DO** ensure you put your waste into the appropriate waste container (if unsure, refer to the Trust waste policy (available on the Trust intranet Estates page)
- **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
- **DON'T** place medicines or anatomical waste in orange or tiger bags.

Contacts

- **Estates Energy & Sustainability Officer (Trust Waste Manager):** stuart.lane@poole.nhs.uk ext. 3299
- **Estates Helpdesk** ext. 8056
- **Clinical Engineering** ext. 2244
- **Porter's Helpdesk** (collections of healthcare waste and deliveries of sharps / rigid bins. Supply of confidential waste bags): ext. 2340
- **Cleaning: speak to the cleaning supervisor for your area.**
- **Pharmacy** ext 3373
- **Nuclear Medicine:** During office hours call Ex 2499 outside office hours call switchboard and ask for the Duty Radiation Physicist for Nuclear Medicine.
- **Infection Control Team:** ext. 2232
- **Health & Safety Team:** ext. 3311 or 2480

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Safe & Sustainable Management of Healthcare Waste

All health care organisations and staff have a duty of care to dispose of waste safely and appropriately in order to prevent risk to human health and the environment.

This leaflet provides information and guidance for all Trust staff on the safe management of healthcare waste. For more comprehensive guidance please see the [Trust Waste Management Policy](#).

Segregation of waste at the point of production is key to ensuring waste enters the correct waste stream and thus the correct disposal route.

Colour coding is utilised to help healthcare workers identify the different waste streams segregate waste in compliance with legal requirements and best practice guidance.

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.

Domestic Waste General waste that is assumed to present no risk of infection. e.g. hand towels, syringe wrappers, needle wrappers, empty aerosol cans, food waste - no medicines.	Black bin, black bag
Dry Mix Recycling Waste Tins, cans, drinks bottles, plastic wrap, any clean plastic numbered 1, 2, 3, or 4.	Green bin, clear bag
Paper - Confidential & Non Confidential <i>Any paper with or without patient identifiable information, eg. newspapers and magazines</i>	"Confidential Waste" bag collection: porters 2340
PCs, Peripherals & Telecommunications Equipment	Return to IT
Cardboard Boxes	Flatten & leave at collection points. Porters
Batteries	Battery bins, request/empty: Estates 8056 for wards call Porters 2340
Broken Glass (non-medicines) / Crockery	Cardboard box Label 'broken glass'. Porters 2340
Medical Equipment	Clinical Engineering 2244
Hazardous Waste / General Electronic / Electrical Waste (WEEE) eg fluorescent tubes, bulbs, asbestos, plasterboard, paint, non Xerox ink toners, chemicals, used engine, fridges and small electronic devices.	Read & print Material Data Sheet from Alcumus & contact Estates Helpdesk 8056
Xerox Toners	Return to Print Room
Staff Uniforms Either re-used or sent to Africa Link where possible.	Return to Sewing Room
Surplus Furniture Advertise for two weeks on Swap shop prior to requesting support from the porter's helpdesk.	Swap shop then Porters Helpdesk 2340

Healthcare Waste

Colour code	Description and examples of waste
Red lidded rigid container	Anatomical waste for incineration Any recognisable human waste larger than a 50p piece, e.g. body parts and placentas.
Purple bag or purple lidded rigid container	Waste contaminated with cytotoxic or cytostatic medicines requiring incineration (non sharps) Medicines and any waste contaminated with medicines that are: toxic, carcinogenic, mutagenic or toxic to reproduction.
Blue lidded rigid container	Non-cytotoxic and cytostatic medicine (non sharps) Expired medicines, unwanted patient's own, empty and part-used bottles, unbroken vials, ampoules, giving sets (leave giving set spike inserted in bag), tubes, and used oral/enteral syringes, excess doses, loose tablets, patches & liquids.
Yellow bag or yellow lidded rigid container	Infectious/hazardous waste requiring incineration. Category A pathogens and medicinally or chemically contaminated waste. Not for routine disposal
Orange bag	Infectious waste for alternative treatment. Clinical waste derived from patients with known or suspected infectious diseases, e.g. wound dressings, gloves, aprons No medicines or anatomical waste
Yellow and black striped 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, gloves. No medicines or anatomical waste
Gypsum waste container	Gypsum waste Includes back-slabs, plaster of Paris casts, expired plaster of Paris bandages, teeth impressions..
Liquid wastes may require solidifying for disposal and / or be disposed of in rigid containers.	

Sharps Waste

Description	Lid Colour code
Sharps contaminated with cytotoxic / cytostatic medicines e.g. used chemotherapy needles and syringes. Also associated broken vials, ampoules & bottles of medicine.	Purple lidded sharps bin
Sharps contaminated with medicinal and infectious waste requiring incineration e.g. used medication needles and syringes. Also associated broken vials, ampoules & bottles of medicine.	Yellow lidded sharps bin
Sharps not contaminated with medicinal waste e.g. phlebotomy needles and operating sharps.	Orange lidded sharps bin
ALWAYS dispose of sharps at point of care. NEVER transport sharps for disposal.	

Sharps bins **must** be labelled with:

- ward / department
- date of opening
- date of closure.

Sharps bins **must** be:

- closed when unattended
- filled to their designated fill level
- sealed when full or when opened for 90 days.

Don't dispose of giving sets or gloves in sharps bins.

Guidance for Spills

Follow work area spill procedures.
Absorption materials used must be disposed per guidance for the spilt material.



Infection Control for blood and bodily fluids ext. 2232



Health and Safety team for chemical spills ext. 3311 / 2480 see also [COSHH Policy](#)



Nuclear Medicine for radiation spills ext. 2499

Pharmaceutical Waste

Controlled drugs Excess and expired stock, patients' own	BLEEP pharmacy
Controlled drugs Part used doses, in ampoules, vials, syringes, PCAs, epidurals and used patches. See Controlled Drugs Policy	Dispose of per controlled drugs policy
Cytotoxic and cytostatic medicines Part-used packs of hospital issued in-date tablets, capsules, unused sealed liquids, patches and injections. Non Cytotoxic and cytostatic medicines Part-used packs of hospital issued in-date tablets, capsules, unused sealed liquids, patches and injections.	Return to pharmacy for reuse
Unknown medicines Unknown loose tablets, capsules, doses of liquid medicines. Cytotoxic and cytostatic medicine (non Sharps) Expired medicines, unwanted patient's own, empty and part-used bottles, unbroken vials, ampoules, giving sets, tubes (leave giving set spike inserted in bag), and used oral/enteral syringes, excess doses, loose tablets, patches & liquids.	Purple lidded rigid container (Please recycle outer packaging)
Non-Cytotoxic and cytostatic medicine (non sharps) Expired medicines, unwanted patient's own, empty and part-used bottles, unbroken vials, ampoules, giving sets (leave giving set spike inserted in bag), tubes, and used oral/enteral syringes, excess doses, loose tablets, patches & liquids.	Blue lidded rigid container (Please recycle outer packaging)

If in doubt regarding disposal of medicines please contact pharmacy.

Medicines and medicinally contaminated waste must never be put in orange, tiger or black bags and never discharged into the drains (with exception of saline, glucose & liquid feed supplements - max. 1 litre but never into hand-wash basins).

Putting you first