

GMMH North View Clinical Waste Bin Tagging Standard Operating Procedure

The BioTrack labels provided by Stericycle's are their bespoke information system which automates the production of hazardous waste consignment notes and tracks each individual consignment of waste.

The information is contained on a unique colour-coded luggage-label style tag that must be applied to every container to be collected. The barcode on each label holds data regarding producer information, type of waste, treatment requirements, ADR carriage requirements, and relevant UN number to ensure correct treatment and disposal of your healthcare waste.

The tags are listed below.

HI – Infectious waste for incineration



HS - Infectious sharps



HT - Infectious waste for treatment



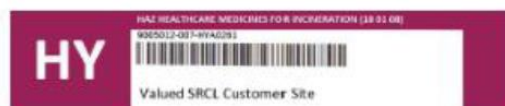
HL – Non-hazardous waste



HA - Infectious anatomical waste



HY – Cytotoxic / Cytostatic waste



HP – Non-hazardous medicines



Tag HI (Yellow background) – Infectious waste for incineration (Yellow bags only)

Tag HS (Yellow background) – Infectious sharps (All Yellow sharps containers with an Orange or Yellow lid)

Tag HT (Orange background) – Infectious waste for treatment (Orange Bags Only)

Tag HL (Black and yellow background) – Non-hazardous waste (Offensive Waste – Tiger Striped Bags Only)

Tag HP (Blue background) – Non-hazardous medicines (Blue lidded Yellow or Blue Containers)

Tag HY (Purple background) – Cytotoxic / cytostatic waste (Purple lidded Yellow or Blue Containers)

****Please note we do not produce HA (Red background) – Infectious anatomical waste****

The labels are manufactured from a completely waterproof and tamperproof material and produced at one of Stericycle's transport centres.

A tag **MUST** be attached to every wheeled bin. It is recommended that this be done at the point of waste generation / collection by porter staff. Each wheeled bin must only contain the waste described on the label and no waste is to be mixed.

Bins without Tags WILL NOT be collected. Bins tagged with the wrong BioTrack label could result in unnecessary price increases which will impact the sites budget.

If the bin is damaged please attach a damaged bin tag (pictured below) and tick the relevant box so Stericycle can safely remove it from site and replace it with a new bin.

BIN ID: 18746		CustomerID: 9000226 / 003	
DAMAGED BIN - DO NOT USE			
Broken Lock	☐		
Wheels Damaged	☐		
Broken Hinges	☐		
Soiled	☐		
Other	☐		
SRCL, Indigo House, Sussex Avenue, Leeds, LS10 2LF TEL: 0845 1242026			

If you do not have any tags on site including the damaged bin tags or need more please contact **Stericycle** on **Tel: 0330 173 5920** or via **email: supportuk@stericycle.com** and quote the following **account number:9005911 site id:094** and specify what tags you are short of at site, they will then deliver some tags on the next clinical waste run. Please keep all tags in a folder where they can be kept safely and accessed by the relevant staff.

Its everyone duty of care to ensure this process is followed before every clinical waste collection from North View in line with Section 34 of the Environmental Protection Act 1990 whilst ensuring all clinical waste is segregated correctly at site in line with the Health Technical Memorandum 07-01 Safe Management of Healthcare Waste; to ensure that we have informed our Clinical waste company of what clinical waste is presented for collection.

Failure to comply with the Standard Operating procedure could lead to potential prosecution and fines of up to £5,000 against the individuals responsible and can also involve the Environment Agency taking legal action against GMMH for failure to identify the waste correctly.

Regards

Gary Roberts

Waste and Logistics Manager

Greater Manchester Mental Health NHS Foundation Trust

Tel: 01613581484

Email: gary.roberts@gmmh.nhs.uk