

Dear xxx

Freedom of Information request: Waste Management (CORP 25/26 – 018)

Thank you for your request for information which the Trust received on 18th April 2025.

Your Request:

1. *Do you have a waste management software in place in your NHS Board currently? If so, which software are you using?*
2. *How do you ensure compliance is followed in regard to storing Hazardous Waste Consignment Notes?*
3. *How do you store Waste Transfer Notes?*
4. *What reporting, if any, do you produce based on data from Hazardous Waste Consignment Notes or Waste Transfer Notes?*
5. *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*
6. *On average, how many Hazardous Waste Consignment Notes per month do you receive?*
7. *On average, how many Waste Transfer Notes do you receive per month?*
8. *What processes are in place to verify waste contractors are providing the correct documentation and operating with correct permits?*
9. *What is your waste audit process?*
10. *What is the contact information for your department that deals with Waste Management?*

Please find the Trust's response below:

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

The Trust does not use a Waste Management Software.

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

Consignment notes are stored for a minimum of 3 years electronically within our compliance folder, checked as part of the Upstream waste audit of clinical waste and ISO14001 accreditation.

3. How do you store Waste Transfer Notes?

Filed Electronically in our Compliance Drive.

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

We report Monthly to Welsh Government via our Sustainability Management Team, and annual Estates Facilities and Management System.

5. 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

Approximately 3-4 hours per month

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

Between 10 -12 (average 2/week clinical waste notes).

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

Between 3 -4 notes and 2x Annual waste Transfer Notes for Confidential waste and general waste.

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

Duty of care visits and annual check of NRW Waste carrier's licence in line with our ISO 14001 certification.

9. What is your waste audit process?

Internal Audits as part of our ISO14001 Environmental Audit accreditation, external audits to our contractor's facility as part of the All-Wales Waste Consortium.

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

Our Operations and Soft FM department deals with Waste Management. There is no general contact information and personal details are exempt under Exemption under Section 40(1) and (2)(a) of the Freedom of Information Act 2000 which states:

- (1) *Any information to which a request for information relates is exempt information if it constitutes personal data of which the applicant is the data subject.*
- (2) *Any information to which a request for information relates is also exempt information if —*
 - (a) *it constitutes personal data which does not fall within subsection (1)*

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Please note, procurement is undertaken by NHS Shared Services Partnership -
<https://nwssp.nhs.wales/ourservices/procurement-services/>

I trust this answers your request for information, however, should you not be satisfied with the information supplied or the process of supplying it, you have a right to complain and request a review. Please note that you must submit a request for a review within 40 days of the date of this letter.

You should forward your complaint to:

Mr Ian Bevan via FOI.VUNHST@wales.nhs.uk
Head of Information Governance
Velindre University NHS Trust
2, Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff, CF15 7QZ

Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:

Information Commissioner's Office - Wales
2nd Floor,
Churchill House,
Churchill Way,
Cardiff, CF10 2HH
Telephone: 0330 414 6421
email: wales@ico.org.uk

Yours sincerely

Non Gwilym
Interim Director of Corporate Governance
Velindre University NHS Trust
2 Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff
CF15 7QZ

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