

Our Ref: NG/RM/25132
Date: 29th April 2025

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Lawton House
Bellringer Road
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ST4 8HH

Reception: 0300 123 1535

Dear

Freedom of Information Act Request

I am writing in response to your e-mail of the 14th April 2025. Your request has been processed using the Trust's procedures for the disclosure of information under the Freedom of Information Act (2000).

Requested information:

I am writing to make a Freedom of Information request. If you could answer the following questions that would be fantastic.

- Do you have a waste management software in place in your NHS Board currently? If so, which software are you using? **No**
- How do you ensure compliance is followed in regard to storing Hazardous Waste Consignment Notes? **Checked on receipt, any anomalies are actioned immediately.**
- How do you store Waste Transfer Notes? **Electronically.**
- What reporting, if any, do you produce based on data from Hazardous Waste Consignment Notes or Waste Transfer Notes? **No reporting required.**
- 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. **20-30 hours.**
- On average, how many Hazardous Waste Consignment Notes per month do you receive? **25-35**
- On average, how many Waste Transfer Notes do you receive per month? **25-35**
- What processes are in place to verify waste contractors are providing the correct documentation and operating with correct permits? **Regular checking, Internal Audit, Monthly account meetings with contract suppliers and contract review.**

- What is your waste audit process? **Internal and external audits by an independent company.**
- What is the contact information for your department that deals with Waste Management? **Energy, Environmental & Contracts Manager, Estates.**

Staff names and email addresses are exempt as they constitute personal data and would contravene the principles of the Data Protection Act 2018 (in accordance with qualified exemption S40 (2)(a) of the FOI Act).

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review of the management of your request. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Dr Buki Adeyemo, Chief Executive, North Staffordshire Combined Healthcare Trust, Trust Headquarters, Lawton House, Bellringer Road, Trentham, ST4 8HH. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely



Nicola Griffiths
Deputy Director of Governance