



Kent and Medway
NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Sent via email

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Website: www.kmpt.nhs.uk

Dear [REDACTED]

Request for Information

I write further to your request FOI ID 49280 under the Freedom of Information Act 2000 regarding: -

Waste Management Software

Your request is set out below:

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

We do not currently have waste management software in place in our NHS Trust, Kent and Medway NHS and Social Care Partnership Trust.

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

All Hazardous Waste consignment notes are sent directly to the waste team email address and are then uploaded directly to the MICAD system

- How do you store Waste Transfer Notes?

Waste transfer notes are stored on the electronic shared drive and the MICAD System

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

We do not produce reporting based on data from the Hazardous Waste Consignment Notes or Waste Transfer Notes

- 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

We are proud to be smoke free

Trust Chair – Dr Jackie Craissati
Chief Executive – Sheila Stenson

This is not recorded as completed within the Waste Administrator role amongst other admin tasks. We do not report on the information contained in the notes.

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

56

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

51

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

We have one dedicated person reviewing and saving the documentation. We also complete yearly DOC audits where all documentation is reviewed. We also ask to have copies of certificates and registrations

- What is your waste audit process?

We complete yearly waste audits where we look at internal bins, external bins, waste compounds, waste documentation and all waste management processes. A report is produced which will contain actions for improvements. This is sent to the relevant stakeholders with a deadline for actions to be completed. All findings are recorded in bi-monthly reports.

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

Shyma Andrews, Waste & Environment Manager

In order to ensure that staff are able to fully meet their organisational public duties, personal contact details for individuals are exempt from release under section 36 (conduct of public affairs) Freedom of Information Act 2000, and both the public interest test, and prejudice test enable the organisation to engage this exemption in this instance. For further information about how to contact the organisation please see our website at <https://www.kmpt.nhs.uk/contact-us>

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of
The Information Governance Department