

# Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

## Information Governance Department

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Ref: FOI/2025/10698

Date Received: 22<sup>nd</sup> April 2025

Response Due: 21<sup>st</sup> May 2025

Date: 7<sup>th</sup> May 2025

Dear Sir/Madam

With reference to your request for information received on 22<sup>nd</sup> April 2025, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

1. **Do you have a waste management software in place in your NHS Board currently? If so, which software are you using?**  
No.
2. **How do you ensure compliance is followed in regard to storing Hazardous Waste Consignment Notes?**  
These are stored electronically and audited by an External Auditor.
3. **How do you store Waste Transfer Notes?**  
Electronically.
4. **What reporting, if any, do you produce based on data from Hazardous Waste Consignment Notes or Waste Transfer Notes?**  
Reporting is taken from invoices and waste reports. Hazardous consignment notes/waste transfer notes are logged on our internal database and reviewed against the quarterly Producer Returns.
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**  
This information is not centrally recorded as time spent can vary from month to month depending on activity and other staff BAU responsibilities.
6. **On average, how many Hazardous Waste Consignment Notes per month do you receive?**  
On average, 50 per month.

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

Annual waste transfer notes are received from main Domestic Waste Contractors. For all other ad hoc waste collections can average between 3-6 per month.

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

Duty of Care audits and internal database and auditing.

**9. What is your waste audit process?**

- Pre-Acceptance Clinical Waste Audits and Dangerous Goods Audits are carried out annually by an External Auditor.
- Duty of Care Audits carried out annually or as and when new contractors are employed.
- Internal Waste Audits based on HTM07-01 Safe and Sustainable Management of Healthcare Waste and Waste Legislation is carried out every 6 months or as and when required if non-compliances are identified.

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

The Trust does not routinely give out email addresses and direct telephone numbers of staff members, as large numbers of unsolicited emails/telephone calls, could cause disruption by blocking email accounts/telephone lines thus preventing true work-related emails/calls from being delivered. However, any of the above staff can be contacted via main switchboard on 01942 244000.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Tabitha Gardner  
Chief Finance Officer

**PLEASE NOTE:**

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF

Helpline number: 0303 123 111