# Waste Management Policy

To protect both patients and staff, waste produced in the *[Name]* Dental Practice is correctly segregated at source, packaged, labelled, stored, transported and disposed of according to legal requirements detailed in the Environmental Protection Act 1990, Waste (Scotland) Regulations (2012) and the Special Waste Amendment (Scotland) Regulations 2012, and according to SHTN3 Guidance (2015) published by Health Facilities Scotland. This waste management policy details the procedures undertaken in the *[Name]* Dental Practice to ensure the safe handling of waste.

## Who is responsible?

* All staff have a responsibility to ensure they are up to date with the practice policy on waste management.
* Staff within each surgery are responsible for following the procedures outlined below. *[name of NHS board and/or private contractor]* might charge a fee for failure to segregate waste correctly, and the enforcing agencies Health and Safety Executive and Scottish Environment Protection Agency (SEPA) can issue penalties for non-compliance.
* *[Name]* is responsible for keeping the practice policy up to date, communicating any changes to staff, ensuring the containers and labels comply with the latest guidance, making arrangements with the local authority, NHS Board and private management contractor for the transport and disposal of all waste, ensuring transfer and consignment notes are completed for each uplift of waste, and retaining transfer notes for 2 years and consignment notes for 3 years.
* Queries about waste management in the practice are directed to *[Name]*.

## Practice Procedures for Waste Management

* Guidance provided by Health Facilities Scotland and summarised in the SDCEP Practice Support Manual Health and Safety chapter is followed.
* In addition, staff within each surgery follow the following procedures:

*[NB: the following colour-coded waste streams are the NHS Scotland national standard, however, you are advised to check with your Health Board as some UK-wide waste contractors have different colour coding and local variations may exist.]*

**Green stream (uncontaminated general waste that can be recycled)**

A *[colour]* box for recyclable items is kept in *[location]*.

*[Include details of what to do with electrical and electronic equipment, which require a consignment note, and any other recyclable items that are not collected as above e.g. gypsum, and who in each surgery is responsible.]*

#### Black Stream

A container for Black Stream waste is present in each surgery.

*[Include details of how this is combined into the black stream waste for the whole practice and is accumulated for collection, any PPE worn, and possibly who in each surgery is responsible.]*

#### Orange Stream

Bags/containers for Orange Stream waste are present in each surgery.

*[Include details of how containers are combined into the Orange stream waste for the whole practice and are accumulated for collection, any PPE worn, and who in each surgery is responsible.]*

#### Yellow Stream

Containers for Yellow Stream waste are present in each surgery, close to the point of use.

*[Include details of how these containers are combined into the Yellow stream waste for the whole practice and then accumulated for collection, any PPE worn and who in each surgery is responsible.]*

#### Red Stream

Separate rigid Red Stream containers are kept for each type of Red stream waste in each surgery.

*[Include details of how these containers are combined into the Red stream waste for the whole practice and then accumulated for collection, any PPE worn, and who in each surgery is responsible.]*

*[State where waste containers are stored before uplift by NHS board/local authority/contractors. This needs to be kept in such a way that it does not pose a fire risk or block any escape routes.]*

## Gypsum Waste

## Dedicated disposal containers for non-contaminated waste for special uplift. Potentially infectious material disposed of in yellow waste stream.

*[State where waste containers are stored before uplift by NHS board/local authority/contractors. This needs to be kept in such a way that it does not pose a fire risk or block any escape routes.]*

*[Include details of how these containers are combined into the Yellow stream waste for the whole practice and then accumulated for collection, any PPE worn and who in each surgery is responsible.]*

## Summary of colour-coded waste streams produced in *[Name]* Dental Practice

*[Common waste items for each waste stream are shown below. Include all other waste items produced in your practice against the relevant colour waste stream]*

|  |  |  |
| --- | --- | --- |
| **Type of waste/classification/colour stream** | **Waste items in the practice** | **Disposal** |
| Uncontaminated general waste that has the potential to be recycled  Classification: Non-healthcare recyclable waste  Colour stream: **GREEN** | Newspapers  Cans  Plastic  *[Other items]* | Newspapers, cans, bottles and plastic containers are collected every *[day]* by *[probably your local authority]*. *[Name]* will arrange for toner cartridges to be sent to the manufacturer for recycling. |
| Uncontaminated general waste  Classification: Non-healthcare mixed municipal waste  Colour stream: **BLACK** | Paper towels  Soiled packaging  *[Other items]* | Collected on *[day]* by the local authority.  *[Include any notes about where placed and whether night before collection.]* |
|  |  |  |
| Uncontaminated waste that contains gypsum (calcium sulphate)  Classification:  Waste stream: **DEDICATED GYPSUM** | Study models  Plaster casts | Collected by [Name] (contact details are below) on [day]. |
| Low-risk healthcare (clinical) waste that might be contaminated with body fluids  Classification: Special waste  Colour stream: **ORANGE** | Dressings  Personal protective equipment (PPE)  *[Other items]* | Collected by *[Name]* (contact details are below) on *[day]*. |
| High-risk healthcare (clinical) waste  Classification: Special waste  Colour stream: **YELLOW** | Teeth without amalgam fillings  LA cartridges  Pharmaceuticals  Used or unused sharps  Highly infectious waste or blood  Potentially infectious gypsum containing study models  *[Other items]* | Collected by *[Name]* (contact details are below) on *[day]*. |
| Particular healthcare (clinical) waste that cannot be incinerated and requires special arrangements for recovery:  Classification: Special waste  Colour stream: **RED** | Amalgam – capsules, and waste  Teeth containing amalgam  Waste from amalgam separation unit  X-ray and associated photography processing chemicals  Lead foils  *[Other items]* | Collected by *[Name]* (contact details are below) on *[day]*. |

**Contact details**

*[Name]* NHS Board

*[Address and telephone details]*

*[Name]* Private contractor

*[Address and telephone details]*

Policy last updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Name and/or designation of responsible person]* Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following staff have read and understood this policy *[include all team members]*.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dental Team Member** | **Position** | **Signature** | **Date** |
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