South East Coast Ambulance Service
NHS Foundation Trust

Trust Headquarters
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28th November 2025
Internal Ref: 250931-250419
Email

Dear Requester,

The trust acknowledges receipt of your Freedom of Information Act 2000 (FOIA) request, referenced above. Please ensure you quote this number in any future correspondence.

Please accept the Trust's apologies for the delay and inconvenience you have experienced regarding your FOIA request.

**FOI Request**

You asked us:

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

We do not have our own software for waste management. The software is managed by our supplier and we have access to it.

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

All Waste Transfer Notes and Consignment Notes are provided electronically via email from the various service providers. These are stored in the Waste Management Folder on the shared SECAmb Waste Management Team channel.

They all stored in one folder and should be kept for a minimum of 3 years.

**How do you store Waste Transfer Notes?**

These are stored in a file

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

Estates Returns Information Collection (ERIC) report is completed on a yearly basis.

**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**

If the waste transfer / HWCN's are all stored in the relevant folders, then this should take roughly half a day per week

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

They come through daily.

**On average, how many Waste Transfer Notes do you receive per month?**
**What processes are in place to verify waste contractors are providing the correct documentation and operating with correct permits?**
**What is your waste audit process?**

We audit healthcare waste once every quarter.

**Duty of Care**

All Sharpsmart sites operate in accordance with Environmental Permits, with regular site audits are undertaken to ensure compliance with Environmental Permitting regulations and associated guidance.

An annual Duty of Care audit of third parties (including contingency providers) is also undertaken to ensure the are fully licenced to accept and dispose of the required waste based on its EWC coding.

When we service the Authority's sites, both the driver and consignor will complete and sign consignment notes prior to waste being taken from Authority premises, and a copy of the paperwork will be left with the consignor. Where Authority personnel are not available, we will utilise agreed drop boxes to leave a copy of the consignment note following collection.

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

The Trust does not provide individual names or contact details in response to FOI requests. Business enquiries can be made by emailing enquiries@secamb.nhs.uk. Alternatively, names and roles of SECAmb employees already in the public domain can be found via our website here: About Us | SECAmb

## Next steps

We publish a variety of information which may assist future enquiries relating to our service on our website – www.secamb.nhs.uk.

Should you be dissatisfied with our response then in the first instance please contact Richard Banks, Head of Corporate Governance, via the following email address: FOI@secamb.nhs.uk

You can ask us to review our original response. If you would like us to carry out an internal review, please let us know within 40 working days of you receiving our original response. This review will be conducted by an individual who was not directly involved in reviewing the original response, ordinarily, the Trust Data Protection Officer. We will endeavour to complete this request within 20 working days.

Should you remain dissatisfied then you can contact the Information Commissioner's Office (ICO). Complaints to the ICO should be made within six weeks of receiving the outcome of an internal review. The easiest way to lodge a complaint is through their website: www.ico.org.uk/foicomplaints.

Alternatively, the ICO's postal address is:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Yours sincerely,

**Freedom of Information Coordinator**
**South East Coast Ambulance Service NHS Foundation Trust**