

# Confidential Waste Procedures Update

July 2023

## PAPER WASTE

- Product Code: BCFID pack of 5 bags. Order via online ordering system or by phoning your designated branch.
- Each bag will have a capacity of 45 litres. The EWC code of 20 01 01 will be written on the "Duty of Care Note" at the time of collection.
- 5 bags or more: Practices must phone the designated PCS branch to arrange for a collection of confidential waste. This is to ensure that the collection vehicle is not overloaded by too many large collections of waste paper. The practice needs to provide PCS with the number of bags and weight of all bags being collected at the time.
- 4 bags or less: PCS will collect without prior notice providing procedures below are followed.
- The practice must mark/label the bag with practice name and post code to allow PCS to track its disposal. Bags not label/marked with appropriate details, will not be taken.
- All bags must be securely sealed to prevent leakage of documents and should be stored in a dry area.
- Metal objects such as ring binder's and suspension files MUST NOT be disposed of in the bags. Metal objects WILL block and damage the shredding process.
- The driver will confirm the number of bags collected along with the total weight, using the EWC code of 20 01 01 as stated above.
- On arrival back at PCS, all confidential waste will be placed into the designated, safe and secure, storage area under lock and key pending disposal.



## X-RAY FILM

- As according to the Paper Waste except:
- Each bag will have a capacity of 45 litres. The EWC code of 09 01 07 will be written on the "Duty of Care Note" at the time of collection.
- To be clearly marked "X-ray Film"



**IT IS IMPORTANT THAT PAPER & X-RAY FILM IS CLEARLY SEGREGATED AND LABELLED AS ABOVE.**

**PAPER WASTE WILL NOT BE RECYCLED IF IT CONTAINS X-RAY FILM**