

Please complete all sections in **CAPITAL** letters and sign and date the declaration in Section E.

Section A

Is this a one off collection request? Yes No

I request a collection of clinical waste from the premises stated below:

Name:

Address:

Post code:

Tel no:

Email:

Clinical waste collections begin at 7am; please ensure your items are presented ready for collection.

Clinical waste and sharps collections - Information only

This collection is covered under the Environmental Protection Act 1990. It is recommended that you retain a copy of this document to enable you to contact the Council should you need to change the arrangements.

The following items **must not** be placed in Tiger / Orange bags:

- Sharps or sharps containers
- Aerosol containers
- Glass of any sort
- Pharmaceuticals
- Non-clinical Waste

Please consider where this waste is stored to ensure safety and security pending collection.

Section B

What needs to be collected and how will it be contained?

Tick boxes to indicate the services you require and indicate expected number of bags per week.

Tiger bag (Yellow with black stripes)

Number of bags per week

Offensive household clinical waste:

- Gloves and aprons
- Incontinence pads
- Disposable nappies
- Catheter bags
- Non-infectious dressings
- Sanitary products

Please note: Only select this service if you produce more than one third of a black bag of this type of waste per week, otherwise please double wrap and dispose of in a black bag with your household waste.

Section B continued

Yellow bag with purple stripe

Number of bags per week

Cytotoxic and cytostatic clinical household waste: (from chemotherapy or hormone treatment)

All items that could have the following hazardous properties:

- Toxic
- Mutagenic
- Carcinogenic
- Toxic for reproduction
- Waste contaminated by medicines including:
 - Personal protective equipment (gloves, masks and gowns)
 - Syringe bodies and tubing

If you are unsure please check with your healthcare provider or pharmacist.

Orange bag

Number of bags per week

Infectious clinical household waste:

Any medical treatment waste likely to infect others contaminated with bodily fluids from isolation areas or as a result of contamination from:

- Diarrhoea and vomiting
- HIV/Hep B

Orange bags should not contain any items contaminated by medicines.

Sharps bin /box

Yellow lid and label - Infectious sharps waste contaminated by medicines

Number per week

Orange lid and label - Infectious waste sharps not contaminated by medicines

Number per week

Purple lid and label - Cytotoxic and cytostatic waste (chemotherapy or hormone treatment)

Number per week

This should contain anything that can puncture the skin that may be contaminated with blood or other bodily fluids:

- Scalpels
- Pen needles
- Blades
- Needles and syringes
- Sharp instruments
- Glass ampoules
- Finger prick lancets and platforms
- Empty medicine bottles/cartridges of insulin

This should not contain any not include boxes or containers of medicines.

Section C

Terms and Conditions

We are only able to provide you with this service if:

- The collection point for the waste is from a safe, convenient and easily accessible location for our contractor. We may need to assess private roads and tracks to properties to ensure vehicles can travel on them and will take into consideration whether they are maintained to a suitable standard. We can refuse to collect from a location if it does not meet these criteria.
- You give permission for our contractor to access any private land in order to make the collection from the address provided in Section A and they will not be held liable for any damage to the road surface.
- Your clinical waste is presented for collection in the appropriate containment depending on the type of waste, ie, tiger bag, orange bag, yellow and purple bag or sharps bin.
- You agree to notify us as soon as possible if your circumstances change and you no longer require a clinical collection service.

Section D

Privacy Notice

Who controls my data?

Cornwall Council is the Data Controller for all the information you provide on this form, our address is: County Hall, Treyew Road, Truro, TR1 3AY and our Data Protection Registration Number is: Z1745294. Your data is collected by us for the purposes of carrying out a public task in accordance with the data protection principles contained within the Data Protection Act 2018 and the General Data Protection Regulation.

If something's not clear

If you need help in understanding or completing this form with regards to your clinical collection, please contact the Waste Management team on 0300 1234 141 or email refuseandrecycling@cornwall.gov.uk.

How we use your information

The information you provide on this form will be used to provide you with a clinical waste collection which we are required to do as the local authority. To do this we need your name, address and containment details in order to set up your collections; without them we will not be able to provide you with this service. We will only use this information in conjunction with your request for clinical waste collection. A home visit from a Cornwall Council Officer may be required as part of your assessment.

Who we share your information with

Your name, address, containment type and contact information will be shared with our contractor Biffa Environmental Municipal Ltd who carry out the service on our behalf under contract.

How we keep your information safe

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of the EEA. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

Your data rights

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in a commonly used electronic format (if you provided it to us in this way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process it although we will no longer be able to provide the service without it
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

How to exercise your data rights

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer, Cornwall Council, County Hall, Truro, TR1 3AY

Tel: 01872 326424

Email: dpo@cornwall.gov.uk.

If you don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office: Tel: 0303 123 1113 <https://ico.org.uk/make-a-complaint/>.

Section E

Declaration

I confirm that I have understood the information provided in the Terms and Conditions in Section C and the Privacy Notice in Section D and acknowledge that it is my responsibility to keep my waste safe while it is awaiting collection.

Signed:

Date:

Please return this form to:

Waste Management Administration Team

Cornwall Council

Pydar House

Pydar Street

Truro

TR1 1XU

Tel : **0300 1234 141**

Fax: **01872 322870**

If you would like this information in another format or language please contact:

Cornwall Council, County Hall,
Treyew Road, Truro, TR1 3AY

e: equality@cornwall.gov.uk

t: 0300 1234 100

www.cornwall.gov.uk

