



Audit Tool

Citron Hygiene's online waste pre-acceptance audit & assessment service



Waste pre-acceptance auditing: legislation affecting management of your waste

As a permitted site for healthcare waste, the Environment Agency require us to ensure that the producers of the waste we collect from carry out an audit of the waste before we can accept it. This is known as 'pre-acceptance audits'. This applies to producers of healthcare and related waste. More detail is provided in the Environment Agency briefing note 'Clinical waste pre-acceptance producer update – October 2010'.

This is a legal requirement and failure to carry out audits is a breach of Duty of Care under Section 34 of the Environmental Protection Act 1990 and may result in disposal sites being unable to accept your waste and the Environment Agency could take enforcement action against you.

What is a waste pre-acceptance audit?

A pre-acceptance audit details the process of producing the waste; individual constituents of the waste stream and the hazards associated with the waste. The minimum information your audit must include is provide in Environment Agency guidance note EPR 5.07 pages 25 – 29, which can be downloaded from the Citron Hygiene website.

Providing this information enables us to decide whether your waste can be safely disposed of and will help you to meet your Duty of Care obligations.

Who needs to undertake an audit:

Waste Producer:	Audit Timescale:
Large producers (over 5 tonnes per annum)	Annually
Veterinary practices,	Every 2 years
Dental practices,	Every 2 years
Research laboratories that produce clinical waste,	Every 2 years
General practices and health centres,	Every 5 years
Community pharmacies,	Every 5 years
Care Homes that provide medical or nursing care,	Every 5 years
Any other healthcare premises not listed above e.g. ambulance stations, physiotherapy, optometry, hydrotherapy, medical massage, occupational therapy, speech therapy, chiropody, homeopathy, chiropractic, acupuncture etc.	Every 5 years

Where can I find guidance on types of waste and the containers I should be using?

We have a wide range of resources available on our website to help guide you through your requirements to help ensure you are compliant.

Visit: <https://www.citronhygiene.co.uk/support/legislation>

Here you will find:

- Copies of the relevant guidance documents
- Waste Segregation Posters available to download
- Hazardous Waste Definitions – List of cytotoxic and cytostatic medicines
- Product overviews across our whole range

How can I carry out a waste pre-acceptance audit?

As the waste producer, you will need to prepare the audit for your premises.

- You may undertake the audit and collect the data yourself, however you need to:

- ensure that you understand what is required before doing so and that it will be
- sufficient to enable a decision to be made whether waste can be accepted at the disposal site in accordance with its environmental permit, see 'what is a waste pre-acceptance audit' above.

- You may employ a third party to collect the data on your behalf, or

- Use the Citron Hygiene E-Audit Tool.

N.B. If you submit your own or a third party audit tool, Citron Hygiene will assess the information and use this to advise you on completion of waste documentation, if your waste is being disposed of appropriately or not and provide additional advice on some aspects of your waste practices if necessary.

Why should I use the Citron Hygiene online audit survey?

We have created the new online tool to enable audits to be carried out as efficiently as possible. The E-Audit Tool provides:

- A secure web based online audit tool that guides you through simple questions to fulfil the audit requirements.

- Guidance on how to complete the audit
- Automatic submission to Citron Hygiene with a copy sent to you electronically
- Future online access so you can easily retrieve past audits for compliance with internal/external inspections.
- Regular reminders when re-auditing is due
- Instant feedback on the correct waste containers needed to collect the various types of waste produced.
- Real time information, no longer having to wait for results.

How do I access the Citron Hygiene online waste pre-acceptance auditsurvey?

Existing customers:

we will automatically email you a new survey link when your audit is due for renewal (see re-audit timescales above). the survey link will be sent to the email address we hold from the previous audit.

New customers:

e-mail: wasteaudits@Citronhygiene.com

with 'Request for waste audit' in the subject line. Tell us what type of Practice or business you are e.g. Dentist, Doctor, Nursing Home etc.

quote 'New Customer' and provide full address in the e-mail. We will then forward a survey link to enable you to access the online audit tool.

Paper Audit Requests:

To obtain a paper copy of the audit tool please write to:

*Waste Audits
Environmental & Hazardous Waste
Citron Hygiene
Brunel House,
1st Floor,
9 Penrod Way,
Heysham,
Morecambe,
Lancs LA3 2UZ*

If an **existing** customer, please quote your Customer reference. If a **new** customer, quote 'New Customer' and provide full address

On completion and submission, we will input your audit into our system, and send you a copy for your records (if you have provided an e-mail address, we will send you a pdf).

What if I want to carry out an audit without using the Citron Hygiene online waste pre acceptance audit survey?

If you prefer to submit your own audit or third party audit tool, you will be given this option once you have completed your premises details in the Citron Hygiene E-Audit Tool.

We will carry out an assessment of the Audit to advise if it is satisfactory and meets the requirements of The Environment Agency.

What if I have any further questions?

If you have any queries, please do not hesitate to contact the Waste Audits team at:

E-mail: wasteaudits@Citronhygiene.com