

Instructions for Incineration of Radioactive Waste

The incinerator is a named disposal route for solid and organic liquid radioactive waste on the Addenbrooke's Hospital site. Only departments with prior permission may use this route as indicated on the departments' sub-certificate. The radioisotopes and amounts stated must not be exceeded.

The following information should be followed by all Radiation Protection Supervisors and their staff using the incinerator for disposal of radioactive waste.

1. Before this route is used for disposal of radioactive waste, check the isotope and quantity are permitted under your sub-certificate, otherwise contact Claire Blewitt (NHS departments & outside users) or Lisabeth Yates (University departments) if there are any queries.
2. An "Authorisation for Disposal of Radioactive Waste via Incineration" letter must be presented to the incinerator staff with the waste. This standard form letter can be obtained from either Claire or Libby and contains vital information including:
 - ◆ Department information;
 - ◆ Disposers details;
 - ◆ Number of bags/containers of waste;
 - ◆ Authorised signature.

A list of all authorised signatories for incineration of radioactive waste is held by the incinerator staff. Waste can be presented by any member of the generating department, but must be accompanied by a standard letter signed by an authorised signatory. Waste presented without an authorised signature will be refused by the incinerator staff and should be returned to the generating department.

3. 'Off site' users will be required to complete a Duty of Care: Controlled Waste transfer note. These are available from the incinerator office and should be filled in before delivery of the waste to the incinerator. Users without a prior arrangement with the incinerator staff should be accompanied by a member of the Radiation Protection Service.
4. Please keep the weight of each bag to less than 10kg. YELLOW bags must be used for all non sharps waste. All sharps must be packaged in standard recognised sharps bins.
5. To differentiate from other clinical waste each bag should also have a tag indicating:
 - ◆ it is radioactive waste;
 - ◆ generating department;
 - ◆ contact name and phone number.
6. Please ensure the bags of radioactive waste are taken directly to the hopper where they will go straight onto the conveyor belt and not into the holding skip. This will ensure waste is burnt quickly. In case of incinerator breakdown after the waste has been handed over, the information above will be used to allow waste to be returned to the generating department and not taken away to other incinerators with clinical waste. We do not have permission from the Environment Agency to burn our radioactive waste elsewhere.
7. In the event of the incinerator being temporarily out of use, please contact either Claire Blewitt (NHS departments & outside users) or Lisabeth Yates (University departments) if storage within your department will be difficult.

If there are any queries or problems please contact Claire Blewitt on 01223 216907.

EARRPS, Box 191
Addenbrooke's Hospital
Cambridge University Hospitals NHS Foundation Trust
Hills Road
Cambridge CB2 0QQ

Authorisation for Disposal of Radioactive Waste via Incineration

Dept/Organisation:	
Disposal date:	
Disposed by:	
Contact telephone number:	
Number of bags/containers:	
Physical description of container(s): (e.g. bags/sharps bins)	

The above named person is making this disposal which requires immediate incineration. This disposal is in accordance with the sub-certificate issued to the department/organisation detailed above by EARRPS. This ensures compliance with the Trusts Permit to Dispose of Radioactive Waste issued by the Environment Agency ref. EPR/KP3390SP.

Waste will only be accepted for incineration when signed below by a name authorised by EARRPS.

Signature of authorised person:

Name of authorised person:

Date:

Any queries regarding disposal of radioactive waste via incineration should be directed to
Claire Blewitt, EARRPS, x3372 (01223 217372).

[Further details of the disposal are contained in any Appendix to this letter. This may be supplied to the incinerator staff with the letter or kept purely as an internal document within the generating department.]

Appendix to incineration disposal letter

For instructions on taking waste to Addenbrooke's incinerator, please refer to 'HSD191R Instructions for Incineration of Radioactive Waste'

<https://www.safety.admin.cam.ac.uk/publications/hsd191r-incineration-waste-addenbrookes-hospital> .

This document may be attached to the Authorisation letter taken with the radioactive waste to the hospital incinerator, AND a copy MUST be sent to the University Safety Office with your next monthly returns form.

Department Name

Solid Radioactive Waste for Incineration

Container ID	Radionuclide	Disposal Date	Activity on Disposal Date

Organic Scintillant Waste for Incineration

Container ID	Radionuclide	Disposal Date	Activity on Disposal Date