

Reduce waste, save money, **think green!**

A business guide to reduce your waste



Recycling Policy

In the spirit of good citizenship education already practised by the school, we feel it is important to model good recycling behaviour as an extension of the school's existing policy towards litter.

Recycling is an important ethic to instil in students, as discarding recyclable products wastes the earth's limited supply of resources and there is limited room in landfill sites to accommodate our growing rubbish.

As a large producer of paper waste we feel it is important that the school provide a model environment where recycling is made simple and easy and where students can learn good waste behaviour through direct participation.

- We will ensure that half of all waste collections from the school are recycling collections (reviewed annually – responsibility of the site manager/caretaker)
- We will ensure that every room in the school is provided with a highly visible convenient recycling bin (reviewed at the end of each term – classroom teachers report if repairs or replacements are needed).
- We will support our recycling scheme with posters and artwork reminding students what can be recycled to encourage active recycling participation at the end of each term – classroom teachers to report if artwork replacements are needed).
- We will run regular recycling knowledge and awareness sessions to be held...

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Resource efficiency...your profits, your environment!

What is waste?

It can be anything you possess or produce, that you want or require to get rid of. Once a substance or object has become waste, it will remain waste until it has been fully recovered and no longer poses a potential threat to the environment or to human health.

Commercial waste is from any part of a property or premises used for the purposes of trade or business.

Trade waste is a traditional description of commercial waste often used by local authorities.

Small and medium sized enterprises/businesses (SMEs), include:

- medium sized businesses with less than 250 staff, a turnover of less than £42 million (50 million), or a balance sheet total of less than £36 million (43 million);
- small businesses with less than 50 staff, a turnover of less than £8 million (10 million), or a balance sheet total of less than £8 million (10 million); and
- micro-businesses with less than 10 staff, a turnover of less than £1.6 million (2 million), or a balance sheet total of less than £1.6 million (2 million).¹

By effectively managing your resources and preventing and reducing waste you can:

- Save your business money
- Reduce energy consumption
- Enhance environmental performance
- Reduce operating costs
- Comply with legal obligations
- Improve the image of your business
- Improve your reputation within the local community
- Even a simple review of your business waste can produce some quick wins.

Why not get going today by following some of the simple steps outlined in this guide.

Why should businesses care about waste?

Making one simple change can be a great start to saving money, doing your bit for the environment and enhancing your image.

Save money

Every business generates waste and creating waste costs money, typically up to 4% of a businesses turnover. By finding ways to reduce waste, your company could become more profitable, so it is worthwhile for businesses of all sizes to practice good waste management including waste prevention as well as reduction.

Fact: Evidence shows even low or no cost actions, such as increasing the amount you recycle, can reduce waste by at least 10% and produce quick returns.

Help the environment

Less waste in landfill frees up land for other uses and reduces the production of powerful greenhouse gases such as methane, which is produced when biodegradable material is sent to landfill. Methane Emissions can lead to serious environmental impacts, for example Methane is over 20 times more powerful green house gas than Carbon Dioxide.

The transportation of waste to disposal sites also produces greenhouse gas emissions from the combustion of the fuel used in trucks and other equipment.

Fact: Recycling saves raw materials and energy. Recycling just one glass bottle saves enough energy to light a 15 watt low energy efficient bulb (equivalent to a 100 watt normal bulb) for 24 hours.

Improve your reputation

As awareness of environmental issues grows, more and more businesses are choosing to 'Go Green'. You can improve your reputation among customers, suppliers, potential employees and insurers, who may want to be sure that you take your environmental responsibilities seriously. You may also boost the morale of existing staff.

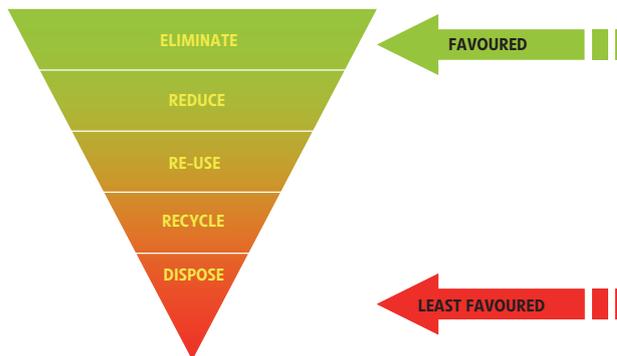
Fact: During small business recycling trials, over a third of businesses said recycling had improved their reputation within the local community.

¹ http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm

The waste hierarchy

The best way of managing our waste is not to produce it in the first place. After that, we should reduce, reuse, recycle and dispose our waste wherever possible.

The 'waste hierarchy' specifies the best waste disposal options and ranks them in order of their increasing environmental impact. The options towards the top of the hierarchy are more desirable than those towards the bottom.



1. Eliminate

Eliminating waste entirely may not always be possible, but by not creating it in the first place reduces costs of raw materials.

2. Reduce

Reducing the amount of waste you produce can be achieved in a number of ways, including the amount of packing used, reduce off-cuts and rejects, send information electronically, purchase material in bulk and use returnable containers.

Tips to reduce waste include:

- Set your printers to automatically print on both sides, reduce paper waste
- Change settings on your fax machine and printers, so you don't print unwanted header of report sheets
- Print only when necessary, send emails rather than printing letters or memos to save paper and reduce ink usage
- Use washable cups rather than plastic or paper ones
- Sign up to the mailing preference service to reduce unwanted mail
- Reuse boxes, envelopes and packaging material

3. Re-use

To limit extra spend of buying items in, many can be re-used to reduce waste.

For example:

- Packaging - boxes can be re-used many times.
- Printer toner cartridges - choose a supplier that has a returns policy so that they can be re-filled and used again.
- Paper - re-use paper from misprints and drafts as scrap paper in the office.
- Drums - many raw materials are delivered in drums that can be washed and returned to the supplier, or re-used on site as waste containers.
- Furniture and textiles - waste furniture and textiles may be of use to charities or to waste exchange groups.

4. Recycle

Recycling is an increasing requirement through legislation in order to reduce the impact on the environment. Many items can now be recycled, speak to your local recycling centre or waste management contractor to find out what they are and how they should be segregated and presented for collection.

5. Disposal

Disposal is the last resort when the other hierarchy options have been exhausted. There are legal obligations that all producers and handlers of waste need to comply with, so it is important that you contact your waste management contractor to discuss options like recycling to make waste disposal more efficient and save money.

Donate, don't waste! Furniture and electrical items may be suitable for re-use. Why not offer them to a local charity shop or furniture reuse group to be used again and raise important funds at the same time.

Boxes and packaging material may be used for people moving house, or someone who does a lot of online selling - why not offer them on an online waste exchange site.

Some scrap waste and recycling materials are useful for arts and crafts e.g. card, paper, plastics, stationery and textiles - why not ask your local school, college or community centre if they would like any material for their creative activities.

Legislation

Every business, no matter what size has an impact on the environment. To ensure that this level of impact remains within acceptable limits, there is a need to comply with environmental legislation. Environmental legislation covers areas relating to aspects such as packaging, hazardous waste, solvents, energy, air quality and waste from construction and water.

Duty of Care

The duty of care applies to anyone who produces or imports, keeps or stores, transports, treats or disposes of waste. It also applies if you act as a broker and arrange these things. Not complying with the duty of care legislation can result in a fine.

When dealing with your own business waste, you must:

1. Make sure your waste is stored safely and securely, so that it doesn't escape from your control and contaminate or harm the environment.
2. Make sure that your waste contractor is authorised to take and disposes of the waste and is transported, recycled or disposed of safely. You are responsible for checking they are registered, so always ask to see their certificate.



3. Make sure if you use a waste contractor to dispose of your waste, they provide you with a description of the waste and a transfer note is completed and signed by both parties.

When collecting business waste from someone else, you must:

1. Make sure that the law allows you to take it (you should be a registered waste carrier, although there are some exceptions).
2. Make sure you have a description of the waste and issue a transfer note completed and signed by both parties.

(This requirement includes tradesmen such as builders, plumbers, electricians and gardeners, if part of the service they offer is to remove waste from a customer's property.)

For information on how to apply for a waste carrier's licence, visit the www.environment-agency.gov.uk website.

To find your nearest registered waste carrier or waste treatment facility visit the www.wastedirectory.org.uk website.

Pre-treatment of non-hazardous waste

All non-hazardous waste must be 'treated' prior to landfill. Examples of treatment include, sorting materials for recycling, biological treatment such as composting or thermal treatment such as incineration.

You can choose to sort the waste yourself (i.e. separate recyclables from residual waste) or, if your waste contractor offers the service, you can request that they sort it for you after they have collected it.

How can you encourage your staff to recycle more and use the correct bins provided?

Waste packaging and producer responsibility

Waste packaging and producer responsibility laws require businesses to reuse, recover and recycle waste which comes from products they produce. There is a range of producer responsibility legislation on waste that places both financial and logistical responsibilities on businesses involved in various sectors, such as electronic equipment, packaging, batteries and vehicle manufacturing.

These are important waste streams which need to be reduced due to their impact on the environment.

The UK must meet its national targets for recovery and recycling of these wastes set under European Union (EU) Directives.

The systems for each waste stream are outlined:

- Packaging waste regulations
- WEEE regulations
- Batteries directive
- End of life vehicles (ELV's)

Fact: *The UK produces around 10 million tonnes of packaging waste every year, most of which is disposed of in landfill sites. Packaging waste is a significant part (7-10%) of the waste produced in the UK.*

Packaging waste regulations

If your business makes, fills, sells, handles or produces packaging or packaging materials, you need to be aware of the following:

- The Packaging (Essential Requirements) Regulations apply to you if your business products, or places packaging or packaged goods on the market.

- The Producer Responsibility Obligations (Packaging Waste) Regulations apply to you if your business handles more than 50 tonnes of packaging in a year and has a turnover of more than £2 million.
- Packaging waste covers all types of materials used for packaging such as paper, cardboard, various plastics and metal.
- You need to register with the Environment Agency or a compliance scheme.
- You must provide evidence that you recover and recycle a specified proportion of your waste.
- Fines can be imposed on businesses that do not comply.

Remember: *Good things come in small packages. On average, 16% of the money you spend on a product pays for the packaging, which ultimately ends up as rubbish. Minimising the use or waste of packaging can deliver some quick savings.*



Waste Electrical and Electronic Equipment Directive (WEEE)

European legislation aims to reduce the amount of WEEE being produced and encourages everyone to reuse, recycle or recover it.

Examples of WEEE include computer equipment, electric fans, electrical and electronic tools, telephones, microwaves and kettles.

Any business involved in manufacturing, selling, distributing, recycling or treating electrical and electronic equipment should be aware that under the WEEE directive, it is now illegal to dispose of this at a landfill site.

There are certain requirements for WEEE relating to:

- Separate collection, disposal and recycling
- Standards for its treatment at authorised facilities
- Collection, recycling and recovery targets

Batteries directive

Batteries commonly contain hazardous elements such as mercury, cadmium, and lead, which when incinerated or landfilled, present a risk to the environment and human health

The European Union Batteries directive regulations require producers and importers of batteries, placing more than one tonne of batteries in a year, to become more responsible for battery recycling and join an approved batteries compliance scheme, through which they must meet their waste battery recycling obligations.

The new requirements on collecting, treating and recycling waste batteries and accumulators came into force and producers will have to pay for the collection, treatment and recycling of batteries.

If you sell more than 32kg a year of portable batteries in your store, over the internet, via mail-order or directly to businesses, you will need to take back used batteries from the public free of charge.

To help you determine whether you supply 32kg or more of portable batteries per year Defra has developed a simple calculator.

For more information on the Battery directive visit the Environment Agency website www.environment-agency.gov.uk or to view calculator visit the Defra website www.defra.gov.uk.

End of Life Vehicles (ELV's) Directive

The End of Life Vehicles (ELV) Directive aims to reduce the amount of waste produced from vehicles when they are scrapped. The End-of-Life Vehicles Regulations 2003 require operators to hold a site license if accepting vehicles which have not been de-polluted and set new minimum technical standards for all sites that store or treat ELVs.

Around two million vehicles reach the end of their life in the UK each year. These vehicles are classed as hazardous waste until they have been fully treated.

For more information on EVLs visit the Environment Agency website at www.environment-agency.gov.uk/business/regulation/31887



Hazardous waste

Some types of waste are classified as hazardous, for example:

	asbestos		Asbestos
	batteries		Batteries
	electrical		Electrical appliances, computer monitors
	fluorescent tubes		Fluorescent tubes
	used engine oil		Mineral oils, fuel and other automotive fluids
	tyres		Tyres
	plasterboard		Plasterboard
	fridges & freezers		Fridges, freezers, air conditioning units
	aerosols		Aerosols and gas canisters
	paint		Paints and solvents

Medical waste (human and animal), infectious clinical/surgical wastes, contaminated soils, heavy metals, and industrial wastes

The hazardous properties of these wastes can make them harmful to the environment or human health.

The Hazardous Waste Regulations 2005 places strict requirements on companies that produce such waste, how it is stored, who is able to collect it, what must be done to dispose of it legally and it also outlines what records must be kept. You must:

- register your premises with the Environment Agency (some premises are exempt if less than 200kg of hazardous waste is produced within a year).
- not mix hazardous waste with non-hazardous waste and you should not mix different types of hazardous waste.
- complete a hazardous waste consignment note when hazardous waste is removed from your premises.
- keep records of the hazardous waste you produce. Generally, keeping the consignment note and the consignee return for three years will meet this requirement.



Landfill directive

The Landfill Directive sets rigorous standards to reduce both our reliance on landfill and the environmental impact of wastes disposed of by landfill. Tighter operational and infrastructure standards limit the types and nature of waste that we can send to landfill and place greater restrictions on the location of landfill sites.

The key points are:

- Certain kinds of waste cannot be landfilled.
- Landfills are classified according to whether they can accept hazardous, non-hazardous or inert wastes.
- Wastes can only be accepted at a landfill if they meet the waste acceptance criteria (WAC) for that class of landfill.
- Most wastes must be treated before you can send them to landfill.
- There are formal processes for identifying and checking wastes you must follow before wastes can be accepted at a landfill site.

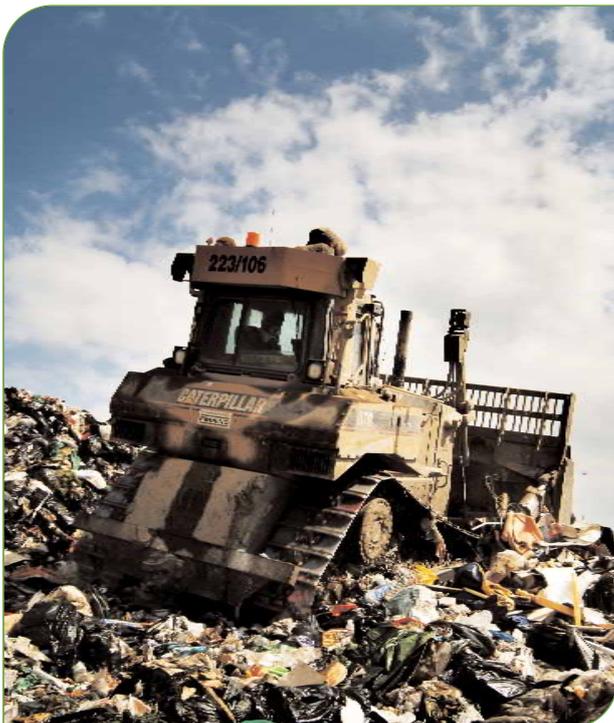
Landfill tax

Landfill tax was introduced to reduce the amount of waste sent to landfill. It is designed to encourage all of us to use more sustainable methods of waste disposal in order to minimise our environmental impact.

Your business pays landfill tax as a part of your commercial waste disposal cost. Landfill tax, and therefore the cost to you for waste disposal, is set to increase annually from a base rate per tonne.

By reducing, reusing and recycling more materials, your business can reduce its landfill tax liability and reduce its impact on the environment.

Please note: *Recycling bring sites or household waste and recycling centers (where residents can take their recycling) are NOT for use by commercial operators and vehicle registration details may be recorded to regulate and enforce this.*



What do I need to do?

Here are three steps to help you and your business use fewer resources more efficiently.

Step one: COMMIT

It is important to ensure that all individuals within your business are committed to improving profits through better environmental performance, and that everyone is made aware of this objective.

Step two: REVIEW YOUR WASTE

Reviewing the amount and type of waste that you produce and the activities that produce it will help you to define an action plan and set targets to reduce, reuse and recycle. During this process you should:

- Carry out a waste audit over a number of days to get a good representation of the types and quantity of waste
- Undertake a 'walk-through' to identify what activities generate different types and quantities of waste
- Examine current costs of your waste disposal and utility bills. This will help to inform your future decisions and will give you a baseline to measure your improvements

Step three: DEVELOP AN ACTION PLAN

With the information from the waste review you can begin to list and prioritise target areas for improvement:

- List all materials that could be targeted
- Brainstorm ideas to reduce, reuse and recycle each material and bear in mind that reduction will produce the greatest financial and environmental savings
- Set actions and assign responsibility
- Set reasonable targets
- Aim for some early successes
- Set a timeline for completion of actions
- Develop a system to monitor progress

Visit the www.envirowise.gov.uk website for simple tips and tools to help you with these steps.

If you are just getting started:

- Start off small, pick just a couple of ideas from this guide
- Involve all your employees in the planning and implementation stages

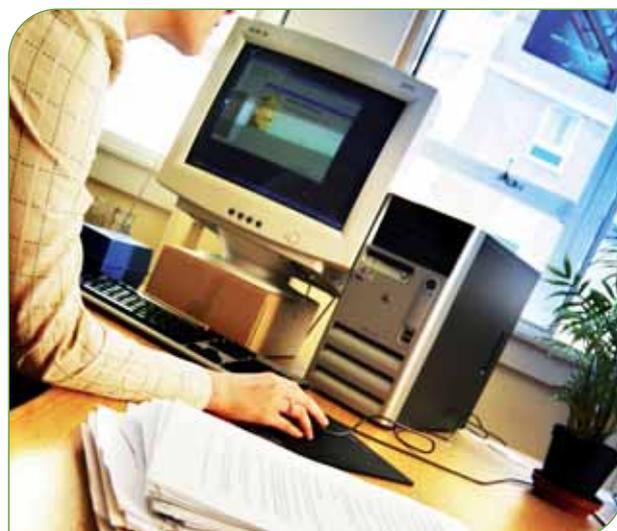
If you have already started, think about how you can improve, e.g. are there items, which you could reuse instead of purchasing new materials?

Disposing and recycling of your business waste

It is illegal to fly-tip or dispose of your business waste into household recycling or general domestic waste bins, this includes bring sites and community recycling centres. Companies found doing so can incur substantial fines.

There are a few ways to dispose of your commercial waste:

- Larger amounts of trade or commercial waste can be taken to Chalvey Waste and Recycling Centre, Spackmans Way, which has a weighbridge facility. There is a charge to dispose of your commercial waste, and will not be accepted without a waste carriers licence or an exemption certificate.
- There are sites across the county that accept trade waste. You can find your local registered waste carrier or waste treatment facility by visiting the www.wastedirectory.org website.



What is fly-tipping?

Fly-tipping is the illegal dumping of waste onto land with no license to accept waste, and is a criminal activity that can cause serious pollution of the environment, may be a risk to human health and the environment.

All kinds of waste are fly-tipped, the most common being household waste. Other wastes that are fly-tipped include appliances like fridges and washing machines, waste from building and demolition work, animal carcasses, vehicle parts and tyres. Hazardous wastes such as oil, asbestos sheeting and chemicals are also dumped illegally.

It is important to realise that it is also an offence to allow fly-tipping to occur on your land.

The Clean Neighbourhood and Environment Act (CNEA)

The Environmental Protection Act 1990 imposes duties on certain landowners and occupiers to keep specified land clear of litter and refuse. You must:

- *Ensure you have adequate storage space for trade waste, either inside the building or in an enclosed area outside.*
- *Have litterbins outside your premises (by agreement with the council) if you are a take-away food shop and you should display notices encouraging customers to use them.*

Fly-tippers can be fined up to £50,000 in Magistrates' Courts, face unlimited fines in higher courts, as well as community punishment orders or prison sentences of up to 5 years.



Where to go for further information and advice

Environment Agency

The Executive Non-departmental Public Body which aims to protect and improve the environment, and to promote sustainable development.

Tel: 08708 506506

Website: www.environment-agency.gov.uk

Envirowise

A free government-supported environmental consultation, advice, and documentation for UK businesses.

Tel: 0800 585794

Website: www.envirowise.gov.uk

WRAP

WRAP (Waste and Resources Action Programme) works to help businesses and individuals reap the benefits of reducing waste, develop sustainable products and use resources in an efficient way.

Tel: 0808 100 2040

Website: www.wrap.gov.uk

NetRegs

Provides free environmental guidance for small and medium-sized businesses in the UK. Offers help in complying with environmental law and protecting the environment.

Website: www.netregs.gov.uk

RecycleNow

Provides information and resources across many aspects of recycling, with the aim of increasing recycling by raising awareness and promoting responsible waste.

Tel: 08456 003323

Website: www.recyclenow.com

DEFRA

DEFRA (The Department for Environment, Food and Rural Affairs) is the UK government department responsible for policy and regulations on the environment, food and rural affairs.

Tel: 08459 335577

Website: www.defra.gov.uk

Top 10 tips to start saving money

1. Talk to your waste contractor or council about recycling collections
2. Ask before issuing bags, disposable cutlery, or paper serviettes
3. Stock loose items where possible, avoid over-packaged products
4. Purchase good-quality durable equipment
5. Use concentrated cleaning products in refillable containers
6. Use reusable mugs and glasses, not disposable
7. Reuse incoming packaging and boxes for outgoing deliveries
8. Use rechargeable batteries and refillable printer cartridges
9. Reuse envelopes and convert scrap paper into note books
10. Use email wherever possible and always print double-sided



This document can be made available on audio tape, braille or in large print, and is also available on the website where it can easily be viewed in large print.

Reduce waste, save money, think green!

If you would like assistance with the translation of the information in this document, please ask an English speaking person to request this by calling 01753 474027.

यदि आप इस दस्तावेज में दी गई जानकारी के अनुवाद किए जाने की सहायता चाहते हैं तो कृपया किसी अंग्रेजी भाषी व्यक्ति से यह अनुरोध करने के लिए 01753 474027 पर बात करके कहें.

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Aby uzyskać pomoc odnośnie tłumaczenia instrukcji zawartych w niniejszym dokumencie, należy zwrócić się do osoby mówiącej po angielsku, aby zadzwoniła w tej sprawie pod numer 01753 474027.

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