

FACT SHEET: Waste

Monitoring waste

This is the first step in achieving waste reductions for your business. It involves identifying the main sources of waste within your operations, formally examining the processes and activities that contribute to that waste production, and determining means of reducing it.

- Walk around premises and estimate quantities (and then direct costs) of visible waste processes.
- Determine the main sources of waste. These might be, e.g. raw materials, paper, food, or packaging. Also determine the areas of greatest cost e.g. disposal, excess purchasing, energy consumption etc.
- Examine business processes and activities. Ask staff for help in ideas of minimising waste produced.
- Monitor waste on a regular basis using key performance indicators: e.g. tonnes/cost of waste going to landfill/month; tonnes/bags of recycling/month; ratios of 'how many ordered to how many used' etc
 - You may already have a lot of the information necessary for determining these figures e.g. receipts for landfill waste collections; inventory records etc
 - Charts and visual checks can be effective means of monitoring waste. Staff training may be required to adjust procedures for this.
 - Assign responsibility for the regular collection and analysis of this data
- Analysis of waste production may well show key areas where your business can improve efficiency and cut costs relatively easily, as well as highlighting areas where waste will be difficult to eliminate. For these types of processes you may wish to rethink the business process for a more efficient alternative.

Waste minimisation

Once you are monitoring your waste, you can identify areas in which to make savings. Consider your major impacts – the processes causing the greatest quantity or highest cost associated with waste. Talk to your staff involved with these processes and together question your existing practices. Has your business tackled this problem before? Why is there so much waste? Is there an opportunity to update a process? What other savings could be made?

By costing these different options out you will be able to identify the costs and savings of different actions. Divide the actions you could take into strategic 'quick wins' and 'long-term solutions', setting dates, costs and targets for each.

Reducing office waste

- Add a 'Please do not print unless necessary' tag to email signatures
- Encourage staff to use double sided print and photocopy functions.
- Reduce unwanted mail by signing up to lists to take you off commercial mailings; put a 'No Commercial Leaflets' sticker on your front door (available from Richmond Council's Recycling Department:
www.richmond.gov.uk/home/environment/rubbish_waste_and_recycling/reduce_and_reuse/reduce_unwanted_mail.htm)
- Use solar powered items such as battery powered calculators and solar phone rechargers to reduce battery waste.

- Use energy efficient lightbulbs, as these last up to 12 times longer than regular lightbulbs, reducing the number of bulbs you send to landfill (as well as saving on energy costs).
- Use raw materials as efficiently as possible in manufacturing processes.
- Use refillable products e.g. printer cartridges, pens, pencils.

Reusing materials

- Reuse items such as scrap paper, postal packaging boxes and packing cases.
- Use rechargeable batteries; this limits the amount of hazardous waste generated.
- Avoid disposable items such as plastic cups – use mugs or glasses instead.
- Buy products made from recycled materials e.g. paper. The Recycled Products Guide can help you source a wide variety of products online (www.recycledproducts.org.uk/view/index.cfm).
- Donate furniture and computers to be reused. Many office furniture companies run take-back schemes. Alternatively, you may be able to donate certain items through local charity collections, for example Green Works, a non-profit charity who pass on office furniture at low cost to charities, schools, community groups and even start-up businesses.
- Recondition old equipment to the level where it could be reused or rented out
- Dismantle old machinery for useful parts
- Obtain or donate extra paint for free from the Community Re-Paint scheme (www.communityrepaint.org.uk/).
- Donate scrap materials to the Community Scrapstore, which then provides these free for those who live in and work in the borough to use as art materials. Accepted materials include rolls and scraps of fabric, paper and card, books, tiles, wood and knitting and sewing materials.
- Join the Freecycle Network (www.freecycle.org/), a grassroots non-profit organization who allow members to swap items in an effort to keep them out of landfill.
- If you are an industrial producer, consider joining the National Industry Symbiosis Programme (www.nisp.org.uk). NISP is a free programme that engages traditionally separate industries and organisations to form industrial symbioses, whereby physical exchanges of materials, energy, water and/or by-products can be exchanged to increase companies' competitive advantages.

Recycling

Richmond Council offer a commercial waste and recycling collection service for all business in the Borough. Collections can be arranged on a daily to weekly basis. In most cases businesses will be able to make cost savings by recycling paper, cardboard or glass rather than paying for waste disposal. For a list of Borough plastic recycling sites visit:

www.richmond.gov.uk/home/environment/rubbish_waste_and_recycling/commercial_waste/commercial_recycling_service.htm

In addition, free collection and recycling of hard walled polystyrene vending cups can be arranged through the Save-a-Cup Recycling Company, a not-for-profit funded and supported by the vending and catering industry.

- A minimum of 3 sacks of cups is required for a collection.
- Vending cups must be of PS06 plastic.
- Subject to payment of an Annual Administration charge of £50.00, payable once your first collection has been arranged.

Notes on good recycling practice:

- When storing, keep waste materials clean, dry, and under cover until they are collected.

- If possible, remove contaminants such as metal staples or sellotape from materials before recycling. This could make your materials more financially valuable.
- Signpost areas for different materials. Consider using colour coding for quick recognition, e.g. blue for paper, green for glass.
- Separate and store plastics according to their grade. For further information on what and how plastics are recycled, visit Waste Online, at: (www.wasteonline.org.uk/resources/InformationSheets/Plastics.htm#_What_you_can_do)
- You may wish to purchase a compactor which crushes materials into blocks. This enables larger volumes of waste to be transported in one go, which could save you money. Materials are much easier to store and recycle if compacted or baled, and could be more financially valuable.
- Site any such noisy operations as far from neighbours as possible, to avoid creating a nuisance.
- Creative tips for recycling various items, including office furniture/stationary etc available from: <http://www.recyclethis.co.uk/>

Composting

Disposing of your organic (food, paper products etc) waste through composting can turn staff lunch into a useful commodity – fertiliser. Remember to be vigilant for pests or odour around composting facilities.

Composting

Composters can accept fruit and vegetable peelings, cardboard, teabags, eggshells and soft garden waste.

- Richmond Council provides subsidised compost bins for Borough residents:
 - Call 0845 077 0757, download the compost bin order form 2008 (www.richmond.gov.uk/17252-01_adletter_richmond.pdf) and return via freepost, or order your bin online from the Recyclenow website (www.recyclenow.com/home_composting/index.html)(different styles of bins, indoor outdoor etc).
- You can purchase bins directly from the Townmead Road Reuse and Recycling Centre (collection only), or other businesses. Visit the web page at: www.richmond.gov.uk/home/environment/rubbish_waste_and_recycling/recycling_centres/townmead_road.htm
- Compostable liner bags can be obtained from your local grocery store, or the recyclenow website (www.recyclenow.com).

Wormeries

A wormery is a small box unit that will compost soft organic kitchen waste, such as vegetable peelings, coffee grounds and stale bread, through the action of composting worms. It produces two bi-products - vermicompost and leachate – which both make excellent plant fertiliser.

- Wormeries can be purchased from Townmead Road Re-use and Recycling Centre (www.richmond.gov.uk/home/environment/rubbish_waste_and_recycling/recycling_centres/townmead_road.htm) or (if you are a Richmond resident) you can receive a subsidised wormery through calling 08456 122 660.

Rocket

A Rocket (www.quickcompost.co.uk/index.shtml) composter is suitable for commercial or industrial users producing between 50-7000 litres of food/garden waste per week. It is capable of composting

raw or cooked food waste that includes meat and fish, and is the only in-vessel composter with ABPR approval (see below) to treat meat waste.

- Sites may need approval by the local Animal Health Divisional Office for composting wastes that include meat. See: www.defra.gov.uk/animalhealth/about-us/contact-us/search/index.asp.
- Further details on the Rocket are available from: www.quickcompost.co.uk/index.shtml

ABPR regulations

The Animal By-Products Regulations aim to limit the spread of animal disease by setting standards for meat collection, storage, handling, processing, use and disposal facilities. Meat products for human consumption are classed as Category 3 (low risk). Category 3 wastes include:

- Catering waste from households and restaurants
- Former food

The ABPR regulations allow for the treatment of Category 3 wastes in composting and biogas plants without pretreatment. More information on these regulations is available from NetRegs (at:

www.netregs.gov.uk/netregs/63505.aspx) and DEFRA
www.defra.gov.uk/foodfarm/byproducts/wastefood/composting/index.htm

Regulations

This Fact Sheet summarises key business waste regulation. For further information, please visit the NetRegs website, available at: www.netregs.gov.uk/netregs/63499.aspx .

Duty of Care Regulations

With regards to waste, your 'duty of care' as a business is to ensure that any waste you produce is handled safely and within the law. This applies to commercial, industrial and household waste, which is termed 'controlled waste'. This duty of care applies to all businesses. The duty of care also applies to anyone that acts as a waste broker. It is important to note that the duty of care has no time limit, and will extend until the waste has either been finally disposed of or fully recovered.

Key responsibilities:

- Your waste is stored, handled, recycled or disposed of safely and legally
 - Recycling and disposal should be done only by licensed individuals or businesses. They will require an environmental permit or an exemption, which you should check to make sure they are within its conditions. These people may include:
 - waste contractors
 - scrap metal merchants
 - recycling companies
 - your local council
 - skip hire companies.
 - If you fail to check whether a person is authorized to take your waste and it is subsequently disposed of illegally, you may still be held responsible.
- Record all transfers of waste between your business and another business, using a waste transfer note (WTN)
 - You should keep all WTNs, signed by both businesses, for at least two years

- If the waste is classified as hazardous/special waste, you should keep the transfer consignment note for at least three years.
- Package all waste materials appropriately and robustly to stop them escaping from your, or anyone else's, control.

Treatment of waste Regulations

Material-specific responsibilities take into account the hazardous nature of the waste, and will provide protection for the environment and others with regards to the disposal of such waste.

You can find a Directory of all businesses eligible to deal with different sorts of waste at NetRegs: <http://netregs.wastedirectory.org.uk/>

End-of-life vehicles

The disposal of all vehicles, including cars, vans, trucks and motorbikes is regulated, and requires that every time you send an old vehicle for recycling, you:

- Only send the vehicle to an Authorised Treatment Facility (ATF). You should also check that the ATF holds the correct and current waste management license.
- You should then receive a Certificate of Destruction from the ATF, which ensures that the vehicle can be properly deregistered.

Packaging

If your business produces packaged products, or places packaging or packaged goods on the market, you must:

- Make sure that your packaging does not exceed the limits on concentrations of certain heavy metals, such as lead, cadmium and mercury.
- Use the minimum packaging necessary for the task.
- Reuse, recycle or recover packaging wherever possible.

Waste electrical goods and ozone depleting substances

Waste electrical goods are classified as Waste Electrical and Electronic Equipment (WEEE) and must be recycled separately from all other waste. This covers:

- IT equipment, computers, mobile phones
- TVs, hi-fi's
- Cookers
- Lamps, lights

If you send equipment containing ozone depleting substances, such as fridges, for recycling, you must ensure that the equipment is recycled correctly by a licensed business.

Hazardous waste

Hazardous waste (occasionally termed 'special' waste) is waste that may be harmful to human health or the environment; it could have irritant properties, be explosive, flammable, corrosive, oxidising or carcinogenic. Examples of hazardous wastes include:

- fluorescent light tubes
- lead-acid batteries
- asbestos

- chemical wastes
- healthcare wastes, including prescription medicines
- waste oils
- solvent based inks or paints.

If your business generates hazardous waste you must:

- Provide storage in appropriate secure, accessible containers
- Inspect containers at least once a week
- Keep an inventory of stored special waste
- Train staff in procedures to handle special waste
- Ensure handling, transportation and disposal is only carried out by registered or exempt waste carriers
- Use the consignment-note system to give the Environment Agency advance notice of special-waste movement
- Keep your consignment notes for at least three years

The consignment note system ensures that waste is managed responsibly from where it is produced until it reaches an authorised recovery or disposal facility. To register for the system or find more information about hazardous waste disposal, visit the Environment Agency, at: <http://www.environment-agency.gov.uk/subjects/waste/1019330/1217981/1772529/> .

Waste storage

Waste materials need to be stored safely and securely in suitable containers, for example: skips; Intermediate Bulk Containers (IBCs); or drums.

- Containers should be in good condition and clearly labeled. If you are going to reuse containers, make sure you remove any old labeling.
- You must ensure that waste materials cannot blow away and that pollutants cannot leach from the waste into the ground. If you store waste in skips or similar containers, ensure that they are covered or netted where necessary to prevent loose and lightweight material from blowing away. Consider storing wastes under cover before you dispose of them.
- Prevent liquid wastes from escaping into drains, watercourses or surrounding ground. Store wastes on impermeable surfaces that are contained within a secondary containment system (SCS). Ideally this should be a bund capable of containing the contents of the storage containers, or a drain to a sealed pit that can contain them.
- Separate materials that are incompatible, such as chemicals that may react together if a leak occurs.