

# ECO-ACTIVE



# BUSINESS

An ECO-ACTIVE initiative developed in partnership with



## ECO-ACTIVE Business: Waste minimisation guidance

### Why should I worry about my company's waste?

It is estimated that 'avoidable waste' costs businesses up to 4.5% of their annual revenue. Reducing waste in the workplace is about being efficient.

It means using less (and consequently spending less), getting the most out of what is used and recycling whatever is left. By becoming more efficient, businesses can not only increase profits but they can also save resources and help the environment.

In Jersey, the amount of waste produced by local businesses has doubled in the last 20 years and this upward trend is set to continue. As more than 60% of the island's waste is generated by local businesses, it is essential that the business community take action and play their part in cleaning up Jersey's act on waste.

### How can environmental improvement improve my bottom line?

Waste costs money, typically up to 4.5% of business revenue. So by finding ways to reduce waste your company could become more profitable.

Your company has purchased much of what you throw in the bin. By not producing waste in the first place all the environmental and financial costs of collecting, processing and disposing of unwanted materials are avoided.

Improving the environmental credentials of your business will also create a number of other indirect positive impacts on your turnover such as:

- **Customer power:** many of today's customers are asking about the environmental credentials of the companies they choose to do business with.
- **Brand power:** taking an environmental approach can boost your company image and raise awareness of your company values.
- **Employee power:** acting on the environmental concerns of your employees will build loyalty and earn you a reputation as an employer of choice.

A well organised waste system with the correct equipment and properly sorted waste will also look tidier and improve the presentation of your business premises for customers and staff.

### What impact will reducing my waste have locally and globally?

Waste can be damaging to quality of life and the state of our environment, for example through unpleasant smells, emissions and contamination.

Dealing with waste by just throwing it out mixed up for collection is wasting resources. Once items like cardboard and paper have been put together with other wet wastes they become contaminated and no longer recyclable. Below are some examples of how recycling and resource management can reduce the impacts the environment:



**1. Paper:** as the demand increases, more timber is required and this has led to the loss of valuable wildlife habitats and ecosystems as old forests have been replaced with managed plantations and the lack of tree species reduces biodiversity.

**2. Plastics:** the world's annual consumption of plastic materials has increased from around 5 million tonnes in the 1950s to nearly 100 million tonnes today. This means that more and more fossil fuels, primarily oil, are required both as a raw material and to deliver energy for the manufacturing process.

**3. Metals:** recycling aluminium requires only 5% of the energy and produces only 5% of the CO<sub>2</sub> emissions as compared with primary production. Aluminium can be recycled indefinitely.

**4. Electronic Equipment:** according to a recent UN study, the manufacture of a new computer and monitor uses 240kg of fossil fuels, 22kg of chemicals and 1500 litres of water. Similar quantities of materials are used in the manufacture of an average car.

### What should I do first?

To help you get started, follow the action points below:

**1. Set up a company scheme** – good communication is vital so inform all staff of any plans and why they are important. Ideas should be welcomed from staff at all levels and feedback should be efficiently communicated. Keep everyone informed of the company's progress.

**2. Switch to recycled paper** – your supplier should be able to offer a 100% 'post consumer waste', laser guaranteed paper. Although this is sometimes more expensive, extra costs can be reduced by lowering paper consumption (see point 3). We must create more demand for recycled products to ensure there are strong outlets for waste paper.

**3. Reduce paper use and recycle waste paper** – approximately 60% of waste produced by the financial sector is paper waste. You can half paper use by printing all documents on both sides, saving paper and money. When replacing printers and copiers ensure new equipment has a duplex facility and make this office policy. Only print when it is 100% necessary. Scrap paper will inevitably be produced in the workplace, but rather than discarding it, use it to write notes and reminders on before recycling it. Position a paper recycling bin by each desk, making it easy and convenient to recycle. Re-use envelopes even if they're only for internal mail.

**4. Use real mugs instead of plastic cups** - rather than supplying disposable plastic cups in your workplace, use 'real' mugs that can be re-used again and again. If you have a vending machine, try to replace it with one which takes real cups.

**5. Recycle cardboard** - provide facilities in the workplace for cardboard separation; this can then be sent for recycling. Alternatively, any cardboard boxes could be re-used for sending bulk orders, or merely for storage.



**6. Computer recycling** - try updating and refurbishing computers rather than throwing them away. This reduces waste, as well as preventing a replacement machine from having to be made, a process which creates more than double the weight of the machinery in waste. Donate computers to charities; there are a number which take computer equipment for export to poorer communities. Set up a take back scheme when you buy new computers to ensure your old ones are recycled. If you are a large IT consumer consider insisting that your supplier takes back your old equipment for recycling as part of a new installation.

**7. Refill or recycle printer cartridges** - remanufactured cartridges are available locally for most printers. Many are certified by the original manufacturers, cheaper and avoid substantial plastic waste. Some local suppliers replace cartridges and collect the empties for recycling.

**8. Use rechargeable batteries and set up recycling points** - buying and re-using rechargeable batteries not only saves you money, but reduces waste. For any non-rechargeable batteries used, set up recycling facilities throughout your workplace that can be deposited at any of the facilities island wide.

**Who can help me?**

Use the following list of contacts for help and advice:

**High Grade Office Paper Recycling:**

Relcamait Waste Management Group: 780517  
G4S: 502502  
Jersey Carpet & Office Cleaners: 725211  
Sonic Cleaning Services: 626999  
Shred-All Tel. 840933 / 07797 749010  
Datashred Tel. 483311

**Newspaper, Magazine & Leaflet Recycling**

Relcamait Waste Management Group: 780517

**Cardboard Recycling**

Relcamait Waste Management Group: 780517

**Polythene/Pallet Wrap Recycling**

Relcamait Waste Management Group: 780517

**Plastic Bottle Recycling**

Relcamait Waste Management Group: 780517

**Supplier of Green Paper Recycling Bins**

The Sigma Group: 711500

**Aluminium Can Recycling**

Hunt Bros Ltd: 722724  
Durrell (cans for corridors) deposits bin only

**Printer Toner Cartridge Recycling**

Ecollection: [www.ecollection.je](http://www.ecollection.je)  
St Thomas Brownies, Tel. 484022  
Graphica, Tel. 07797 829142  
Office Choice, Tel. 789121

## Computer Re-Use

Mustard Seed: 482637

WASOT: 730131

### Your existing contractor

Most waste companies are recognising the need to provide a modern service including better segregation and recycling. Contact your contractor and see if they can adapt to your needs.

### Further Information

Visit [www.gov.je/recycling](http://www.gov.je/recycling) or contact the Transport & Technical Services Recycling Team: recycle@gov.je or 448589

### What next?

The next step is to carry out a waste audit. This will inform you of what waste you are producing, as well as where and how you are producing it within the company. This will help gauge the company's impact on the environment and also the price that the company is paying to dispose of this waste.

The audit provides a starting point for the company to improve upon, identifying any problem areas to primarily concentrate efforts on. This starting base line makes any improvement clear, raising moral among participating staff; they can see the direct effect of their actions. Before contacting an environmental auditor, take a walk around your premises and note down the quantities and direct costs of any wastes you see.

Identify the major sources of waste such as paper and packaging. You should then examine your processes and activities by talking to employees and examining business documentation to find where any improvements can be made, for example: sending out product information in hard copy and by email and duplicating your invoice and reminder processes.





## ECO-ACTIVE Business: Dealing with waste guidance

### Why should my company worry about what happens to our waste?

There are many ways to categorise waste from the humble waste paper bag to fibrous asbestos. Differing organisations, such as the European Union define waste types in different ways and whilst it should be fairly obvious to most that asbestos is a hazardous waste there are other wastes that require special consideration and different recycling or disposal routes.

These include:

- Electrical equipment, such as PC's, monitors, printers and telephones.
- Refrigeration equipment such as fridges and freezers
- Light bulbs such as (compact) fluorescent tubes
- Ink cartridges
- Batteries
- Healthcare waste

Waste is hazardous when it has properties that might make it harmful to human health or the environment. The term 'hazardous' does not always mean that such waste is immediately harmful, though some can be.

The items above contain substances that have the potential to cause pollution and incorrect storage (for example outside in an uncovered area) may lead to rain washing contaminants out and into the drainage system or to ground. Damage to coolant pipes on a fridge or freezer could lead to the release of ozone depleting substances.

Waste containing hazardous substances requires to be moved by a registered waste carrier.

It is the responsibility of the company's senior managers to put in place a system that ensures that they know that the waste they produce is recycled or disposed of in an environmentally sound manner. Whether companies pass waste on to transport contractors or deliver to disposal or recycling sites directly, in a global context it is considered that organisations have a duty of care to ensure that their operations do not adversely affect the environment on either a local, national or global scale. This is best practice.

In 2005 the States of Jersey published a solid waste strategy (States of Jersey Solid Waste Strategy 2005) largely focused on the Waste Management Hierarchy and the Best Practicable Environmental Option. The significant steps of reduce and recycle have been covered in the first part of this guidance. The strategy for dealing with the residual waste left after the actions higher up the hierarchy have been carried out is an



energy recovery system, better known as the Energy from Waste (EFW) plant at La Collette.

In line with EU directives the waste management licence places strict limits on the emissions from the EFW plant as well as the waste types that can be accepted. Accordingly TTS have procedures for their customers to follow on the types of wastes that can be delivered to the site. Hence the importance of ensuring that waste containing potentially hazardous substances is identified by the waste producer at the point of production so they can be separated from the normal waste stream at source and the appropriate alternative recycling or disposal route identified.

## Policy and Legislation

The Waste Management (Jersey) Law 2005(WML(J)) provides for the regulation of controlled wastes. Environmental Protection (EP), Department of the Environment, tel 709535 are responsible for administering and enforcing this Law. The Law contains two important definitions, namely:

"Pollution" includes the introduction directly or indirectly into the environment of any substance or energy, if its introduction results or is likely to result in –

- (a) a hazard to human health or food or water supplies;
- (b) harm to any living resource or ecosystem;
- (c) damage to any amenity; or
- (d) interference with any legitimate use of land, water or air, and whether or not its introduction is or would be the only contributing factor to that hazard, harm, damage or interference.

and

"Controlled waste" means –

- (a) hazardous waste;
- (b) health care waste; or
- (c) municipal waste.

Municipal waste is further defined to include "commercial or trade refuse".

Subject to a small number of exemptions Article 23 of the WM(J)L states:

"A person who causes or knowingly permits any activity to which this Article applies to be carried on shall be guilty of an offence, unless it is carried on in accordance with a waste management licence that is issued under this Law by the Minister and is for the time being in effect.

This Article applies to each of the following activities, namely –

- (a) the deposit of controlled waste on any land;
- (b) the keeping of controlled waste on any land;
- (c) the treatment of controlled waste on any land, or by means of any mobile plant; and
- (d) the disposal or recovery of controlled waste on any land, or by means of any mobile plant."



It is worthy of note that this article applies to any land, including private land.

Additionally "A person who deposits, keeps, treats, disposes of or recovers controlled waste in a manner that is likely to cause pollution shall be guilty of an offence".

### **What are the potential costs of pollution from my site?**

Under the Waste Management (Jersey) Law 2005 any individual or organisation responsible for an activity found to be polluting the environment as result of carelessly dealing with waste, or failing to comply with the requirements of the law, are liable to prosecution.

Even if a case is not taken to court, the cost of repairing the damage to the environment has to be met and these costs can be very large. For example, cleaning up groundwater or soil pollution can cost thousands of pounds and a company's insurance premiums may increase considerably if a claim for pollution clean-up is made.

In addition to the quantifiable costs of fines and clean ups, companies can suffer a far greater loss – the loss of their reputation. The damaged caused to a company's reputation which is seen to have negligently polluted waters or land within the Island can take many years to repair.

### **What should I do first?**

Completing a pollution prevention plan not only reduces the chance of causing pollution, but also makes good business sense. Minimising waste and pollution risk saves money by reducing operating costs. Businesses that have a 'green' image are at a competitive advantage, which is important in today's economic climate.

The pollution prevention plan, see appendix 1 provides a framework for companies to consider the pollution risks on their site and take action to reduce this risk.

It is important for companies to identify the areas within the pollution prevention plan relevant to them. Not all sections and associated action points will be applicable to every company setting. However, higher risk sites may need to expand their plan to encompass all activities and their associated risks.

Additional information on the action points within the action plan (appendix 1) can be found within the pollution prevention guidance document (See who can help me? below). Companies are advised to read this guidance to assist them with completing their pollution prevention plan. It might be helpful to create a time line for completing the relevant actions points because some areas may take time to fulfil.

Pollution prevention plans should be checked, updated and submitted to the Eco-Active Team annually to maintain your Eco-Active level 2 and ensure your companies pollution risk is kept to a minimum.





## Who can help me?

For further advice and to obtain a copy of the pollution prevention guidance and your free fish stencil please contact Eco-Active on 441600 or alternatively you can download the pollution prevention guidance from [www.gov.je/bluefishcampaign](http://www.gov.je/bluefishcampaign)

ECO-ACTIVE Business is a local initiative aimed at assisting local companies in environmental best practice. For more information on becoming an ECO-ACTIVE Business please contact ECO-ACTIVE tel: 441600, e-mail: [environmentenquiries@gov.je](mailto:environmentenquiries@gov.je) or look at the eco-active website at [www.eco-active.je](http://www.eco-active.je)

## Further information

Additional advice is available from the following websites: Please note that Jersey and UK legislation may differ but advice within the following websites is considered a form of best practice.

- **The Environment Agency** - [www.environment-agency.wales.gov.uk](http://www.environment-agency.wales.gov.uk)
- **NetRegs** - [www.environmentagency.gov.uk/netregs](http://www.environmentagency.gov.uk/netregs)
- **Northern Ireland Environment and Heritage Service** - [www.ehsni.gov.uk](http://www.ehsni.gov.uk)
- **ECO-ACTIVE** – [www.eco-active.je](http://www.eco-active.je)
- **Directgov** - [www.direct.gov.uk/en/Environmentandgreenerliving/Wasteandrecycling/DG\\_10014614](http://www.direct.gov.uk/en/Environmentandgreenerliving/Wasteandrecycling/DG_10014614)



## Appendix 1

### Pollution Prevention Plan

Completion of this pollution prevention plan is a compulsory part of the Eco-Active Level 2 action plan and will fulfil 1 out of the 2 actions for the waste and water action points. A complete copy of the pollution prevention plan below must be included in the Level 2 dossier that you submit to the ECO-ACTIVE BUSSINESS network team.

Please contact the Eco-Active team if you require help completing your pollution prevention plan and for your free fish stencil. Additional guidance is available in the pollution prevention guidance document and should be considered by those undertaking higher risk activities on their sites, please visit [www.gov.je/bluefishcampaign](http://www.gov.je/bluefishcampaign)

Sections	Action	Action taken	By when	Who will be responsible
Site drainage	Find out where your site drainage system drains to (surface water or foul sewer).  Complete a site drainage plan and colour mark all drains.			
Deliveries and materials handling	Ensure that loading and unloading areas are designated, clearly marked and where possible located away from surface water drainage.  Assess the risks to the environment from the materials being delivered and take appropriate management measures to reduce the risk.			
Storage	Produce, undertake and record maintenance schedules of all equipment and storage facilities on your site, such as, oil tanks and pipework. Making sure all equipment and storage facilities are 'fit for purpose'.			

	Produce and regularly update a list of all potentially polluting substances used and stored on your site, such as oils and chemicals (e.g. solvents, pesticides, paints and detergents).			
Waste Management	Carry out a waste minimisation review and consider methods to reduce, reuse and recycle materials on/coming to your site.			
	Make sure that all potentially hazardous wastes are identified, stored and recycled or disposed of in the appropriate manner.			
Waste Segregation	Segregate and label both wastes for recycling and hazardous waste from general waste. Do not mix or dilute hazardous wastes.			
Waste Storage	All waste and waste containers should be stored in designated areas and where possible isolated from surface water drains or direct discharge to the environment. The area should be able to contain spillages. Assess the risks to the environment from waste storage areas and take appropriate management measures to reduce the risk.			
Waste Removal	Describe your waste to the people who handle it. Tell the contractor removing the waste and/or the operator of the site you deliver waste to, so that they know they can accept the waste under the terms of their licence and so that it can be handled appropriately.			

Trade Effluent	Make sure all waste liquids are disposed of correctly.			
Groundwater	Find out if your site is in a sensitive surface/groundwater area.			
Training and emergencies	Make your staff aware of pollution prevention on your site. Conduct a pollution response exercise.			
	Devise procedures for the recovery, handling and disposal of all waste material that arise from incidents or emergencies.			
	Make your staff aware of pollution prevention on your site - get involved with the Blue Fish Campaign - marking all surface drains with a blue fish. <a href="http://www.gov.ie/bluefishcampaign">www.gov.ie/bluefishcampaign</a>			
	Make specific people responsible for regularly checking, maintaining and recording routine and emergency pollution prevention and control equipment and procedures.			
	Make sure you are aware of any environmental / building legislation which may relate to activities on your site from an environmental protection perspective.			
Review site plans	Check, update and submit your pollution prevention plan annually to the Eco-Active Team			

Completed ( tick)

Signed

Position in company / organisation

Date