



waste - a costly business

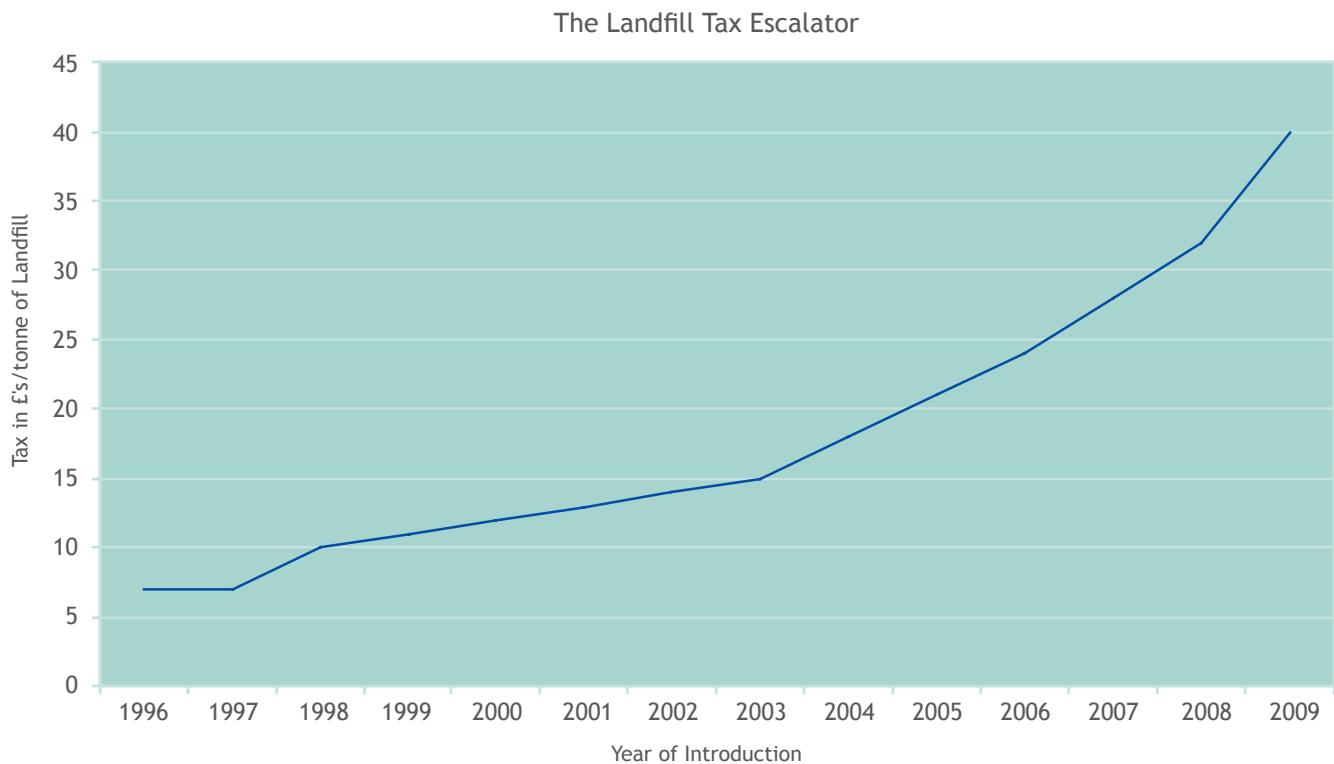
There's no escaping the fact that we create waste, in everything we do. And the costs associated with waste, whether industrial, business or domestic, are rising year on year. This is for a number of reasons:

- ◆ the amount of available landfill space is reducing
 - ◆ the level of licensing, training and qualifications of waste management companies and staff is rising
 - ◆ the cost of fuel has risen
 - ◆ some materials are no longer acceptable to go to landfill
 - ◆ all material must be pre-treated in one way or other
 - ◆ the landfill tax charged for waste has been escalating annually
- How we choose to manage and dispose of waste can make a huge difference both in terms of cost and the environment.

waste - a costly business



it makes sense



Waste can have cost implications on your business amounting to up to four percent of company turnover. Unmanaged, waste can cost your business now and will continue to cost your business more and more in the future.

As the graph above shows, landfill tax has risen year on year and it is planned to rise by £8 per tonne until at least 2010/2011.

You would not waste stock, raw materials and staff time so why do so many companies deal with waste as a secondary issue or as a problem that you just want someone else to understand and deal with?

In today's climate of increasing business costs, tough commercial markets and high customer expectations on environmental matters, managing your waste actively can make good business sense.

key facts about waste and business

- ◆ waste can cost your business up to 4% of your turnover
- ◆ landfill tax will be £40/tonne by 2009 and is set to rise further
- ◆ retailers and others will receive pressure from politicians, clients and customers to deliver good value, environmentally responsible products
- ◆ employee morale has been proven to improve with strong environmental credentials in a business - "Being seen to do the right thing"
- ◆ the supply chain is increasingly seeking to work with companies who show reducing waste across their goods, packaging and processes as a priority
- ◆ in a survey of food and drink companies the key area to target for waste costs reduction was solid wastes



legislation relating to waste and waste management in the UK

duty of care

underpinned by Environmental Protection Act 1990 and Environment Act 1995

Registration of carriers - Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 SI 1624 and Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998 SI 605

Paperwork - Environmental Protection (Duty of Care) Regulations 1991 SI 2839 and Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003 SI 63

EWC (LOW) Codes - List of Wastes (England) Regulations 2005 SI 895 and List of Wastes (England) (Amendment) Regulations 2005 SI 1673

Site Waste Management Plans - Site Waste Management Plans Regulations 2008 SI 314

Registration as a Hazardous Producer - Hazardous Waste (England and Wales) Regulations 2005 SI 894

waste management site licencing

Site Licencing - Environmental Permitting (England and Wales) Regulations 2007 SI 3538

producer responsibility

Packaging - Producer Responsibility Obligations (Packaging Waste) Regulations 2007 SI 871 and Producer Responsibility Obligations (Packaging Waste) (Amendment) Regulations 2008 SI 413.

legislation relating to waste and waste management in the UK



Packaging (Essential Requirements) Regulations 2003 SI 1941, Packaging (Essential Requirements) (Amendment) Regulations 2004 SI 1188 and Packaging (Essential Requirements) (Amendment) Regulations 2006 SI 1492.

WEEE - Waste Electrical and Electronic Equipment Regulations 2006 SI 3289 and Waste Electrical and Electronic Equipment (Amendment) Regulations 2007 SI 3454

End of Life Vehicles - End-of-Life Vehicles Regulations 2003 SI 2635 and End-of-Life Vehicles (Producer Responsibility) Regulations 2005 SI 263

exportation of waste

EU Regulation on the Supervision and Control of Shipments of Waste 259/1993

Non Co-mingled Waste - Transfrontier Shipment of Waste Regulations 2007 SI 1711 and Transfrontier Shipment of Waste (Amendment) Regulations 2008 SI 9

Radioactive Waste - Transfrontier Shipment of Radioactive Waste Regulations 1993 SI 3031

specific requirements

Pre-treatment Requirements - Landfill (England and Wales) Regulations 2002 SI 1559

Banned Wastes - Landfill (England and Wales) Regulations 2002 SI 1559

Animal By-Products - EU Regulation laying down Health Rules concerning Animal By-Products not intended for Human Consumption 1774/2002 and Animal By-Products Regulations 2005 SI 2347/2005

Hazardous Waste Collections - Hazardous Waste (England and Wales) Regulations 2005 SI 894

Ozone Depleting Substances - EC Regulations Ozone Depleting Substances (ODS) No. 2037/2000

REACH - EC Regulation Evaluation, Authorisation and Restriction of Chemicals No 1907/2006

Waste Oil - Directive 75/439

Batteries - EC Directive Batteries and Accumulators 2006/66/EC

Landfill Allowances - Waste and Emissions Trading Act 2003

Landfill Tax - Finance Act and Landfill Tax Regulations 1996

Waste Minimisation Act 1998

Agricultural Waste - Waste Management (England and Wales) Regulations 2006 SI 937 and Waste Management (Miscellaneous Provisions) (England and Wales) Regulations 2007 SI 1156

useful links:

www.valpak.co.uk

www.recycle-more.co.uk

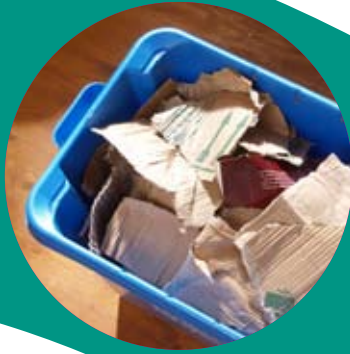
www.netregs.gov.uk

www.envirowise.org.uk

www.envirolinknorthwest.co.uk

For more information on how these affect your business call Valpak on **08450 682 572**





office recycling - an easy place to start

Office recycling is often a very successful and useful way to convey the importance of recycling to the business as a whole.

Staff can recycle their office papers and their aluminium, steel and plastic drink containers.

Recycling containers branded and marked to tell people what can and can't be put into them can be provided to make the process as simple and easy as

possible. In this pack you will find two posters that can be used around the office so people are aware what can and can't be recycled.

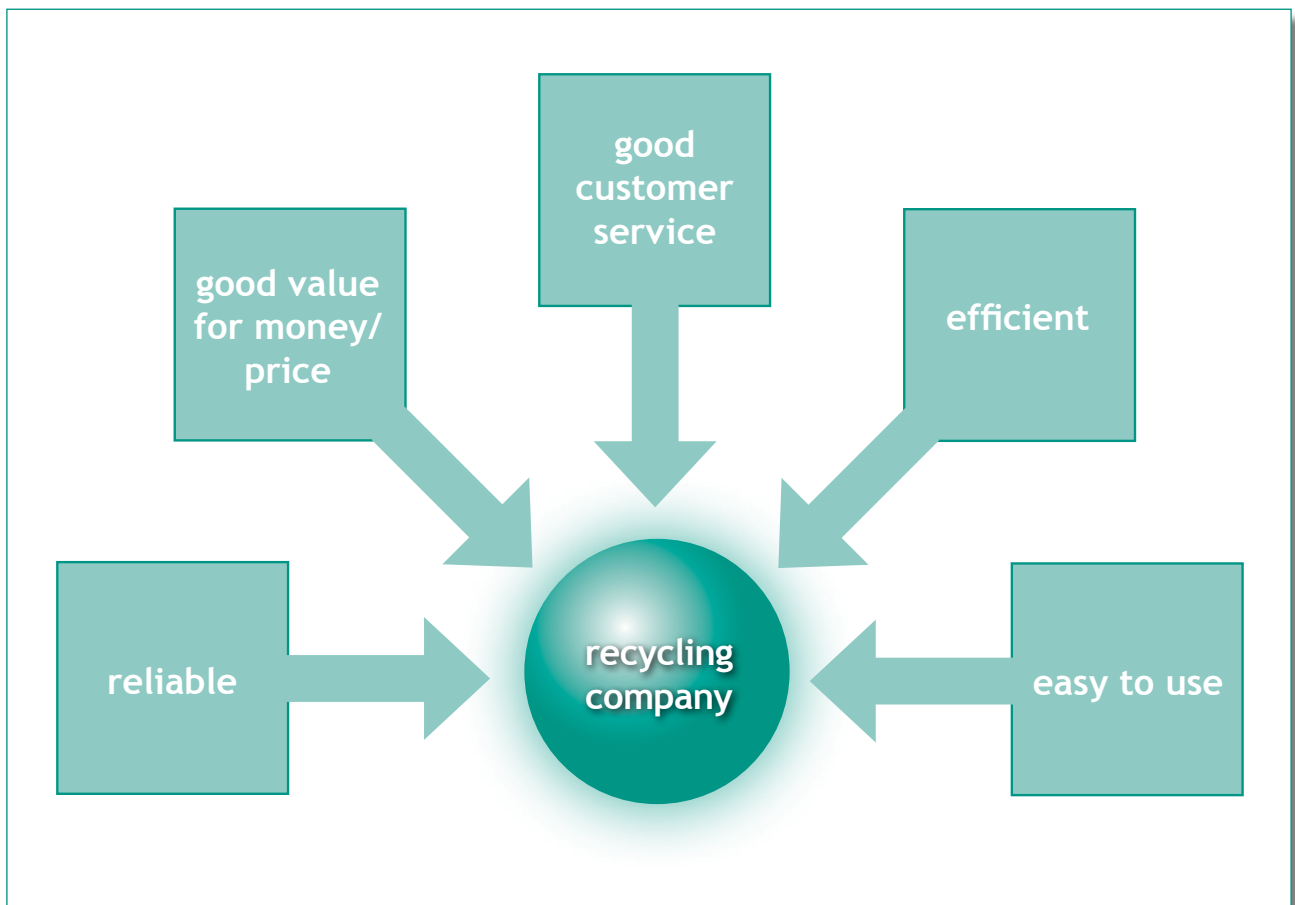
Posters can announce successes and quantities diverted from landfill as a result.

office recycling - an easy place to start



find a recycling company that works for you

Finding the right recycling company that can help you achieve your goals will make the difference between making recycling easy or falling back into bad habits.



- ◆ a reliable service means:
 - ◆ containers are emptied when you want them emptied
 - ◆ the material is treated and disposed of legally
 - ◆ all the paperwork is clear and correct
 - ◆ billing is precise and understandable
 - ◆ the system provided for segregating waste suits your business

Valpak has found it has reduced waste management costs for many businesses and in some circumstances even created a revenue for the business.



managing your waste - a guide to getting it right for your business

Here are some simple steps to help you carry out a waste audit to identify where your greatest costs are, what your waste streams consist of and how both can be managed more effectively.

step one - where are you now?

- ◆ what waste do you have at present?
- ◆ who is responsible for wastes management at your work?
- ◆ who is your existing waste contractor?
- ◆ what are the costs?
- ◆ do you have a number of invoices to help with this?
- ◆ do you have any controls in place on your waste? E.g. reduction or recycling schemes?
- ◆ what is the legislation that affects you? E.g. Duty of Care, Landfill tax changes?

step two - what are the priorities?

- ◆ what will the audit cover?
 - ◆ one site or multiple sites
 - ◆ one material or all materials
 - ◆ office area or factory area
- ◆ when will you audit?
 - ◆ what point in time represents the average time of day at work for producing waste? E.g. a Monday morning may mean little or no waste or maximum weights over the weekend.
- ◆ what are the large volume waste streams?
- ◆ where are the wastes arising?

step three - what information do you need?

- ▶ waste contractors should:
 - ▶ have a waste management licence / be a registered carrier
 - ▶ have duty of care notes
 - ▶ have waste management / Transfer notes
 - ▶ have treatment contracts
 - ▶ provide invoices / bills
 - ▶ dispose of your waste at registered waste management sites
- ▶ if doing a waste audit at a site you should create an audit form that records all the details at that time (see Step four)

step four - your waste audit form

- ▶ your waste audit form should record the following:
 - ▶ types of waste
 - ▶ types and numbers of waste containers used
 - ▶ where does the waste arise from?
 - ▶ estimates or actual quantities of wastes?
 - ▶ volume issues
 - ▶ notes on any special or hazardous wastes
 - ▶ locations of skips, bins and waste containers
 - ▶ any equipment you may have or use
 - ▶ costs

step five - measure and record regularly

- ▶ old phrase - "if you don't measure you can't manage"
- ▶ consider systems to regularly report e.g. the quantities of waste
 - ▶ by material
 - ▶ by costs
 - ▶ by site
 - ▶ by location
- ▶ monitor who is responsible or make people responsible for waste
- ▶ measure benefits of equipment e.g. skips can be filled with fresh air and compactors are expensive if everything goes in them

step six - analysis

- ▶ how much waste do you have?
- ▶ what it is?
- ▶ where does it come from?
- ▶ how it is managed?
- ▶ what does it cost you?
- ▶ what materials have the largest volume?
- ▶ what materials are the biggest costs?
- ▶ where this material is stored, processed or bulked?
- ▶ who manages it for you as a contractor?
- ▶ are they legally managing it for you?

step seven - set targets moving forward

- ▶ make people in the company aware of the issues around waste
- ▶ make people aware of the importance of good waste management practice
 - ▶ costs to the business
 - ▶ legal requirements
 - ▶ health and safety concerns
- ▶ make people responsible for waste costs
- ▶ set minimisation targets
- ▶ plan savings to waste with operational / process or product changes
- ▶ report successes

step eight - monitor progress

- ▶ hold meetings with responsible staff or use newsletters / executive reports to highlight costs and savings
- ▶ show performance against kpis or targets
- ▶ involve the whole business in brainstorming ideas to reduce costs
- ▶ keep regularly in touch with waste costs and material values
- ▶ ensure all documentation is stored and check it is still legal as legislation changes
- ▶ use suppliers who have iso standards - 14001, 9001 and 18001
- ▶ praise and announce achievements
- ▶ record as part of csr

remember - reduce first, reuse second and, finally recycle

- ▶ waste costs will continue to rise if landfill remains only the option for disposal
- ▶ know what you handle and measure it
- ▶ get staff and management team to buy in to what you are trying to achieve
- ▶ record performance
- ▶ keep materials clean and separate
- ▶ keep it legal
- ▶ set goals
- ▶ monitor and ensure continuous revision of plans
- ▶ seek help from contractors

how Valpak can help

Valpak sales representatives have been trained to help you carry out your own waste audit.

Valpak will look at your waste needs and set goals to help you reduce your waste, reuse where possible and achieve higher recycling levels that work with your staff and for your business.



waste audit -
what's in your bin?

waste audit - what's in your bin?



here is an example of the waste you can identify created by your business:

example only

bin code:

capacity of bin(m³):

date of assessment:

days since last collection:

waste destination: (circle one) landfill or recycling

waste material

paper

cardboard

plastic film

organic

compostables

other organics

glass bottles

plastic bottles

steel cans

steel drums

other ferrous metals

aluminium cans

aluminium containers

other non-ferrous metals

wood

wooden pallets

other

total quantity