



Internal Waste Minimisation Policy

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1.0 Introduction

Aberdeen City Council stated its overall commitment to sustainable development and good environmental practice in the Environmental Management Policy Statement (2009). This document expands on that Policy Statement as it relates to waste minimisation and recycling and aims to encourage a sustainable approach to managing council waste and resources.

The council has responsibility for dealing with a wide range of waste streams arising from buildings, operations and services; including office waste, construction, catering and green waste. This policy aims to establish a sustainable approach to waste management, working to the principles of the waste hierarchy, to secure a reduction in waste to landfill from council premises and service operations and give clear information on legislative requirements.

The waste hierarchy (*Figure 1*) sets out preferred methods of sustainable waste management from prevention, the best environmental option, through to disposal, which is least beneficial to the environment. In line with the waste hierarchy, staff should aim to prevent waste from arising from operations through efficient use of resources and responsible purchasing. Consideration should then be given to reducing the amount of waste generated and reusing waste where possible. When these are not possible options for recycling should be explored ahead of responsible disposal of residual waste.

Figure 1: Waste Hierarchy



The true cost of waste includes the value of the materials and products that are being thrown away, as well as time on site sorting, handling and managing waste. The annual disposal costs for internal waste is around £1,296,627 and this does not include the cost of unnecessary purchase of goods and materials

Rising landfill costs increasingly mean that waste disposal is not a cost effective way to manage waste. Landfill tax on the disposal of waste is currently £64 per tonne (2012/13) and will increase to £80 a tonne by April 2014.

Energy, resource use, emissions and pollutants are some of the environmental impacts to be considered in product procurement and use and also in the storage, disposal and transport of waste.

Waste is produced from all parts of the organisation and waste minimisation is about ensuring all service areas are resource efficient, preventing and minimising the production of waste to:

- reduce greenhouse gas emissions
- prevent pollution and
- reduce costs associated with the disposal of waste

This policy applies to all Aberdeen City Council employees (including agency workers, contractors, and volunteers using council premises).

2.0 Waste Scotland

Scotland's Zero Waste Plan aims to reduce the impact of waste on Scotland's environment by minimising the unnecessary use of primary materials, reusing resources where possible, and recycling and recovering value from materials when they reach the end of their life.

The plan sets out a vision of a zero waste Scotland with a target of 70% recycling and a maximum of 5% to landfill by 2025 for all of Scotland's waste.

The plan plays an important role in helping to achieve the targets set in the Climate Change (Scotland) Act 2009 of reducing Scotland's greenhouse gas emissions by 42% by 2020 and 80% by 2050.

Waste (Scotland) Regulations 2012

The Waste (Scotland) Regulations 2012 are a key tool in delivering Scotland's Zero Waste Policy. They impose a range of obligations in relation to the collection, transport, treatment and disposal of key recyclable materials and have specific implications for business waste, which cover the Council's own internal waste operations. They require the Council to include:

Separate dry recyclables (paper, card, plastic, metal and glass) for recycling.	By 1 January 2014
Separate food waste for collection from council premises producing, manufacturing, processing or retailing more than 50kg of food waste a week.	By 1 January 2014
Separate food waste for collection from council premises producing between 5kg and 50kg of food waste per week.	By 1 January 2016
Comply with a ban on macerators to come into force.	By 1 January 2016

The regulations also amend section 34 of the Environmental Protection Act 1990 which lays out a number of duties with regards to waste management. To ensure compliance with the Duty of Care¹ the Council should store waste safely and securely; and ensure appropriate documentation is place for the transfer of waste.

Under the Duty of Care the Council has obligation to ensure that its waste, irrespective of source, is dealt with responsibly and the amendments implement a number of actions from the Zero Waste Plan to ensure that all reasonable steps are taken to apply the waste hierarchy as a priority order to the management of waste this includes a duty to “take reasonable steps to increase the quantity and quality of recyclable material”.

Special waste

There are additional requirements for managing special waste. This is waste that contains substances that might make it harmful to human health or the environment, as classified by the European Hazardous Waste Directive. Special waste as (*indicated in Appendix A*) should be managed in accordance with the Special Waste Amendment (Scotland) Regulations 2004 set out in section 9 of this policy.

3.0 Policy Aims and Objectives

The Waste Minimisation Policy will aim to:

Reduce waste to landfill from corporate buildings by 28% by 2018 (against a 2011/12 baseline).
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Reuse, recycle and compost 65% of corporate waste by 2018 (against a 2011/12 baseline).

Objectives

- Move to sustainable ways of managing council waste and resources to reduce the volume of waste send to landfill and to ensure a reduction in the resultant emissions from the treatment and disposal of waste.
- Manage the council’s internal waste arisings in a sustainable manner which supports the waste hierarchy of prevention, reduction, re-use, recycling, recovery, and disposal.
- Increase the segregation and collection, for reuse and recycling, of key waste streams from council premises and service operations, in line with the Scotland Zero Waste Plan.²

1 – [Duty of Care](#) is a code of practice set out in Section 34 of the Environmental Protection Act 1990 (as amended) which applies to everyone who produces, keeps, imports or manages waste.

2 – The [Zero Waste Plan](#) was published by Scottish Government in 2010. It sets out the vision for a zero waste society in Scotland.

- Ensure that waste produced from Council operations is stored, transported, treated, reprocessed and disposed of safely without harming the environment, in accordance with the Duty of Care.
- Ensure that waste produced is managed in compliance with legal and statutory obligations.
- Make best use of resources and ensure efficiency of waste management operations – reducing council impact on pollution to land, air and water.
- Establish clear information on managing waste from council premises and service operations, to ensure consistency in waste operations.
- Give improved understanding of the type and volume of corporate waste produced and how this is managed.
- Raise awareness and understanding of waste minimisation to all staff.
- Work with new and existing partners to ensure that waste arising from external Council related activities and functions is minimised.

4.0 Waste Minimisation

It is the responsibility of all Aberdeen City Council employees using council premises to manage waste generated by Council operations, services and premises in a sustainable manner, that is fully compliant with waste legislative requirements and does not harm human health or the environment.

Under the Duty of Care the Council has an obligation to take all reasonable steps to apply the waste hierarchy as a priority order to the management of waste and promote high quality recycling.

Waste is produced from all parts of the organisation and waste minimisation is about optimising all areas to be more resource efficient and prevent or minimise the production of waste arising and sent to landfill, to reduce greenhouse gas emissions and prevent pollution.

4.1 Waste Prevention

When waste is prevented there are no disposal and collection costs to address and no environmental issues to consider from waste treatment or reprocessing. Waste prevention should be considered as a first option and the Council should take measures to:

4.1.1 Prevent the production of waste, through:

- efficient use of existing resources, equipment and materials
- responsible procurement, buying goods and materials only when needed, in minimum quantities required.

4.2 Waste Reduction

Reducing waste cuts the costs associated with the uplift of waste from premises, as well as more indirect waste costs including: storage and handling costs;

labour in internal waste management; and the cost of wasted materials and consumables in bins and skips.

Waste reduction also helps conserve natural resources, protecting raw materials and reducing the use of energy and water in product production. Where waste cannot be prevented measures should be taken to reduce waste:

4.2.1 Consider the end of life disposal of items prior to purchase:

- examine how items would be reused, recycled or disposed of at the end of the product life.

4.2.2. Reduce the consumption of paper products, promote economy in the use of paper and the selection of print formats and document styles in line with the Council's Sustainable Printing Policy.³

- where possible, give preference to the use of digital copies of documents over printed versions, for staff who have access to PCs.

4.2.3 Where practical, reduce the procurement of single use, disposable products, supplies and components ie disposable cutlery; and individual, serving-sized containers for use during normal operations.

4.2.4 Consider measures to reduce the amount of construction, demolition and excavation waste being produced and taken to landfill.

4.2.5 Ensure the Council will work with new and existing partners to ensure waste arising from Council services and operations is kept to a minimum.

3 - [Sustainable Printing Policy](#)

4.3 Reuse

The reuse of items that have not reached their end of life saves resources, saves money and reduces the amount of waste going to landfill. Items can be reused through processes for checking, cleaning, repair or redistribution, this removes the need to purchase unnecessary goods. Reuse should be considered before recycling and disposal, with measures taken to:

4.3.1 Segregate and redistribute surplus and unwanted functional equipment, furniture and materials internally within and across Council estate, in line with health & safety requirements.

4.3.2 Identify outlets for the reuse of surplus and unwanted equipment, furniture and materials, where reuse options cannot be identified internally.

4.3.3 Consider the repair of items in preference to replacement, where this is cost-effective.

4.3.4 Where practical, retain working peripheral components from end of life products, for reuse as spares or replacements.

4.4 Recycling & composting

Recycling has a financial and environmental impact and recycling waste should be considered after waste reduction and reuse options have been explored. Examine opportunities to increase the segregation of key waste streams from council premises and service operations and expand recycling provision to reduce the volume of waste going to landfill. Measures should be taken to ensure compliance with the Waste (Scotland) Regulations 2012 by:

- 4.4.1 Segregating and presenting for separate recycling collection all paper, card, plastics, metals and glass waste from council premises by 1 January 2014, to ensure compliance with the Waste (Scotland) Regulations 2012.
- 4.4.2 Segregating and presenting for separate collection, food waste from council premises producing, manufacturing, processing or retailing:
 - more than 50kg a week by 1 January 2014
 - 5kg – 50kg a week by 1 January 2016
- 4.4.3 Reducing bin sizes, number collected and/ or frequency of collection of residual waste collections when recycling collections are introduced.

In addition to this the council will:

- 4.4.4 Examine opportunities to increase the segregation and collection for recycling of further internal waste streams from council premises and operations.
- 4.4.5 Ensure that the quantity and quality of waste in any co-mingled collections⁴ is not significantly less than it would be from fully segregated collections.
- 4.4.6 Where possible, examine opportunities to close the loop⁵ in recycling and:
 - purchase products and materials suitable for recycling and composting
 - purchase products made from recycled materials
- 4.4.7 Make staff aware of their responsibilities to segregate identified recyclable materials and place them in appropriate recycling containers, where provided. This is to ensure the quality of materials collected and avoid contamination.
- 4.4.8 In offices where recycling collections are in place, desk bins should be removed.

4 – Co-mingled collections are where some or all of the key recyclables are collected together in the same container and later sorted at a materials recycling facility.

5 – Closed loop recycling is where a product is used, discarded, captured and then the component materials recycled into a new product of similar function which can go through the same process again.

- 4.4.9 Ensure that waste is managed in a manner that promotes high quality recyclates, in compliance with the Duty of Care.
- 4.4.10 Ensure only items suitable for collection should be placed in the relevant recycling container, to ensure recyclates are not mixed with other waste that cannot be recycled. Guidance will be provided on recycling, suitable waste streams and preferred methods of presenting waste.

4.5 Responsible Disposal

Disposing of items and materials should be in a responsible manner, in line with the waste classifications (*outlined in Appendix A*), when all options to reduce, reuse and recycle have been explored.

Measures should be taken to:

- 4.5.1 Ensure that the segregation, storage, handling, transport and disposal is fully compliant with legislative requirements (*section 9.0*) and does not cause pollution or harm to human health.
- 4.5.2 Ensure that waste is only transferred to someone who is authorised to receive it, such as a registered waste carrier.
- 4.5.3 Ensure there is no further introduction of food waste disposal units and macerators and that existing food waste disposal units and macerators in council premises are not used from 1 January 2016, in accordance with Waste (Scotland) Regulations 2012.
- 4.5.4 Ensure end-of-life electrical and electronic equipment is segregated and recycled to meet the requirements of the Waste Electrical and Electronic Equipment (WEEE) Regulations 2006. This is to minimise the risks and impacts to the environment associated with the treatment and disposal of this equipment.
- 4.5.5 Ensure only licensed contractors transport waste from Aberdeen City Council premises.

Minimising special waste helps to protect the environment, as well as avoid the increasing costs of special waste treatment.

- 4.5.6 Special waste (*as defined in 9.10*) should be minimised and any special waste arising should be disposed of in accordance with the Special Waste Amendment (Scotland) Regulations 2004 and be:

- correctly stored and properly segregated from other waste types
- uplifted by a contractor authorised to transport special waste

Principle 7 of the Data Protection Act 1998 imposes specific requirements about the timely and secure disposal of information, both paper and electronic. The disposal of confidential waste must protect confidentiality up to and including final disposal and destruction.

4.5.7 Segregated confidential waste should be kept in secure containers or areas prior to collection. The destruction of confidential waste must be complete and any off site disposal of confidential waste should only be carried out by an approved contractor.

4.6 Waste Storage & Segregation

4.6.1 Waste and recyclables should be:

- i) Segregated in appropriate internal containers, with the exception of bulky items which should be stored in a secure area. Internal containers should not be overloaded to allow safe manual handling operations.
- ii) Handled, stored and disposed in accordance with relevant legislation.
- iii) Properly contained in external containers.
- iv) Special waste (see Appendix 1) must not be mixed with other types of special waste or other non-special wastes.

4.6.2 External containers awaiting collection shall be:

- i) Situated in a safe, designated storage area.
- ii) Accessible for the registered carrier to uplift the waste.
- iii) Kept secure from unauthorised persons.

4.6.3 Manual handling operations should be kept to minimum and staff required to handle waste should:

- i) Abide by the Health and Safety at Work Act 1974 and manual handling requirements.
- ii) Exercise care to avoid injury and risk of infection.
- iii) Check that bags and containers are effectively sealed to avoid spillage or leakage.

4.7 Education & Awareness

Awareness is a key element to underpinning waste minimisation and recycling programmes in order to change the perception on waste as unavoidable, to waste as a resource. The policy will be communicated to all staff to increase understanding of their role in waste minimisation.

The Council will:

4.7.1 Ensure the Internal Waste Minimisation Policy, information on waste minimisation and legislative requirements is made available via the Zone, GLOW and the Council website.

4.7.2 Ensure all staff receive best practice advice and guidance on safe practices and procedures for waste minimisation and waste management.

- 4.7.3 Ensure staff handling waste receive appropriate guidance and / or instruction on correct containment and disposal procedures relevant to the waste streams being managed.
- 4.7.4 Engage all staff in waste reduction measures, with relevant information and guidance cascaded through services.
- 4.7.5 Promote good practice internal waste management measures already in place and establish mechanisms to roll these out across the council.
- 4.7.6 Ensure awareness of the Waste (Scotland) Regulations 2012, implications for services and the roll out of new recycling collections.
- 4.7.7 Communicate progress on waste minimisation and key waste messages to all staff on a regular basis, through management structures, internal communication channels and the Carbon Champions network.

5 Roles and Responsibilities

Responsibilities and organisational arrangements for this policy are set out below:

- 5.1 Services are responsible for ensuring:
 - All staff are aware of the Internal Waste Minimisation Policy, made familiar with the content and apply it consistently across their service area.
 - Waste from their premises and service operations is managed in a safe, secure and sustainable manner, in accordance with the waste hierarchy and new and existing legislative requirements.
 - The procurement of any goods and services meets the requirements of this policy.
 - A manager from each Directorate is nominated as key contact to co-ordinate the delivery of dry recyclate and food waste collections across their service areas, in accordance with the Waste (Scotland) Regulations 2012.
 - The correct, size, number and frequency of collection are assigned to any waste collections at premises within their Directorate.
 - A reduction in residual waste collections from their premises, where recycling collections are put in place.
 - A list is collated of nominated responsible person(s), those with a responsibility for managing waste in any service premises(s) or operational area, and records are updated if there are staff changes.
 - Any nominated responsible person(s) understand their duties in relation to waste managed and new and existing legislative requirements.

- Service waste management practices are reviewed regularly.
- Relevant data on service waste is collated annually at end of each financial year and the data is made available for review, on request.
- Notifying any relevant waste contractors after building closures to ensure that waste collections are stopped at these premises.
- Staff with a responsibility for dealing with waste have received appropriate instruction and/ or training, relevant to the waste being handled.
- Duty of Care compliance with the segregation, recording and storage of special waste.
- Where appropriate, Waste Transfer Notes and Special Waste Consignment Notes are completed and copies kept for records.

5.3 In accordance with this policy and legislative requirements, Facilities Management are responsible for:

- Managing waste arising in main Council office premises and catering waste from schools.
- Ensuring waste from premises and catering under their management, is managed in a safe, secure and sustainable manner, in accordance with the waste hierarchy and new and existing legislative requirements.
- Ensuring the correct, size, number and frequency of collection are assigned to any waste collections at premises where they have responsibility.
- A reduction in residual waste collections from premises where they have responsibility, when recycling collections are put in place.

5.4 All staff are responsible for complying with this policy and ensuring:

- Internal processes for reuse, recycling and disposal of items are adhered to.
- The waste hierarchy is applied to any waste arising – preventing, reducing, reusing, recycling waste, where possible, before disposal.
- Waste is segregated in the appropriate containers and boxes flattened to make effective use of container space.

6.0 Implementation

To allow proper consideration to environmental management responsibilities, and to assist in the minimisation of waste and the recycling of materials, actions to reduce waste will be set out in a Council Internal Waste Minimisation Implementation Plan.

This plan will include practical actions aligned to the principles of the waste hierarchy to meet the objectives of this policy and to secure a reduction in waste from council buildings, services and operations going to landfill.

A programme of awareness actions and activity will be included in the plan to ensure information on waste minimisation, legislative requirements and existing good practice is disseminated to all staff.

7.0 Monitoring and Reporting

Waste needs to be measured and monitored if it is to be effectively managed.

- Corporate waste data will be measured and recorded to determine the volume of internal waste arising and waste diverted from landfill, with waste measured against a 2011/12 baseline.
- Containerisation and frequency of collection should be monitored by relevant service areas during the roll out of all new reuse and recycling collections to ensure the service is appropriate to requirements.
- Where new reuse or recycling collections are introduced a reduction in bin size, number and/or frequency of collection of residual waste collections must be considered.
- Progress of waste minimisation initiatives will be monitored regularly and changes implemented, if required, to ensure targets are met.
- Environmental Policy will collate information on waste data and details on the implementation and progress of waste minimisation actions carried out by service areas to report annually to committee.

This policy will be updated every 5 years or earlier if required by legislative changes.

8.0 Drivers for Change in Internal Waste Management

National

8.1 Waste (Scotland) Regulations 2012

Scottish Government has set ambitious targets for waste minimisation and is encouraging to government and the public sector to lead by example on resource efficiency and waste prevention. The Waste (Scotland) Regulations 2012 have set requirements for an increase in the source segregation and separation of key recyclable materials from waste producers (outlined in 3.0).

8.2 Climate Change (Scotland) Act 2009

Has set targets to reduce carbon emissions by 42% by 2020 and 80% by 2050 and includes specific provision for waste. Part 4 of the act places duties on public bodies relating to climate change and requires the Council to:

- act in the way best calculated to contribute to the delivery of the Act's emission reduction targets.

8.3 **Environmental Protection (Duty of Care) Regulations 1991**

Imposes a duty of care on any person who imports, produces, carries, keeps, treats or disposes of controlled waste. The duty requires the council to ensure:

- there is no unauthorised or harmful deposit, treatment or disposal of the waste
- the escape of the waste from their control is prevented
- the transfer of waste is only to an authorised person and that a transfer note to be signed.

8.4 **Landfill Tax**

Landfill Tax the disposal of waste is £64 per tonne (1st April 2012 – 31 March 2013). The tax is to encourage waste producers to produce less waste, recover more value from waste.

8.5 **Waste Information (Scotland) Regulations 2010**

These came into force in January 2011 and require businesses to provide waste data returns to the Scottish Environment Protection Agency (SEPA) upon request.

8.6 **Animal By- Products (Enforcement) (Scotland) Regulations 2011**

Sets out health rules for dealing with animal by-products not intended for human consumption and restricts what may be done with such products. These regulations refer to the composting of kitchen and canteen waste.

8.7 **Controlled Waste Regulations**

Defines commercial waste for waste management licensing purposes.

8.8 **End of Life Vehicles Regulations (2003)**

Requires vehicle producers to set up collection, treatment and disposal systems to make sure that components in vehicles can be recovered, reused and recycled at the end of their life.

8.9 **Producer Responsibility Obligations (Packaging Waste) Regulations 2007**

Place an obligation on companies who supply packaging (ie manufacturers of packaging, sellers of products supplied in packaging, importers of goods in packaging etc) to ensure that a specified amount of packaging waste is recovered or recycled each year.

8.10 **Special Waste Amendment (Scotland) Regulations 2004**

Covers waste deemed hazardous under the European hazardous waste Directive.

Special waste includes asbestos, lead acid batteries, electrical equipment containing hazardous components ie televisions, oily sludges, solvents, fluorescent light tubes, chemical wastes, pesticides.

This waste must be segregated, collected by an authorised waste carrier only and collections must be documented and recorded in consignment notes, which are used by SEPA to track the movement of waste in Scotland.

8.11 Waste Electrical and Electronic Equipment (WEEE) Regulations 2006

Waste electronic and electrical equipment can contain mercury, lead and cadmium which can cause harm to human health and the environment. Under these regulations the council has an obligation to dispose of WEEE responsibly.

The cost and collection of WEEE collection, treatment and recycling for products bought after 13 August 2005 should be met by the producer.

With Historical WEEE, on items purchased before this date, on a like for like basis, the new WEEE producer has responsibility. On other items the Council would have to pay for treatment, recycling and disposal costs of any WEEE from premises or service operations.

8.12 Waste Batteries (Scotland) Regulations 2009

Batteries are defined as:

- Automotive – typically unsealed lead acid
- Industrial – found in emergency power supplies, alarm systems or electric vehicles.
- Portable batteries – batteries that can be hand held and do not fit into either of the 2 categories above

This legislation bans the landfill or incineration of automotive or industrial batteries in Scotland. Producers of automotive and industrial batteries must be ready to take back waste batteries from end users.

The Waste Batteries and Accumulator Regulations 2009 place obligations on battery distributors, for portable batteries.

8.13 Data Protection Act 1998

Under the Data Protection Act 1998 the Council is responsible for making sure that confidential waste is kept secure and protected against loss and unauthorised access until final destruction.

8.14 Waste Management Licensing (Scotland) Regulations 2011

Considers activities which may be exempt from waste management licensing, these are detailed in Regulation 17 and may still be subject to statutory controls to prevent environmental pollution and harm to human health. Any exemption certification should be registered with SEPA.

Council

- 8.15 Aberdeen City Council **Waste Strategy 2010 – 2025** makes specific provision for internal waste including -
- Introduction of recycling service in council offices and schools
 - Maximise the diversion from landfill of organic waste from grounds services.
 - Minimise the disposal of waste arising from highways, construction and demolition activities of the council.
- 8.16 **Environmental Management Policy Statement 2009**, which commits to minimise pollution, reduce emissions from our operations; manage waste sustainably and reduce energy consumption:
- 8.17 **Carbon Management Plan 2010 – 2015** – which has set targets to reduce carbon emissions by 23% by 2015 and 42% by 2020 from council buildings, street lighting, waste, fleets and ICT.
- 8.18 A strategic priority of the Council's **5 year Business Plan** is to “manage our waste better and increase recycling.”
- 8.19 **Aberdeen – the Smarter City**, the administration's partnership statement includes priorities:
- We will design and construct all new infrastructure to be energy efficient by maximising the use of low carbon technology and materials. We will use recycled materials where appropriate.
 - We will manage waste effectively and in line with UK and European legislative requirements by maximising recycling and reducing waste to landfill, thereby reducing our costs and carbon footprint.
- 8.20 **Sustainable Printing Policy (2006)** developed to ensure best printing practice in the council, to reduce paper consumption, save energy, maximise the use of multifunction document centres, reduce the number of printers in office areas and minimise spend on printers, printer maintenance and consumables.
- 8.21 **Sustainable Building Standards for Council Buildings (2008)**
Requires contractors in council new build projects to produce a site waste management plan.
- 8.22 **Corporate Procurement Strategy 2012 -2015**
The Council's Corporate Procurement Strategy includes specific information on sustainable procurement. A alongside the strategy a responsible Procurement toolkit includes a “waste and recycling” and

“responsible consumption” in a number of sustainability matters to be considered in procurement decisions.

Appendix A

Non – hazardous waste

European Waste Classification	Council waste streams
20 01 01	Paper & Cardboard
15 01 01	Paper & cardboard packaging
20 01 02	Glass
20 01 08	Biodegradeable kitchen & canteen waste
20 01 10	Clothes
20 01 11	Textiles
20 01 25	Cooking oil and fat
20 01 38	Wood
16 06 04	Batteries
20 01 39	Plastics
20 01 40	Metals
20 02 01	Green waste
20 03 07	Furniture
08 01 12	Waste paint and varnish
17 01 01	Concrete
17 01 02	Bricks
17 01 03	Tiles and ceramics
17 02 01	Wood (construction)
17 02 02	Glass (construction)
17 04 07	Metals (construction)
17 05 04	Soil (excavation)
17 06 04	Insulation materials
17 08 02	Gypsum based construction materials
18 01 01	Sharps
18 01 04	Clinical waste
16 01 03	Tyres
16 01 06	End of life vehicles
16 01 12	Brake pads
16 02 14	WEEE – electronic and electrical equipment
16 02 16	Components removed from discarded WEEE
20 03 03	Gully Waste
20 03 03	Street sweepings

Special waste - Any waste defined as hazardous by the European Hazardous Waste Directive. This means it has hazardous properties to human health or the environment.

European Waste Classification	Council waste streams
20 01 13	Solvents

20 01 21	Fluorescent tubes
20 01 35	Discarded electrical and electronic equipment containing hazardous components such as cathode ray tubes
20 01 23	
13 07 02	Petrol
13 07 01	Fuel oil and diesel
17 06 05	Asbestos
16 06 01	Lead - acid batteries

Appendix B

Baseline of treatment 2011/2012 by waste stream

No	Waste Stream/Resource	Tonnes of Waste 11/12 Total	Current Treatment/Disposal Route	Total Waste Disposal & Treatment Cost (£) 11/12
1	General waste	6,750.8	Disposal	523,987
2	Paper & Cardboard	593.9	Recycled	7,813
3	Glass	5.9	Recycled	67
4	Plastic	65.7	Recycled	537.52
5	Aluminium cans	17.5	Recycled	627.52
6	Confidential waste	300	Recycled	33,551
7	Cooking Oil	6.7	Recycled	0
8	Food waste	0	Disposal	0
9	Furniture	Unknown	Reused	0
10	Ink Jet Cartridges	0.2	Recycled	0
11	Xerox cartridges	Unknown	Recycled through MFD contract	0
12	WEEE (ICT)	30.4	Recycled	0
13	Clinical waste	Unknown	Disposal	17,526
Fleet				
14	End of life vehicles	234.8	Recycled	0
15	Oil filters	0.5	Recycled	1,000
16	Waste oil	Unknown	Recycled	0
17	Tyres	32.9	Recycled	0
18	Lead acid batteries	Unknown	Recycled	0
19	Fleet skip collections	35	Mostly Disposal	2,400
Roads and street lighting				
20	Road Planings	4,310	Reused	0
21	Lamps	1.44	Recycled	1,150
22	Lanterns	6.5	Recycled	130
23	End of life columns (concrete)	Unknown	Disposal	Costs not separate
24	End of life columns (steel & aluminium)	13.82	Recycled	0
25	Photo cells	0.22	Disposal	Costs not separate
26	Ballast/Choke	1.4	Disposal	Costs not separate
27	Traffic bollard	7.4	Recycled	0
28	Bitmac/concrete/slab s roads & street lighting)	2,500	Mostly Disposal	178,572

29	Gully waste	234	Reduced then Disposal	16,045
Environmental Service				
30	Wood (greenspace)	500	Recycled	0
31	Green waste	500	Composted	0
32	Waste from street cleansing	4,906	Disposal	333,360
Construction waste				
33	Construction Waste (building improvements) - Metal - Wood - Glass - Plasterboard - Mixed construction and demolition waste - Asbestos	2,534	Segregated recycling of wood and metal. Potential recyclates are segregated where possible from skips under contractual arrangement	181,001

Total waste arising – Approximately 23,589 tonnes

Note:

1. *For items listed as unknown there are no current forms of measuring and monitoring of this waste stream, although there is awareness of current treatment routes. The IWMP aims to improve monitoring and measuring of waste to enable future data for all possible waste streams to build a comprehensive picture of Aberdeen City Council internal waste. This will allow better evidence of areas of good practice.*
2. *MFD – Multi-functional device*