Internal Waste Minimisation Plan

Aberdeen City Council

October 2013

Version 1.1

Contents

1.0   Background

An Internal Waste Minimisation Policy (IWMP) was approved by Corporate Policy and Performance Committee in April 2013.

The Policy follows a sustainable approach to waste management as set out in the waste hierarchy (Figure 1), giving preference to preventing, reducing and reusing waste before recycling, as these are the most environmentally beneficial and cost effective solutions. Where these options are not possible, a responsible approach to disposal should be implemented.

This approach improves resource efficiency, making better use of resources to support environmental protection, enable carbon savings and helps to conserve resources. Improving resource efficiency is an important part of Scotland's Zero Waste Plan[1] and the transition to a Low Carbon Economy. Scottish Government has underlined this with the Safeguarding Scotland's Resources programme[2] which aims to prevent waste, increase resource efficiency and enable a shift towards a more circular economy.

1.1   About the Internal Waste Minimisation Plan

This Internal Waste Minimisation Plan sets out practical actions aligned to the principles of the waste hierarchy as a preferred approach to sustainable waste management – preventing, reducing, reusing and recycling waste before responsible disposal. It aims to meet the objectives of the IWMP and sets out actions to secure a reduction in waste from council buildings, services and operations going to landfill.

The plan includes a programme of awareness actions and activity to ensure information on waste minimisation, legislative requirements and existing good practice is disseminated to all staff.

Figure 1: Waste Hierarchy

[1] Scotland's Zero Waste Plan – http://www.scotland.gov.uk/Publications/2010/06/08092645/0
[2] Safeguarding Scotland's Resources programme - http://www.scotland.gov.uk/Publications/2013/10/6262/2

2.0 Summary of Waste Arising

2.1   Offices

Office waste streams		
Paper	*Food waste*	*Confidential waste*
Cardboard	*Furniture*	*Paper towels*
Plastic bottles	*Fluorescent tubes*	*Hygiene waste*
Printer/ toner cartridges	*Waste Electronic & Electrical Equipment (WEEE)*	*Packaging – plastic & polystyrene*
Cans	*Stationery*	*Telephones*
Glass	*Batteries*	

Paper and card is the main waste stream from council offices and can account for 75% of office waste. A move to online systems, such as YourHR, can enable a reduction in paper consumption and a more sustainable approach to Council paperwork. The use of multifunctional printing devices allows default settings for double sided and black and white printing to be put in place, to ensure the greatest efficiencies in printing.

A paper free challenge was run in 2013, to encourage staff to think about the amount of paper used during a day. This initiative included a survey to gather information on the challenges of becoming paper free in the Council (Appendix C).

In offices where recycling facilities for key recyclates[3] are available, a green island system operates, where segregated waste bins are sited at suitable locations and desk waste bins removed to encourage recyclable materials to be separated from the general waste stream. Key operational staff are working to deliver a roll out of additional recycling facilities, in premises where these are not currently in place, to meet the requirements of the Waste (Scotland) Regulations 2012. In line with the IWMP, an increase in recycling collections should be aligned with a reduction in residual waste collections.

Confidential waste accounted for around 30% of office paper waste during 2011/12 and all staff have responsibility for ensuring safe destruction of data sensitive documents to meet the requirements of the Data Protection Act 1998.

Reuse initiatives such as Swap Station, established in Marischal College in 2013, enable staff to leave unwanted stationery items or look for items they need, saving unnecessary procurement.

Priorities for office waste

- Increase staff awareness of the IWMP and opportunities to prevent, reduce and reuse waste ahead of recycling and disposal. Link into national initiatives and disseminate information on good practice.
- Examine opportunities to move to online systems and review policy, to reduce paper consumption.
- Reduce the impact on the environment of paper use at the Council by giving consideration to unbleached and/ or recycled paper stock.
- Look for opportunities to roll out the reuse of stationery items and improve the measurement of existing reuse activity.
- Examine options to reduce and recycle the high volume of waste from packaging.

- Increase collections of key recyclates from offices, where these are not currently in place, as well as implement collections for food waste from offices with catering facilities that are producing over 5kg of food waste.

[3] – Key recyclates - paper, cardboard, plastic, metal, and glass

2.2 Schools

School waste streams		
Paper	*Food waste*	*Batteries*
Cardboard	*Furniture*	*Fluorescent tubes*
Plastic bottles	*Fluorescent tubes*	*Paper towels*
Cans	*Hygiene waste*	*Stationery*
Waste Electronic & Electrical equipment (WEEE)	*Printer/ toner cartridges*	*Chemicals – science, cleansing*
Textiles	*Sports equipment*	*Art equipment*

Paper, cardboard and food waste are the main waste streams from primary and secondary schools. Research of food waste in schools has shown that production kitchens produce a higher volume of food waste than servery kitchens and primary schools are considered to produce more food waste than secondary schools.

City 3Rs[4] schools have recycling for all the key waste streams in place and in August 2013 this was extended to include collections for food waste. In the remainder of schools in the city, recycling is only in place for one or two of the key waste streams. The expansion of recycling collections to schools is in development and this will reduce the volume of waste currently sent to landfill.

Education and awareness of opportunities for waste prevention, reduction and reuse in schools will further improve waste management in schools. This would allow a link with work already underway or already achieved by city schools under the Eco-Schools programme.

Priorities for school waste
- Increase awareness of the IWMP to schools and highlight opportunities to prevent, reduce and reuse waste ahead of recycling and disposal in line with the waste hierarchy.
- Link into work achieved or underway under the Eco-Schools Scotland Programme.
- Increase collections of key recyclates in schools, where these are not currently in place, as well as implement collections for food waste from school kitchens, producing over 5kg of food waste.
- Reduce the impact on the environment of paper use at the Council by giving consideration to unbleached and/ or recycled paper stock.
- Provide guidance on consistent waste practice across school premises.

[4] - The 3Rs Project was the regeneration of Aberdeen City Council's school estate. It covered the replacement of 2 secondary schools; 7 new primary schools rebuilt and 1 refurbished. Waste collection for these premises is covered by separate contractual arrangements.

2.3   Social Care and Wellbeing Premises

Social Care and Wellbeing waste streams		
Paper	*Food waste*	*Batteries*
Cardboard	*Furniture*	*Fluorescent tubes*
Plastic bottles	*Fluorescent tubes*	*Paper towels*
Waste Electronic & Electrical equipment (WEEE)	*Clinical/ hygiene/ pharmaceutical waste*	*Occupational therapy equipment*
Cans	*Chemicals - cleansing*	*Batteries*
Printer/ toner cartridges	*Food waste*	*Textiles*

Care homes and day care centres are included in Social Care and Wellbeing (SC & W) premises. Generally waste from these premises is similar in composition to domestic waste. Monitoring has indicated that SC& W premises produce under 50kg of food waste per week and will not require separate food waste collections until 1 January 2016.
Limited recycling is currently available in SC & W premises and the expansion of recycling collections to meet the Waste (Scotland) Regulations 2012, will reduce the volume of waste currently sent to landfill.
There is a high level of reuse of Occupational Therapy equipment, this is treated when returned so it can be reused and this equipment is only disposed of at end of life.
Procedures for clinical waste align with NHS procedures to ensure there is no risk to staff or clients.

Priorities for Social Care and Wellbeing waste
- Ensure effective mechanisms are put in place to monitor reuse.
- Increase collections of key recyclates in SC & W premises, where these are not currently in place, as well as implement collections for food waste from premises producing over 5kg of food waste.
- Increase awareness of opportunities for waste.
- Examine options to increase the reuse and recycling of further SC & W waste streams.
- Ensure procedures are in place to enable consistent approaches to waste across premises.

2.4   Community, culture & leisure facilities

Community, culture & leisure waste streams		
Paper	*Food waste*	*Confidential waste*
Cardboard	*Furniture*	*Paper towels*
Plastic bottles	*Fluorescent tubes*	*Hygiene waste*
Cans	*Printer/ toner cartridges*	*Batteries*
Glass	*Waste Electronic & Electrical Equipment (WEEE)*	

This includes waste from libraries, community centres and cultural premises, such as museums and galleries. Paper constitutes a high volume of waste from these premises, as well as organic waste, where there is catering in place. There may also be a higher volume of glass waste in premises with catering.

Sales of library books, media and print take place regularly providing an income from surplus stock. Any remaining books are sent to charity and damaged books are recycled. The criteria for withdrawing items from stock is set out in the Council's Stock Management Policy 2010 http://www.aberdeencity.gov.uk/nmsruntime/saveasdialog.asp?lID=32246&sID=1541

Priorities for waste from community, culture & leisure facilities

- Increase awareness of the IWMP to staff and users of these facilities, highlighting opportunities to prevent, reduce and reuse waste ahead of recycling and disposal, in line with the waste hierarchy.
- Increase collections of key recyclates in community, culture & leisure premises, where these are not currently in place, as well as ensure implementation of collections for food waste from premises producing over 5kg of food waste.
- Ensure procedures are in place to enable consistent approaches to waste across premises.
- Reduce the use of disposable catering/ kitchen items.

2.5   Fleet

Fleet waste streams		
End of life vehicles	*Brake fluid*	*Bulbs*
Car batteries	*Antifreeze*	*Plastic bottles*
Waste oil	*Used oil filters*	*Aerosols*
Tyres	*Tools*	*Cans*
Cardboard	*Gloves*	*Waste Electronic & Electrical Equipment (WEEE)*

In fleet, segregation is in place for special waste including; lead acid batteries, waste oil, brake fluid and antifreeze. Used oil filters are also segregated and recycled.

End of life vehicles are auctioned for reuse or recycled for scrap and used tyres are dealt with during replacement by an external contractor, where they are re-treaded if good quality or sent for disposal.

Priorities for fleet waste
- Examine options to increase the reuse and recycling of fleet waste streams to reduce skip waste.
- Look for opportunities to improve measurement of waste streams.

2.6 Environmental Services

Environmental Services Waste Streams		
Green waste	Pesticides	Tools
Plants	Equipment	Urine (mobile toilets)
Trees	Waste from street cleansing	Landscaping materials

Shrubs, hedge trimmings and other green waste gathered from parks, open spaces and amenity areas during maintenance is shredded for mulch. Sustainable planting is being demonstrated through the reuse of plants, replanting between sites, where practical.
Waste wood from council woodland management and street trees in Aberdeen is reused for firewood timber and furniture and any residual wood waste is chipped for paths and similar.
Waste from street cleansing is the highest volume of waste for Environmental Services.

Priorities for Environmental Services waste
- Examine opportunities to reduce waste from street cleansing.
- Consider opportunities to further reduce green waste and enhance sustainability.
- More information on potential markets for reuse and recycling of further Environmental Services waste streams.

2.7 Building Services

Building Services waste streams		
Metal	Plasterboard	Packaging
Wood	WEEE	Soil and stone
Woodchippings	Batteries	Personal Protective Equipment (PPE)
Mixed construction and demolition waste	Clearance from void properties	Special waste: including asbestos
Glass	Plastic	Paint
Concrete, bricks and tiles	Tools	Aquapanels
MDF		

Waste wood and metals from building services is currently segregated and recycled, although no monitoring and recording of the volume of this waste currently takes place. Batteries are also segregated for separate collection. Any further segregation is carried out by the skip operative under contractual arrangements.
There is limited space for segregating the waste from Building Services and to assist this, a roller crusher is used to break down large waste items to reduce voids in skips.
Wood chippings from the joiners workshop are recycled to be made into pellets for biomass.
Permanent skips are located at Kittybrewster, Hilton, Kincorth & Seaton. Additional skips may be placed at location sites depending on the available space at the job location.

Priorities for Building Services waste
- Examine opportunities to increase segregation of waste from Building Services, where space permits.
- More information on potential markets for reuse and recycling of construction waste.
- Look for opportunities to improve measurement of waste streams.
- Examine construction waste resources, tools and support from Zero Waste Scotland.

2.8 Roads

Roads waste streams		
Road planings	*Hardcore*	*Slabs*
End of life street signs	*Waste from gully emptying*	*Granite*
Bollards	*Waste from oil spills*	*Cardboard (packaging)*
Traffic cones	*Street signs*	*Personal Protective Equipment (PPE)*

Road planings from excavations during city council road resurfacing operations are segregated for reuse. As part of road operations, granite kerbstones are also reused and granite setts are put into storage, for reuse where possible.
Damaged bollards are segregated and sent to a third party who carries out refurbishment.
Slabs are reused if they are not broken.
A reed bed filters out the high water content of waste from cleaning roadside gullies. This reduces the weight of gully waste and leaves only a residual solid waste for disposal. The filtered water can then be reused.

Priorities for roads waste
- Examine options to reduce and recycle the high volume of cardboard from packaging.
- New style road signs have no scrap value and end of life options for disposal should be examined.
- Examine opportunities for cones, bitumen barrels and residual gully waste.
- Provide information on potential markets for reuse and recycling of roads waste.

2.9 Street Lighting

Street Lighting Waste Streams		
End of Life street columns	*Bitumen & slabs*	*Cables*
Lantern Head	*End of life control gear*	*Concrete*
Lamps	*Metal ballast*	*Cardboard (packaging)*

All lamps and lantern heads from end of life street lighting are segregated and sent for recycling, to ensure compliance with the WEEE (Waste Electronic and Electrical Regulations). End of life aluminium street lighting columns are recycled.

Priorities for street lighting waste
- Examine options to reduce and recycle the high volume of cardboard from packaging.

- Examine opportunities for metal ballast and construction type waste from street lighting operations.

2.10 Furniture

Making best use of resources, the redistribution and reuse of surplus furniture takes place corporately. Facilities Management store and reuse furniture across council premises as required. Furniture, fittings and equipment are reused internally within council properties and operations wherever possible reducing the unnecessary purchase of new furniture.

During the relocation of Council premises from St Nicholas House to Marischal College in 2011, a "Disposal of Furniture, Fittings and Equipment Protocol" was produced to ensure items were disposed of in the most cost effective and sustainable way. This looked to reuse items internally; then make sales of any surplus items; before the remainder was offered to charities.

Safeguarding resources, Forest Stewardship Council (FSC)[5] accreditations reduce the environmental impact if any new furniture is required.

[5] *The Forest Stewardship Council is an international, non-governmental organisation dedicated to promoting responsible management of the world's forests. The FSC certification system allows consumers to identify, purchase and use timber and forest products produced from well-managed forests.*

Priorities for furniture
- Record the reuse of furniture across the Council.
- Explore further reuse and recycling opportunities for furniture, through partnership working.

2.11 Waste Electronic and Electrical Equipment (WEEE)

Under the WEEE Regulations, care needs to be taken when disposing of waste electronic and electrical equipment. This waste should be separately collected and recycled. Customer Service and Performance currently reuses surplus information and communications technology (ICT) equipment where possible and removes parts such as memory chips in older equipment, the remainder is recycled.

Priorities for WEEE
- Guidance on safe and effective practices for WEEE should be developed to ensure consistency across premises.
- Examine options for the reuse of any non ICT WEEE.

3.0 Waste Actions

This plan sets out actions to minimise waste and improve resource efficiency in the Council and meet the objectives of the IWMP. The plan aims to follow the waste hierarchy and look at ways to prevent, reduce and reuse waste, before recycling and responsible disposal. The plan also looks at actions for education and awareness.

No	Action	Responsibility	✓	✓	✓	✓	✓
A	**Waste Prevention**	Procurement					
A.1	Develop Buildings in line with the Sustainable Building Standards for Council Buildings. Develop the Hybrid Mail project for cost and resource efficiencies on a case by case basis.	Facilities					
A.6	Efficiencies in paper, stationery, equipment rather than buy. This would be on a case by case basis. Examine opportunities to lease products.	Services/ Procurement		✓	✓	✓	✓
B	**Waste Reduction**		2013	2014	2015	2016	2017
B.1	Make greater use of online systems to reduce paper consumption, as demonstrated through YourHR.	HR/ All staff	✓	✓	✓	✓	✓
A.3	Make greater use of online surveys and digital communications in external and internal communications.	Managers/ All staff					
B.2	Ensure effective use of building space and resources through the Smarter Working Programme.	Smarter Working Programme	✓	✓	✓	✓	✓
A.4	Investigate opportunities to reduce paper, through use of mobile devices and on Site WiFi in more and mobile locations - consider the short term impact on waste of any changes.	ICT					
B.3	Ensure printers are set to default settings - double sided, black & white as default and banner sheets are switched off. - ensure defaults remain during system upgrades.	Managers/ All staff/ ICT	✓	✓	✓	✓	✓
B.4	Reduce the use of disposable catering/ kitchen items such as, cups, trays etc.	Facilities/ E,C & S/ Events/ S,C & W	✓	✓	✓	✓	✓
B.5	Reduce the use of single use catering items, such as individual portions, sachets etc.	Facilities/ E,C &S/ Events/ S,C & W	✓	✓			

			2013	2014	2015	2016	2017
B.6	Where possible, remove battery operated clocks.	*Facilities*	✓	✓			
B.7	Reduce food wasted in production from kitchens and catering.	*Facilities/ S,C & W*	✓	✓	✓	✓	✓
B.8	Ensure, where possible, take back schemes for packaging are put in place through procurement agreements.	*EP& I/ E,C & S/ H & E/ SC& W/ CG - Procurement*	✓	✓	✓	✓	✓
B.9	Review the Council Sustainable Printing Policy.	*Env Policy*		✓			
B.10	Investigate participation in the Waste Standard scheme.	*Env Policy*		✓			
C	**Reuse**		**2013**	**2014**	**2015**	**2016**	**2017**
C.1	Encourage the reuse of paper as scrap, for printing drafts or as message pads.	*Managers/ All staff*	✓	✓	✓	✓	✓
C.2	Maintain current reuse systems for waste streams including: - Furniture - Plants - Occupational therapy equipment	*- Facilities* *- Env Serv* *- SC&W*	✓	✓	✓	✓	✓
C.3	Investigate opportunities to reuse additional waste streams, including working, where practical, with charities.	*EP& I/ E,C & S/ H & E/ SC& W/ CG*		✓	✓		
C.4	Provide a central list of resources, such as display equipment. - Investigate options for a pool of resources/ bookable system.	*EP& I/ E,C & S/ H & E/ SC& W/ CG*		✓	✓		
C.5	Where items cannot be reused elsewhere in the Council, investigate options for the auction of unwanted goods and materials.	*EP& I/ E,C & S/ H & E/ SC& W/ CG*		✓	✓	✓	✓
C.6	Examine options to establish an online internal resource distribution network to encourage the reuse of corporate resources.	*Env Policy/ ICT*		✓	✓		
C.7	Reuse envelopes. - Managers to ensure envelopes are segregated for reuse.	*Managers/ All staff*	✓	✓	✓	✓	✓
C.8	Examine opportunities to roll out the Council stationery reuse scheme, Swap Station, at other Council premises.	*EP& I/ E,C & S/ H & E/ SC& W/ CG*	✓	✓	✓	✓	✓
C.9	Develop a Green Marketing Policy to minimise waste from council communications and events.	*Env Policy/ Marketing/ Events*		✓			
C.10	Examine opportunities to share infrequently used items with other organisations.	*EP& I/ E,C & S/ H & E/ SC& W/ CG*				✓	✓

D	Recycling & composting		2013	2014	2015	2016	2017
D.1	Introduce recycling collections for key waste streams paper, cardboard, plastic, metal and glass.	*EP& I/ E,C & S/ H & E/ SC& W/ CG*		✓			
D.2	Introduce food waste collection service for catering premises producing over 50 kg a week.	*EP& I/ E,C & S/ H & E/ SC& W/ CG*		✓			
D.3	Introduce food waste collection service for catering premises producing under 50 kg a week and over 5kg.	*EP& I/ E,C & S/ H & E/ SC& W/ CG*				✓	
D.4	Investigate opportunities to reduce the volume of food waste arising, including: - examine options for composting at premises. - increasing food waste education.	*Facilities*	✓	✓	✓	✓	✓
D.5	Investigate opportunities for composting the residual gully waste, following reed bed treatment.	*Roads*		✓			
D.6	Establish a take back collection for portable batteries.	*Facilities*		✓			
D.7	Compost green waste from Council cemeteries.	*Environmental services*		✓			
D.8	Encourage procurement of products with reusable, recyclable or biodegradable packaging.	*EP& I/ E,C & S/ H & E/ SC& W/ CG - Procurement*		✓			
D.9	Make sure adequate space for segregating waste is built in new buildings.	*EP & I/ Procurement*	✓	✓	✓	✓	✓
D.10	Recycle cardboard packaging from depots, where this waste cannot be reduced through take back initiatives with suppliers.	*Roads/ Building Services*	✓	✓			
D.11	Raise awareness of toner cartridge return system and ink cartridges recycling procedure.	*Env Policy/ Procurement*		✓			
D.12	Encourage use of recycled and/ or unbleached copier paper, for council printing.	*EP& I/ E,C & S/ H & E/ SC& W/ CG - Procurement*		✓			
E	**Disposal and management of waste**		**2013**	**2014**	**2015**	**2016**	**2017**
E.1	Remove desk bins in premises where recycling introduced.	*Facilities - EP& I/ E,C & S/ H & E/ SC& W/ CG*	✓	✓			
E.2	Provide clear guidance and procedures for reducing, reuse and	*EP& I/ E,C & S/ H & E/ SC& W/*		✓	✓	✓	

			2013	2014	2015	2016	2017
	recycling waste streams, including: - WEEE - Special waste, including fluorescent tubes	*CG - Env Policy*					
E.3	Investigate the opportunity for the use of a permit system, so commercial waste in outlying small offices/ depots could be taken to a household recycling point.	*EP& I/ E,C & S/ H & E/ SC& W/ CG - Trade Waste*	✓	✓			
E.4	Identify needs and ensure training on regulations and processes for waste, where appropriate.	*EP& I/ E,C & S/ H & E/ SC& W/ CG- HR*		✓	✓	✓	✓
E.5	Improve visibility of bin sites & facilities through labelling and signage.	*EP& I/ E,C & S/ H & E/ SC& W/ CG*		✓	✓	✓	✓
E.6	Where multiple contracts exist for a waste stream, such as chemical and hygiene waste, investigate opportunities to consolidate arrangements.	*EP& I/ E,C & S/ H & E/ SC& W/ CG - Procurement*		✓	✓	✓	✓
F	**Measuring and monitoring waste**		**2013**	**2014**	**2015**	**2016**	**2017**
F.1	Monitor consumption/ reuse/ recycle / disposal for all internal waste streams.	*Services*	✓	✓	✓	✓	✓
F.2	Collate waste data annually and report to Committee.	*EP& I/ E,C & S/ H & E/ SC& W/ CG - Env Policy*	✓	✓	✓	✓	✓
F.3	Share information with staff on levels of reuse, recycling and disposal.	*Env Policy - EP& I/ E,C & S/ H & E/ SC& W/ CG*	✓	✓	✓	✓	✓
F.4	Specify the requirement for data provision in waste contracts.	*Services/ Procurement*	✓	✓	✓	✓	✓
F.5	Put in place a system to record furniture reuse.	*Facilities*	✓	✓			
F.6	Provide adequate signposting to ensure relevant service areas are realising opportunities to reduce, reuse and recycle waste.	*Env Policy*	✓	✓	✓	✓	✓
F.7	Investigate opportunities for external support on waste minimisation from Resource Efficient Scotland and Zero Waste Scotland.	*Env Policy*	✓	✓	✓	✓	✓
F.8	Develop a glossary for the Zone on waste terminology, to assist with specifications.	*Env Policy/ Procurement/ Services*	✓	✓			

			2013	2014	2015	2016	2017
F.9	Consider options for the storage arrangements of materials to mitigate loss from weather.	*Roads*			✓	✓	
F.10	Where possible compare supply levels with disposal levels, as a means to monitor – special waste.	*EP& I/ E,C & S/ H & E/ SC& W/ CG*				✓	
G	**Awareness and Education**		**2013**	**2014**	**2015**	**2016**	**2017**
G.1	Develop and implement a staff waste minimisation campaign. - Link into EU & national waste and environmental campaigns including Green Office Week, Recycling Week and European Week for Waste Reduction. - Provide consistent and ongoing waste minimisation messages and use visual examples to reinforce messages. - Build awareness of responsibilities for resource efficiency and the waste hierarchy. - Build awareness of efficiencies from procurement, to reduce waste at source and ensure the whole life cycle is considered in purchasing decisions.	*Env Policy/ Corporate Comms*	✓	✓	✓	✓	✓
G.2	Roll out the Paper Free Challenge Day – to highlight paper dependency.	*Env Policy/ Corporate Comms*		✓			
G.3	Develop "friendly bin guidance", information on what should be in recycling bins and best way this should be presented. - Disseminate through the Zone, Carbon Champions, GLOW etc	*Env Policy/ Contractors*	✓				
G.4	Raise awareness of any new waste collection facilities.	*EP& I/ E,C & S/ H & E/ SC& W/ CG*	✓	✓			
G.5	Link into existing work in city schools participating in the Eco-Schools Programme: - Encourage Eco-Schools in Aberdeen to undertake Waste Audits to provide further information on waste streams and enable actions specific to school to be developed. - Link recycling in schools to waste in education.	*E, C & S - schools*	✓	✓			
G.6	Develop a waste minimisation awareness campaign for schools, to link into Curriculum for Excellence.	*Env Policy*	✓	✓	✓	✓	✓
G.7	Add reminders on email signatures to discourage printing.	*Managers/ All staff*	✓	✓	✓	✓	✓

G.8	Provide information on materials which can be recycled, with pictures.	*Env Policy/ Corporate Comms*	✓	✓			
G.9	Provide information on market opportunities for waste streams from services, including Roads and Building Services.	*Env Policy*	✓	✓			
G.10	Update corporate induction information in line with the Internal Waste Minimisation Policy.	*Env Policy/ HR*	✓	✓			
G.11	Roll out the Empower online efficiency tool for staff. This learning tool includes waste, as well as energy efficiency information.	*Env Policy/ HR*		✓			

Council waste by waste stream

Books	Library book and media sales take place annually allowing income generation from the recycling of older stock.
Cans	Can recycling collections are in place at several main office premises including Marischal College and Balgownie One. Corporate discussions are taking place to expand these facilities to other council premises to meet the Waste (Scotland) Regulations 2012.
Confidential waste	Confidential waste is currently managed through the bag system and in some premises shredders are also in place.
Construction Waste	The Sustainable Building Standards for Council Buildings ensure contractors on new council buildings produce site waste management plans. In Building Services, where space and activity permit, waste is segregated for separate collection. Otherwise any potential segregation is carried out by the waste operative under contractual arrangement.
Envelopes	Envelopes can be reused.
Food Waste	Short pilot food waste collections have taken place at 2 city schools. Corporate discussions are taking place to introduce food waste collections at premises where catering takes place, to meet the Waste (Scotland) Regulations.
Furniture	Making best use of resources; surplus office furniture, fittings and equipment is redistributed and reused internally, within council properties and operations, to reduce the unnecessary purchase of new furniture.
Glass	Glass recycling is only available in a few Council premises. Corporate discussions are taking place to expand these recycling facilities to other council premises to meet the Waste (Scotland) Regulations.
Granite kerbstones & setts	Granite kerbstones from road operations are reused and granite setts are put into storage, for reuse where possible.
Grounds Waste	Shrub prunings, hedge trimmings and other green waste gathered from parks, open spaces and amenity areas during maintenance is shredded and made into mulch.
Gully Waste	A reed bed system has been established to treat waste from gully tankers, filtering out water from this waste to reduce volume and weight. The water can then be reused and the resultant, much reduced, residue waste solids are then sent for disposal.

Ink & Toner Cartridges	A free recycling service is provided by the contractor for multifunctional devices. Ink and toner cartridges can be recycled through the Cartridge Recycling Service, which is part of the cartridge procurement contract.
Paper	Paper is the largest waste stream from Council offices and schools. Recycling facilities for paper are in place at most council premises and where this is not available, corporate discussions are taking place to introduce further paper recycling facilities to meet the Waste (Scotland) Regulations 2012.
Plants	Environmental Services is moving away from annual planting to more sustainable planting – with plants being replanted between sites rather than sent to landfill.
Plastic Bottles	Plastic bottle recycling collections are in place at several main office premises including Marischal College and Balgownie One. Corporate discussions are taking place to expand these recycling facilities to other council premises to meet the Waste (Scotland) Regulations 2012.
ICT equipment	ICT WEEE (waste, electronic and electrical equipment) is recycled. Under WEEE regulations waste electronic and electrical equipment should not be sent to landfill.
Road Planings	Road planings are segregated for reuse.
Street Lighting	End of life aluminium street lighting columns are recycled. Lantern heads & lamps are segregated and sent for recycling.
Traffic bollards	Damaged traffic bollards are recycled.
Tyres	Used tyres are disposed of by a third party who arrange retread of the tyres or recycling and disposal.
Used oil filters	Used oil filters are segregated and collected for recycling.
Vehicles	Some vehicle components are retained for reuse. Functional end of life vehicles are sold at auction for reuse.
Vehicle oil	Vehicle oil is segregated for separate collection.
Wood Waste	Waste wood from council woodland management and street trees is reused for firewood timber and furniture, with residual wood waste chipped for paths and similar.

Internal Waste Communications

Target Audience	Purpose of Communication	Method of Communication	Frequency of Communication
Elected Members	Raise awareness & inform on internal waste management measures. Decision making capacity.	• Committee reports to coincide with key decision points. • Bulletin reports to keep members informed.	As required
Directors	Engage and keep informed	• Reports • Managers update • Briefings • Emails	As required
Heads of Service	Raise awareness and keep informed.	• Emails • Meetings • Reports • Briefings	As required
Head teachers	Engage and keep informed. Need support and buy in for school measures.	• Emails • Meetings • Presentations	As required
Pupils & teachers	Encourage participation in school waste measures.	• GLOW • Publications • Presentations • Posters • Signage	As required
Facilities Management	Liaise. Keep informed.	• Emails • Meetings • Reports	Quarterly updates
Internal waste contacts	Disseminate information	• Emails • Meetings	As required
Trade waste team	Liaise.	• Emails • Meetings	As required
All Staff	Engage and raise awareness Inform of appropriate waste facilities & methods	• Regular updates on the zone • Information at corporate induction • Directorate magazines	To mark milestones and correspond with recycling roll outs and new waste

	of disposal	• Emails • Posters • Displays • Signage	minimisation measures
Contractors	Liaise	• Meetings • Emails	As required
Carbon Management team	Keep informed on progress and milestones.	• Emails • Reports	As required by Carbon Management Programme
Carbon Reduction Champions	Keep informed on any measures that impact on staff	• Meetings • Emails • Invites to events	As required

Paper Free Challenge

The first Council paper free challenge was held during Green Office Week in May 2013 and staff participating were encouraged to avoid printing and photocopying throughout the day, send out information electronically and consider ways to cut down on paper use.

Ways to have a paper free day were highlighted including:
- Scanning documents rather than printing.
- Reading digital versions of documents instead of printed copies.
- Sending out information by email.
- Taking a laptop to meetings or using interactive whiteboard & projector facilities in meeting rooms, where available.
- Considering documents that could be placed online or on shared drives.
- Reducing or cancelling any unnecessary subscriptions to publications and newsletters.
- Making use of digital communications such as the Council intranet, intranet and social media sites to share information.

Findings

Staff taking part were also encouraged to complete a survey to provide feedback on the day. There was a relatively low response rate to the survey, although out of those that did respond, 62% stated that the challenge had made them think a little differently about the way they worked and 25% considered it to be a lot.

Comments ranged from: "We actually found it quite easy, thinking about doing it on a weekly basis" to "It was much harder than I thought it would be". This feedback depended on the requirements of individual jobs.

Participants were asked for ideas on ways paper consumption could be reduced and suggestions included:

- Staff should be encouraged to be paper free and the cost savings highlighted.
- Many online forms are only available as PDFs which need to be printed to be filled in. If these were available as a word document, the form could be completed and sent as an attachment.

Issues highlighted during the challenge were:

- It can be hard to read long documents online.
- There is not sufficient mobile and ICT equipment currently available to enable paper-free working.
- A lack of wireless connections currently in offices means it can be difficult to download documents to mobile devices.
- Others considered the nature of their job made it difficult to be paper free.