

Your Business
Your Environment
Your Profits



In 2007 total waste in the UK was 272 million tonnes. Of this, **only 9% was household waste**¹.

Environmental impact is inextricably linked to **bottom-line performance**. Wasted energy, water and other resources costs businesses across the UK £billions every year².

This booklet aims to provide you with guidance and ideas to assist you in using **fewer resources more efficiently** and provides you with information on some **key legislation** that affects all businesses regardless of size.

¹ DEFRA Waste Strategy 2007

² Oakdene Hollins, Quantification of the Business Benefits of Resource Efficiency October 2007



Positive change comes from questioning current practice.

A large proportion of waste comes about through inefficiencies. An average small to medium sized business can make savings amounting to over £1,000 per employee by taking simple steps to minimise waste³.

³Insider Essential Guide to Business and the Environment Sponsored by Environment Connect 2007

How can you do what you do more efficiently?

Tips to Reduce...

YOUR BUSINESS WASTE:

- Set computer preferences to print double sided unless necessary
- Send e-mails rather than printed documents to save paper
- Review documents on-screen before printing
- Maintain a centralised filing system instead of making multiple copies for multiple files
- Store data on computer networks or on disk instead of paper files
- Update your paper mailing lists to avoid duplication, waste and added costs
- Remove your company's name from junk mailing lists
How? Check out www.mpsonline.org.uk
- Purchase durable equipment
- Use rechargeable batteries
- Ask staff to use glasses and mugs instead of plastic cups – and don't forget to tell them why

WASTED ENERGY:

- Only turn equipment on when it is in use
- Turn off computer monitors during a break or a meeting
- Turn computers off at night rather than using standby
- Remove screen savers – they are a waste of energy!
- Turn off lights (including energy efficiency ones) when they are not in use
- Explore energy efficient equipment and renewable energy options and explore running costs as well as initial outlay
- Make sure windows and doors are closed when heating or air conditioning is on



TRANSPORT RELATED FUEL CONSUMPTION:

- Reduce the fuel consumption of your business by up to 25% through advanced driving training
How? Check out www.safed.org.uk and www.freightbestpractice.org.uk
- Record your total mileage and start a target to reduce it year on year
- Invest in technology that reduces the need for staff to travel – particularly by air e.g. web conferencing etc
- Make public transport the key way for staff to travel when on business
- Provide bike, bus and train loans
- Encourage and provide rewards for car sharing, but ensure that the policy is flexible so that people aren't tied in to having to do something everyday
- Allow staff to work from home and work flexibly
- Explore carbon off-setting as a final option to raise money for projects that tackle climate change
How? Just type **“carbon offset”** into any internet search engine
- If appropriate, consider back-haulage
- Lead by example



For more information check out www.dft.gov.uk

REDUCE WATER CONSUMPTION:

Businesses pay twice for water – once for using it and again for treating it. Reducing your water consumption will increase your bottom line!

To find out ways of saving water check out www.environment-agency.gov.uk/savewater

On average, for every cubic metre of cold water supplied and treated for a business, more than 600 grams of CO₂ is created¹.

Calculate your water footprint at www.waterfootprint.org

¹Ech2o, Saving Water in the Hospitality Sector, May 2008



REUSE YOUR BUSINESS WASTE:

- Send construction materials, furniture or other equipment for re-use
- Find out if another business can re-use your by-products
How? Check out www.nisp.org.uk
- Enquire about supplier take-back schemes for unused products and the re-use of packaging
- Set up a draft paper drawer in your printer to print draft documents on the back of slightly used paper
- Convert scrap paper into memo pads
- Save and reuse inter-office envelopes, folders and boxes
- Reuse shredded newspaper/paper for packaging
- Reuse incoming boxes for outgoing deliveries
- Give old magazines to libraries, hospitals or nursing homes
- Use refillable printer, copier and fax cartridges



Recycled paper produces 73% less air pollution, requires 70% less energy and 58% less water compared to making it with raw materials⁵.

⁵ Source: www.recycling-guide.org.uk

RECYCLE YOUR BUSINESS WASTE:

- Provide separate recycling containers in offices so that staff can recycle easily
- Remove the majority of waste bins to make recycling easier and wasting harder
- Buy recycled products
- Buy items which are capable of being recycled
- Consider selling products made with recycled-content
- The majority of resources can be recycled. Contact your waste collection provider and ask them about recycling options
- Partner with nearby businesses to share service costs

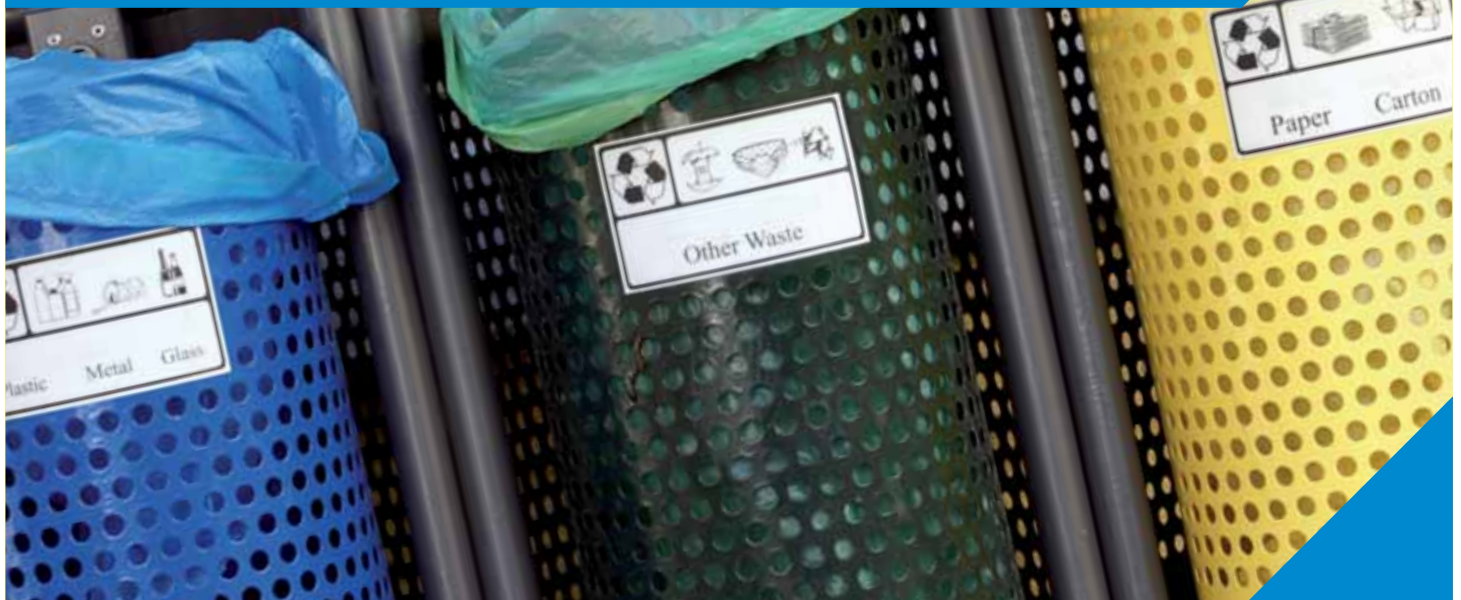
Need a recycling provider? Check out

www.smartwaste.co.uk

www.recycleatwork.org.uk

www.wastedirectory.org.uk

All waste and recycling generated by your business is regulated by law. You have a 'Duty of Care' which includes ensuring that your waste is disposed of by a licensed waste carrier. See Legislation overleaf.



Using fewer resources more efficiently simply makes business sense.

Steps to help you and your business use fewer resources more efficiently...

Step one: COMMIT

It is important to ensure that all individuals within your business are committed to improving profits through better environmental performance, and that everyone is made aware of this objective.

Depending on the size of your business, forming an environmental team with an appointed co-ordinator will help to get the support and buy-in from your organisation as a whole.

Step two: REVIEW YOUR WASTE

Reviewing the amount and type of waste that you produce and the activities that produce it will help you to define an action plan and set targets to reduce, reuse and recycle. During this process you should:

- **Carry out a waste audit** over a number of days to get a good representation of the types and quantity of waste
- **Undertake a 'walk-through'** to identify what activities generate different types and quantities of waste
- **Examine current costs** of your waste disposal and utility bills. This will help to inform your future decisions and will give you a baseline to measure your improvements

Step three: DEVELOP AN ACTION PLAN

With the information from the waste review you can begin to list and prioritise target areas for improvement:

- List all materials that could be targeted
- Brainstorm ideas to reduce, reuse and recycle each material and bear in mind that reduction will produce the greatest financial and environmental savings
- Set actions and assign responsibility
- Set reasonable targets
- Aim for some early successes
- Set a timeline for completion of actions
- Develop a system to monitor progress

Check out www.envirowise.gov.uk

for simple tips and tools to help you with the above three steps.



LEGISLATION

International and European Directives and agreements such as the Kyoto Protocol and the EU Waste Framework Directive drive many of the UK policies and legislation. This is because failure to meet targets laid out in these Directives and agreements will result in financial penalties for the UK which ultimately will be passed on to waste producers and consumers.



Here are some of the key laws that your business should be aware of:

Duty of Care. All waste produced as part of your business is regulated by law. You have a duty to ensure that:

- i. Your waste is stored and disposed of responsibly
- ii. It is only handled by individuals or businesses that are authorised to deal with it
- iii. You keep a record of all waste received or transferred

Pre-treatment of Non Hazardous Waste. All non-hazardous waste must be 'treated' prior to landfill. Examples of treatment include sorting materials for recycling, biological treatment such as composting or thermal treatment such as incineration. You can choose to sort the waste yourself (i.e. separate recyclables from residual waste) or, if your waste provider offers the service, you can request that they sort it for you after they have collected it.

Waste Electrical and Electronic Equipment Regulations (WEEE). Regulations were introduced to encourage treatment, reuse, recovery, recycling and sound environmental disposal of WEEE. In the majority of cases, the manufacturer/distributor is responsible for the collection, treatment and disposal of the equipment. If you are looking to dispose of WEEE it may be collected directly from your premises or you may be requested to take it to a local facility. Examples of WEEE include: computer equipment, electric fans, electrical and electronic tools, telephones, microwaves and kettles.

Hazardous Waste. Hazardous waste is essentially waste that has hazardous properties that may make it harmful to human health and the environment. This waste has legal requirements for its controlled management and disposal. You should make the company that takes your waste away, aware of what you are putting in your waste containers and follow their advice. Examples of common hazardous waste includes: batteries, used vegetable oil, paints, fluorescent light tubes, fridges, some cleaning materials and asbestos.

You can find out further information at www.netregs.gov.uk



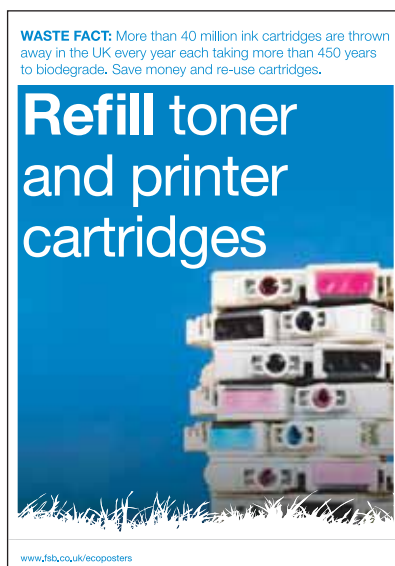
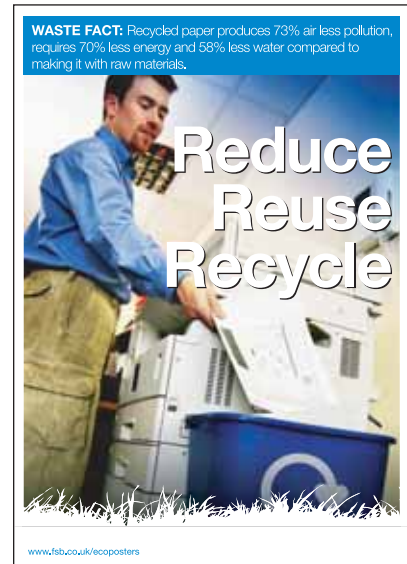
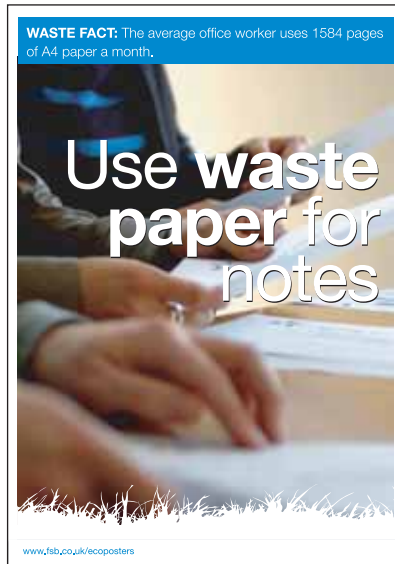
ASSISTANCE AND TOOLS

Many free support services exist to assist you in making better use of resources. Business Link provide practical advice for businesses of all sizes and sectors and will assist you in identifying organisations that can support your individual needs.

Check out www.businesslink.gov.uk
or call 0845 600 9006



Download free posters to help promote the resource efficiency message at www.fsb.co.uk/ecoposters



How can you do what you do more efficiently?

For an electronic version of this pack, check out: www.fsb.co.uk/ecopack

“Waste is a tax on the whole people”

Albert W. Atwood

“How wonderful it is that nobody need wait a single moment before starting to improve the world”

Anne Frank

“It is not the strongest of the species that survives,
nor the most intelligent, but the one most
responsive to change”

Charles Darwin

“Change is the law of life. And those who look only
to the past or present are certain to miss the future”

John F Kennedy

Contact Business Link
Tel: 0845 600 9006
www.businesslink.gov.uk