

Highland Council Internal Paper Recycling Policy

Contents

Introduction.....	2
Why Recycle?.....	2
What can be Recycled?.....	2
Locating Internal Recycling bins.....	4
External Storage Points.....	4
Collection.....	4
Education and Awareness.....	5
Monitoring.....	5
Confidential Waste.....	6
Case Studies.....	8

1. Introduction

The Council Programme 2009-2011 contains within it the commitment to:

“Reduce paper use in our offices and recycle 50% by the end of 2009”.

Highland Council has over 300 premises where waste is collected, including offices, schools, care homes, depots, piers, harbours, cemeteries and store rooms. The amount and type of waste generated at each site varies dependent on the buildings purpose and use. The availability and frequency of waste collection services also varies dependent on the geographical location of the site.

It is therefore recognised that there can not be a “one size fits all” policy for paper recycling across Highland. The following document has been developed to provide guidance to assist building managers in implementing a paper recycling programme suitable for their site.

2. Why Recycle Paper?

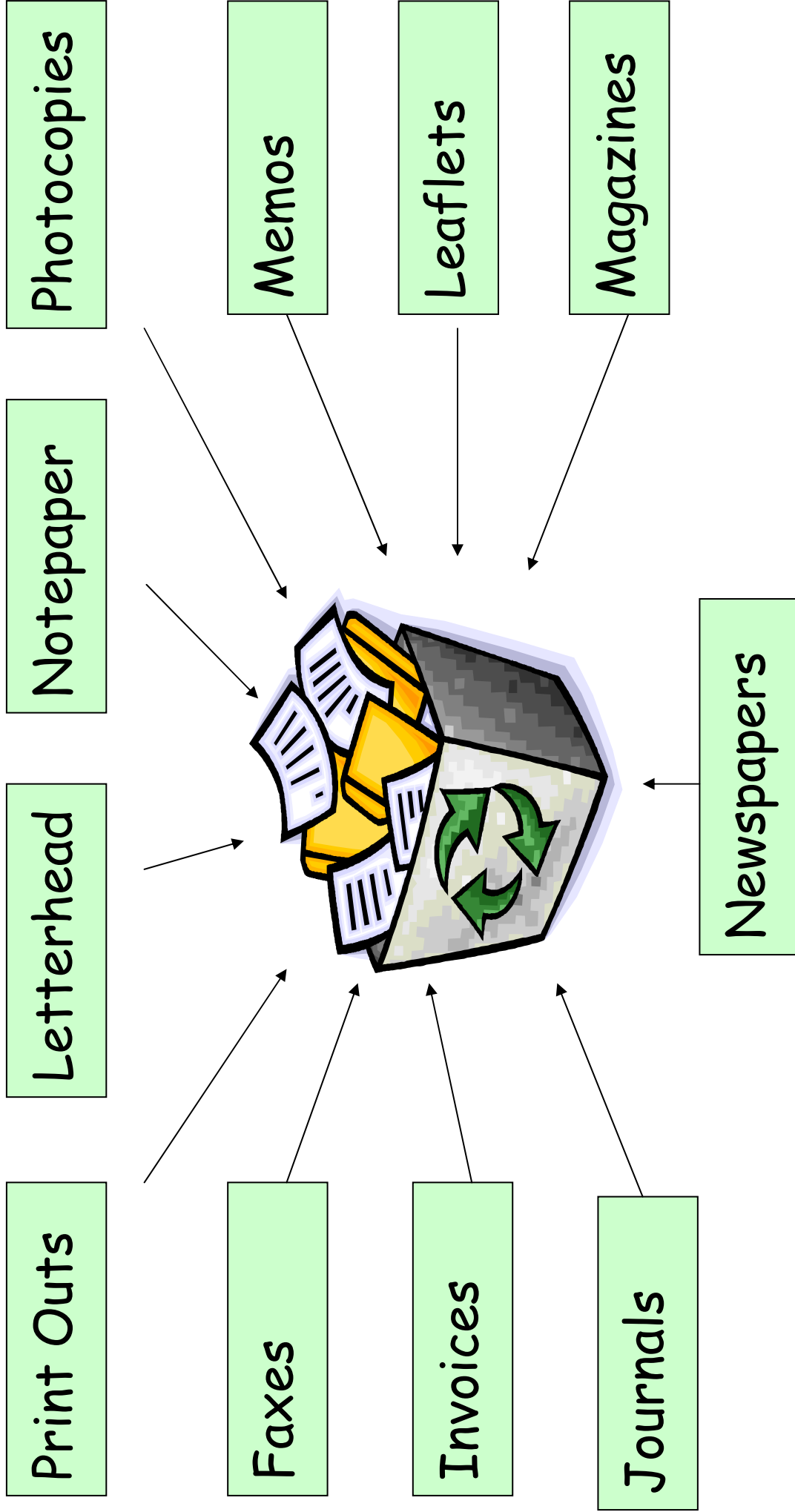
1. Currently the Highland Council is charged for every tonne of waste going to landfill. The Scottish Governments Zero Waste policy aims to increase recycling of Municipal waste to 70% by 2025. Increased recycling will reduce the amount of waste being sent to landfill.
2. When waste is disposed of in a landfill site it produces methane gas as it decomposes. Methane (CH₄) is a a greenhouse gas that is 20 times more powerful than carbon dioxide(CO₂). Reducing the amount of waste going to landfill will cut greenhouse gas (GHG) emissions and combat the causes of climate change.
3. The amount of energy required to make paper from recycled produce is 28-70% less than it takes to make it from virgin pulp.
4. Highland Council can generate income through the sale of paper for recycling. Prices vary dependent on the current market value and the quality of paper.

Internal waste and associated GHG emissions are monitored through the Highland Council Carbon Management Plan. In the baseline year of 2007/08 the Highland Council produced 11 574 tonnes of waste from its buildings resulting in 5174 tonnes GHG emissions. Internal waste accounts for 6% of Highland Councils overall emissions.

3. What can I recycle?

To ensure that the best quality paper is sent to be recycled and that paper is not contaminated it is important that staff are made aware of what they can and cannot put in their recycling bins. Notices can be placed on or above each bin informing staff of what is appropriate to place in the recycling container:

What to put in your Paper Recycling Bins



E-mail: recycle@highland.gov.uk

4. Locating Internal Recycling Bins:

To implement a successful recycling programme it is important that internal facilities are situated in easily accessible locations and that all staff are aware of these. It is also essential that cleaning and caretaking staff are aware of the new bin location and the systems in place for collection of waste.

To maximise the amount of waste recycled it is important to remove individual desk side bins where possible (see case study 1 notes).

1. Where an office space is open plan, desk side bins should be removed and centralised general waste and paper recycling bins put in place.
2. Removed desk side bins should be taken from the premises and thought should be given to how they should be re-used or recycled in the community.
3. An office space with six people or more sharing a room should consider a centralised bin. Where no centralised bin is deemed necessary a bin rationalisation programme should be implemented encouraging the sharing of bins.
4. Centralised bins should be no larger than 100L to prevent injury to staff emptying contents.
5. General waste bins should be emptied nightly by the cleaning staff.
6. Paper Recycling Bins should be emptied regularly by Council Officers or a relevant caretaker (frequency will depend upon nature of site).
7. Staff can liaise with their line manager if removal of a desk side bin presents a problem.
8. Managers should ensure that all staff are aware of what can be recycled as paper (see guidance above).
9. Managers should be consulted before any new or replacement desk side bins are purchased.
10. Systems should be put in place to prevent the re-purchase of unnecessary desk side bins through the PECOS system.

5. External Storage

It will be necessary to create an external storage point for paper awaiting collection. It will be the responsibility of the designated Council Officer or caretaker to place recycled paper collected from internal bins in these external collection points. It is important that such a collection point be secure, dry and away from the main building to prevent fire risk. Water or other contamination can reduce the paper quality and prevent it from being sold for recycling.

6. Collection

Where possible, Highland Council should use their in-house waste collection service to collect and recycle paper. This will reduce costs and generate income from the sale of recycled paper. Currently it is not possible for Highland Council to collect recycled paper from all office locations. Work is underway to explore how new kerbside collection routes can incorporate schools and offices.

Where no recycling collection is available staff are encouraged to make use of community recycling facilities in their area (see Case Study 2 and 3) and share the responsibility for depositing waste.

A full list of recycling facilities for Highland can be found below:

<http://www.highland.gov.uk/yourenvironment/wastemanagement/recycling/arearecyclingcentres/>

There are many private contractors who currently collect paper for recycling and some offices in Highland are serviced by these. It is recognised that in order to meet our paper recycling targets it is necessary to rely on these external providers. Work is underway to explore the variety of services available to Highland so that in the future a “Corporate” approach to use of these services can be developed to ensure best value for money.

7. Education and Awareness Raising:

An effective communication strategy and programme of education and awareness raising will be central to the success of the recycling policy. The Carbon Management Plan contains within it a Communication Strategy outlining the various mechanisms for raising staff awareness. It is recommended that the internal paper recycling policy be included amongst the key messages promoted through this communication plan.

In addition the Highland Council Green Ambassadors will play an important role in encouraging and informing staff.

The Waste Awareness Team, based at Ross House, Dingwall, will be available to provide expert advice to staff and building managers on recycling issues and have a dedicated page on the Highland Council Intranet.

<http://www.highland.gov.uk/yourenvironment/wastemanagement/wasteawareness/>

General Enquires Tel: 01349 868 439
Email Address recycle@highland.gov.uk

8. Monitoring and Reporting of Progress:

Systems are in place to monitor the amount of waste generated at Highland Council sites through the Carbon Management Plan. However, such mechanisms capture *only* the general waste collected by Highland Council. It is anticipated that as recycling increases the volume of general waste will decrease.

The number and location of recycling facilities across Council properties will be monitored by the Chief Executive Service, as will the cost of waste collection of all types.

To monitor the waste and recycling successfully will require a staff member at each targeted premises to take measurements on a regular basis to get an idea of the amounts of materials disposed or collected for recycling. This can be done by TEC services collection crews where they are responsible for uplifting recycled material from a site.

To increase awareness, ownership and feedback, it is important that site managers also monitor the amount of waste being recycled, this is particularly important where no collection service is

provided by TECs service, or where individuals take waste to be recycled at community facilities.

Progress towards recycling targets will be reported through the Carbon Management Plan with information available on the Highland Council website. In addition feedback to Responsible Premises Officers and Green Ambassadors will take place on a regular basis.

8. Confidential Waste

Under the Data Protection Act (1998) companies are responsible for the security of personal information. Personal data means any information relating to an identified person. For responsible companies it is vital that when data is finished with, it is destroyed in a safe and secure manner.

The Data Protection Registrar's guidelines are quite specific:

"Personal data held for any purpose or purposes shall not be kept for longer than is necessary... it will be appropriate to dispose of documents by shredding..."

Any personal details that become public could lead to the offending company being prosecuted for breaching its legal liability.

Some Highland Council Services will deal with more confidential waste than others. For example, the Personnel and Finance Services. Members Services may also deal with politically sensitive material that can be classed as confidential.

Confidential waste is defined as paper waste containing person identifiable information. Waste which is business sensitive would also be classed as confidential waste.

1. All confidential waste **MUST** be shredded.
2. If shredding takes place on-site then this waste is classed as non-confidential following shredding and can be recycled along with all other paper waste.
3. Only paper that has been classified as confidential as outlined above and remains unshredded should be uplifted by private contractors.
4. Due to the costs involved in uplifting confidential waste, care should be taken in selecting which items are confidential and which are for general recycling. For this reason, confidential waste bins should be located alongside recycling bins with a clear notice such as that below.
5. All confidential waste bins should be locked and a designated officer hold the key.

The Highland Council are currently exploring a Corporate approach to confidential waste disposal to ensure best value for money, and maximised sustainability criteria are achieved. This section of policy will therefore be built upon in time.

CONFIDENTIAL WASTE ONLY!



PLEASE NOTE: There is a charge for shredding of confidential waste. Please only place confidential parts of documents in this container and the rest in the general paper recycling box

CASE STUDIES

Case Study 1 – Highland Council HQ

The Highland Council headquarters on Glenurquhart road has 619 desk side bins for a total of 550 staff. In 2007/08 the building produced 152 tonnes of waste resulting in 68 tonnes Co2 emissions.

In October 2008 a pilot project with two offices within HQ took place. Cleaning staff were asked to monitor the number of black bin bags they removed from each office over a week. In pilot site 1, desk side bins were removed and central recycling points put in place. In pilot site 2, desk side bins remained and staff were given desk-top recycler as well as centralised recycling points. Following a two week trial period, cleaning staff monitored the amount of general waste collected following the installation of recycling facilities. The results were as follows:

Pilot 1: 50% reduction in general waste collected by cleaners.

Pilot 2: 20% reduction in general waste collected by cleaners.

An electronic survey of staff took place and the overwhelming majority of staff supported the removal of desk side bins and were surprised by the results. Recycling facilities were then put in place throughout the whole building and staff encouraged to participate in a voluntary bin amnesty. 233 desk side bins were given up and re-used for a variety of functions by staff including playground games, flower pots and potato planters. New Start Highland took the remaining 89 bins that could not find a home and these will be used to help families struggling to set up home.

Case Study 2 – Chief Executives Office, HQ

Despite no formal system for collecting and recycling of waste, individuals in the office have been collecting both glass and plastic bottles and tin cans and taking turn about as to who takes the full bags to the community recycling station. The green bottle tops from milk bottles are passed on to “Stornoway Plastics” where they are used in the making of fishing creels. Stornoway Plastics then donate money to charity, since they've got their raw materials for free.

www.stornowayplastics.com

Composting bins have been unsuccessful at the site due to contamination in the grounds, however staff have requested a compost “cadi” so that food waste can be taken home and composted by the many staff enjoy growing vegetables.

Case Study 3 – Schools

Waste projects in schools can be a great tool for learning about Sustainable Development in practice. Below are some great examples of projects that link environmental action, with citizenship, enterprise and other more traditional curriculum topics such as literacy, numeracy, art, design and technology.

1) Cannich Bridge Primary School.

The school put a system in place where each pupil had a carrier bag on their coat hook to collect waste paper, and then once a week, the older pupils took a trip down to the village recycling point to recycle their waste. So much paper was being recycled that they have now purchased two classroom recycling bins and empty these once a week when the class takes a trip to the village hall for PE.

2) Farr High School

A community-linked waste minimisation project with its community wing - BEAG - which collected the community's waste paper, shredded it, pelletised it, then used the pellets in an in-vessel composter for food/biodegradable waste. Unfortunately due to lack of support centrally this project is no longer running.