



Waste Education Services

Dear Business Owner/Manager,

This letter is to introduce Waste Education Services (WES), a free programme for schools and businesses funded by Tasman District (TDC) and Nelson City (NCC) councils.

WES offers information and education to assist schools and businesses to reduce the amount of waste going to landfill. TDC and NCC provide this service through a contract with the Nelson Environment Centre. A team of waste educators are working with schools and businesses in Tasman and Nelson to set up or provide advice on systems to Reduce, Re-use and Recycle their waste.

For businesses, the WES service can provide:

- information on how to start, restart or improve your business' waste minimisation programme
- advice on how to make minimisation initiatives practical, cost-effective, and user-friendly for your business
- up-to-date information on recycling and re-use services and resources in your area
- incentives available to assist your business with waste minimisation initiatives
- support with identifying new waste streams
- information on regional and national waste minimisation initiatives
- support for reducing construction & demolition waste through working with architects, the construction and waste service providers industries

In addition, we

- run public awareness stalls and workshops on minimising waste

Together with council and commercial services we are looking at future options for improving the collection of recyclables from businesses. We are hoping that this programme will assist you to minimise your costs of waste disposal AND reduce the waste going into our local landfills!

To arrange for WES to visit your business, contact:

Karen Driver

Tel: 03 545 9176 ext. 2

Email: karendriver@nec.org.nz

Website: www.wes.org.nz

20 April 2010



Take a look at your waste

Getting some accurate information on the materials your business is throwing out and how much your waste disposal is currently costing will help you:

- decide what waste reduction measures you should take
- measure your progress and your savings!

Saving money

WES can advise you of systems to reduce, re-use and recycle your waste and so save money on waste disposal.

Who to involve?

Pretty much everyone!

For your waste minimisation system to work, everyone who is going to be responsible for using and maintaining the system needs to support it and be involved.

- The business owners need to support it and allow staff time to be spent on the implementation
- The manager(s) need to ensure sufficient resources are allocated to ensure the successful implementation of the system
- The manager(s) need to ensure they set an example and remind staff to use the system correctly
- Include the staff in designing a system to ensure their buy-in
- The staff will need to take action and use the system correctly. It's crucial that the system is easy to use and that it is supported by good education on waste minimisation.

WasteWise purchasing policy

A "WasteWise" purchasing policy helps to establish the business' commitment to taking action to reduce waste at source and to communicate the action to staff. Consideration of the whole life costs of items should be accounted for – it may be cheaper and less impact on the environment to pay more for a higher quality item up front rather than it fail earlier and need replacement more often.

The following is an example for you to adapt to your business' needs.
Our business will:

REDUCE:

- **Only buy things we really need**
 - *Are we paying for features that we don't need and won't use?*
 - *Have we considered leasing/sharing or swapping rather than buying?*
 - *Is upgrading, reconditioning or extending the life of our current model a better option?*
- **Buy items that are long lasting, even if they may cost more initially**

20 April 2010

- Rechargeable batteries
- Rewritable cd/dvd's
- Consider how long this product will last compared to another model?
- **Buy items that are energy-efficient**
 - Energy-saving light bulbs
 - Computers
 - Hybrid or other more fuel efficient vehicles
- **Use the energy efficient options available**
 - Configure the Power Management facilities within office PCs
 - Drive efficiently and within speed limits
- **Buy in bulk to reduce packaging**
- **When printing consider**
 - Printing double-sided
 - Only printing when necessary – otherwise read on the screen
 - Reduce the margins and adjust fonts to maximise paper use
- **Use email to communicate where possible**
- **Use washable cups/mugs rather than plastic/polystyrene ones**

REUSE

- **Reuse everything we can:**
 - the back of used paper: keep used A4 paper flat in a box for scrap paper, or next to the photocopier for internal photocopying
 - disks, CDs, DVDs
 - envelopes - use envelope sealers
 - food scraps – compost, feed to worm farm or use Bokashi
- **Buy products that are packaged in reusable materials**
- **Encourage staff to bring lunches in reusable containers and take their waste home**
- **Use a waste exchange service or the local paper to advertise items that could be reused by someone and to look for items that you could use**
- **Take items to the local re-use shop**

RECYCLE

- **Recycle as much as possible of what we cannot reuse: printer cartridges, paper, plastic containers, tins, cardboard, mobile phones etc.**
- **Buy products that are recycled and/or recyclable:**
 - unbleached, recycled printing/office paper
 - unbleached, recycled toilet paper
- **Buy products that are packaged minimally in recyclable materials, such as paper and cardboard**

RECOGNISE

- **Recognise the efforts and achievements of everyone involved in the waste reduction programme.**

20 April 2010

REVISE

- **Revise our policies and practices regularly to make sure we are reducing waste as efficiently as we can.**

RECORD

- **Record any changes we make in purchasing and calculate the savings—both environmental and financial.**

REJOICE!

- **Publicise our success and celebrate!**

Common problems identified by other businesses

Some of the common problems that local businesses cite as being reasons for not recycling more of their waste are:

Cost

The common belief is that it's cheaper to send everything to landfill. Is that really the case? If you reduce the amount you are sending to landfill then you can reduce the frequency and/or size of these collections and use the savings to cover some or all of the costs of recycling pickups. Once you are recycling why not advertise that fact – will it bring in more business? If you change your purchasing arrangements to reduce waste then you will have less to dispose of and so save costs. Reusing items also reduces your waste and so reduces your disposal costs.

Space

Lack of space is often a problem for businesses. Can you share space with neighbouring businesses? This will reduce costs and space requirements to each business. If you reduce the volume of your landfill collections could you reduce the size of the 'bin' and so make space for 'bins' for recycling? Recycling collectors may be able to provide a more frequent recycling pickup tailored to your needs.

Security

Recycling collectors can provide bins that are lockable, to prevent others using the facilities you are paying for and also for those items that you want to keep secure for legal reasons. These can be accessed by one or more business with their key. Services are also available to securely shred paper and recycle it.

Lack of incentives

Consumers are becoming more aware of the impact that waste has on our environment and so by marketing your waste reduction and other measures to become sustainable you may start attracting new customers.

Reduction of your waste will reduce your waste bills and save you money.

20 April 2010



Businesses in the Tasman District may be eligible to apply to Tasman District Council for Zero Waste grants to help implement a waste minimisation system – contact WES for more information. The Ministry for the Environment have the Waste Minimisation Fund for waste minimisation projects. This is an option for supporting businesses to develop waste minimisation projects, which involve collaboration with other organisations, to address waste issues that are not currently adequately managed within a region.

Contact WES for the latest information on funding as the situation changes regularly.

Time

We may be able to help you devise a system that fits your working environment. Reducing waste will reduce the time to dispose of it. Recycling and reusing should become instinctive, and so take no additional time to practice once systems are set up.

Too little waste

All waste that is diverted from landfill helps us to use our resources more efficiently and at a more sustainable rate. It also prolongs the life of the landfill. So please consider reducing, reusing and recycling your waste. Every little helps.

Think Health and Safety

Hazardous Substances

If you have hazardous waste, such as leftover paint, batteries, cleaning chemicals, or oil, these need to be correctly disposed of. There are commercial operators that will come to your premises to dispose of these items.

Contact WES for details of the organisations that can provide services specific to your needs.

Useful Websites

Environmental Choice - www.enviro-choice.org.nz

Initiated and endorsed by the New Zealand Government, Environmental Choice recognises the genuine moves made by manufacturers to reduce the environmental impacts of their products and provides a credible and independent guide for consumers who want to purchase products that are better for the environment. Check out the 'Licensed Products' page for details of companies that can provide accredited goods such as office paper etc.

Ministry for the Environment – www.mfe.govt.nz

This website includes the following areas:

- <http://www.greenoffice.org.nz/> - Green office guide
- <http://www.mfe.govt.nz/issues/waste/> - Excellent page leading into information on all types of waste issues including construction & demolition waste, special wastes such as tyres, batteries, e-waste etc.
- <http://www.sustainability.govt.nz/> – government website to help everyone live in a more sustainable manner, with an excellent section on rubbish

20 April 2010





- <http://www.mfe.govt.nz/issues/sustainable-industry/initiatives/index.html> - details of the Sustainable Industry initiatives run by MfE. This contains some great information and practical solutions that all businesses can utilise, including links to procurement guidelines for buying office consumables

Nelson City Council – <http://www.nelsoncitycouncil.co.nz/>

The section on household rubbish collection services, trade waste, recycling, composting and the Nelson City Council Waste Management Plan are accessed via:

<http://www.nelsoncitycouncil.co.nz/rubbish-collection-disposal/>

Tasman District Council – www.tdc.govt.nz

The main section on waste is accessed via:

www.tdc.govt.nz/index.php?Waste

Waste Management Institute of New Zealand – WasteMINZ – www.wasteminz.org.nz

A non-profit organisation that promotes sustainable waste management practices for the benefit of all New Zealanders. Their primary function is to provide a forum for presentation and dissemination of information and to act as a facilitator for the waste management industry in New Zealand.

Zero Waste New Zealand Trust – www.zerowaste.co.nz

The goal of Zero Waste is to minimise and ultimately eliminate waste. There is a lot of useful information including information on what is happening around New Zealand with respect of waste management. Particular areas of interest to businesses are:

- <http://www.zerowaste.co.nz/assets/BusinessSolutions/wasteaudit.pdf> - An excellent guide to doing a waste audit within a business
- <http://www.zerowaste.co.nz/default,768.sm> - A section on Sustainability and Waste – at work, includes useful tips

Waste Education Services – www.wes.org.nz

This website has links to the above and other waste minimisation and sustainable business websites via the 'Business' page. It also contains copies of all the Waste Education Services resources. This includes the Waste Service Providers list which details the companies that can provide commercial recycling services and a procurement guide to help in deciding what is the most sustainable office paper etc, to buy for your business.

20 April 2010

