

waste watch

environmental

Report

2001



Promoting action on waste reduction, reuse and recycling



About this Report	2
Executive Director's Statement	3
Environmental Policy Statement	4
Education	5
Running Workshops and Training Days	7
Wastebusters Consultancy	8
Waste Alert Clubs	10
Research Projects & Policy	11
Marketing, Information and Publications	12
National Waste Awareness Initiative	15
Running our Organisation	16
Transport	20
Managing our Supply Chain	22
Staff Awareness	23
Environmental Footprint of a Waste Watch employee	23

This 2000/2001 report covers the period 1 August 2000 to 31 July 2001. It encompasses the environmental performance of Wastebusters and Waste Watch. It includes both a period when the two organisations were operating separately and a period following the merger.

Inevitably some of the data collection systems between the two organisations were incompatible, and/or incomplete, so a key task for the forthcoming year is to improve our data capture and to measure and monitor in a more consistent and comprehensive manner. This means that we need to collect data from both the London office and our satellite offices and personnel. We also need to ensure that we focus on improvements across all areas: energy, water, waste and transport, not exclusively on waste – our key environmental concern within the charity. All staff have a responsibility to monitor their performance and provide information for reporting.

Where appropriate, each section is divided as follows

**Current performance** – our main environmental impacts and initiatives, over the reporting period.

**Main issues** – summary of our significant environmental impacts and/or key issues requiring improvement.

**Achievements** – the key steps we have taken to improve our environmental performance.

**Targets for 2002** – performance targets we will use to compare performance against annually.

## executive director's statement

Introducing this first Environmental Report for Waste Watch gives me both a great sense of pleasure and also a sense of how much more there is to be done. Taking the lead from Wastebusters, the London-based consultancy with whom we merged in June 2001, we decided to produce a report which is relatively brief and simple in outlook, but which also sets us some challenging targets for the forthcoming year. Wastebusters produced a report for 1999/2000 which won an ACCA award in the small-business category. We felt strongly that following the merger we should take forward this good work and aim to make this the start of a continuous process of improvement for the combined organisation.

Waste Watch was established as a charity in 1987 to promote waste reduction, reuse and recycling. We are the leading national organisation in this field and work with community organisations, local and national government, and businesses to raise awareness and effect change. Whilst still a relatively small organisation (employing 34 staff) we have a real opportunity in this role to set an example to others through our own best practice.

In the coming year I am keen that we improve our internal education and communication to ensure that the drive towards minimising our environmental impact is fully understood and embraced by everyone. In addition that it is similarly understood and supported by the suppliers and contractors that we use. As an environmental charity we have an opportunity to lead by example, with the necessary skills and expertise in-house to put the systems in place and to monitor and measure our improvements on an ongoing basis.

We have made good headway in the past year, as this report shows, but I want us to go much further in the next 12 months. We need to measure our impacts better, to communicate our environmental goals more effectively – both internally and externally – and to show that even as a relatively small organisation we can still make a difference.

**Barbara Herridge**  
**Executive Director**



96 Tooley Street  
London SE1 2TH  
Telephone 020 7089 2100  
Fax 020 7403 4802  
[www.wastewatch.org.uk](http://www.wastewatch.org.uk)

# environmental policy statement

Waste Watch aims to protect the environment by ensuring the sustainable use and disposal of scarce resources, primarily by promoting action on waste reduction, reuse and recycling. This aim forms the basis of our work with community and voluntary groups, central and local government, educational institutions, businesses and individual members of the public, many of whom share our desire for an improved environment and the reduction of waste.

Waste Watch's Environmental Policy provides a framework based upon the values of sustainable development within which we can place our own activities and operations. The Policy also translates the core aims and beliefs of the organisation into objectives and guidelines for action, which will inform and have an impact upon all areas of our work.

## Policy Framework

Waste Watch will:

1. Adopt and aim to apply the principles of sustainable development – that is, development which meets the needs of the present without compromising the ability of future generations to meet their own needs.
2. Strive to adopt the highest available environmental standards in all areas of its operations.
3. Seek to adopt a total “cradle-to-grave” assessment and responsibility for its activities.
4. Aim to minimise the use of all materials, supplies and energies.
5. Minimise waste production in all areas of the organisation and aim for waste-free processes.

6. Expect similar environmental standards from any partners involved in our work.
7. Publicise our environmental position.
8. Encourage employee involvement in environmental action.
9. Adopt an environmentally sound transport strategy.
10. Aim to include environmental and ethical considerations in investment decisions where appropriate.
11. Assess the environmental impact of all its operations on a continual basis.
12. Assist in developing solutions to environmental problems, and support the development of public policy.

Waste Watch has developed a series of action plans to supplement each area of its environmental policy. Each of the action plans is intended to bring Waste Watch closer to its objectives as stated in the above policy framework.

## schools waste action clubs (SWAC)

### Current performance

SWAC provides a variety of curriculum-based activities, practical advice and physical support to help and encourage schools to reduce, reuse and recycle. Each SWAC operates in a geographically defined area – usually a County or Borough. SWACs delivered by Waste Watch staff are currently operating in Essex, Bexley, Norfolk, North Yorkshire and Lincolnshire. During the reporting period SWAC programmes were also concluded in Stockport (end February), Suffolk (end June) and York (end May), with the former two being taken over by the local authority and the latter expanded to cover the whole of North Yorkshire. We currently employ 7 staff in running the SWACs.



### Achievements

- 4 new SWACs developed during the reporting year.
- 2 SWACs were expanded – York and Norfolk.
- Work also started on an Education Support Programme which will allow others to deliver a waste-based education programme supported by Waste Watch.

### Main issue

The main issue for the SWAC team is transport, particularly for the County-wide SWACs where the Development Worker, in response to demand from schools, can travel extensively throughout an area. The majority of this travel is by car.

### Targets for 2002

- 3 new SWACs to be developed in the year.
- Agree standardised reporting outputs for all SWACs and consistent reporting periods to enable comparisons and total results, e.g. of number of schools introducing recycling and number of activities taking place, to be produced more easily.
- Develop additional lesson-based activities and resources – particularly for secondary pupils to encourage action to reduce, reuse and recycle.
- Pilot test and deliver the Education Support Programme.
- Establish a project team to investigate and recommend actions to reduce the environmental impact of travel for the team.

## recyclerbility project

### Current performance

The ReCyclerbility Programme is a UK wide project, supported by Biffaward, which provides a 45 minute show for primary and junior schools using a recycled and refurbished rapping robot. The robot runs on rechargeable batteries and is made of a range of discarded household products. Accompanied by a qualified primary school teacher the Cyler presentation supports areas of

the National Curriculum which deal with waste and materials – including science, geography, PHSE and citizenship topics. The presentation is fun and entertaining whilst also being very educational. Three ‘Cyclerteers’ run the programme and also distribute an activity book full of puzzles relating to recycling and reuse for children after the show. Cycler is best, and frequently, delivered as part of a wider project about waste and resources designed by a class teacher or the school.



## Achievements

- 313 schools visited (annualised 470) – August 2000 - end March 2001.
- 68,436 children watched the performance (based on annualised figures from August 2000 - end March 2001).
- 523 shows were performed (based on the annualised figures).
- 68,436 activity books were distributed.
- 49% of teachers undertook some new recycling or waste reduction activities in school following Cycler’s visit (based on last quarter feedback only).
- Cycler’s remote control system was upgraded which should reduce wear and tear on parts, extending longevity.

## Main issue

Transport is the main issue for the ReCyclerbility project, and members of the Cycler team have the highest business mileage rates within the organisation. Other impacts are minimal as each member of the team is based from home and uses limited amounts of other resources. The publication of the Activity Book, however, does have resource implications and will be reviewed in the forthcoming year.

## Targets for 2002

- Increase the number of schools undertaking some recycling and reduction measures following Cycler’s visit by 10%.
- Aim to see 100,000 children and 650 schools – i.e. increase the size of the project.
- Investigate opportunities to reduce the transport impact of the programme and implement any ideas that can be carried out quickly and easily first.
- Evaluate any opportunities to tie the Cycler Activity Book in with other existing Waste Watch schools publications (the Dustbin and Wise-up-to-Waste packs), and/or web-based alternatives to reduce paper usage.

## waste watch

### Current performance

During the reporting period 2000-2001, Waste Watch ran 6 seminars and workshops. Topics included Finding Funding, Working with the Media, Introduction to Local Government and Work at Waste at School. The average number of attendees was 29. (This is based on the figures for the last three workshops held in March 2001).

### Achievements

- We chose venues that were accessible by public transport.
- We requested non-disposables as part of our catering policy at events.
- We aimed for zero catering waste at events.
- For the last 2 workshops we placed some delegate information on a password protected area of our website, rather than printing paper handouts.

## wastebusters

Workshops and presentations are an integral part of Wastebusters' commitment to promoting environmental awareness in SME's, Local Authorities and schools.

### Current performance

Total number of workshops:	24
Total number of attendees to workshops:	157
Average attendance per workshop:	6
Total number of presentations:	9

Total number of attendees to presentations:	492
Average attendance per presentation:	55

### Achievement of targets for 2001

- 1) Accessibility by public transport formed a key criteria in the selection of venues
- 2) The use of caterers with an environmental policy (where catering was facilitated by Wastebusters)

### Main issue

Actively encourage workshop delegates to use public transport to and from the venue.

### Combined targets for 2001

- To increase the number of delegates by 15%.
- To make venues more centralised in order to reduce distance travelled by attendees.
- Investigate the mode of travel of attendees and promote car sharing and public transport access when promoting the events and booking delegates.
- To reduce food waste to less than 10% through improved attendance prediction and improved food waste monitoring.
- Make more information available through our web site and email rather than individual printed handouts.

The core business of Wastebusters is the provision of environmental consultancy services to



private and public service sector clients. We have continued to assess the environmental impacts of our consultancy services – both in terms of quantifiable performance improvements and changes we have effected in client's management procedures.

During the year we undertook consultancy work with a range of clients as follows.

## **Environmental Footprint of the Financial Sector**

A practical research project examining the use and flow of resources in the financial intermediation sector of the UK economy through a mass balance study. It focuses on the inputs required and the solid waste generated in the provision of services. This project started in December 2001 and will conclude in Spring 2002.

## **The City Waste Club**

Provided a range of consultancy services to the members of this club that includes high profile firms from London's square mile. The services provided include:

- Waste Audits
- Environmental training needs analysis
- Environmental awareness training
- Support in Environmental Management System development

We will continue to work with the members until summer 2002.

## **Waterway Cardboard Recycling Feasibility Study**

Conducted a ground breaking study into both the options and practicality of transporting used cardboard packaging from a major retailer in North London via the inland waterway system to reprocessors for recycling.

## **Cheshire Business Supplies (CBS)**

Devised a guidance system that assessed the environmental impact of cleaning products at each stage of the product life cycle. Products ranked by the system as 'environmentally preferable' are annotated by a green dot in the product catalogue. The 'green dot' is an important piece of consumer information.

## **Schroders**

Advised Schroders plc on the completion of their annual response to Business in the Environment Index of Corporate Environmental Engagement.

## **3663**

Designed a questionnaire which allows 3663 to assess materials used by packaging suppliers with the aim of placing a label on these materials to indicate whether they can be recycled and, where appropriate, the recycled content. Generated guidelines specifying appropriate labels for appropriate packaging materials.

## **Pool of London**

Identified environmental improvement and cost savings for individual businesses in the Tooley Street/Butlers Wharf business improvement district.

Recommended a waste management improvement programme inclusive of communication mechanisms, alternative waste disposal routes and legislative guidance for the whole district.

### **Maidstone Market**

Completed an environmental audit of the market and quantified all waste arisings. Reviewed current practices and identified further opportunities for recycling and waste minimisation.

### **St Katherine Docks**

Audits of representative businesses to identify potential to divert materials from the general waste stream for re-use and recycling. The companies involved businesses from corporate headquarters to small retail outlets, restaurants, pubs and wine bars, residential apartments and a marina. An improvement programme was developed for the complex to achieve environmental improvements, cost savings and to contribute to environmental initiatives of the individual tenants.

### **London City Airport**

We conducted a waste audit at London City Airport to quantify current waste disposal arrangements and identify opportunities for increased re-use and recycling. The audits also identified communication and training needs and suggested mechanisms to encourage staff participation in future environmental initiatives. We also developed an Action Plan/Implementation Programme.

### **Current performance**

We provided consultancy support in the following areas

- Office environmental audits
- Waste minimisation audits
- Environmental audits
- Purchasing policy
- Supplier assessment
- Awareness training

### **Achievement of targets for 2001**

- We increased our client follow up rate by 10%. This captures the improvements made by clients as a result of our consultancy work.

### **Target for 2002**

- Continue to follow up on consultancy projects to assess the environmental improvements achieved.
- Develop performance indicators for consultancy work which will allow us to aggregate data and measure our overall impacts more effectively.

Waste Alert is a waste minimisation club that helps businesses to reduce costs and increase efficiency through improved waste management and exchange of materials. The network of Waste Alert Clubs covers the London boroughs of Harrow, Bromley & Bexley and Camden, Haringey & Islington (Waste Alert North London). Data from Waste Alert Harrow was only partially available for the reporting period and has therefore not been included below.



## Achievement of targets for 2001

- Diverted over 361 tonnes of waste from landfill, which is 90% of the target
- Saved Club Members nearly £50,000 in waste disposal and purchasing costs, 30% of the target.
- Recruited 36 additional members, 20% of the target.

## Main issue

Further encourage the re-use of materials through the Waste Exchange.

## Current performance

	Waste Alert North London	Waste Alert Bromley & Bexley	Total
<b>Current membership</b>	99	77	176
<b>Waste diverted</b> from landfill	159.86 tonnes	201.8 tonnes	<b>361.66 tonnes</b>
<b>Savings</b> in waste disposal and purchasing costs	£15,523	£31,594	<b>£47,117</b>
<b>Energy cost savings</b> through improved efficiency	£5,324	£1,410	<b>£6,734</b>
<b>Average cost savings per member</b> (waste disposal, purchasing, energy)	–	–	<b>£345.50</b>
<b>CO<sub>2</sub> emission reduction</b> through improved efficiency	39 tonnes	10.3 tonnes	<b>49.3 tonnes</b>

## Targets for 2002

- Divert an additional 350 tonnes of waste from landfill.
- Expand the Waste Alert Club network to include other London boroughs..
- Implement a reliable data collection system for water savings across all Clubs.



## WASTE WATCH

### Research And Projects Programme

The research and projects programme gathers and disseminates information as a means of contributing to improving local and national policies and performance especially related to waste matters, and to use the knowledge and experience gained

through this and other Waste Watch activities to develop new cutting edge programmes.

### Current performance

- Running innovative research on: resource use in the public sector; the flow of plastics through the UK economy; strategic spending of funds ear-marked for recycling and composting.
- Making presentations on our work at other organisations' events.
- Liaising with policy makers on aspects of our activities.
- Concluding an advice and support programme for charities called "3Rs for the 3rd Sector", delivered in London and the North West which encouraged improved environmental performance in the not-for-profit/charitable sector.

### Achievements

- Over 900 charities benefited from support on recycling and green procurement through the "3Rs for the 3rd Sector" project.
- Publishing "Beyond the Bin: the economics of waste management" and making it available through the Waste Watch web site.

### Main issue

To continue to focus our research projects efforts into cutting edge policy areas.

### Targets for 2002

- The successful conclusion of current research projects, and the provision of the majority of the resulting information via paper-less communication such as the internet and email.
- The development of a research communication programme that minimises resource use.
- The development of an integrated public waste awareness communication and education programme incorporating householders, educational establishments, local communities and businesses.

## waste watch

Waste Watch's Marketing, Information and Publications functions cover the following areas of Waste Watch's work:

- Promoting Waste Watch and its projects to relevant audiences – through press relations, displays, leaflets and event attendance.
- Providing information through the Waste Watch Wasteline, which serves members of the public, the waste industry, local authorities and community groups. Information is provided through our website, a telephone service and postal enquiries. The Waste Watch Wasteline is supported by Cleanaway and Coca Cola.
- Producing and promoting printed and online information and reports. These include practical guides, educational resources, research- based reports, information sheets and directories.

## marketing

### Current performance

During the reporting period we produced:

- Four editions of Waste Watch Review (member's newsletter) distributed to 400 members.
- A new Waste Watch information/membership leaflet.
- 73 press releases.
- A new edition of the Waste Watch Dustbin Pack for schools.

### Achievements

- We achieved 639 items of media coverage.
- We handled 110 media enquiries which were dealt with by phone and e-mail, and referring to our website rather than faxing or posting information.
- We started to use e-mail to distribute press releases to the trade press.
- We placed a report on our website rather than printing it, reaching a wider audience than if it had been printed and mailed to people.
- The new edition of the Dustbin Pack contained a CD ROM incorporating some of the pack information, allowing teachers to either use it direct from the computer or to only print out the exact number of copies they require.

### Main issue

Paper and envelopes used for mailings.

### Targets for 2001

- Increase press release distribution by e-mail rather than mailing or faxing. Investigate the purchasing of a media directory which supplies this facility.
- Produce a password protected section of the Waste Watch web site allowing an electronic version of Waste Watch Review to be posted there for those members that would prefer it.

# Information & Publications

## Current performance

During the reporting period:

- 166,173 web site visits were recorded.
- 5,870 telephone enquiries were dealt with.
- Wasteline responded to 464 postal enquiries, providing information on recycling and other waste related issues.
- 1,368 information sheets were issued. (On average three sheets of paper are used per information sheet).
- Waste Watch sold 468 publications including the Recycled Products Guide, The National Recycling Directory, Jobs from Waste, What people Think About Waste and Work at Waste at Work.

## Achievements

- A library database has replaced photocopied articles.
- All callers are referred to the website for information.
- Email and fax directly from the computer are used in preference to post and the normal office fax.
- Using the internet to publish information reached a wider audience than printed documents while reducing our environmental impact.
- The Recycled Products Guide was accessed online by 46,023 people.
- The Beyond Your Bin report was accessed online by 1,992 people.

## Main issue

Paper usage for information sheets and other publications.

## WASTEBUSTERS

This sub-heading combines the sections “Communicating Environmental Best Practice” and “Print and Publications” of the Wastebusters' Environmental Report 2000.

Wastebusters promote environmental best practice through

- Its own publications
- Contributions to official publications
- Articles in trade and environmental publications
- Articles in the local and national press

Environmental impacts arise from the use of energy and resources during the production of paper and subsequent processes (printing, reprographics).

## Current performance

Number of new publications:	7
Total number of print items produced:	16,650
Total weight of all print items:	0.942 tonnes
Recycled content of paper used for publications and marketing material:	>75%
Number of press articles:	>30

## Achievement of targets for 2001

- Included our Environmental Policy and Report in all proposals and funding bids.
- During the reporting period, the use of acetates was reduced through the use of Power Point as the primary tool in 38% of all presentations.
- Wastebusters and its activities were again widely reported in local and national press and trade publications. With the aid of external services for data collection of media coverage as utilised by Waste Watch, the quality of data regarding the number of published press articles is expected to improve significantly.

### Main issue

Environmental impacts arising from the production of marketing material and publications.

## Combined targets for 2002

- To further develop and expand our web site.
- To develop a web-based National Recycling Directory.
- To produce a web site version of “What people think about waste 2001”.
- Production of a new web-site funded by The New Opportunities Fund to digitise an extensive range of material on waste and related matters.
- To integrate information on Wastebusters Consultancy work onto the existing Waste Watch web site.
- Increase the number of reports published on the internet rather than on paper, taking into account the need to give the widest possible audience to access our information.

## Current performance

The National Waste Awareness Initiative (NWA) is a nation-wide waste awareness campaign. Targeted predominantly at the general public, this programme aims to encourage and maintain positive change in public awareness, attitudes and - very importantly - behaviour to waste production and management. The Initiative aims to encourage people to adopt more responsible attitudes towards waste and to deal with it in ways that are more sustainable, e.g. reduce it (at source), reuse it, recycle it, or dispose of it safely if no other alternative exists. Waste Watch, in partnership with Save Waste And Prosper (SWAP), provides the secretariat function for the campaign, which is ultimately managed by a cross-sectoral Board of Directors. During 2001 the majority of activity was planning for delivery of the campaign in 2002.

## Achievements

- A nation-wide research programme was conducted to identify which messages and images would most attract people to take notice of the campaign.
- A formal company was established and funding was secured to run a retail element to the Initiative (managed by SWAP).
- Working with the Anglian Region campaign “Slim Your Bin”, the NWA also used the Anglian campaign’s work with retailers to inform the forthcoming National Initiative.
- 4 research results presentations were held – to minimise travel impacts, the events were spread across the country. To reduce paper consumption the majority of the information presented was placed on the NWA web site rather than issuing delegate packs at the events.

## Main issues

- The main environmental impacts will occur whilst running the campaign – i.e. the potential for paper wastage in producing marketing materials used to communicate NWA’s messages to the public.
- In providing the secretariat function for the Initiative Waste Watch’s main two issues are paper usage through the distribution of papers, meeting minutes and leaflets and travel – liaising with local and regional campaigns.

## Targets for 2002

- To establish some environmental targets for Waste Watch in its role in managing the Initiative and to monitor and measure the impacts.
- To develop a second set of environmental indicators for the campaign itself against which to measure the performance of the Initiative.

# Running our organisation

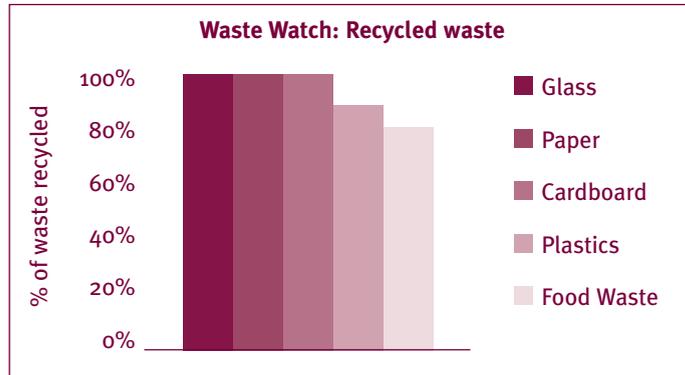
Waste Watch's main office, formerly in the Old Street area, is now located in Tooley Street, London. Wastebusters' former office was based in Brixton, London. We also have a number of staff hosted in council offices throughout the UK and several staff based at home. All offices are considered in this report, although in some cases, office specific information is not available.

## waste

### waste watch

#### Current performance \*

\* London office only



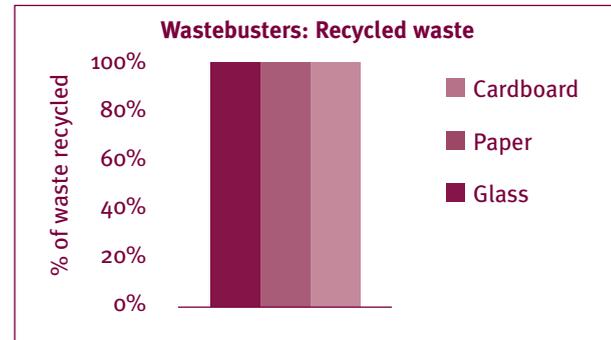
#### Achievements

- We recycled 93% of our waste through a combination of contracted collection of recyclable materials and in-house recycling of compostable waste.

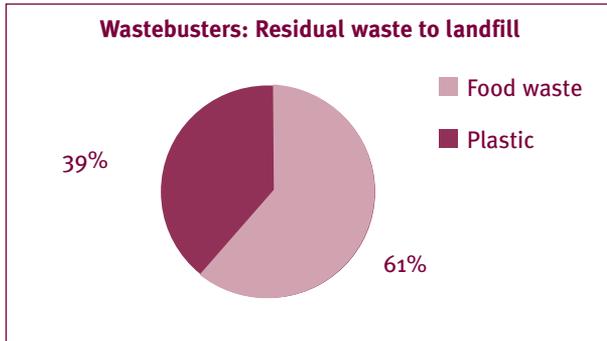
- A wormery for kitchen organic waste was established at Waste Watch's London office. We composted 85% of our food waste, which resulted in 21 kg of compost being produced. This compost was used for decorative plants within our office, thereby closing the loop on nearly all of the organic waste arising within our organisation.
- In the Waste Watch office recycling bins were colour coded for greater efficiency.
- Different methods of catering for meetings were examined with the aim of providing 'waste free lunches' when hosting events.

### wastebusters

#### Current performance\*



\*Figures based on data from Wastebusters' Environmental Report 2000. With the continued absence of recycling facilities for plastics and food waste, the waste amount arising was assumed to have remained static.



## Achievement

- 1) We recycled 71% of our waste, an increase of 27% on the figure reported in our Environmental Report 2000.
- 2) Following the introduction of a paper and cardboard recycling scheme during the previous reporting period, this year's "waste to landfill" composition reflects the elimination of this waste stream from the landfill bound waste. Plastic and food waste sent for final disposal is expected to decrease substantially with the utilisation of the composting and plastic recycling scheme already in place at Waste Watch.

## Combined main issue

Examine the composition of the residual waste to assess the opportunities for further reduction

## Combined targets for 2002

- Investigate the options available to increase the scope for further waste minimisation, thereby decreasing the need for recycling.
- Install further water saving devices and ensure that water usage is measurable.

## energy

### Current performance

	Waste Watch London Office	Wastebusters (Brixton Office)	Waste Alert Bromley & Bexley*
<b>Energy related emissions in kgCO<sub>2</sub>/p.a./m<sup>2</sup></b>	69.76	36 *	67.2 **
<b>Best Practice use in kgCO<sub>2</sub>/p.a./m<sup>2</sup></b>	40	40	40

\* The reported figure for this category in our Environmental Report 2000 has been revised to 37.8 kgCO<sub>2</sub>/m<sup>2</sup>.

\*\* Figure on this small satellite office is based on energy related emissions of a whole building.

## Waste Watch achievements

We have investigated green tariff options for implementation this year.

## Wastebusters achievement of targets for 2001

- We reduced energy-related emissions by 5% on the revised figure for year 2000/01 through increased energy efficiency.
- We collected data on one of our satellite offices, which forms part of a larger office complex. Our members of staff have limited direct control on energy consumption within the building as a whole. This affects our ability to have a positive influence on our own performance against the Best Practice benchmark.

## Combined performance for 2002

- Reduce CO<sub>2</sub> emissions by switching to a renewable tariff.
- Implement an energy efficiency programme.
- Monitor and reduce CO<sub>2</sub> emissions in all satellite offices to Best Practice benchmarks.

## purchasing Current performance

Usage by staff is detailed in the table below.

### Combined main issue

To increase the efficiency of existing Environmental Management procedures and to introduce new ones as appropriate.

	Waste Watch	WW consumption per member of staff	Wastebusters	WB consumption per member of staff
Copier paper	210 reams	13.1	27 reams	3.4
Notebooks	40	2.5	N/A	N/A
Envelopes	21,850	1,365.6	7500	937.5
Coloured paper	12 reams	0.75	0	0
Furniture (second hand)	2	0.1	1	0.1
IT equipment (new & second hand)	4	0.3	0	0
Toner cartridges (remanufactured)	19	1.2	28	3.5

## waste watch

### Achievements

- Waste Watch conducted a paper audit in August 2000, which will be used to implement an improved paper procurement system.
- Developed a new computerised ordering system.
- Both copier paper and notebooks used are produced using 100% post-consumer waste.

## wastebusters

### Achievements

- We obtained our required office furniture from the Waste Exchange, a core activity of “Waste Alert”. This helped reduced our environmental impact through re-use.
- The number of toner cartridges purchased per member of staff increased by more than 50% on last year’s performance. The strategy to buy stationery items in bulk to reduce transport related CO<sub>2</sub> emissions is likely to have played a major role in this. The purchase of toner cartridges late in the reporting period should result in a marked decrease of cartridges purchased per member of staff in next year’s Environmental Report.
- We reduced our consumption of copier paper and envelopes during the last reporting period. The figure for copier paper, at half the Best Practice benchmark for small offices, suggests consumption of this resource to be underestimated. This is likely to be due to a change in activities and the direct and indirect effects of the merger with Waste Watch.

## Combined main issue

To increase the efficiency of existing Environmental Management procedures and to introduce new ones as appropriate

### Combined targets for 2002

- Rate our suppliers according to their environmental performance.
- When placing orders only use suppliers with good environmental rating.
- Increase the proportion of recycled products (in particular sundry items) we purchase by 20%.
- Reduce individual consumption by 10%.
- Improve the new order processing system still further by making requests based on e-mails rather than paper.

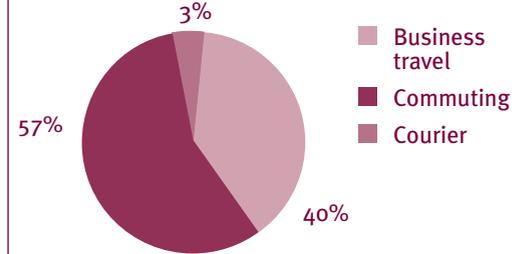
## Current performance

All London based staff either walk, cycle or use public transport in commuting to work. Business travel accounts for the majority of our transport needs. There is no company vehicle, and couriers are mainly used to transport display boards and large publications orders. Cycle couriers are used for transporting small items within the London area.

**Our London staff:** 60% commute by train, 16% by bus, 15% by tube and 9% walk or cycle

**Our satellite staff:** 70% commute by car and 30% use public transport

Transport related CO<sub>2</sub> emissions



	Business travel in km	CO <sub>2</sub> emissions from business travel in kg/ p.a.	Commuting in km	CO <sub>2</sub> emissions from commuting in kg/ p.a.	Courier services in km	CO <sub>2</sub> emissions from courier services in kg/p.a.
<b>Waste Watch</b> London office: 16 staff	27,528(rail)	5,230.3	70,252.8	16,478.5	13,216	1,574.8
<b>WW satellite offices</b> 10 staff	63,472* (car) 21,385.6 (rail)	14,218.5	50,128* (car) 10,742.4 (rail)	10,061.5	Nil	-
<b>Wastebusters</b> all offices: 8 staff	6,342 (rail)	1,205	26,692.4	2,545.8	407.36	44.81

\* assumes equal use of petrol and diesel cars.

## waste watch

### Achievements

- 1) Changed our travel account to another supplier for increased savings.

## wastebusters

### Achievement of targets for 2001

- 1) Reduced transport related CO<sub>2</sub> emissions by 25% to 475 kg per person through a combination of continually improved route planning for business travel and minimised use of car-based courier services.
- 2) The change of premises following the merger with Waste Watch meant that we now can take advantage of the bike storage facilities already in place.
- 3) As Waste Watch predominantly use cycle couriers for deliveries of small items, we will implement our previous target by making full use of this alternative service.

### Main issue

The car is the mode of transport mostly used by out of London staff for both commuting and business travel, thereby considerably contributing to reported CO<sub>2</sub> emissions.

### Combined targets for 2002

- To increase the use of teleconferencing.
- To explore the feasibility of increasing home working.
- To include inner London business travel in our reporting.

## waste watch

### Current performance

Generally, the suppliers we use reflect our commitment to improving our environmental performance. Wherever possible we aim to use suppliers which have an environmental policy and Environmental Management System in place in order to reduce their impacts. We have assessed the environmental performance of our suppliers through an annual supplier survey questionnaire.

### Achievements

- Contacted 90% of our main suppliers as part of our annual supplier survey.
- Cancelled contracts with a number of suppliers to reduce costs and total number of suppliers thereby increasing the efficiency of deliveries.
- Cancelled subscriptions to under-utilised publications.

## wastebusters

### Achievement of targets for 2001

- 1) We contacted the majority of our suppliers as part of the recently conducted annual supplier survey at Waste Watch, and obtained environmental information on just over 10%. A dedicated follow-up of the remaining companies at the beginning of the next accounting period is planned to provide further detailed information on which we will base our review and selection of main suppliers.

- 2) We are still committed to reducing the number of suppliers we have. In conjunction with Waste Watch's internal review of the supply chain we will retain those with the best environmental performance standards.

## Main issue

Information on the environmental performance of most of our suppliers was not available; there is a need to monitor this more effectively and to use environmental performance as a criterion in selection.

### Combined targets for 2002

- Receive information from all of our suppliers about their environmental performance.
- Star-rate our suppliers according to their environmental performance.
- When placing orders only use suppliers with good environmental rating.
- Reduce our number of suppliers by 15%, leading to a reduction in use of resources through deliveries from different firms.
- Reduce the number of stationery orders through more buying in bulk.

## staff awareness

As providers of environmental advice we need to demonstrate best practice in the way we work. Staff involvement in environmental initiatives is crucial to reducing the environmental impact of our organisation.

### Current performance

Our staff induction programme provides information and training for all new staff on how to take part effectively in our environmental management programme.

### Achievements

- Introduced an Annual Staff Survey (see back page) in which 54% of staff scored 80% and above.
- Developed a more structured Induction training programme which highlights individual responsibility for reducing environmental impacts.

### Main issue

To ensure a high level of awareness and full participation in environmental initiatives by all staff.

### Targets for 2002

- Provide all staff with a revised copy of the Waste Watch Environmental Policy.
- Raise staff awareness on how we can manage our environmental impacts.
- Monitor our environmental performance more effectively.
- Update our staff handbook to include more information about our environmental achievements and targets.

## environmental footprint of a waste watch employee

### Global warming

Energy related emissions	0.8 Tonnes CO <sub>2</sub>
Transport related emissions	1.5 Tonnes CO <sub>2</sub>
Total	2.3 Tonnes CO <sub>2</sub>

### Resource use

Water consumption	not available
Paper used for print & publications	486kg

### Waste generation

Solid waste to landfill	25 kg
-------------------------	-------

## Waste Watch Annual Staff Survey

On each of the ten statements below employees gave themselves a score from 1 to 4 to reflect their present behaviour.

1 = never, 2 = less than half the time, 3 = more than half the time, 4 = all the time.

<b>How often do you</b>	<b>Score</b>
Print double-sided for reports and letters?	
Re-use and recycle paper?	
Use scrap note pads and re-use envelopes?	
Turn off your computer when you don't need it for half an hour or more?	
Switch off all lights and equipment when you're last to leave the office?	
Switch off lights when they're not needed?	
Use all power saving facilities on your PC? e.g. power down, monitor switch-off	
Use bus or train for business travel?	
Avoid small deliveries by buying in bulk?	
Select environmentally and ethically preferable products and services when purchasing?	
<b>YOUR TOTAL</b>	/ 40

Waste Watch is registered charity number 1005417.

Company limited by guarantee registration no. 2649156. ENTRUST reg. no. 871023.

Registered offices: 96 Tooley Street, London, SE1 2TH

Waste Watch Services is the trading arm of Waste Watch Charity and a company limited by share registration no. 4121571.

Registered in England and Wales. Registered offices: 96 Tooley Street, London, SE1 2TH

Wastebusters Consultancy is managed by Waste Watch Services Ltd

Waste Alert is a project of Waste Watch Services Ltd.

Printed on Cyclus Offset, paper produced from 100% post-consumer recycled waste.