

Are You Tipping Away Your Profits ?

Welcome to the second issue of the West Sussex Sustainable Business Partnership (WSSBP) newsletter which focuses on waste.

It is estimated that in West Sussex, current landfill sites will be full within 6 years (at the current rate of filling and with current planning permission). Shortage of raw materials is also on the increase. The ways in which we have dealt with waste in the past are simply not an option for the future.

The UK produces enough waste to fill Trafalgar Square to the top of Nelsons Column – EVERYDAY.

Many small and medium size enterprises (SMEs) consider their impact on the waste stream to be negligible. The fact is, however, that SMEs generate up to 60% of the UK's commercial waste and cause 80% of the pollution incidents.

Burying rubbish is becoming increasingly costly. Current landfill tax is £15/tonne, and is set to rise to £35/tonne within the next 7 years (this is still low compared to the £50/tonne that some countries in the EU are currently charging).

Businesses focus on efficiency in most aspects of their operations, yet are often not aware of how inefficient

their processes are in terms of waste. In UK businesses, waste typically costs companies 4.5 % of turnover. Smart waste management can lead to significant cost and other resource savings.

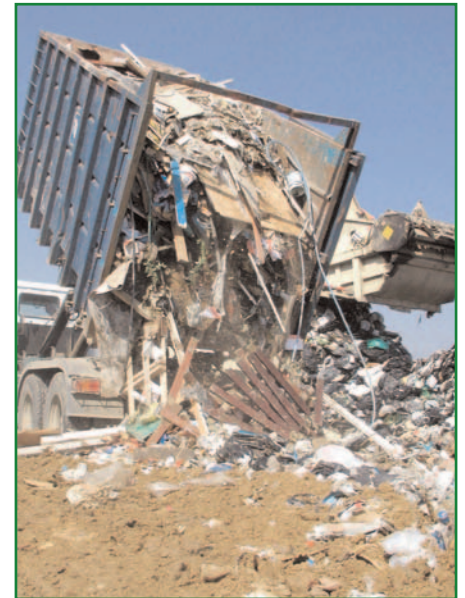
Are you aware of waste legislation that applies to your business?
(see inside and egeneration.co.uk/westsussex)

Reducing waste at source is not only the best way to reduce pollution, but is also the most cost-effective and can be achieved at low or no cost through simple operational or housekeeping improvements. Proven waste minimisation initiatives can easily reduce waste costs by 25% (see hints and tips on page 3).

Reusing and recycling waste can also avoid the need to buy certain materials and will reduce waste sent to landfill (see case study inside). Waste disposal should always be the last option.

Remember:

- Don't buy what you don't need
- Waste is a resource
- The less waste you send to landfill, the greater your cost savings



Take a walk around your business today with waste in mind. Can you be more resource efficient? Can you reduce the waste you produce? You **will save money** if you do!

Helen Davies
Coordinator: West Sussex Sustainable Business Partnership

Inside:

Free Training and Events
To help you save money through resource efficiency

Top Tips
For saving money through managing waste

Case Study
See how much Hourcover Ltd., Littlehampton saved

Free Waste Audits

Legislation Update

Recycling Initiatives



D. Scarborough, Production Manager, with reusable cardboard boxes.

Hourcover Ltd. carries out powder coating on a wide range of metal products. The company is considered as a specialist in the field of environmentally responsible powder coating.

Following on from existing best practice environmental actions, attending a SUMS (Simple Utilities Monitoring Seminar) programme and receiving an initial environmental review (IER), Production Manager, David Scarborough implemented a number of waste minimisation actions.

The company reduced the amount of waste they produce by duplex printing, reducing the size of their forms, and minimising unnecessary photocopying. They also reused various waste products such as scrap paper, reclaimed powder and refilled their toner cartridges. Customers were encouraged to provide their own packaging and second hand cardboard boxes from their own and other companies, as well as old newspapers, were used for packaging. These changes resulted in a saving to Hourcover of > £7,500 p.a and significantly cut down on their virgin resource use & disposal to landfill.

Summary of Cost Savings

Actions	Approx. Cost Saving p.a.
Used powder reclamation & re-use	£2.50 per kilo + waste disposal costs
Collection & re-use of cardboard boxes	£7,500 p.a.
Total Savings	>£7,500 p.a.

'Attending the SUMS workshops helped to kick-start environmental actions for the company. The environmental effect is now considered in everything we do.'

David Scarborough, Production Manager

To read about other companies who have substantially reduced their waste disposal costs, go to the case studies section of www.egeneration.co.uk/westsussex.

WASTE LEGISLATION AND INITIATIVES

WASTE LEGISLATION

Three pieces of recent legislation that are likely to affect businesses:

- A further part of the Landfill Directive came into effect on 16 July 2004, and bans the co-disposal of hazardous wastes with other types of waste. This will have a significant impact on UK businesses, as waste disposal costs are likely to increase. The classification of hazardous waste is also being changed. This legislation will affect everyone who produces, transports, stores or disposes of waste. For further information: www.envirowise.gov.uk See page 4 for details of the upcoming West Sussex workshop on hazardous waste.
- The forthcoming WEEE (Waste Electrical and Electronic Equipment) and ROHS (Restriction of use of Certain Hazardous Substances) Directives set criteria for the collection, treatment, recycling and recovery of WEEE, making producers responsible for financing most of these activities. This legislation directly affects the electronics sector in the UK. The WEEE directive comes into effect August 2005 and ROHS July 2006. For further information: www.envirowise.gov.uk

- Waste Management Regulations will apply to the agricultural sector in the near future. Under these regulations, farmers will have to: send or take their waste for disposal off farm at licensed sites; register a licensing exemption with the Environment Agency to recycle waste on-farm; or apply to the Environment Agency for a Licence to continue on-farm disposal. For further information on the legislation and ways in which farm waste can be minimised: <http://www.defra.gov.uk/environment/waste/agforum/index.htm>. See page 4 for details of the upcoming West Sussex workshop on agricultural waste.

Further information on legislation: The Environment Agency – 08708 506 506; www.environment-agency.gov.uk/netregs

EXCHANGE / RECYCLE YOUR WASTE

www.egeneration.co.uk/westsussex
The website of the WSSBP has recently been redesigned. The Resource Bank section is a vital source of information for any exchange of waste materials and material recycling. The service's usefulness is increased the more businesses enter waste that they are looking

for or are looking to dispose of. So please populate the database! The Recycling Directory for Sussex is currently being updated and will be available on the website from September 2004.

RECYCLING INITIATIVES

Glass recycling

Recycling one glass bottle saves enough energy to power a TV for an hour and a half. If your business is one that produces a lot of glass waste, why not recycle it? For further details or to start collections please contact Berryman on 0845 067 3292 or email rmg@berryman-uk.co.uk or contact the Recycling Partnership on 01273 604740.

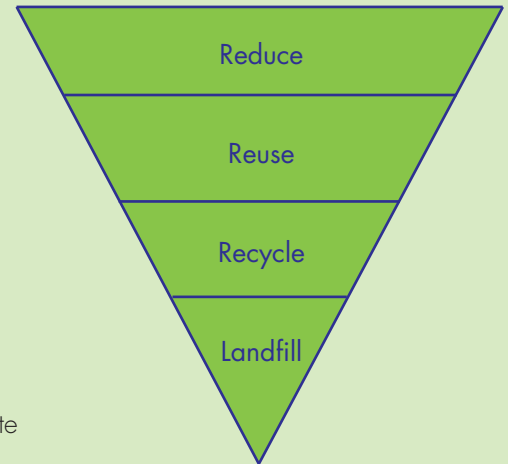
Recycle ink jet cartridges and mobile phones

Enclosed with this newsletter is a bag for recycling ink jet cartridges and mobile phones. You simply need to place your items into the bag and drop them in the post box. Money raised from this initiative will go towards the services that the WSSBP provides to businesses in West Sussex (training programmes, newsletters, website, helpline etc.). Extra bags and boxes can be ordered.

Take Action

WASTE

The waste hierarchy: the first priority should be to **reduce** the amount of waste generated, then to **reuse** material where possible, and then **recycle** material. Waste disposal to landfill should only happen when all other options have been exhausted.



MEASURING AND MONITORING

1. Before you can start to manage the waste that your business produces, you need to know how much waste you create and what you discard.

REDUCE

2. Compact your waste and ensure bins are full to save money on collection costs – don't pay for someone to transport air away!
3. The majority of office waste is paper. Run a 'Think before you print' campaign: Print double-sided. Only copy what you need.
4. If you receive unwanted mail and faxes, contact the Mailing Preference Service to stop the problem at source. Mail Preference Service, DMA House, Margaret Street, London, W1W 8SS, tel 020 7291 3310, www.mpsonline.org.uk
5. Procurement - order in bulk where possible and appropriate, purchase durable, high quality supplies rather than cheap, disposable products. (e.g., rechargeable batteries instead of single-use batteries) and buy electrical goods that can be repaired.
6. Well-planned maintenance can save materials and improve productive running time by avoiding breakdown.
7. Keep tanks containing liquids covered to minimise evaporation.

REUSE

8. Re-use materials eg shredding office paper for packaging, reusing scrap paper, using construction waste (eg. concrete and wood) for landscaping.
9. Offer your waste to another business as a resource e.g. for their packaging (use the Resource Bank on www.egeneration.co.uk/westsussex)
10. Unwanted IT equipment and furniture can be reconditioned and sold. Pass it on to community groups and schools. Damaged pallets costs less to repair than replace

RECYCLE

11. Separate different waste materials to be recycled – this will avoid cross contamination and higher prices can be realised
12. Most toner/printer cartridges can be recycled or refilled. See page 2.
13. Find a local paper and cardboard recycling company (separate the 2 materials to obtain higher prices).
14. Recycle your glass: Nation-wide glass collection campaign - See page 2 for details
15. Close the recycling loop by buying recycled products wherever possible.

LANDFILL DISPOSAL

16. Be responsible about your waste. Use a licensed carrier.
17. Note that new legislation regarding Hazardous waste means that some waste can only be sent to appropriately permitted landfill sites. For more information see page 3 or contact the Environment Agency (see below).

FURTHER ADVICE

Free Fastrack waste audit -

- Envirowise - 0800 585794 or visit www.envirowise.org.uk
- Environment Agency - 08708 506506 www.environment-agency.gov.uk/netregs
- Resource Bank and Best Practice Guidance modules on www.egeneration.co.uk
- WSSBP for any queries that the above are not able to help with – Helen Davies: 01243 756869; helen.davies@westsussex.gov.uk

STICK THIS POSTER ON YOUR NOTICEBOARD

LOCAL TRAINING AND EVENTS DIARY

All events are **free of charge** or **heavily subsidised**, but places are limited, so book early to avoid disappointment. Please register with Helen Davies. (ph: 01243 756869; helen.davies@westsussex.gov.uk) as soon as possible.

For the latest information on training and events, please visit www.egeneration.co.uk/westsussex and explore the 'Training & Events Diary'.

Simple Utility Management Seminars (SUMS): A programme of workshops that provide practical information on how to increase your profitability by minimising your wastage and improving your energy and water efficiency. Previous delegates typically saved **£2-£3k p.a.** - at a 10% profit margin this is **equivalent to increasing sales by £20,000-£30,000!**

Includes:

- Identifying areas for improvement
- Tips for savings on waste, water and energy bills
- Practical exercises and case studies

Content	Date	Time	Venue
SUMS general: 4 half day workshops - must attend all days FREE	21 Oct, 4 & 18 Nov, 2 Dec	09h00 - 12h30	The Barn, Horsham
SUMS tourism sector: 2 full day workshops - must attend both days Cost: £50	11 & 25 Nov	09h00 - 16h30	Weald and Downland Open Air Museum, Singleton
SUMS mini: 2 half day workshops - must attend both days Limited to companies in Bognor Regis FREE	2 & 23 Nov	09h00 - 12h30	Blueprint Business Centre, Bognor Regis

CONTACTS FOR LOCAL INFO

Adur District Council:

Natalie Brahma-Pearl (ph: 01273 263347; natalie.brahma-pearl@adur.gov.uk)

Arun District Council:

Angela Offen (ph: 01903 737695; angela.offen@arun.gov.uk)

Chichester District Council:

Tom Day (ph: 01243 534854; tday@chichester.gov.uk)

Crawley Borough Council:

Thaddeus Dell (ph: 01293 438543; thaddeus.dell@crawley.gov.uk)

Environment Agency:

08708 506506

Horsham District Council:

Gill Daniel (ph: 01403 215281; gill.daniel@horsham.gov.uk)

Mid Sussex District Council:

Elizabeth Rieley (ph: 01444 477012; elizabethr@midsex.gov.uk)

Worthing Borough Council:

Dale Thomson (ph: 01903 221077; dale.thomson@worthing.gov.uk)

Partners and funders of the WSSBP:



Hazardous Waste: The Implications for Business: A workshop on the implications of the new Hazardous Waste Regulations, including a demonstration on how hazardous waste usage and production can be minimised. FREE

Date	Time	Venue
6 Oct	12h30 - 16h15	Marletts Hall, Civic Way, Burgess Hill

Agricultural Waste Regulations Workshop: A workshop focussing on the implications of the new regulations, how to prepare for the changes and how to minimise agricultural waste at source. FREE

Date	Time	Venue
8 Dec	TBA	TBA

Feedback on events

2 SUMS programmes were run in April & May 2004, with 25 businesses attending. The WEEE & ROHS roadshow (supported by the WSSBP) held in April was well attended. A workshop on the SEEDA Sustainability Checklist for Developments in the South East was held in April. For further information on these events, please contact Helen Davies (details below).

Initial Environmental Reviews (IER)

The WSSBP has a limited budget available for IERs. To register for an IER, please contact Helen Davies (details below).

Crawley Green Business Programme

Not sure where to start? Take up a free visit to assess your business and make some quick wins. Any Crawley Business can get this free and quick service and access a range of services and funding. Call the Council's Environment Unit. 01293 438543 www.crawley.gov.uk/gb

SEEDA Sustainable Business Awards

Entries for these have closed. Feedback will be provided in the next issue.

If you need any further advice, would like more feedback on past events, would like to register for the free initial environmental reviews or events, or if you would like to be included on the database of the WSSBP (to receive further information), please contact Helen Davies, Coordinator: West Sussex Sustainable Business Partnership (helen.davies@westsussex.gov.uk; 01243 756869).