TACKLING WASTE

Business Toolkit

Be part of the solution. Commit to cutting your waste.

#CaruCymru
Commit To Cutting Your Waste

We’ve all seen the images, watched the documentaries and read the news. Our throwaway society and over-reliance on single-use items is contributing to a global climate emergency.

Take plastic as an example. It’s everywhere.

Some plastics are used for just a few minutes but stay in the environment. Only a small proportion is recycled globally, with rest ending up in landfill, being dispersed in our soils, rivers and oceans and broken down into tiny plastic particles called ‘microplastics’.

**Be part of the solution**

We want to build a network of businesses across Wales that are dedicated to the Caru Cymru movement and celebrate the positive actions they’re taking to eliminate litter and waste.
Helpful information and resources

We know there is a lot of advice out there for businesses looking to cut their waste. Some of this advice is great; some is less helpful and potentially misleading. Compostable materials, biodegradables, recycling infrastructure, circular economy – doing the right thing can seem overwhelming!

We want to make it as easy as possible for your business to make a positive difference.

**We’re encouraging businesses and organisations to pledge their commitment to four Rs: Reduce, Reuse, Recycle and Repair**

We’ve created some templates and handy resources, taking inspiration from our friends at Keep Northern Ireland Beautiful who have been encouraging businesses to tackle ‘pointless plastic’ for many years.
1. Carry Out A Waste Audit

Conducting an audit will help you prioritise what areas or items you need to focus on – one step at a time. You can change this audit template to suit your business. Record all waste your business produces as a baseline and consider all ideas for reduction. Audits should be conducted at least once a year to make sure procedures are up to date. This form can be copied and reused as often as is necessary for your business.

<table>
<thead>
<tr>
<th>Date started:</th>
<th>Completed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aspect of business</th>
<th>Type of waste</th>
<th>Quantity produced</th>
<th>Responsibility</th>
<th>Ideas for reducing, reusing, recycling and repairing</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. office supplies, cleaning, staff PPE, meeting refreshments</td>
<td>E.g. Plastic bottles, single-use cups. Consider all areas of your business – from the waste produced by your customers to waste produced in staff areas.</td>
<td>Where possible, monitor the number disposed of in a month and extrapolate this to find an annual figure</td>
<td></td>
<td></td>
<td>1 = most important 5 = least important</td>
</tr>
</tbody>
</table>
2. Complete a waste reduction action plan

When you’ve completed the audit, choose at least three waste types to include in your SMART action plan. Record in detail what actions you will be taking and your target for reduction. Remember, it’s not just about purchasing alternatives to fill a gap. Need inspiration? We’ve listed all sorts of ideas below.

Date started: __________________________  Completed by: __________________________

<table>
<thead>
<tr>
<th>REDUCE WASTE</th>
<th>ENCOURAGE REUSE</th>
<th>INCREASE RECYCLING</th>
<th>PROMOTE REPAIRS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Target</strong></td>
<td><strong>Action</strong></td>
<td><strong>Timescale</strong></td>
<td><strong>Monitoring</strong></td>
</tr>
<tr>
<td>Quantifying things at this stage will help when it comes to measuring progress.</td>
<td>Add specific tasks.</td>
<td>Set yourself realistic goals. Make sure to include quick wins as well as long-term changes to help keep the momentum going.</td>
<td>Which member of your team is taking the lead?</td>
</tr>
<tr>
<td><strong>Responsibility</strong></td>
<td><strong>Monitoring</strong></td>
<td><strong>Evaluation</strong></td>
<td><strong>Was the action successful? What are the next steps?</strong></td>
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Quantifying things at this stage will help when it comes to measuring progress.

Add specific tasks.

Set yourself realistic goals. Make sure to include quick wins as well as long-term changes to help keep the momentum going.

Which member of your team is taking the lead?

Measure your progress on a regular basis. And don’t forget to keep your staff and customers updated.

Was the action successful? What are the next steps?
Ideas To Get You Going

Need inspiration? The ideas below range from quick wins to long-term changes

Reduce your waste

• A quick win is to not give out single use items like single-use cups, cutlery and plastic straws unless specifically asked. Of course, it’s even better to eliminate unnecessary single use plastics entirely!

• Don’t over order. A ‘just in time’ policy avoids unnecessary storage, unsold or damaged goods

• Ditch plastic milk containers for glass bottles delivered to your door – supporting a local business in the process.

• Nominate a ‘Waste Champion’ who can be responsible for reviewing procurement and engaging with customers and staff.

• Provide food composting facilities.

• Encourage staff to share ‘zero waste’ tips on your intranet or noticeboard.

• Make the switch from virgin toilet paper to recycled products or other alternatives such as bamboo.

• Eliminate plastic giveaways at events and conferences and consider sustainable alternatives or a virtual offer.

• Ensure magazine, news and membership services are digital options rather than paper format.

• Become a paper free organisation.
Encourage reuse

• Introduce an incentive to encourage staff and your customers to use reusables. It’s important to remember that a charge works better than a discount at the point of sale.

• Join the ‘Refill revolution’. Become a Refill station and get your business listed on the app. Head to refill.org.uk

• Invest in some branded ‘Tidy Cups’, water bottles or food containers for your staff. They’re a great marketing tool and a clear sign of your commitment to the environment and sustainability.

• Reuse incoming packaging and boxes for outgoing deliveries.

• Consider renting and borrowing big ticket items instead of buying new. Perhaps you could loan equipment to other businesses or organisations near you too?

• Keep a store of reusable bags for your staff to use when they’re out and about.

• Create a ‘library of things’ in your staff room – a place where team members can share all sorts of items, like camping, sports or DIY equipment.

• Set up a charity donation point if you have the space.

• Ensure any unwanted workwear is returned and reused.
Increase recycling

- Think about where you put your bins. Make sure you recycling bins are in the most prominent places.

- Create a collection point for electrical recycling in your office or staff room to make sure items don’t go to landfill.

- Make use of our very own electrical recycling service. Find out more.

- Provide recycling facilities for ‘hard to recycle’ items like batteries, pens, printer cartridges, mobile phones and crisp packets. You can sign up to all sorts of recycling schemes for little or no cost. TerraCycle is a good place to start.

Repair as much as possible

- Change the way you buy equipment. Commit to only procuring refurbished IT equipment and phones.

- Develop relationships with local repair services. Perhaps you could even secure a staff discount at your electrical repair or clothing repair shops?

- Start a monthly repair café – an event run by volunteers who will try to fix anything that is brought to them.

Don’t forget to tell us what actions you’re taking but completing our pledge form below.
Pledge your commitment to Reduce, Reuse, Recycle and Repair

Complete the form below and we’ll provide you with publicity materials to help you spread the word to your staff, clients and customers.

First name........................................................................................................................................
Last name.......................................................................................................................................... 
Email address.....................................................................................................................................
Name of business................................................................................................................................
Business address.................................................................................................................................
Local authority.....................................................................................................................................

Have you completed an environmental review? Yes ☐ No ☐
Have you completed an environmental action plan? Yes ☐ No ☐

Actions to reduce waste

What actions are you already taking:

What new actions are you committing to?

☐ Making single-use items like straws and cutlery available on request only
☐ Switching to recycled toilet paper
☐ Nominating a ‘Waste Champion’
☐ Introducing food composting facilities
☐ Stopping giveaways of plastic items at event
☐ Becoming a paper free organisation
☐ Organising a milk delivery
☐ Switching to recycled toilet paper
☐ Other
**Actions to increase recycling**

- [ ] Using Keep Wales Tidy’s electrical recycling service
- [ ] Providing recycling facilities for ‘hard to recycle’ items > Please specify
- [ ] Other

**Actions to encourage repairs**

- [ ] Committing to only buying refurbished IT equipment
- [ ] Setting up a regular repair cafe
- [ ] Developing relationships with local repair services
- [ ] Other

**Tell us why you’re pledging:**
Celebrate your success

Once you’ve completed your pledge form, we’ll share a whole host of Caru Cymru publicity resources with you so you can spread the word.

Measure your progress on a regular basis and keep your staff and customers updated. And whatever actions your taking, don’t forget to share on social media using #CaruCymru