

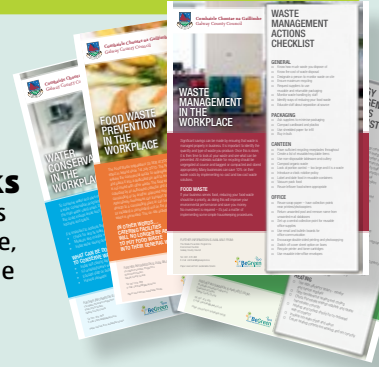
# Improve the environmental performance of your business by taking steps to prevent waste, reduce energy and reduce water consumption.

**Waste quantities, energy consumption and water consumption are ever increasing and, while they are part and parcel of all business activity, steps can be taken to ensure these resources are used as efficiently as possible.**

Managing your day to day environmental performance means putting systems in place that will allow you identify areas where excess waste is produced, or where excess energy or water is consumed, in the course of your daily activities. You can have a very positive impact on the environment - and potentially save money - by examining the type of waste that ends up in your bins and the amount of energy and water you consume.

## SPARE A THOUGHT FOR THE ENVIRONMENT DURING **WASTE PREVENTION WEEK** 17 - 25 NOVEMBER 2012

Galway Local Authorities have launched a series of **ENVIRONMENTAL INFORMATION PACKS** with tips and guidelines on how to reduce waste, water and energy usage in the home and in the workplace. These information packs are available from libraries throughout Galway City and County, as well as from the Environment Sections of Galway County Council and Galway City Council.



### WASTE MANAGEMENT TIPS

#### General

- Know how much waste and what type of waste you dispose of
- Know the cost of waste disposal
- Designate a person to monitor waste on site
- Identify ways of reducing your food waste
- Segregate waste to ensure maximum recycling and composting
- Request suppliers to use reusable and returnable packaging
- Segregate all hazardous waste and ensure correct disposal
- Create set procedures for receiving and handling goods
- Consider improving process controls to reduce wastage
- Buy in bulk
- See if waste streams can be further segregated for on-site reuse

Wasting resources can cost companies up to **4.5%** of turnover

#### Packaging

- Investigate returning packaging to suppliers
- Ask suppliers to minimise packaging
- Recycle cardboard and plastics
- Use shredded paper for infill

#### Canteen/Kitchen

- Have sufficient recycling/organic receptacles
- Create a list of reusable/recyclable items and compost organic waste
- Use non-disposable tableware and cutlery
- Avoid single portion sugar, coffee etc.

#### Office

- Reuse scrap paper - have collection points near printers /photocopiers
- Return unwanted post and remove name from unwanted mail databases
- Set up a central collection point for reusable office supplies
- Use email and bulletin boards for office communication
- Encourage double sided printing and photocopying
- Recycle printer and toner cartridges
- Use reusable inter-office envelopes
- If possible, switch to electronic billing for customers



### ENERGY CONSERVATION TIPS

#### General

- Quantify your annual energy consumption and your energy costs
- Identify a staff member to monitor energy
- Review your energy management practices annually
- Identify ways of reducing your energy consumption
- Check buildings regularly for draughts and signs of damp
- Adequately insulate the building (roofs, cavity walls, lofts, etc.)
- Examine energy tariff for best deal
- Examine bills for wattless charges
- Run staff awareness campaigns
- Purchase AAA energy-rated equipment

#### Office-based

- Activate energy saving devices in computers
- Switch off office equipment when not in use
- Avoid open windows when heating is on
- Clean fans and filters for AC/heating systems regularly

#### Lighting

- Ensure all lights are off during periods of non-occupancy
- Use energy efficient and long life lighting (up to 70% savings)
- Check if fewer lights meet lighting requirements and clean regularly
- Check if timers and motion sensors can be used

Lights on overnight in an average size office (45 people) would waste enough energy to microwave 945 dinners!

#### Heating

- Use high efficiency boilers - monitor and service regularly
- Stop simultaneous heating and cooling and co-ordinate with occupancy
- Check thermostat settings regularly and situate thermostats correctly
- Insulate hot water pipes and valves
- Ensure heating controls are working and set correctly



### WATER CONSERVATION TIPS

#### General

- Quantify your annual water consumption and its cost
- Designate a staff member to monitor water on site
- Review your water management practices annually
- Identify ways of reducing your water consumption
- Provide training to increase employee awareness
- Consider alternative water sources, such as rainwater harvesting
- Retrofit old or inefficient fixtures
- Check plant for leaks and water wastage on a regular basis
- Shut off water to unused areas
- Eliminate unnecessary wash downs
- Fit spray-heads and flow regulators to taps to control the amount of water used - they can reduce tap water use by up to 80%
- Consider water efficiency when purchasing new equipment

Payback periods for resource efficiency initiatives are often **months** not years

#### Kitchen

- Use water conservation fixtures (such as restrictors or aerators in taps)
- Use trigger operated sprays when preparing food
- Allow sufficient time for food products to defrost naturally - do not rely on running water to thaw food
- Ensure dishwashers are only used when fully loaded
- Regularly check and de-scale any nozzles on your equipment
- Set the rate of flow on equipment such as ice machines and potato peelers to a minimum as this will ensure best performance while saving water

#### Toilets

- Use water conservation fixtures (such as flow restrictors in taps)
- Consider fitting toilet cisterns with devices that reduce the flush volume - you could save up to 3 litres per flush
- Think about installing dual flush toilets
- Fit urinals with sensors



### FOOD WASTE

The food we throw away is a waste of valuable resources as it is expensive to buy and expensive to dispose of. Food has a high carbon footprint as energy is used to grow, harvest, transport, process, package, prepare and retail it. Considerable savings can be made by reducing food waste.

- Look at portion control - too large and it is a waste
- Label and date food in reusable containers
- Cut down on food waste by vacuum-packing food
- Introduce staff training and standard recipes for consistent results
- Reuse left-over food where appropriate
- Introduce a stock rotation policy

**From 01 July 2010, commercial food waste can no longer go to landfill. Producers of food waste (such as shops, supermarkets, hotels, pubs, restaurants, canteens, deli counters, state buildings and hospitals) are required to segregate their food waste at source and ensure that it is disposed of separately from other waste types and treated in an authorised treatment facility.**

# Green Your Business!

It is estimated that every tonne of food waste produced has a monetary value of between **€2,000 - €3,000.**

