

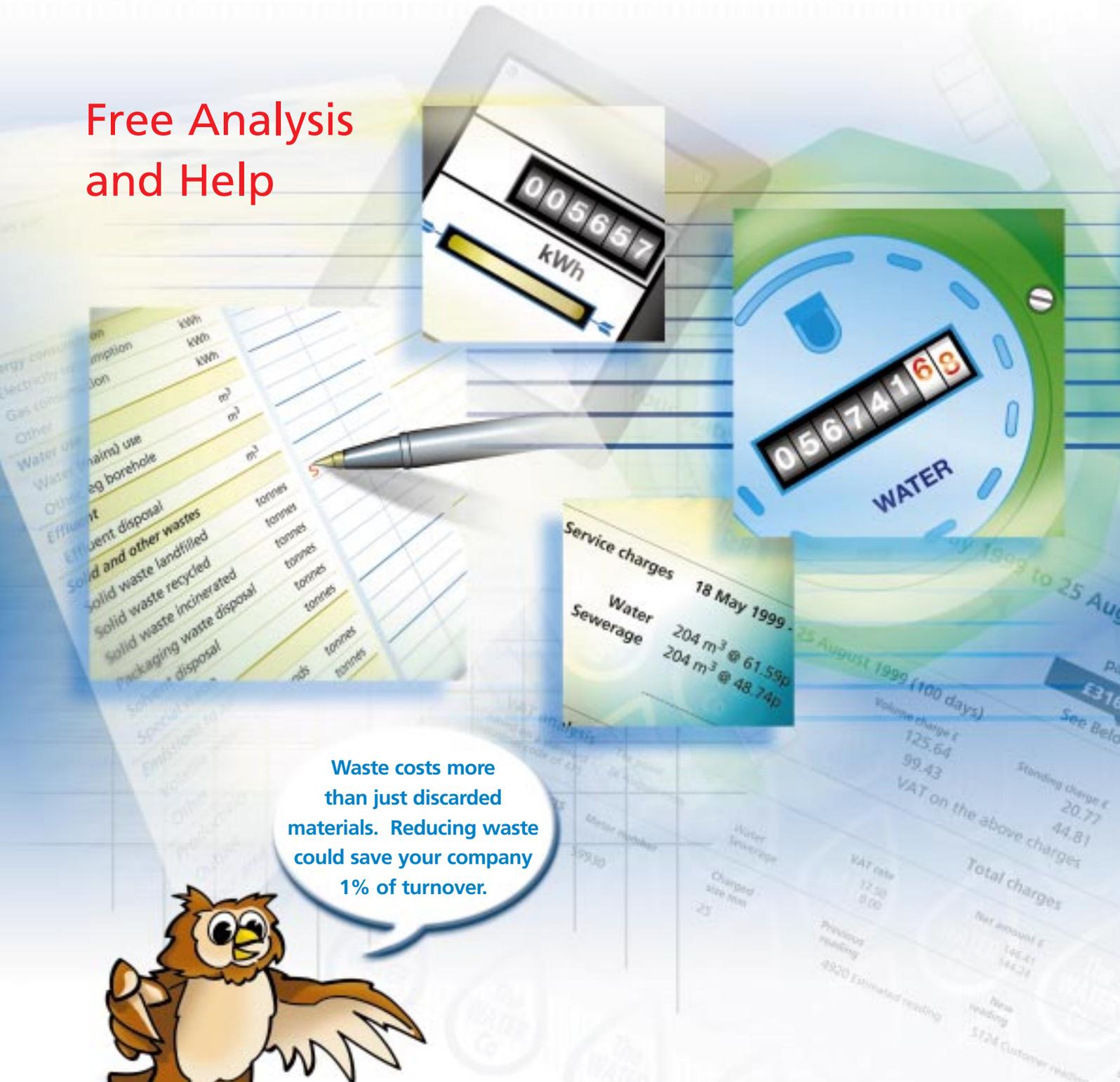


ENVIRONMENTAL
TECHNOLOGY
BEST PRACTICE
PROGRAMME

WASTE ACCOUNT

Count the cost of waste
for your business...
...and measure your savings

Free Analysis
and Help



Waste costs more
than just discarded
materials. Reducing waste
could save your company
1% of turnover.

Read on to get started now...

A Simple Way to Save Money

A waste minimisation programme can save most companies at least 1% of turnover. However, before starting such a programme, it is essential to benchmark where your company is now. In this way, any future reductions in waste, and consequent cost savings, can be quantified easily.



This leaflet will help you set up a simple waste account for your company. It enables you to record your current waste levels and associated costs. When your waste minimisation programme has been running for a time, say a year, you can recheck your waste levels and costs, and then compare them with the original figures to see how well you are doing.

You can order a free CD from the Environment and Energy Helpline on 0800 585794. This CD has a more detailed waste account, which you can customise.

Your free CD will help you to build your complete waste account using:

- in-built reporting and graphing capabilities;
- comprehensive definitions and information for your company;
- annual and year-on-year analyses to derive business benefits;
- a database with the capability to link to your company systems.

Check Out Documents

All the information you need to fill in the waste account is in your company - look in:

- company records and reports;
- invoices and purchase ledgers;
- energy and water meters and bills;
- waste disposal bills;
- process maps and flow diagrams of operations;
- Duty of Care documents;
- packaging waste data forms.



Don't forget to talk to your accountant, purchasing manager, waste manager, etc - they may have information that will help you fill in the waste account.

Don't worry if you don't have all the information to hand - give your best estimates and make a note to take measurements later.

Measuring to Manage

Make sure that you keep the measuring simple, cost-effective and appropriate for your site. Relate quantities and costs to product output so that savings can be directly attributable to improvements rather than to changes in production figures.



Check your meters regularly - they're not there just for the utility companies to read!

Use a Systematic Approach

1 Get top-level commitment

For a waste minimisation programme to succeed, it is essential that senior managers support, and are seen to support, the initiative. You may need to provide them with evidence that savings are possible. For ideas on waste minimisation 'fast starts', contact the Environment and Energy Helpline on 0800 585794.

2 Set up a waste account

Use this leaflet to set up a waste account for your company. Remember to include raw materials, energy and water use, consumables, packaging and other wastes, and not just the cost of disposal. Once you have filled in as much as possible in Columns A and B on the waste account balance sheet, please send it to the Environment and Energy Helpline. An advisor will analyse your figures and will recommend specific literature and other material that will help you to reduce waste and increase profits. Alternatively, you may like to download the web-based version (www.etsu.com/etbpp/) or send for the free CD so that you can customise your own waste account.

3 Make an action plan

- Phone the Helpline to find out about publications and other support material that will help your company save money.
- Identify obvious areas to target, such as ones that would give immediate savings for no cost, eg stopping hoses from running continuously when not in use.
- Draw up a list of possible options and rank them in order, with those that will give the greatest savings for the least cost at the top.

Call the Helpline on 0800 585794 to find out about publications and other support material that will help your company save money.



4 Audit your waste account

Don't forget to measure the savings and achievements made and encourage everyone in your organisation to get involved. This will produce the best results for continuous savings. Spread the good news. Tell people what you have achieved and make sure those that have contributed feel rewarded. Being able to demonstrate results is the best way to spread your message.

Don't forget to ask for your free waste account CD so you can develop your own customised balance sheet.



WASTE ACCOUNT BALANCE SHEET

Date of data entry		Start		End of year 1			
Category	Units (/year)	A Quantity	B Cost	C Quantity	D Cost	E (A-C) Reduction	F (B-D) Savings
Raw materials use*							
	tonnes						
	tonnes						
	tonnes						
	tonnes						
	tonnes						
Energy consumption							
Electricity consumption	kWh						
Gas consumption	kWh						
Other	kWh						
Water use							
Water (mains) use	m ³						
Other, eg borehole	m ³						
Effluent							
Effluent disposal	m ³						
Solid and other wastes							
Solid waste landfilled	tonnes						
Solid waste recycled	tonnes						
Solid waste incinerated	tonnes						
Packaging waste disposal	tonnes						
Solvent disposal	tonnes						
Special waste	tonnes						
Emissions to air							
Volatile organic compounds	tonnes						
Other	tonnes						
Productivity							
Output	tonnes						
Floor area	m ²						

* Don't forget that raw materials are not just those used in your process to produce the final product. You should include here chemicals use, solvent use, packaging use, paper use, etc.

PLEASE FAX THIS PAGE TO 01235 433066

Or post it to: ETBPP Publications, ETSU, Harwell, Didcot, Oxfordshire OX11 0RA.

Use this form to order your free CD (IT249) or to send in your data on the balance sheet for a free analysis.

Name: Position: Company name:

Number of employees: Nature of business: Turnover:

Address:

.....

.....

..... Postcode:

E-mail:

Tel:

Fax:



Tick one or
more of the boxes to
receive more
free help

Please send me a free copy of:

CD (IT249) *Waste Account*

Video (V217) *A Fresh Pair of Eyes*

(ET219) *Waste Mapping*

Annual Savings Report

Check your waste account and measure the sum of savings and achievements made in the first year.

Environmental savings (totalled for each category)	Units/year	Total quantity	Total cost savings
Reduction in raw materials use	tonnes		
Reduction in energy consumption	kWh		
Reduction in water use	m ³		
Reduction in effluent	m ³		
Reduction in solid and other wastes	tonnes		

Units should be the same for solid materials (tonnes/year), energy (kWh/year) and water and effluent (m³/year). This allows them to be compared in a meaningful way and in future years. Think about installing additional meters for energy and water - perhaps one for every process. It is only possible to deal with wastes if you can accurately identify and account for all changes in use.

If You Don't Measure It - You Can't Manage It!



This leaflet was produced by the Environmental Technology Best Practice Programme.
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For more information about the Environmental Technology Best Practice Programme and how its free services can help you, please phone the

ENVIRONMENT AND ENERGY HELPLINE 0800 585794

world wide web: <http://www.etsu.com/etbpp/> e-mail address: etbppenvhelp@aeat.co.uk

THE ENVIRONMENTAL TECHNOLOGY BEST PRACTICE PROGRAMME IS A JOINT DTI AND DETR PROGRAMME MANAGED BY AEA TECHNOLOGY PLC THROUGH ETSU AND THE NATIONAL ENVIRONMENTAL TECHNOLOGY CENTRE

