



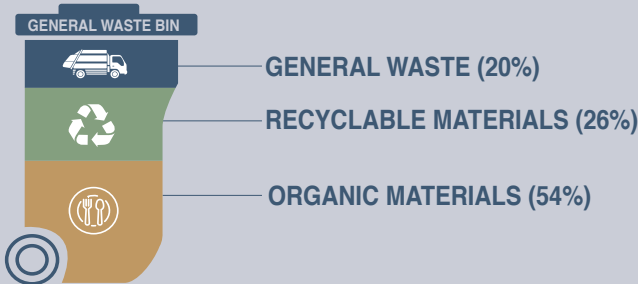
# WASTE MANAGEMENT FACT SHEET FOR PUBLIC SECTOR OFFICES



Waste represents a waste of valuable resources and supplies, and is expensive to dispose of. Public sector offices can take some simple actions to minimise their waste, save money and help the environment.

## Use the right bin

Better waste segregation can improve the recycling rate and reduce waste costs.



Recent EPA research shows that up to 80% of general waste generated in the office sector could be diverted into other bins.



## Waste Costs

Waste disposal costs vary depending on the bin that materials end up in.

It is important that staff made aware of, and trained on, what waste goes in to which bin.

\*Incl. VAT



€160–€240\*/t  
General Waste



€120–€180\*/t  
Food Waste Bin



€0–€160\*/t  
Recycling

## ACTIONS TO IMPROVE THE WASTE MANAGEMENT PRACTICES IN YOUR OFFICE

### Segregate waste at centralised bin areas



Ensure that there is a culture of good waste segregation on site with clear guidance for employees on waste types that should be recycled, composted or sent to general waste bins. Ideally, get rid of bins at desks and request staff to bring their waste to a centralised waste segregation area.

### Measure & monitor



Knowing how much waste is generated in your office enables you to identify the areas to target for prevention, measure the impact of actions you took to reduce your waste and benchmark your performance against other public sector buildings. Good benchmarks to measure are *kg of waste/employee/annum*.

### Train & engage staff



Ensure staff and cleaners are trained on the waste management systems in your office. As staff manage waste every day, engage with them to identify improved waste management measures and address their suggestions.

### No more “Black Bags”



Using clear or colour-coded bags will help ensure that the appropriate waste ends up in the correct bins in the waste management area.

### Waste management area



A well-organised external waste management area is essential to ensure your segregated wastes are properly managed. Clear and consistent bin signs, with images of the appropriate waste materials, make it easier for everyone to dispose of and manage the waste correctly.

### Waste collection costs



Shop around for your waste management services to get the best prices and ensure that the services match your waste and recycling needs. Ask your waste collector for your monthly waste data (general, recycling and food waste bin), so you can measure, track and benchmark performance. Consider including a recycling target in your service contract.



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## ACTIONS TO REDUCE WASTE

### Eliminate single-use plastics



Eliminate single-use plastic (SUP), including cups, plastic water bottles, straws, and cutlery. Other single-use items that could be eliminated include condiment sachets, paper plates, wooden stirrers and plastic bin liners. For more, see the [Waste Prevention Fact Sheet for Offices](#).

### Reduce Food Waste



Food waste is a major issue for public sector offices. As well as direct disposal costs, it reflects wasted money on food purchasing and wasted time on preparation. Using a food waste bin (as required by law) allows you to see what food is being wasted and with the data from bills, you can identify target actions to reduce your food waste. For more, see the [Food Waste Prevention Fact Sheet for Offices](#).

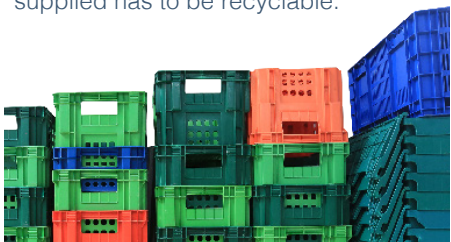
### Minimise Paper Use



Quantify paper use and printing by each office area and take actions to minimise paper consumption. Consider actions such as implementing a print management system, remove personal printers, set all printers to double-sided by default, provide desktop paper recycling trays and introduce an eDOCs system.

### Reduce packaging

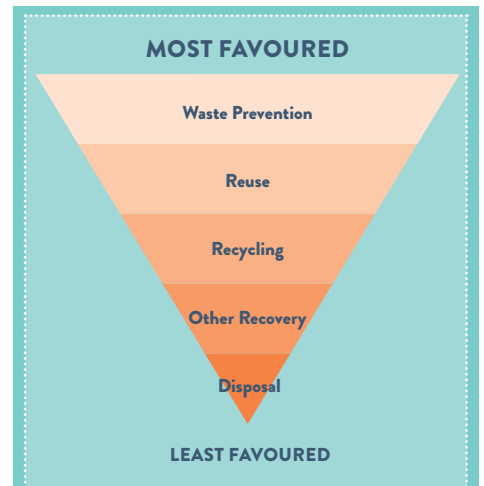
Ask your suppliers to provide deliveries in reusable crates which will reduce the amount of packaging you need to manage. Also, consider including in the suppliers' contracts that all packaging supplied has to be recyclable.



### Recyclables have value



Segregating recyclables will reduce contamination and add value. Baling cardboard and plastic wrapping can reduce waste management costs. As these materials have value, especially when baled, you may receive payment for them, or collection may be free of charge. Check the value of baled materials with your waste contractor.



## SUCCESS STORIES



The Department of Housing, Local Government and Heritage **reduced 26% of waste sent to landfill annually** by implementing an efficient waste management system in six of their sites.

### Improvements in the Department of Health resulted in



**78,000 plastic bag liners** estimated to be diverted from landfill annually by removing individual desk bins



More than **€10,000 saving** by reducing the number of printers in use from 300 to 18 printers



### Know the Waste Hierarchy

Always consider, can the waste be prevented in any way? If not, can it be reused or recycled? Waste prevention is our goal and disposal is the last resort.