

ORGANISING A RESOURCE EFFICIENCY (RE) PROGRAMME

Tips & checklists for planning a successful resource efficiency programme in the retail sector.

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Where to begin...

All aspects of your business require some degree of management and structure. In order to successfully manage your resources and costs, it is recommended that your business adopts a simple resource efficiency management system. Remember, people are the main drivers of a successful resource efficiency programme.



1. Management commitment

For a programme to work, both management and staff must be committed to the programme. Management in particular must be convinced that the investment of staff time and finances in the area of resource efficiency is necessary.



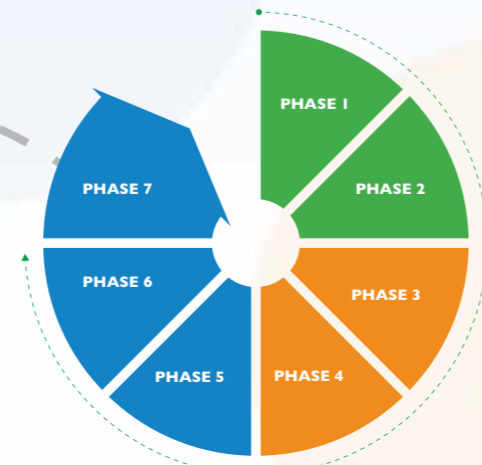
2. Establish a Green Team

A green team, which includes both staff and management, is a good way to manage any programme. The Green Team should consist of a core group of employees who have a direct influence on resources or have relevant skills or expertise. The key task for the Green Team is to develop and delivery actions plans for energy, water and waste management.



3. Review and identify

Identify all RE opportunities which your business could pursue. This list of opportunities can be identified from RE checklists such as those on this wall chart.



4. Create action plans

Create action plans for energy, water and waste. You should set out clear actions, the date you wish to achieve them by, and who will take charge of completing the task. Estimate expected costs and the savings that for each action (savings both financial and environmental).



5. Awareness amongst staff & training

Training is a vital part of any programme. Staff should be aware of the RE action plans and specific ways in which they can help achieve targets set out. Training can cover areas such as waste prevention and segregation, procedures for use of equipment, lighting, and efficient use of water.

WASTE CHECKLIST

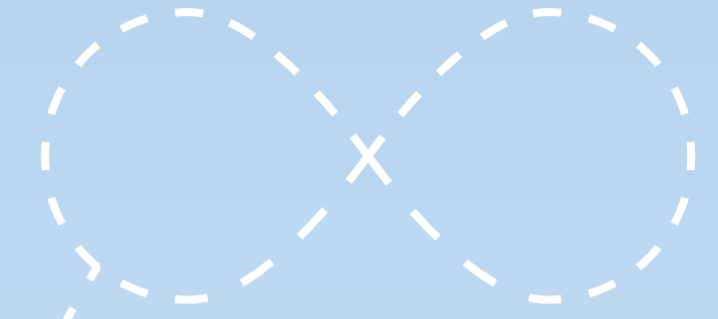
| Waste segregation – have you... | YES | NO |
|---|-----|----|
| A waste segregation system in place for packaging, food waste, VEEE, etc.? | | |
| Ensured your waste storage area is tidy and well signed? | | |
| Provided clearly labelled bins for staff/customers to segregate waste? | | |
| Measuring & monitoring – have you... | YES | NO |
| Calculated how much of each waste stream you produce? | | |
| Calculated the costs of each waste stream you produce? (Costs should include: waste management costs, but more importantly the purchase cost of wasted product) | | |
| Created waste benchmarks and compared against retail benchmarks? | | |
| Calculated your total waste as % of sales? | | |
| Reviewed current practices and identified areas where improvements can be made? | | |
| Food Retailers – have you... | YES | NO |
| An efficient stock control system, and a discounting system? | | |
| Used seasonal planning to determine which foods will sell best? | | |
| Procedures to ensure perishable food volumes are minimised? | | |
| Considered using 'near date' items in your hot food counter? | | |
| Crumbed your bread waste for use internally, or sale? | | |
| Considered donating food to charities? | | |
| Packaging – have you... | YES | NO |
| Discussed ways to reduce packaging with your suppliers? | | |
| Asked suppliers to provide you with reusable crates where possible? | | |
| Factored packaging into your supplier contract negotiations? | | |
| Waste Contractors – have you... | YES | NO |
| Shopped around for the best price with contractors? | | |
| Considered the value of baled cardboard and plastic, which can generate a revenue? | | |
| Considered the value of food waste? (Purchase price of food is approximately €3/Kg) | | |
| Procedures, staff awareness & training – have you... | YES | NO |
| Communicated to staff the importance of reducing waste? | | |
| Trained staff to segregate waste? | | |
| Looked for feedback from staff on waste management procedures? | | |

WATER CHECKLIST

| Measuring & monitoring – have you... | YES | NO |
|---|-----|----|
| Located your water meter and commenced daily or weekly readings to calculate water consumption? | | |
| Reconciled meter readings with those on water bills? | | |
| Created your water usage benchmark and compared benchmark for retail? | | |
| Leak detection – have you... | YES | NO |
| Measured water consumption when the business is closed to identify unaccounted water use/ leaks? | | |
| Carried out a visual check for leaks? | | |
| Identification of water users – have you... | YES | NO |
| Identified all water using equipment? | | |
| Measured flow rates in wash-basins/sinks (and showers)? | | |
| Measured water consumed by urinals and toilets? | | |
| Measured water consumed by dishwashers? | | |
| Water reduction, toilets & urinals – have you... | YES | NO |
| Reduced flush volumes in toilets by installing displacement devices? | | |
| Installed dual flush toilet cisterns? | | |
| Taken measures to control the flush rate on urinals, e.g. installed occupancy sensors, push button controls etc.? | | |
| Considered installing waterless urinals? | | |
| Water reduction, taps & showers – have you... | YES | NO |
| Retrofitting existing taps with low flow aerators? | | |
| Installed a flow regulator on lines to taps? | | |
| Installed low-flow self-closing or sensor operated taps? | | |
| Installed flow restrictors/air assisted taps where necessary? | | |
| Installed flow reducers and aerators in shower fittings? | | |
| Installed trigger-operated hoses, in canteen/deli/kitchen areas? | | |
| Rainwater harvesting – have you... | YES | NO |
| Investigated the feasibility of rainwater harvesting? | | |
| Procedures, staff awareness & training – have you... | YES | NO |
| Communicated to staff the importance of conserving water? | | |
| Ensured water using equipment (dishwashers, washing machines) are operated only when fully loaded? | | |
| Set up regular visual checks for leaks? | | |
| Have you put water conservation signage in place? | | |

ENERGY CHECKLIST

| Refrigeration – have you... | YES | NO |
|---|-----|----|
| Procedures to ensure fridges and freezers are set on optimal temperature settings? | | |
| A plan to fit open freezer displays with glass doors, or replace with doored units? | | |
| Procedures to ensure fridges and freezers are not over stocked? | | |
| Effective night time blinds on fridge display units and night time covers/doors on freezers? | | |
| Timers to switch off fridges when not required (e.g. beer fridges)? | | |
| LED lighting in fridges and freezers to reduce heat gain? | | |
| Heating – have you... | YES | NO |
| Considered cheaper alternatives to the energy source that you use for space heating and hot water generation? (e.g. natural gas instead of electricity, natural gas instead of oil) | | |
| Measures in place to ensure doors and windows closed when the heating is on? | | |
| Considered installing automatic doors? | | |
| Ensured that thermostats are working correctly? | | |
| Ensured hot water tanks and pipes are well insulated? | | |
| Stoppers in the sinks to prevent staff running hot water down the drain? | | |
| Plumbed your bain maries and dishwasher with hot water? | | |
| HVAC – have you... | YES | NO |
| A schedule to ensure air filters, fans & air conditioning systems are maintained on a regular basis? | | |
| Controls in place to ensure heating and cooling are not used at the same time? | | |
| Trained staffs to close windows and ensure doors are kept closed (as much as practical) when air conditioning is switched on? | | |
| Zoned your premises so that HVAC can be delivered to areas where it is needed and not to areas where not needed? | | |
| Considered using 'free cooling' instead of air conditioning? (Is your HVAC designed to use fresh air first before switched to chilled air?) | | |
| Reducing energy unit price – have you... | YES | NO |
| Gone to the market to see if your supplier is giving you the best price for electricity, gas and/or oil? | | |
| Checked your electricity bill to see if you have a Maximum Import Capacity, and if so, do you (a) avoid excess capacity charges and (b) are you sure your MIC is at a suitable level for your business? | | |
| Checked your electricity bill to ensure you do not pay for wattless charges? | | |
| Checked the average unit prices for the various energy sources available to you to ensure you are using the most economical fuel/energy? | | |
| Reviewed electricity consumption patterns to identify times when most electricity is used? | | |
| Monitoring & measuring – have you... | YES | NO |
| Identified your largest energy users (based on energy consumption calculations)? | | |
| Identified your largest energy users (based on sub meter readings)? | | |
| Procedures, staff awareness & training – have you... | YES | NO |
| Trained staff to turn off equipment when not required: ovens, fans, air conditioning systems, & lights? | | |
| Trained staff on setting optimum temperatures on refrigeration systems? | | |
| Lighting – have you... | YES | NO |
| Considered energy efficient lighting now available for retail? | | |
| Carried out a light audit survey to calculate current cost of lighting and to identify possible cost savings, which could be achieved by installation of more efficient lighting? | | |
| Recently installed energy efficient lighting such as LED? | | |
| Installed lighting controls such as motion sensors, day light sensors and timers? | | |
| Zoned lighting so that lighting can be switched off in different zones when not required? | | |
| Restricted display lighting to trading hours, when customers are on the premises? | | |
| Trained staff on lighting controls, and optimal settings? | | |



And so the journey continues...
Your resource efficiency programme never ends! At the end of each year develop a new action plan based on new ideas, new opportunities and aim for further cost savings and environmental improvements.



7. Review improvements
Through regular monitoring, you should be able to identify improvements made by your actions. Check how you are progressing in terms of meeting quarterly or annual targets set out. Review of the savings actually achieved as against the expected savings. Review your action plan and improvements regularly.



6. Implement Action plans
Implement the action plans and involve staff. Ensure action plans are reviewed on a regular basis at Green Team Meetings. Involve your suppliers, who may be able to assist in helping you to be more efficient.