

Environment & Heritage Service

Towards Resource Management

Northern Ireland Civil Service Departmental Waste Management Action Plans



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Introduction

The new Waste Management Strategy for Northern Ireland was launched on 30 March 2006.

It builds on progress made since the publication of the 2000 Waste Management Strategy. Its final content was completed following a consultation process which began on the 17 October 2005 and ended on the 20 January 2006.

The consultation document had, as a priority, a strand relating to Government Leadership, where Government would demonstrate leadership through waste prevention and recovery actions such as:

- implementing green housekeeping and environmental performance measures throughout Government;
- developing procurement policies and practices that encourage sustainable purchasing; and
- providing consistent information and guidance to assist stakeholders to improve resource management.

During the consultation process a number of specific measures that all Departments could take were considered which would demonstrate Government's commitment to changing its own resource utilisation and waste management practices. These measures were also considered to form a key part in the delivery of overarching programmes on sustainable development.

Departments were invited, as a minimum, to include a number of headline commitments such as:

- Reduction in paper use by 10% per annum based on the Departmental baseline;
- Progressive specification of the use of recycled paper;
- Preparation of detailed recycling action plans; and
- Inclusion of specific targets for the proportion of reused and recycled materials in public sector construction contracts.

The consultation proposed that Departments should finalise their Waste Management Action Plans during March 2006 with the new Strategy stating a target for publication of April 2006.

This document draws together eleven Waste Management Action Plans from the core NICS Departments which demonstrate

Government's commitment to adopting and promoting more sustainable waste management practices.

A handwritten signature in black ink that reads "R. Ramsay". The signature is written in a cursive style with a large, stylized 'R' at the beginning.

DR ROY RAMSAY
Director of Environmental Protection

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

WASTE MANAGEMENT ACTION PLAN MARCH 2006

- 1.1 One of the key policy statements laid out in The Northern Ireland Waste Management Strategy 2000 refers to “Strategy Leadership” stating that:

“Leadership in improving and developing waste management practices is required from all stakeholders. Nonetheless, Government recognises that it must take the lead in changing its own resource utilisation and waste management practices, and is committed to making significant improvements in the short term as well as the long term.”

- 1.2 The Waste Management Strategy for Northern Ireland 2000 also sets a minimum recovery target of 40% of total office waste, with at least 25% of that recovery coming from recycling or composting. A consultation proposing revisions to the strategy closed on 20 January 2006. In March 2006, Departmental-specific Waste Management Plans will be introduced which will cover initiatives for waste recycling and recovery as well as prevention. This Action Plan forms one of the specific Plans.
- 1.3 To monitor the progress towards meeting targets, baseline figures were established for waste arisings and recycling/recovery within DARD.
- 1.4 A Baseline Waste Audit of selected DARD sites was carried out in order to gauge waste management practice, highlight priority waste streams and any potential issues arising.
- 1.5 This Action Plan has been developed to progress and implement the recommendations identified during the audit as well as facilitate additional measures that may be identified in the future. Actions have a target date for implementation and are prioritised as high, medium or low depending on the contribution they can make towards improved waste management performance.

2.1 A number of recommendations were made based on the issues highlighted during the Waste audit. The recommendations have been prioritised according to the waste management hierarchy, prevention, minimisation and re-use taking precedence over recycling and disposal. A summary of the recommendations is as follows:

2.2 Prevention

- Review current office based activities with a view to maximising the use of electronic media.
- Continue monitoring of paper procurement in order to measure the effectiveness of future waste prevention initiatives.
- Replace washroom paper towels with warm air driers.
- Encourage shared subscriptions and electronic access to publications.
- Carry out regular maintenance and servicing of office equipment in order to extend their lifetime.
- Avoid purchase of single-use consumables wherever possible.
- Avoid purchase of individually packaged or over-packaged items.

2.3 Minimisation

- Approach suppliers to request less packaging or, where possible, remove packaging on delivery.
- Cancel unwanted junk mail and publications.
- Set printer and copier defaults to double-sided where possible.
- Post reminder notices on waste minimisation / recycling at prominent points.
- Post instruction notices above printers and photocopiers.

2.4 Re-use

- Re-use single-sided paper for printing non-critical documents.
- Re-use envelopes where possible.
- Establish central deposit areas within each building for reusable supplies. Durable supplies should be purchased whenever possible. Reusable items should be stored close to the source to limit contamination.
- Re-use packaging for internal storage.
- The legal implications associated with the practice of unauthorised persons removing waste from site for re-use should be investigated.

2.5 Recycling

- Future office refurbishment should incorporate environmental considerations including receptacle storage.
- The number and location of bins should be reviewed.
- Store segregated materials in identifiable bags to avoid mistaken disposal as "general" waste.
- Consider the option of recycling cardboard.
- Consider collecting compostable food waste from some buildings for use on associated grounds.
- Make staff aware of the appropriate receptacles for different classifications of recyclables (including confidential and non-confidential paper).
- Monitor recycling rates across DARD in a standardised format to effectively measure the success of new initiatives.
- Purchase consumables with a recycled content wherever possible.

2.6 Disposal

- Incorporate into induction and future waste awareness training appropriate disposal routes and correct classification of potentially hazardous waste arisings (e.g. from farms and laboratories).
- Compact waste before it is placed in the bin to reduce volume and associated cost.

2.7 Record Keeping

- Carry out a Departmental-wide review of current record keeping systems to allow measurement of waste-related legislative compliance.

2.8 Monitoring

- All buildings should monitor the amount of recycling carried out at their building using dedicated standardised logs.
- Dedicated waste management files should be used for the logging of all pertinent data including carrier's registrations, transfer notes and copies of invoices, (where appropriate).

2.9 Waste Contractors

- Current waste contractor contracts should be reviewed.
- All waste contractors must comply with relevant legislation.

2.10 Training and Awareness

- A training programme should be developed to increase staff awareness and understanding about waste management issues across DARD. Waste management training should be incorporated into induction programmes for all employees.

2.11 Procurement

- Procurement policies and procedures, which incorporate environmental criteria, should be developed and introduced where appropriate.

2.12 Workplace 2010

- The “Workplace 2010” programme offers an ideal opportunity to incorporate sustainable procurement and waste management initiatives into building design and maintenance contracts at the initial set-up stage. Environmental targets could also be introduced as part of new maintenance contracts.

- 3.1 The principal aims of the Action Plan are:
- To ensure compliance with legislation.
 - To introduce effective waste prevention, minimisation, reuse and recycling schemes across DARD.
 - To facilitate the Government-wide targets for waste minimisation and recycling.
 - To reduce costs where possible.
- 3.2 The Action Plan prioritises the following:
- The largest waste streams currently sent for disposal to landfill.
 - Waste prevention, minimisation and re-use initiatives which directly impact on practices that currently sit low on the Waste Management Hierarchy (i.e. recycling and disposal).
 - Measures that can be easily implemented.
 - Measures where significant cost benefits could be made.
- 3.3 The actions are proposed for implementation on given timescales reflected by action dates. The actions have been ranked as high, medium or low priority. Any actions that relate to legislative compliance have been given a high priority. Actions which are seen as a pre-requisite to obtaining reliable monitoring data and actions which contribute significantly to meeting the aims of the Action Plan have also been given a high priority rating. Actions that will contribute in the long-term or actions that require a significant cost outlay have been given a medium priority. An action that may be a minor contributor in meeting the objectives but has no cost outlay has been given a low priority.
- 3.4 In meeting waste prevention, minimisation and re-use initiatives, an office could significantly reduce the volume of waste disposed of/recycled resulting in significant cost benefits.

- 3.5 This Action Plan will be a working document with staff assigned responsibility for meeting each action in it. The establishment of a Working Group will be the first step in taking forward the Plan. The Group will determine who will lead and assist with each action and the timescales for completion of each action. Regular reviews will take place to monitor the progress of the initiatives. Once a target has been met, the item will be closed and others introduce

DEPARTMENT OF CULTURE, ARTS & LEISURE

WASTE MANAGEMENT STRATEGY ACTION PLAN

December 2005 – November 2006

Ensure the Department's commitment to effective and efficient waste management is an integral part of the Business Planning process and that compliance with the relevant legislation and central initiatives is met.

Priority Actions	Target Date	Responsibility	Notes
<p>Corporate and Divisional Balanced Scorecards reflect waste management requirements.</p> <p>Reports to the Executive Team and DOE on progress against plan.</p>	<p>From 1 April 06</p> <p>Every 6 months</p> <p>From Mar 06</p>	<p>Central Management Branch Executive Team PFMB</p>	<p>Balanced Scorecards need to be adjusted and Information management systems developed whereby waste management information, i.e. disposal, recycling, use of oil, gas and electricity and purchasing data is captured and readily accessible.</p>

Achieve the percentage target set by DOE for the reduction of waste generated through the proactive implementation of reduce, re-use and recycle processes.

	Priority Actions	Target Date	Responsibility	Notes
Reduce	All duplex printers set default to double-sided.	Mar 2006	Premises Officers	DOE advise that this can reduce paper usage by 10% or more, depending on usage patterns.
	Replace single-sided printers with duplex printers.	Dec 2008	Facilities/ Premises Officers	In line with refresh programme
	Minimise printing of emails – see Staff Notice WM 1/06.	Mar 2006	Facilities/ Premises Officers	-
	Reduce default font sizes/ margins for templates, documents/letters.	Feb 2006	All staff	-
	Photocopiers set default to double-sided.	Feb 2006	Facilities/ Premises Officers	-
	The Department's supplier of photocopiers to provide briefing for staff using the photocopiers, as necessary.	As required	Facilities/ Premises Officers	This arrangement to be incorporated into the contract(s).
	All photocopiers to have clear and readily accessible instructions for Users.	Feb 2006	Facilities/ Premises Officers	-
	Instigate a poster campaign along the lines of "Double Side It" and Think Before You Print" – see Page 8	Mar 2006	Facilities/ Premises Officers	Engage EHS & BDS to design/print posters.

Achieve the percentage target set by DOE for the reduction of waste generated through the proactive implementation of reduce, re-use and recycle.

	Priority Actions	Target Date	Responsibility	Notes
Reduce	Appropriate use of email and voicemail to continue.	In place	Facilities/All staff	This will reduce the flow of hard-copy internal memos.
	Rather than purchasing new fax machines for staff who still need to receive or send faxes, explore with ISU the possibility of installing software on designated PCs.	In line with agreed timetable	Facilities	This would facilitate a phased withdrawal of existing stand-alone fax machines.
	Use electronic presentation software, such as Power Point rather than purchasing acetates.	As necessary	HOB Facilities Training Units	Training will be provided as required.
	Staff to cancel all unnecessary mail.	Feb 2006	All staff	This will reduce junk mail and unwanted publications.
	Prohibit the use of new envelopes for internal mail.	Feb 2006	Facilities/ Stationery Officers	Envelopes to be reused wherever possible especially for internal mail.
	Mistakes should be avoided: before doing a large print or photocopy run, staff should do a one-copy trial. Also, staff should check spelling and layout before printing and use the print preview facility to check documents before printing.	Immediate	All staff	-

Achieve the percentage target set by DOE for the reduction of waste generated through the proactive implementation of reduce, re-use and recycle.

	Priority Actions	Target Date	Responsibility	Notes
Reduce	The use of plastic and paper cups and cutlery should be discouraged.	June 2006	Facilities/ Premises Officers	Using ceramic crockery and metal cutlery will cut down on this type of waste.
	Drink machines to allow for the use of ceramic cups/mugs rather than plastic disposable vending cups.	June 2006	Facilities/ Premises Officers	-
	Discourage the use of plastic cups where water coolers are necessary and/or introduce "save-a-cup" scheme.	Mar 2006	Facilities/All staff	Encourage staff to use their own drinking vessels.
		Mar 2006	Facilities	The "save-a-cup" scheme is designed to stop the land filling of polystyrene vending cups.
	The use of long-life bulbs is encouraged.	Immediate	Facilities/ Premises Officers	Besides using less energy, which can save money, they also reduce waste as they last much longer than normal bulbs.
	Replace/reduce paper towels with the provision of hand dryers.	Sept 2006	Facilities/ Premises Officers	-
	The use of bin liners to be discouraged.	Mar 2006	Facilities/ Premises Officers	The will require discussions with the Department's Cleaners.
	Reduce individual waste paper bins and provide waste docks.	Sept 2006	Facilities	Requires further consideration – perhaps a pilot programme.
	Install video conferencing at Interpoint.	In place	Facilities	Should help to reduce business travel.

Achieve the percentage target set by DOE for the reduction of waste generated through the proactive implementation of reduce, re-use and recycle.

	Priority Actions	Target Date	Responsibility	Notes
Reuse	Paper that has been used on only one side to be reused.	Feb 2006	Facilities/All staff	This is ideal for drafting, note taking and other non-critical functions.
	Rather than letting waste management contracts for packaging waste, explore opportunities for suppliers to introduce returnable packaging for delivery of products supplied, where possible.	Mar 2006	Facilities/ Premises Officers	-
	Replace bottled water with water filters from mains facilities, where practicable and cost effective.	June 2006	Facilities at Interpoint & Premises Officer at PRONI	This operates in Colby House and PRONI is soon to introduce a filtering arrangement. With the lease at Interpoint to be extended the earlier feasibility study for Interpoint to be resurrected.

Achieve the percentage target set by DOE for the reduction of waste generated through the proactive implementation of reduce, re-use and recycle.

	Priority Actions	Target Date	Responsibility	Notes
Recycle	Mandatory use of 100% recyclable paper for all internal printing/copying through DCAL.	Feb 2006	Facilities/ Premises Officers	-
	Use recycled paper for DCAL/ Agency letter-headed paper.	Mar 2006	Facilities/ Premises Officers	Use existing stock until exhausted.
	First preference is to adopt electronic publication of corporate strategy, business plans, consultation documents and annual reports.	Mar 2006	Ex Team Central Management HODs/HOBs	Requires policy decision.
	Where above is not possible, use recycled paper for all publications to be produced in hard copy format with 100% recycle logo on cover.	Mar 2006	Ex Team Central Management HODs/HOBs	-
	Bins to be provided for each waste stream – paper, glass and metals.	Mar 2006	Facilities/ Premises Officers	This will encourage staff to segregate waste as it is generated.
	Make arrangements for recycling: <ul style="list-style-type: none"> • Aluminium cans and plastic bottles, • Newspapers/magazines, • Printer and fax cartridges, • Redundant IT kit, and • Office furniture in an environmentally friendly way.	Mar 2006	Facilities/ Premises Officers	Bryson House, Macmillan Cancer Research, Cancer Aid and NI Hospice operate recycling schemes. In the case of IT & Office Furniture, discussions with ISU/DFP will be required.
	Ensure that paper-recycling facilities are maximised and fully operational.	Feb 2006	Facilities/ Premises Officers	-

Educate, train and motivate staff to work in an environmentally responsible way.

Priority Actions	Target Date	Responsibility	Notes
Make available waste management training and awareness programmes to staff across DCAL.	Training to commence Apr 2006	Training Units HOBs	-
	Roll out to be complete Mar 2007		
Review Induction & Premises Officer training and ensure it complies with best practice.	Mar 2006	Training Units	-
Regular articles on waste management to be circulated to staff via most appropriate medium, i.e. Intranets, Team Brief, Email links etc.	Ongoing	PFMB Facilities/ Premises Officers	-
Liase with EHS/BDS re the design of posters and ensure these are strategically displayed throughout the Core & Agencies. Examples are available on the following link: http://ehsintranet/corporate/EMS/EMS.shtml - see Page 3.	Feb 2006	Facilities/ Premises Officers	Initial discussion suggests this ought to be straightforward and either at zero cost or for a nominal fee.
Explore cost effective ways of creating a more aesthetically pleasing working environment across the Core & Agencies.	Mar 2006	Facilities/ Premises Officers Feedback Group	-
Promote greater use of public transport among DCAL staff.	In place	PFMB/Agency Personnel Finance Br DRD Personnel All staff	Ex Team has agreed in principle and opportunities being rolled out across Department.

Collaborate with others to ensure maximum integration of waste management issues.

Priority Actions	Target Date	Responsibility	Notes
Encourage other tenants at Interpoint and Colby House to improve their performance in relation to waste management, green housing keeping and energy efficiency practices.	Sept 2006	Facilities/ Premises Officers	This can be facilitated through Joint Tenant Committees and the development of joint waste management plans, i.e. building refurbishment, staff restaurant, heating, lighting, cleaning, car parking etc.
Liase with DFP to ensure that the Department's commitment to waste management complies with central procurement policies.	TBC	PFMB AAB	It will be for DFP to lead on this in terms of development and promulgation of central procurement policies and contracts. Department can help shape central policy.

DEPARTMENT OF EDUCATION (DE)

WASTE MANAGEMENT ACTION PLAN

This Action Plan represents the Department's internal contribution to the achievement of the goals set out in the Northern Ireland Waste Management Strategy. It has been drawn up following a Waste Audit of DE's two main sites i.e. Rathgael House complex, Bangor and Waterside House, Londonderry.

The Action Plan is structured around the three key messages of the Waste Management Strategy – "Reduce", "Reuse" and "Recycle". All three will be taken forward on a corporate basis.

The Action Plan will be co-ordinated by the Premises Officer and Services Team who will report progress to the DE Board.

DE will endeavour to reduce the consumption of paper by 10% per annum over the next 5 years, however with the introduction of EDRMS we anticipate a considerable increase in paper consumption through print to file for official records particularly in the 2006/07 and 2007/08 years.

Veronica Bintley
Head of Information management & Services Branch
February 2006

The Action Plan focuses on the dominant waste stream – paper. In 2005/06, the Department consumed some 12,000 reams of paper.

Action Plan “Reduce”		
Aim: Reduce paper consumption.		
Objective: 50% reduction in total paper consumption over next five years.		
Actions:		
Description	Timing	Responsibility
Issue of Office Notice: <ul style="list-style-type: none"> discouraging the routine printing of e-mails; making electronic distribution the norm for all communications to NICS addressees; making double-sided printing and photocopying mandatory, where equipment permits; prohibiting the use of new envelopes for unclassified internal mail; and recommending more efficient document layout standards (e.g. margins, font size, line spacing). 	June 2006	Director of Corporate Services
Item in Team Brief conveying same messages as Office Notice.	June 2006	Director of Corporate Services
Poster campaigns: ‘Think before you Print’ and ‘Double-Side it’	September 2006	J Burns
Article in DE’s In-House magazine conveying same messages as Office Notice.	October 2006	J Burns
Setting all duplex printers to default to double-sided printing.	December 2006	ISU
Replace single-sided printers with duplex printers.	In accordance with refresh programme.	ISU
Adopt electronic publication policy for consultation documents, business plans and annual reports.	Currently being considered	DE Board
Ensure that all photocopiers have clear and readily accessible instructions for users.	In place	Services Branch
Stationery Stock reduced significantly	June 2006	Services Branch
Food packaging and food waste is disposed of appropriately.	Implemented	Services Branch

The initial focus will again be on paper. The feasibility of utilising other recycled or part-used material will be investigated, with a view to incorporating them in the Action Plan in due course if they are shown to be feasible.

Action Plan "Reuse"		
Aim: Maximise use of recycled paper.		
Objective: All paper currently used by DE, directly or indirectly, is derived from at least 70% recycled or sustainable sources. We will continue to monitor this and increase the specification for recycled resources.		
Actions:		
Description	Timing	Responsibility
Mandatory use of recycled paper for printers and photocopiers.	Implemented April 2005	Services Branch
Use of sustainable paper for letter headed paper. Specialist letter headed paper is no longer ordered. Use of the template on the Intranet is encouraged.	Implemented April 2005	Services Branch
Use of recycled paper for all DE publications that have to be produced in hard-copy format off site.	Implemented April 2005	Desk Top Publishing Unit
Office Notice (see "Reduce") mandating the re-use of envelopes for all unclassified internal mail.	Implemented April 2005	Services Branch
Use of remanufactured printing cartridges	In place	Services Branch

Action Plan "Recycle"		
Aim: Minimise volume of waste sent to landfill.		
Objective: To maintain current and explore further options to increase DE's recycling initiatives.		
Actions:		
Description	Timing	Responsibility
Collection points throughout buildings for aluminium cans.	Implemented April 2004	Services Branch
Collection points throughout buildings for plastic cups.	Implemented April 2004	Services Branch
Recycling of Yellow Pages & The Phone Book	Implemented April 2004	Services Branch
All waste paper collected	Implemented April 2000	Services Branch
All cardboard collected	Implemented April 2005	Services Branch
All polythene collected	Implemented April 2005	Services Branch
All wooden pallets collected	Implemented April 2005	Services Branch
All redundant IT equipment is recycled in line with the disposal of IT equipment regulations	Implemented	ISU

DEPARTMENT OF EMPLOYMENT AND LEARNING

WASTE MANAGEMENT ACTION PLAN 2005/2006

Outcome	Task	Completion Date	Action	Update
Reduce paper used by 10%	Promote alternative means of circulation/distribution for both internal and external communications.	March 2006	Staff instructed to use email, CD-Rom, or publication on the Intranet, as an alternative to hard copies. Electronic distribution used for external contacts, including consultation documents, leaflets, reports etc, where possible.	The Annual Report and Corporate plan for the Department was circulated electronically this year with only a limited number of copies produced. Personnel Branch and Media and Marketing Unit encourage customers to use electronic circulation whenever possible. A survey of staff was completed in September 2005 and 97% of respondents were aware that the Department had introduced a Green Policy and expressed support for the scheme.
	Promote double sided photocopying and printing.	May/ June 2006 (to include the Job Centres and JBO network)	Printers have the default setting on double sided, where possible, and this will continue as suitable printer equipment is rolled out under IT refresh.	20% reduction in paper usage achieved by September 2005. Review of all DEL printers completed by December 2005 with all network printers incapable of printing double sided to be phased out by September 2006.

Outcome	Task	Completion Date	Action	Update
Encourage the use of recycled paper.	Introduce 100% recycled paper for all internal printing, letterhead paper and client forms.	September 2005	100% recycled paper ordered for all internal printing and photocopying since the introduction of the Department's Green Policy in March 2005.	By August 2005 recycled paper represented 73% of all paper used for copying and this increased to 100% by February 2006 (81.5% for the year). There have been some minor problems with a few printers and these are currently being investigated with a view to resolving the difficulties. A survey of staff in September 2005 showed that 97% of respondents agreed that the use of recycled paper should be highlighted on publications to demonstrate the Department's commitment to the NI Waste Management Strategy.

Outcome	Task	Completion Date	Action	Update
Encourage the expansion of recycling measures.	Build on the Department's existing "green" measures with the introduction of a range of further improvements aimed at expanding recycling facilities.	April 2005	<p>Arrangement put in place between the Department and Bryson House Recycling for a pilot scheme to collect plastic bottles and aluminium cans in DEL's central Belfast offices.</p> <p>Arrangements for placing orders for print or publicity materials tightened to reduce wastage. Use of non-recycled paper with a laminated finish restricted for exceptional circumstances. Approval now required at Grade 7 level or above.</p> <p>Recycled high quality glossy or part recycled paper to be used for publications, where hard copies are necessary, as this causes less environmental damage in production than "sustainable forest" paper.</p>	<p>146 Kilos of waste for recycling collected during the first 6 months and additional collection points introduced to these locations, along with newspaper recycling bins. It has been agreed that joint offices within the Jobcentre network will follow the DEL model in terms of recycling by September 2006.</p> <p>Personnel (Services) Branch monitors and records the levels of wastage (including destruction of obsolete forms) and recycling from the Departmental store in order to measure the impact on the initiatives put in place. Managers informed re: costs and implications within their area of responsibility.</p>

DEL GREEN POLICY Targets and Achievements - Mar 06 Update		
Details	Target Date	Date Achieved
All offices to recycle glass, plastic, cardboard, cans, newspapers, paper	Apr-05	Apr-05
System in place to monitor destruction of obsolete forms and to advise Mgrs of cost and implications	Apr-05	Apr-05
Provision of Free travel week to promote use of public transport	Apr-05	Apr-05
Introduction of discounted annual pass (paid direct from salary)	Jun-05	Jun-05
Mandatory use of recycled and sustainable forest paper for external publications and reports	Jun-05	Aug-05
Evaluation of the Impact of the Green Policy to be completed	Sep-05	Sep-05
Green Policy Staff Survey to be completed	Oct-05	Oct-05
Review of all DEL printers to be carried out	Dec-05	Dec-05
100% use of recycled paper for all internal printing, letterheads and client forms	Mar-06	Sep-05
25% Reduction in landfill waste from DEL Headquarters Building	Mar-06	Mar-06
10% Reduction in paper used (Note 20% achieved by Mar 06)	Mar-06	Mar-06
Printers in Adelaide HQ to be set to default double sided (Note over 50% converted by Feb 06)	Apr-06	
Annual Promotion on the of Use of Public Transport	Apr-06	
Printers in all Belfast Offices to be set to default double sided	May-06	
Printers in all Job Centres and JBOs to be set to default double sided	Jun-06	
Review use of of recycled products to ensure quality, efficiency and VFM	Jun-06	
Information Bulletin regarding Green Issues to be issued on a regular basis to staff	Jun-06	

Details	Target Date	Date Achieved
Job Centres and JBOs to expand recycling to include glass, plastic, cardboard and cans	Sep-06	
Network Printers incapable of DBI sided to be phased out	Sep-06	
25% Reduction in landfill waste from all Del Buildings	Mar-07	
Improve upon the 25% Reduction in landfill waste from DEL Headquarters Building	Mar-07	

DEPARTMENT OF ENTERPRISE, TRADE AND INVESTMENT

WASTE MANAGEMENT ACTION PLAN

This Action Plan represents the Department's internal contribution to the achievement of the goals set out in the Northern Ireland Waste Management Strategy. The actions and targets have been adopted by the Departmental Senior Management Team (SMT) and will be reported on in future Departmental Annual Reports.

The Action Plan is structured around the three key messages of the Waste Management Strategy – "Reduce", "Reuse" and "Recycle". The first two will be taken forward on a corporate basis, while the third will be driven through separate action plans for individual buildings, reflecting differences in the existing recycling infrastructures.

The Action Plan contains a number of longer-term measures, the feasibility of which will be investigated with a view to incorporating further specific targets in the appropriate sections, once it is clear what is realistic.

The Action Plan will be co-ordinated by the DETI Corporate Services, who will report progress quarterly to SMT.

The Action Plan focuses on the dominant waste stream on all sites – paper. Experience elsewhere suggests that it ought to be possible, over time, to reduce paper consumption by 50%.

Action Plan "Reduce"		
Aim: Reduce paper consumption.		
Objective: 50% reduction in total paper consumption over next five years.		
Actions:		
Description	Timing	Responsibility
Issue of Office Notice: <ul style="list-style-type: none"> discouraging the routine printing of e-mails; making electronic distribution the norm for all communications to NICS addressees; making double-sided printing and photocopying mandatory, where equipment permits; prohibiting the use of new envelopes for unclassified internal mail; and recommending more efficient document layout standards (eg margins, font size, line spacing). 	April 2006	Corporate Services
Item in Team Brief conveying same messages as Office Notice.	April 2006	Corporate Services
Poster campaigns: 'Think before you Print' and 'Double-Side it'	March 2006	Corporate Services
Article in Newslines conveying same messages as Office Notice.	June 2006	Corporate Services
Setting all duplex printers to default to double-sided printing.		Corporate Services
Replace single-sided printers with duplex printers.	In accordance with refresh programme.	Corporate Services
Adopt electronic publication policy for consultation documents, business plans and annual reports.	May 2006	Policy Decision
Ensure that all photocopiers have clear and readily accessible instructions for users.	Under Development	Facilities Management
Utilise networked multi – function devices in new or reconfigured accommodation.	Implementation Commenced March 2006	Appropriate

The initial focus will again be on paper. The feasibility of utilising other recycled or part-used material will be investigated, with a view to incorporating them in the Action Plan in due course if they are shown to be feasible.

Action Plan "Reuse"		
Aim: Maximise use of recycled paper.		
Objective: All paper used by DETI, directly or by printers for DETI publications, to be derived from at least 70% post-consumer waste by 2006.		
Actions:		
Description	Timing	Responsibility
Mandatory use of recycled paper for printers and photocopiers.	Implemented	Corporate Services
Use of recycled paper for new DETI letterhead.	Introduced From March 2006	Corporate Services
Use of recycled paper for all DETI publications that have to be produced in hard-copy format.	Introduced From March 2006	Policy Decision
Office Notice (see "Reduce") will mandate the re-use of envelopes for all unclassified internal mail.	April 2006	Corporate Services

Action Plan "Recycle"
Aim: Minimise volume of waste sent to landfill.
Objective: All DETI-occupied buildings to have Recycling Action Plans in place by 31 December 2006.

- Contracts for the operation of staff restaurants to include requirements to dispose of food waste and food packaging appropriately and to eliminate the use of disposable plates, cups and cutlery and pre-packaged sachets.
- Supply contracts to specify reusable packaging or require supplier to remove packaging after delivery.
- Reduce stationery stocks and implement 'first in, first out' policy.

- Increase the use of recycled printer/photocopier cartridges.
- Use of other recycled stationery items.

- NICS-wide recycling of redundant IT equipment.
- NICS-wide recycling of redundant furniture.
- NICS -wide recycling of dry recyclables, such as cardboard and dense plastic.

DEPARTMENT OF FINANCE AND PERSONNEL

WASTE MANAGEMENT ACTION PLAN

Gerry Cosgrave

Objective:	To implement the Greening Government Action Plan within DFP.
Timescale:	For discussion on 3 October 2005
FOI Implications:	The submission is fully disclosable.
Recommendation:	That the Board endorses the DFP Waste Management Strategy and Action Plan.

This Action Plan represents the Department's internal contribution to the achievement of the goals set out in the Northern Ireland Waste Management Strategy.

At its meeting on 10 January 2005 the Departmental Board endorsed the recommendation to develop a Departmental Waste Management Action Plan.

It was also agreed that the Action Plan would incorporate appropriate best practice using the information derived from the DOE Audit on their office-based operations as the DFP baseline.

The actions and targets require adoption by the Departmental Board and will be reported on in future Departmental and Agency Annual Reports.

The Action Plan (Annex A) is structured around the three key messages of the Waste Management Strategy – "Reduce", "Reuse" and "Recycle". The first two will be taken forward on a corporate basis, while the third will be driven through separate action plans for individual buildings, or groups of buildings, reflecting differences in the existing recycling infrastructures and the fact that some buildings are shared with other departments or agencies.

The Action Plan also contains a number of longer-term measures (Annex B), the feasibility of which should also be considered with a view to incorporating further specific targets in the Action Plan.

All sites where DFP has Premises responsibility will be asked to consider the additional recommendations relating to Waste Disposal, Waste Contractors, Record-keeping/Monitoring, Health and Safety and Training (Annex B) and where appropriate include in their Building Action Plan.

Premises Officers will be responsible for submitting individual building action plans to Personnel Support Unit (PSU) and providing baseline information on the current paper usage to facilitate monitoring of paper consumption. Premises Officers will also be responsible for raising awareness of the strategy and ensuring printers and photocopiers are properly set for double sided printing/photocopying.

PSU will monitor progress and arrange to report annually against the Action Plan.

The Departmental Board is invited to

- endorse the Action Plan
- agree that Personnel Division will communicate the plan to DFP Business Areas seeking their co-operation in taking forward business specific actions.
- Personnel Division considers actions across the Department and reports progress annually against the Action Plan.

- Annex A – DFP Waste Management Action Plan and Further Long Term Measures
- Annex B - Additional Recommendations of the Waste Audit Report
- Annex C – Waste Management – Proposed Aide Memoire points

The Action Plan focuses on the dominant waste stream on all sites – paper.
 A recent survey indicates that each member of staff uses on average 4000 sheets of paper a year. Experience elsewhere suggests that it ought to be possible, over time, to reduce this by 50%.

Action Plan ‘Reduce’

Aim: Reduce paper consumption.

Objective: 30% reduction in total paper consumption over next five years.

Measure: Quantity of paper ordered by Department.

Description	Timing	Responsibility
Issue of Office Aide Memoire: <ul style="list-style-type: none"> • discouraging the routine printing of e-mails; • encouraging electronic distribution for communications to NICS addressees; • prohibiting the use of new envelopes for unclassified internal mail; • recommending a reduction in the default font sizes and margins for electronic documents; • encouraging double sided photocopying and printing and using the reduction facility on most photocopiers; • before a large print or photocopy job, a one copy trial should be carried out to avoid mistakes; spelling and layout should be checked before printing. 	31-01-2006	Personnel
Aide memoire items to be included in Team Brief and ‘MEMO’	31-01-2006	Personnel
Poster campaigns: ‘Think before you print’ etc.	31-01-2006	Personnel
Replace single sided printers with duplex printers.	In accordance with refresh programme.	ISU

Description	Timing	Responsibility
Setting all duplex printers and photocopiers to default to double sided printing / photocopying.	31-01-2006	Business Area Contact
Ensure that all photocopiers have clear and readily accessible instructions for users.	31-01-2006	Business Area Contact
Utilise electronic document centres, i.e. DFP Shared Database.	31-01-2006	All Staff

The initial focus will again be on paper. The feasibility of utilising other recycled or part-used material will be investigated, with a view to incorporating them in the Action Plan in due course if they are shown to be feasible.

Aim: Maximise use of recycled paper.

Objective: All paper used by DFP, directly or by printers for DFP publications, to be derived from at least 70% post-consumer waste by 2006.

Measure: Level of re-cycled paper ordered.

Description	Timing	Responsibility
Compulsory use of recycled paper for printers and photocopiers.	31-01-2006	Business Area Contact
DFP headed paper to be ordered on recycled paper.	31-01-2006	CPU
Recycled paper to be used for all DFP publications that have to be produced in hard-copy format.	31-01-2006	CPU
Aide memoire, MEMO and Team Brief (see "Reduce") will mandate the re-use of envelopes for all unclassified internal mail.	31-01-2006	Personnel

Aim: Minimise volume of waste sent to landfill.

Objective: All DFP-occupied buildings to have Recycling Action Plans in place by 31 March 2006

Measure: Plans to place

Description	Timing	Responsibility
Personnel communicates and commissions Action Plans	30.11.2005	Personnel
All DFP-occupied buildings to put in place individual Recycling Action Plans	31-06-2006	Business Area Contact
Aide memoire will mandate the use of waste paper recycling bins Department wide.	31-01-2006	Personnel

- Reduce stationery stocks.
- Disposable plates, cups and cutlery could be eliminated and replaced with ceramic crockery and metal cutlery. Drinks machines could be replaced with tea and coffee points and mugs used.
- Use of recycled printer/photocopier cartridges.
- Use of recycled stationery items.
- Recycling of redundant IT equipment.

- Recycling of redundant furniture.
- Recycling of dry recyclables, such as cardboard and dense plastic.

- Bins and receptacles for different wastes should be clearly marked to ensure contamination is minimized and contractors do not reject loads.
- Bins should be appropriately sized and collection frequency adequate for the wastes produced. A reduction in either of these could result in a reduced disposal/collection cost.
- Special waste should be segregated and disposed of to an appropriate facility. Special waste movements must be recorded and documented.

- DFP should determine whether it would be feasible to ensure all waste services are procured centrally.
- In selecting waste contractors there are several measures that may be introduced into the waste management contract, such as monitoring of waste arisings/recycled materials, provision of waste segregation facilities and the provision of training.
- All waste contractors must comply with relevant legislation.

- A Departmental-wide scheme needs to be implemented to ensure complete legislative compliance with The Duty of Care Regulations (Northern Ireland) 2002.

- The Department must introduce a monitoring scheme to capture waste disposal/recycling data and purchasing information. This will allow the Department to monitor progress in increasing waste minimization and recycling.

- Each site should produce an asbestos register to ensure that the location of any asbestos is noted. This will ensure that it is appropriately handled and/or disposed of in the event of building refurbishment.

- A training programme must be developed to increase staff awareness and understanding about waste management within the Department. This should be delivered once the appropriate infrastructure for improving performance is in place. Waste management training could be incorporated with induction programmes to ensure all new staff receives it.

- E-mails should not be routinely printed.
- Where possible communications to NICS addressees should be electronically distributed.
- New envelopes are not to be used for internal mail.
- When producing an electronic document, font sizes and margins should be reduced where possible.
- Double sided photocopying and printing should be used where equipment facilitates this. The reduction facility on photocopiers should be used where possible.
- Reduce mistakes - A one copy trial should be carried out on all large printing and photocopying jobs. Spell checks should be used before all printing.

- Envelopes should be re-used for all unclassified internal mail.

- Waste paper that is not protectively marked should be disposed of in waste paper recycling bins (these can be ordered through Premises Officers).
- Premises Officers will issue further Recycling Action Plans for individual buildings.

DEPARTMENT OF HEALTH SOCIAL SERVICES AND PUBLIC SAFETY

WASTE MANAGEMENT ACTION PLAN

This Action Plan represents the Department of Health, Social Services and Public Safety's (DHSSPS) internal contribution to the achievement of the goals set out in the Northern Ireland Waste Management Strategy. It has been drawn up following a waste audit of the main site occupied by the core Department. The actions and targets will be reported on in future Departmental Annual Environmental Reports.

The Action Plan is structured around the three key messages of the Waste Management Strategy – "Reduce", "Reuse" and "Recycle". The first two will be taken forward on a corporate basis, while the third will be driven through separate action plans for individual buildings, or groups of buildings reflecting differences in the existing recycling infrastructures and the fact that many of the larger sites are shared with other departments or agencies.

All sites should also implement the recommendations of waste audit reports relating to Waste Disposal, Waste Contractors, record-keeping/Monitoring, Health and safety, and training.

The Action Plan also contains a number of longer-term measures, the feasibility of which will be investigated with a view to incorporating further specific targets in the appropriate sections, once it is clear what is realistic.

The Action Plan will be co-ordinated by the DHSSPS Accommodation Forum directed by the Department's sustainable development champion, which will report progress annually to the Departmental Board.

The Action plan focuses on the dominant waste stream on all sites – paper. In 2004/05, the Department spent £39,893 on paper, whilst Health Estates spent £3,546- total of £43,439. Experience elsewhere suggests that it ought to be possible, over time, to reduce this by 30% over the plan period - yielding an annual saving of some £13,030 at current prices.

Action Plan “Reduce” April 2006 – March 2009		
Aim: Reduce paper consumption		
Objective: 30% reduction in total paper consumption over next three years		
Actions		
Description	Timing	Responsibility
Issue of Office Notices: <ul style="list-style-type: none"> • discourage the routine printing of emails; • make electronic distribution the norm for all communications to NICS addresses; • make double-sided printing and photocopying mandatory where equipment permits; • eliminate the use of new envelopes for unclassified internal mail; • recommend more efficient document layout standards (e.g. margins, font size, line spacing). • make staff aware of print option for multiple page on one A4 sheet 	October 2006	Director of Corporate Services Plus: DHSSPS Accommodation Forum (DHSSPSAF)
Item in Team Brief conveying same messages as Office Notices	October 2006	Management Services Units
Poster campaigns; ‘Think before you Print’ and ‘Double-Side it’	October 2006	Management Services Units
Article in Staff Magazines conveying same messages as Office Notices	October 2006	Health Estates
Setting all duplex printers to default to double-sided printing	October 2006	DHSSPS IT
Replace single –sided printers with duplex printers where volume of printing will produce efficiency savings	As generated by ‘Double side it’ campaign	DHSSPS IT
Ensure all photocopiers have clear and readily accessible instructions for users	From October 2006	Management Services Units

Description	Timing	Responsibility
Base line waste audit for all sites outside the Stormont Estate	March 2007	Health Estates

The feasibility of utilising other recycled or part-used materials will be investigated, with a view to incorporating them in their Action Plan in due course if they are shown to be feasible.

Action Plan "Reuse"		
Aim: maximise use of recycled paper		
Objective: All paper used by DHSSPS either directly or by Printing Contractors to be derived from either recycled or sustainable forest sources measured by cost and environmental impact by 2009		
Actions		
Description	Timing	Responsibility
Use of appropriately sourced paper for DHSSPS publications that have to be produced in hard-copy format within current stationery budget	March 2007	Management Services Units
Investigate the use of appropriately sourced paper for printers and photocopiers	March 2007	Management Services Units
Use of appropriately sourced paper for DHSSPS letterhead	March 2007	Management Services Units
Office Notice (see "Reduce") will mandate the re-use of envelopes for all unclassified internal mail	October 2006	Management Services Units
Article in Staff Magazines conveying same messages as Office Notices	October 2006	Health Estates

Action Plan "Recycle"		
Aim: Minimise volume of waste sent to landfill		
Objective: DHSSPS to have recycling Action Plans in place by 31 December 2007		
Actions		
Description	Timing	Responsibility
Recycle Action Plan to be tabled for Sustainable Development Champion approval	March 2007	Health Estates
Include targets for recycled content of construction materials for Health and Personal Social Services (HPSS) projects	March 2007	Health Estates

DEPARTMENT OF THE ENVIRONMENT

WASTE MANAGEMENT ACTION PLAN

This Action Plan represents the Department's internal contribution to the achievement of the goals set out in the Northern Ireland Waste Management Strategy. It has been drawn up following a Waste Audit of the main sites occupied by the core Department and its four executive agencies. The actions and targets have been adopted by the Departmental Board and will be reported on in future Departmental and agency Annual Reports.

The Action Plan is structured around the three key messages of the Waste Management Strategy – "Reduce", "Reuse" and "Recycle". The first two will be taken forward on a corporate basis, while the third will be driven through separate action plans for individual buildings, or groups of buildings, reflecting differences in the existing recycling infrastructures and the fact that many of the larger sites are shared with other departments or agencies. Discussions are already taking place with DRD about an action plan for Clarence Court.

All sites should also implement the recommendations of the Waste Audit Report relating to Waste Disposal, Waste Contractors, Record-keeping/Monitoring, Health and Safety, and Training.

The Action Plan also contains a number of longer-term measures, the feasibility of which will be investigated with a view to incorporating further specific targets in the appropriate sections, once it is clear what is realistic.

The Action Plan will be co-ordinated by the Waste Management Steering Group, which will report progress quarterly to the Departmental Board.

The Action Plan focuses on the dominant waste stream on all sites – paper. In 2003, the Department consumed 21,000 reams of paper – some 4,000 sheets for every member of staff. Experience elsewhere suggests that it ought to be possible, over time, to reduce this by 50% - yielding an annual saving of some £20,000 at current prices.

Action Plan "Reduce"		
Aim: Reduce paper consumption.		
Objective: 50% reduction in total paper consumption over next five years.		
Actions:		
Description	Timing	Responsibility
Issue of Office Notice: <ul style="list-style-type: none"> discouraging the routine printing of e-mails; making electronic distribution the norm for all communications to NICS addressees; making double-sided printing and photocopying mandatory, where equipment permits; prohibiting the use of new envelopes for unclassified internal mail; and recommending more efficient document layout standards (eg margins, font size, line spacing). 	October 2004	Director of Corporate Services
Item in Team Brief conveying same messages as Office Notice.	October 2004	Director of Corporate Services
Poster campaigns: 'Think before you Print' and 'Double-Side it'	October 2004	WMCL
Article in Denote conveying same messages as Office Notice.	Late October 2004	WMCL/ DOE Press Office
Setting all duplex printers to default to double-sided printing.	From October 2004	ISU
Replace single-sided printers with duplex printers.	In accordance with refresh programme.	ISU
Adopt electronic publication policy for consultation documents, business plans and annual reports.	October 2004	DB (Policy Decision)
Ensure that all photocopiers have clear and readily accessible instructions for users.	From October 2004	Facilities Management Units

Description	Timing	Responsibility
Utilise networked digital document centres in new or reconfigured accommodation	From October 2004, as practicable.	Appropriate CD/CX

The initial focus will again be on paper. The feasibility of utilising other recycled or part-used material will be investigated, with a view to incorporating them in the Action Plan in due course if they are shown to be feasible.

Action Plan "Reuse"		
Aim: Maximise use of recycled paper.		
Objective: All paper used by DOE, directly or by printers for DOE publications, to be derived from at least 70% post-consumer waste by 2006.		
Actions:		
Description	Timing	Responsibility
Mandatory use of recycled paper for printers and photocopiers.	Implemented March 2004	CD/CX
Use of recycled paper for new DOE letterhead.	October 2004	Director of Corporate Services
Use of recycled paper for all DOE publications that have to be produced in hard-copy format.	October 2004	DB (Policy Decision)
Office Notice (see "Reduce") will mandate the re-use of envelopes for all unclassified internal mail.	October 2004	Director of Corporate Services

Action Plan "Recycle"		
Aim: Minimise volume of waste sent to landfill.		
Objective: All DOE-occupied buildings to have Recycling Action Plans in place by 31 December 2005.		

- Contracts for the operation of staff restaurants to include requirements to dispose of food waste and food packaging appropriately and to eliminate the use of disposable plates, cups and cutlery and pre-packaged sachets.
- Supply contracts to specify reusable packaging or require supplier to remove packaging after delivery.
- Reduce stationery stocks and implement 'first in, first out' policy.

- Use of recycled printer/photocopier cartridges.
- Use of other recycled stationery items.

- NICS-wide recycling of redundant IT equipment.
- NICS-wide recycling of redundant furniture.
- NICS -wide recycling of dry recyclables, such as cardboard and dense plastic.

DEPARTMENT FOR REGIONAL DEVELOPMENT

WASTE MANAGEMENT ACTION PLAN

This is the initial Waste Management Action Plan of DRD. It reflects actions taken during 2005. It is currently being rolled forward through a cross-departmental working group.

The Plan covers the three key themes of REDUCE, REUSE and RECYCLE.

The Plan will cover all of DRD's premises, although the initial emphasis has been on Clarence Court where DRD has been working closely with DOE.

ACTIONS	
Establish baseline position in use of paper.	Done.
Raise staff awareness through poster campaigns, emails etc.	Done – but continuing action to repeat and re-emphasise the message.
Promote double sided photocopying and printing.	As above.
Discourage publication of documents in hard copy; use website to publicise documents.	As above.
Introduce scheme for use of rechargeable batteries only.	Mid 2006.
Set target for reduction in paper use for 2006/07.	April 2006.
Carry out follow-up Waste Audit.	In the course of 2006.

ACTIONS		
Mandatory use of recycled paper for printers and photocopiers.	Done. All paper purchased for Clarence Court is recycled – 100% recovered paper.	
Use of sustainable paper for letter headed paper.		
Use of recycled paper for DRD publications if required in hard copy.		
Use of recycled aggregates in roads contracts – target set at minimum of 10%.	April 2006.	

ACTIONS	
Establish baseline level of Recycling in 2004 Waste Audit.	Done.
Collection points established for:	Done.
- Plastic bottles.	
- Cardboard.	
- Office paper.	
- Newspapers and magazines.	
- Drinks cans.	
Set date for provision of similar facilities in outlying DRD offices.	Mid 2006.
Carry out fresh audit in Clarence Court.	2006.
Set up specific expense codes for waste disposal to differentiate between landfill and recycling and further sub-divide recycling with paper, cardboard plastic, etc, to allow proper recoding and monitoring of waste.	April 2005.

DEPARTMENT OF SOCIAL DEVELOPMENT

WASTE MANAGEMENT ACTION PLAN 2005/2006

Outcome	Task	Completion Date	Action	Update
<p>Short Term Reduce paper used by 10%</p>	<p>Establish a mechanism to calculate a Departmental Baseline</p> <p>Promote double sided photocopying and printing</p> <p>Encourage staff to be more vigilant and reduce the number of copies required as the result of errors</p> <p>Recommend more efficient document layout standards (margins, line spacing)for “drafts”</p>	<p>March 2006</p> <p>December 2005</p>	<p>Obtain details of paper ordered from DSD Finance and DFP Procurement Services for 2004-2005 and 2005-2006</p> <p>Arrange awareness Seminars for Premises Officers.</p> <p>Instigate a Poster Campaign “Think Before You Print”</p> <p>Ensure all photocopiers have clear and readily accessible instructions for users</p>	<p>Obtaining this information has proved difficult because of the variance in the DSD and DFP figures. The method of calculating a baseline has been revised to a 6 monthly period in 2005-2006 and doubling it.</p> <p>Awareness seminars for all DSD/SSA Premises Officers and their managers were held in December 2005 and the Poster Campaign was initiated at these. Premises Offices were asked to display a poster at each photocopier and Support Services have arranged with suppliers that instructions on the use of the machines are easily assessable. It is planned to monitor the situation to assure this in 10% of sites in March 2006</p>
<p>Encourage the use of recycled paper by the introduction of 100% recycled paper for all internal printing</p>	<p>Pilot use of recycled paper in HQ Campus</p> <p>Rollout to other sites when evaluation of pilot is determined</p>	<p>September 2005</p> <p>April 2006</p>	<p>Instruct Support Services to only order recycled paper for Lighthouse Building and James House and to report any problems to Accommodation Services contact point</p>	<p>The pilot has been running in the HQ Campus since Sept 2005. There were some minor problems with a few printers but these have now been resolved. There has also been an issue over cost as the recycled paper is more expensive, but it is anticipated that this will be off-set with the anticipated reduction in paper usage.</p> <p>The PS has also signed up to DSD participating in a 1 year pilot of the mandatory use of recycled paper - a DFP Procurement Board initiative.</p>

Outcome	Task	Completion Date	Action	Update
Encourage recycling by formalising what is already in place and introducing additional initiatives	Pilot recycling initiatives in HQ Campus with a view to developing this into a full Environmental Management System for James House initially and eventually expanding this to Lighthouse	September 2005	Examine what recycling facilities are available to James House and develop contracts to implement agreed recycling facilities. Then replicate in Lighthouse if possible	Wastepaper is already recycled under the NICS wide Onyx contract. The catering contract included a sustainability clause and in conjunction with the provider a contract has been put in place with Bryson House to recycle cans, plastic, newspapers and cardboard in James House.
	<p>Identify what recycling is already in place in other sites and explore potential to expand</p> <p>Raise awareness and profile of "Green Issues"</p>	<p>March 2006</p> <p>March 2006</p>	<p>To be included as in item in awareness Seminars for Premises Officers</p> <p>Article in "Social Life"</p> <p>Create "Green Page" on Accommodation Services Intranet Site</p>	<p>The Service Provider has now taken over the contract for Lighthouse and has introduced the same recycling contract to this building. Printer cartridges are also recycled by McMillan Cancer Relief. James House has been equipped with chilled and filtered mains water, thereby removing the need for bottled water and the associated environmental issues around that.</p> <p>Awareness Seminars were completed in December and it is planned to review 10% of sites</p> <p>An article was included in December issue of Social Life and a regular slot has been agreed with editor for an article every 3 months. Intranet page has been planned, but because of changes to internal organisation and directorate, publication of this has been deferred until April</p>

Outcome	Task	Completion Date	Action	Update
Strategic and Long Term Reduce the amount of waste sent to landfill	To develop a robust Environmental Management System which can be rolled out to all DSD sites	3-5 years	Principles of "Reduce, Reuse and Recycle" to be vigorously promoted and monitoring mechanisms to capture waste disposal to be developed. Individual Action Plans for all DSD premises which include targets for reduction of waste	Work being done to date is preparatory work for the delivery of this outcome. Work is also ongoing to recycle mobile telephones and to investigate the feasibility of creating "waste docks" thereby removing the need for individual wastepaper bins
Achieve IS 14001 standard for Environmental Management System for HQ Campus	Outline the necessary requirements and develop systems for their implementation in James House Rollout to Lighthouse	2-3 years	Liaise with Environmental Heritage	It is planned that more detailed investigations will begin April-June 2006 to pinpoint exact requirements
To reduce energy consumption	Robust monitoring of energy returns	2-3 years	Assist Premises Officers to account for variances in returns	Some DSDstaff have been trained by Energy Conservation Branch to interrogate the TEAM database.

OFFICE OF THE FIRST MINISTER AND DEPUTY FIRST MINISTER (OFMDFM)

WASTE MANAGEMENT ACTION PLAN

This Action Plan represents the Department's internal contribution to the achievement of the goals set out in the Northern Ireland Waste Management Strategy.

The Action Plan is structured around the three key messages of the Waste Management Strategy – “Reduce”, “Reuse” and “Recycle” and the limited initiatives reflect the fact that OFMDFM is dependant upon other Departments and OBD who ‘control’ the buildings wherein OFMDFM staff are accommodated .

The Action Plan also contains a number of longer-term measures, the feasibility of which will, once again, be dependent upon ‘others’ such as CPD (who let Contracts on behalf of the NICS) and OBD (who ‘control’ the Stormont Estate) to investigate and determine the feasibility of incorporating the associated targets within the Plan

The Departmental Action Plan will be co-ordinated by Corporate Services Division on behalf of the Department.

Action Plan - 'Reduce'

The Action Plan focuses on the dominant area of waste, namely, paper usage, as experience elsewhere suggests that it ought to be possible, over time, to reduce this by 50%, however, the Plan also contains initiatives to reduce current energy consumption

- Aim: Reduce paper consumption.
- Objective: 30% reduction in total paper consumption over next five years.
- Measure: Quantity of paper ordered by Department.

Description	Timing	Responsibility
<p>Issue a notification to all staff ;-</p> <ul style="list-style-type: none"> • discouraging the routine printing of e-mails; • prohibiting the use of new envelopes for delivery of <u>unclassified</u> correspondence <u>within</u> a building. <p><u>encouraging</u></p> <ul style="list-style-type: none"> (i) electronic distribution becoming the 'norm' for communications to NICS addressees; (ii) where necessary, the retention of reference documents etc in an electronic folder (iii) staff to attend training courses to improve their IT skills (iv) where necessary, double sided photocopying and printing (v) 'switching off' all office equipment rather than leaving same in 'standby mode ' (vi) turning down or turning off heat from radiators 	<p>31/03/06</p>	<p>Office Services</p>
<p>To prevent accidental waste, ensure that all photocopiers have clear and readily accessible instructions for users.</p>	<p>30 /04/06</p>	<p>Office Services</p>
<p>Poster competition /campaign: Invitation to all staff to design a Poster to be 'posted' at each printer and photocopier 'challenging' the necessity for paper copies</p>	<p>30/05/06</p>	<p>Office Services</p>

Description	Timing	Responsibility
Replace single sided printers with duplex printers.	In accordance with ongoing replacement programme.	IT Unit
Setting all printers and photocopiers to 'default' thereby permitting only double sided printing and photocopying.	30/06/06	IT Unit and Office Services
Team Brief to include reminders of the necessity to 'reduce'	Ongoing in 2006/07	Cent. Mgt. Unit.

Action Plan - 'Reuse

"Reuse" – Utilising recycled materials

Again, whilst 'paper' will be the main focus of this initiative, other recycled material will be investigated, and if proved feasible, same will be incorporated within in the Action Plan at a later date.

Aim: To maximise the use of recycled paper.

- Objective: (i) That 100% of all paper used internally by OFMDFM is derived from recycled paper, directly or by printers in the production of
- (ii) that 50% of publications produced externally for OFMDFM are derived from recycled paper

Measure: Volume of re-cycled paper ordered by or used by 'others' on behalf of the Department.

Description	Timing	Responsibility
Compulsory use of recycled paper for all printers and photocopiers.	1/04/06	Office Services
Recycled paper to be used by 'others' printing Departmental 'letter headed' paper	1/04/06	EIS and Office Services
Recycled paper to be used for all non-electronic OFMDFM publications	1/04/06	EIS
Team Brief to include reminders of the necessity to 'Reuse'	Ongoing throughout 2006/07	Central Management Unit

Action Plan - 'Recycle'

Aim: To reduce the volume of waste sent to landfill sites.

Objective No 1: (i) To fully co-operate and comply with the Recycling Action Plans devised by DFP and other Department who 'control' the buildings wherein OFMDFM staff are accommodated.

Measure: as devised by DFP and other Departments

Objective No 2: (ii) Total cessation of 'burning' all classified documents

Measure: The number of bags sent for disposal by burning

Description	Timing	Responsibility
Cessation of supply of 'For burning' bags.	31/03/06	Office Services
Provision of appropriate receptacles throughout all offices	31/03/06	Office Services
Provision of shredding machines, collection and recycling of paper	31/03/06	Office Services
Refusal to provide 'new' print and fax cartridges unless 'old' cartridge is surrendered for recycling	31/03/06	Branch Managers and Office Services
Team Brief to include reminders of the necessity to 'recycle'	Ongoing throughout 2006/07	Central Management Unit

Further possible measures to be considered

Reduce

- Reduce overall volume of Departmental stationery stocks.
- Disposable plates, cups and cutlery could be eliminated and replaced with ceramic crockery and metal cutlery. Drinks machines could be replaced with tea and coffee points and mugs used – however this must be weighed against the risk of effectively 'forcing' people to carry uncovered mugs/cups filled with hot liquids

Reuse

- Use of recycled stationery items. Aside from paper and printer/fax cartridges the availability of other recycled items is limited. As CPD 'let' such contracts on behalf of the NICS – it would be for that Directorate to 'drive' these issues forward by including a requirement for same in the Contracts

Recycle

- Recycling of redundant IT equipment – responsibility of CPD in conjunction with Departmental IT Units.
- Recycling of redundant furniture. – responsibility of CPD
- Recycling of dry recyclables, such as cardboard and dense plastic – dependent upon other Departments as 'controllers' of premises occupied by OFMDFM to instigate appropriate procedures

Annex

Useful Website & Technical References

- Towards Resource Management – The Northern Ireland Waste Management Strategy 2006- 2010 www.ehsni.gov.uk
- Framework for Waste Prevention in Northern Ireland. Environment and Heritage Service September 2005 www.ehsni.gov.uk
- Central Procurement Directorate – Guidance for purchasers, suppliers and construction initiatives www.cpdni.gov.uk
- WRAP, The Waste and Resources Action Programme www.wrap.org.uk
- Wake up to Waste www.wakeuptowaste.org
- Department of the Environment www.doeni.gov.uk
- Environment and Heritage Service www.ehsni.gov.uk



Our aim is to protect and conserve the natural and built environment and to promote its appreciation for the benefit of present and future generations.

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