

Cork County Council

Local Authority Prevention Network Programme

Action at Work

Youghal Town Council



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1. INTRODUCTION

The Local Authority Prevention Network (LAPN) was developed by the Environmental Protection Agency as part of the National Waste Prevention Programme. This initiative is providing financial and technical support to Local Authorities to tackle the challenge of waste prevention in partnership with businesses, public organisations and communities in their area.

Cork County Council, in partnership with South & East Cork Area Development, was successful in receiving grant aid to develop and implement a programme to encourage businesses and public organisations to reduce their consumption of materials, water and energy. This will be achieved through education and awareness programmes and the promotion of environmentally sound practices in waste, energy and water.

Our project places a Waste Prevention Officer in East Cork, who will be working with Dr Mary Stack, Senior Executive Scientist, who is the LAPN project coordinator.

Phase 1 of the Programme ran from 01 October 2009 to December 31st 2009, which focused on public buildings within the East Cork Area, including Youghal Town Council. The first step was to obtain support from Management, including the Director of Service, Ms Patricia Power, the Town Clerk, Mr Liam Ryan.

An office co-ordinator was assigned in consultation with Management.

Office	Action at Work Co-Ordinator
Youghal Town Council	Katherine Ansbro

Table 1.1

2. COLLECTION OF BASELINE DATA (Phase 1)

Before a Waste Action Plan could be produced, it was necessary to understand the current waste situation at Youghal Town Council. The following methods were used to gather baseline data:

- a. Inspection of invoices for paper usage, toner/cartridge usage
- b. Collection of energy bills
- c. Waste Audit
- d. Energy Audit
- e. Water Usage Audit
- f. MIMS Water Meter Readings for 2008/2009
- g. Monthly water meter readings
- h. Monthly electricity meter readings

2.1. Procurement Details

On 20 January 2010, Youghal Town Council forwarded details of toner, cartridges and paper purchases for 2009. There are 6no. full time staff member and 2 no. part time staff members. The following is a summary of the paper and cartridge usage.

Item	Quantity	Period	KPI /person/year
Paper (RM)	144	2009	20.6
Ink Cartridges	44	2009	6.3
Toner	9	2009	1.3
Fax Ink	2	2009	0.3

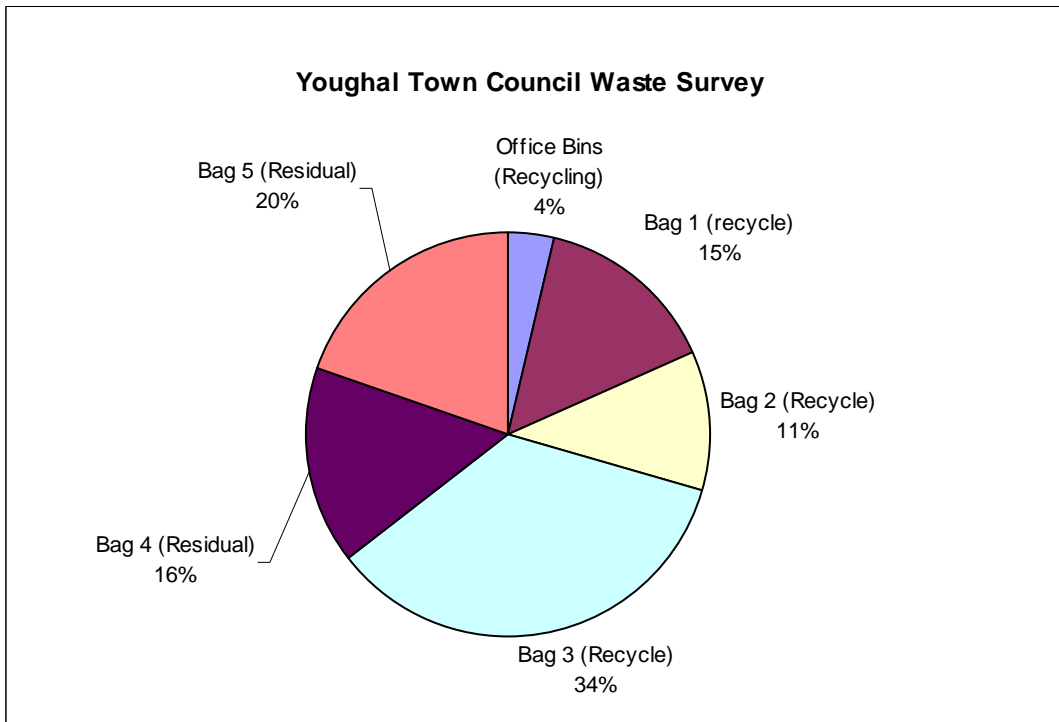
Table 2.1

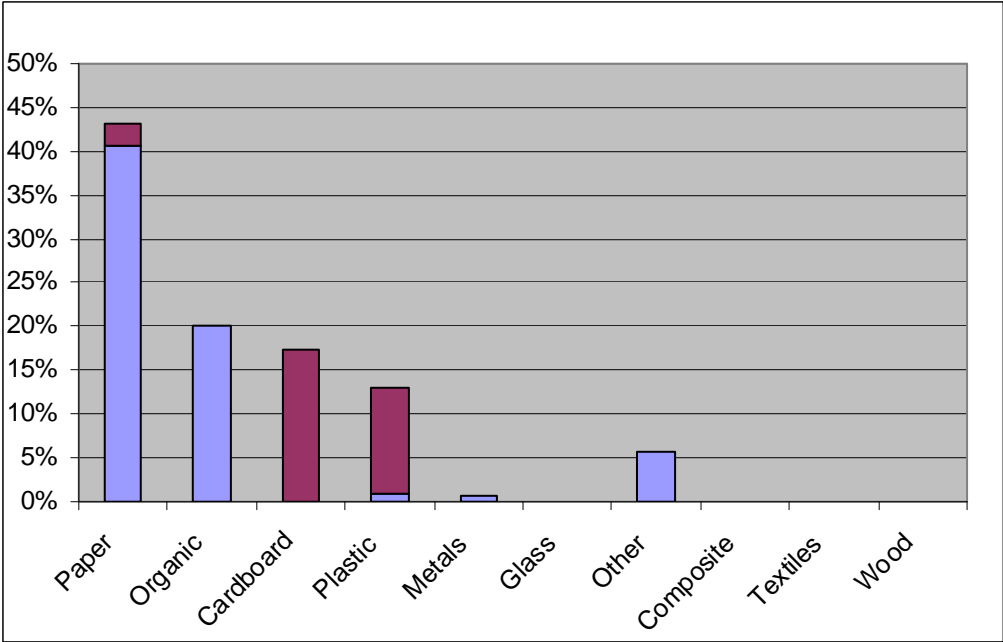
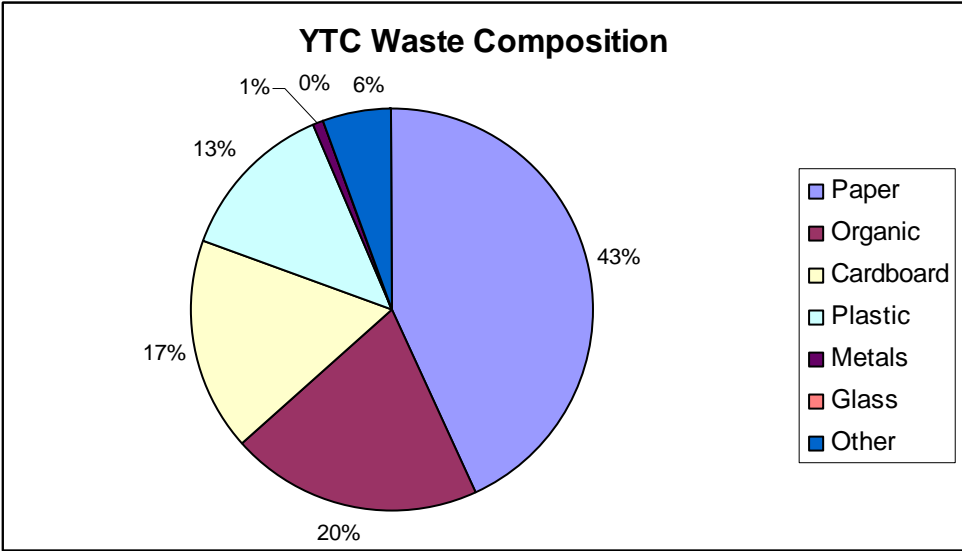
2.2. Waste Audit

The waste audit was conducted on 04 December 2009. The purpose of the waste audit was to build a picture of the different types, and amount of waste produced by Youghal Town Council. The waste was collected from the office and stored from Monday – Thursday and the audit was carried out on the Friday. Each bag of waste was sorted and weighed. The waste audit was carried out by the LAPN Waste Prevention Officer. A breakdown of the components of 4 days of can be seen in Figure X and Figure X below. The following observations were made:



- 10.58 Kgs of waste is generated in 4 days by Youghal Town Council (13.2kg in one week)
- This means each person contributes up to 1.9kg of waste per week (7 staff members in the office during week of the audit)
- The recycling rate for Youghal Town Council is 64%.
- The bulk of this waste, at 43%, is paper.
- The composition of the remaining waste is Organic (20%), Cardboard (17%), and plastic (13%).
- There is good separation of recyclables.
- Plastic cups are used for water dispensed from the water cooler.
- There is a recyclable area in the office with three bins for paper, plastics and cardboard.
- There is a recycling bin and residual bin in the canteen
- All cartridges are being recycled with the local Rotary Club
- Confidential paper is shredded on site.





2.3. Water Usage Audit

A Waste Usage Audit was carried out at Midleton Lodge, which includes Midleton Town Council and Midleton Area Office. A survey of all sanitary fittings was included in this audit. The following is a summary of all sanitary fittings.

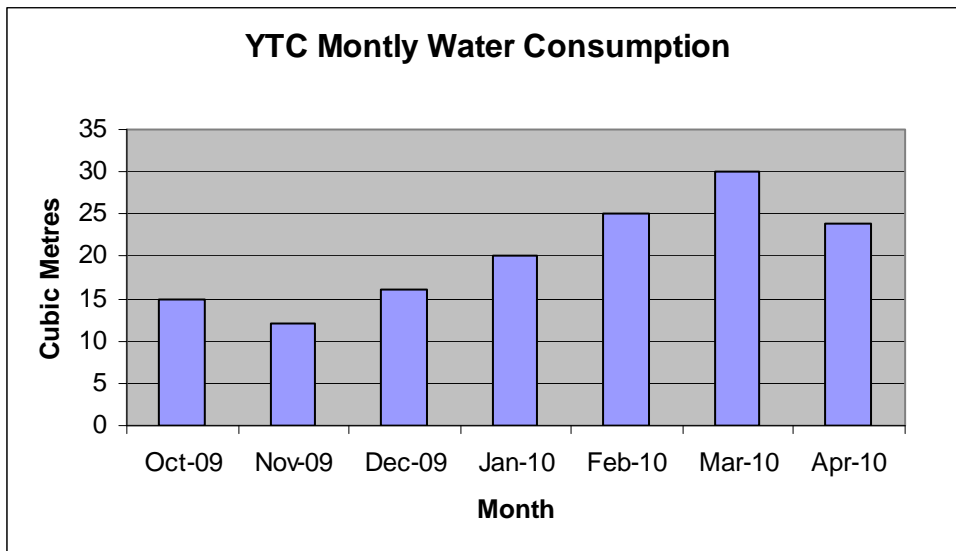
Room	Shower	Toilet	Sink	Urinal	Comments
Ladies DR	2	1	2	0	Lever tap. Electric Thermostatic Augusta Shower
Mens DR	2	1	2	2	Level Tap Automatic flush?
Disabled WC	0	1	1	0	Lever Tap
Ladies	0	2	2	0	Lever Tap
Mens	0	1	2	2	Leak in one of the urinal. Check for automatic flush
Canteen	0	0	1	0	Dishwasher

Table 2.2

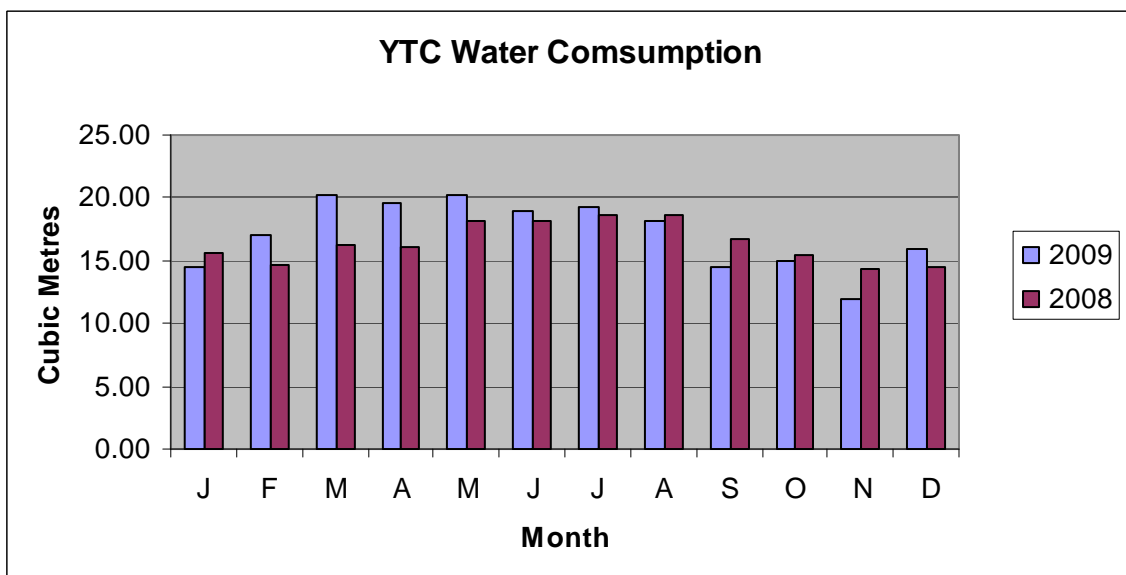
All fittings were inspected and checked for leaks. A urinal in the men's downstairs washroom is leaking and should be fixed immediately. The Town Foreman was informed of the leak on the day of the audit. All urinals should be checked for automatic flushing and switched to manual flushing.

There is one water meter serving Youghal Town Council and Youghal Area Office (2 staff). Manual monthly meter readings have been taken since 01 October 2009 as can be seen in Figure 2.6. Sporadic meter readings are also recorded on the MIMS website, which monitors all non-domestic water meters in Cork County.

From 07/02/2009 to 02/02/2010, 208 cubic metres of water has been consumed at Youghal Town Council. This water use equates to 23m³/employee/year. This water usage is high compared with the benchmark of 4m³/employee/year for water use in offices. (ref: CIRIA WII(2006), *Key Performance Indicators for Water Use in Offices*). However, the Youghal Town Council has an Arts Centre, which is used by local theatre groups and by the Court Service. The Dressing rooms, including showers etc, are used by the performers. Therefore, higher water consumption would be expected.



Monthly consumption figures were extrapolated from the periodic readings taken from the MIMS website. Water usage was averaged out between the reading periods to give a monthly consumption value. The monthly water consumption at Midleton Lodge is represented for 2008 and 2009 in Figure 2.7.



2.4. Energy Audit

An energy audit was carried out on 21 October 2009 by the Cork County Energy Agency. A report was prepared which includes low cost and medium cost recommendations to reduce energy consumption and associated costs. The audit concluded that there was scope to significantly reduce energy use at Youghal Town Council at a minimal cost. A Display Energy Certificate was also prepared. See Appendix A for full report. Monthly meter readings have also be recorded from 02 November 2009. Youghal Town Council, Youghal Area Office and the Arts Centre are all on the same meter.

3. ACTION PLANS

The Action Plan for the management of waste, energy and water will provide a set of objectives and targets, and the steps to take to realise these.

The action plans will focus on reducing waste and conserving energy/water. The plan will follow a structured approach and follow the guide of Plan, Do, Check, Act and Review.

Plan	Draw up action plans for waste, water and energy management
Do	Implement the steps outlined in the action plans
Check	Monitor progress
Act	Implement measures to rectify any failures
Review	Review progress and report findings/results

Implementation of the action plan shall be the responsibility of each office coordinator. The programme coordinator will be available for assistance in the implementation of the plans and regular meetings will be held to monitor progress.

3.1. Waste Action Plan

Objective	Reduce waste consigned to landfill
ACTION	Individual desk bins should be recyclable bins by default and labelled
	Ensure all printers and photocopiers are set to print double-sided by default
	Implement a policy outlining single-sided printing ONLY WHEN NECESSARY
	Use any remaining single-sided printed paper as note paper
	Discontinue the purchasing of Post-Its – use emails for communicating missed phone-calls and scrap paper and notebooks for notes.
	Make use of the spell check function on PC's before printing a document to minimise copies printed.
	Reuse scrap paper for draft printing
	Proof-read document before you print
	Research, share and store information electronically
	Put up signs at printers and photocopiers
	Scan documents as standard and email if possible
	Set up recycling bin for cardboard
	Create a central place to store non confidential A4 waste paper for re use on other side and alert all members of staff to the requirement to place paper here and take it from this place for notes and trial copies etc
	Maintain up to date information on the Action at Work notice board including: <ul style="list-style-type: none"> • Circulars from the Environmental Awareness Unit • Graphs showing energy, waste and paper usage • Other relevant environmental information

PLASTIC WASTE ACTION	Discontinue purchase/use of plastic cups
	Replace plastic cups with glasses or biodegradable cups
	Ensure all recyclable food containers are washed and recycled including Tetra Pak

FOOD WASTE ACTION	A separate food waste bin should be provided in the canteen and labelled
	Avail of Brown Bin Collection Service if and when it becomes available in the area
	Compost food waste on site using a on-site compost unit

HAZARDOUS WASTE ACTION	Provide battery collection box in office
	<p>Ensure all ink and toner cartridges are collected for recycling. The following organisations accept some ink and toner cartridges for recycling (see website for list of acceptable cartridges). Obtain ink & toner cartridge recycling box from organisation below or Office Depot supply ink cartridge recycling bags also.</p> <p>www.ecoink.ie www.recyclingappeal.ie www.rehabrecycle.ie www.jackandjill.ie</p>

3.2. Water Action Plan

Objective	Reduce consumption of water
WATER ACTIONS	Insert hippo bags in toilet cisterns with a minimum capacity of 9 litres
	Retrofit aerators to taps to reduce water use
	Replace bottled water dispenser with water mains connected water dispenser
	Fix leak in urinal in downstairs men's washroom
	Check each urinal for automatic flush and switch to manual flush or increase time intervals between flushes.
	Take monthly meter readings to monitor water consumption

3.3. Energy Action Plan

The Energy Audit recommends Low Cost, Medium cost and high cost measures for Midleton Lodge as detailed below:

Low Cost Measures

Action	Capital Cost (€)	Savings	Payback
Switch electricity supplier to Energia	None	10% on electricity bill	n/a
Investigate timing on immersion heaters	None	Not Calculated	n/a
Place laminated instructions on the use of storage heaters, next to each storage heater	None	Not Calculated	n/a
Place seven day timers on storage heating circuit or offices	€600	€1,435	3 months
Replace T12 twin fluorescent lights in Council Chambers with T5 energy efficient alternatives upon failure	€5/lamp	€8% savings	n/a
Occupancy sensors in toilets	€400	Not calculated	n/a

4. AWARENESS CAMPAIGN (Phase 2)

The foundation for environmental improvement is the commitment and involvement of all staff that need to understand their role in preventing pollution. Raising awareness of the relevant environmental issues, the cost of waste and energy and the part everyone in the organisation has to play, is an essential first step for a successful Action at Work waste minimisation & energy/water conservation programme.

	Actions
1	Ensure that all staff members in each office are aware of the waste & energy/water policy changes and why they are being made. Use team meetings and emails to disseminate information.
2	Install an "Action at Work Notice Board". The Board should contain the Action Plan and figures for the current waste/energy situation, displays and post new information when available.
3	Organise a poster campaign citing specific messages and reminders regarding energy and waste issues. Place posters at printers and photocopier
4	Organise training to be carried out in-house with help from the IT Department with regards to the photocopiers and printers.
5	Email updates on the Action Plan regularly.
6	Email tips on dealing with certain waste types, both in work and at home.

Summary

Youghal Town Council

Electricity Consumption	Water Consumption	Waste Generation
kWh/person/month	Cubic Metre/person/year	Kg/person/week
CHECK BILLS	23	1.9