

Cork County Council

Local Authority Prevention Network Programme

Action at Work

Cobh 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 Cobh Town Council. The first step was to obtain support from Management, including the Town Manager, Ms Mary Ryan, and Paraig Lynch, Town Clerk, Cobh Town Council.

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

Office	Action at Work Co-Ordinator
Cobh Town Council	Linda Finnegan

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 Cobh Town Council. The following methods were used to gather baseline data:

- a. Inspection of invoices for paper usage, toner usage and battery usage
- b. Collection of energy bills
- c. Waste Audit
- d. Energy Audit
- e. Water Usage Audit
- f. Monthly water meter readings
- g. Monthly ESB meter readings (*No access to meter*)

Records of paper, toner and ink cartridge purchases for 2009 were obtained from Office Depot. Cobh Town Council is part of Carrig House in Cobh. The building also accommodates a solicitors office and a gym. Therefore, the water meter and the electricity meter.

2.1. Procurement Details

Paper and toner/ink cartridges are ordered through Office Depot. There are 12 indoor staff members.

The following is a summary of the paper and cartridge/toner usage.

Item	Quantity	Period	KPI /person/year
A4 Paper (RM)	105	2009	8.75
Ink/Toner Cartridges	20	2009	1.7
Disposable Batteries	56	2009	4.7

Table 2.1

2.2. Waste Audit

The waste audit was conducted on 09 December 2009. The purpose of the waste audit was to build a picture of the different types, and amount of waste produced by Cobh Town Council. Cobh Town Council brings the waste generated from the office directly to Youghal Landfill and Civic Amenity Site. 5 day of waste was stored prior to the audit from 2 December 2009. The recycling waste was in bags and each bag waste sorted into different waste types and weighed. The residual waste was in plastic bags also and each bag was sorted and weighed.

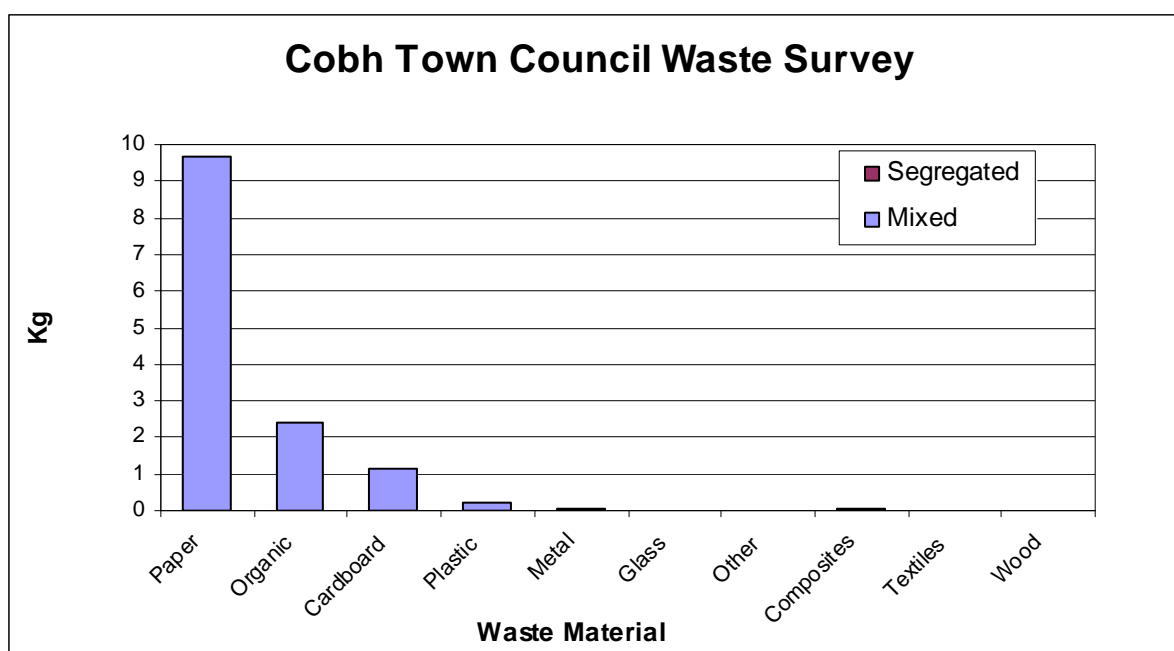


Fig 2.1

The waste audit was carried out by the LAPN Waste Prevention Officer. The following observations were made:

- 2.6 Kgs of residual waste is generated in one week by Cobh Town Council.
- 10.9 Kgs of Recyclables is generated each week by Cobh Town Council.
- This means each person contributes up to 1.1 kg of waste per week (12 members of indoor staff)

- Each desk has an office bin which is used for recyclables only.
- Confidential paper is shredded & recycled
- There is a residual bin and recycling bin in the kitchen. However, recyclables are not always separated out here.
- 88% of the recycling waste is paper, with the remaining waste being cardboard at 9%.
- 87% of the paper in the recycling was is office paper.
- 90% of the residual waste is food waste, followed by paper (4%), cardboard (3%) and Plastic (3%) which is predominantly from food packaging.
- The recycling rate is 81% which is excellent.

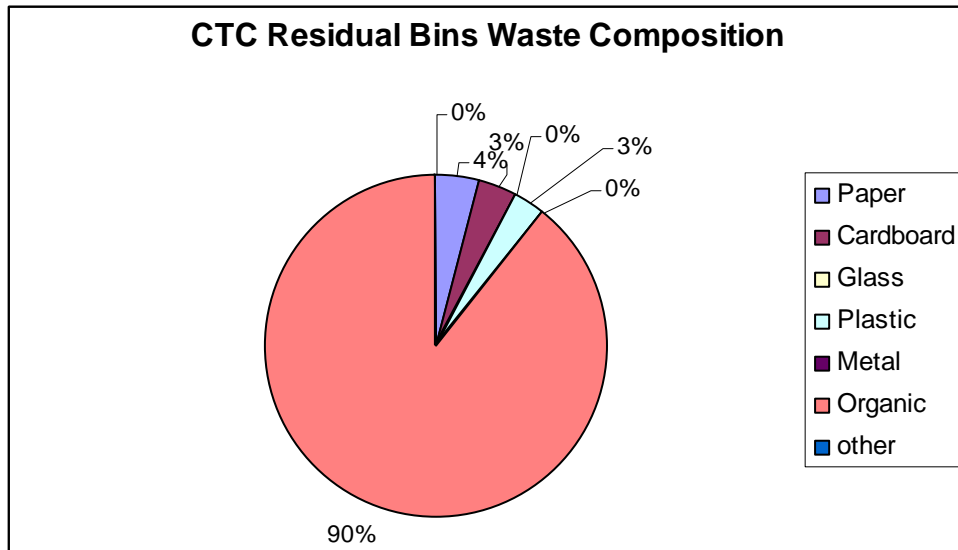


Fig 2.2

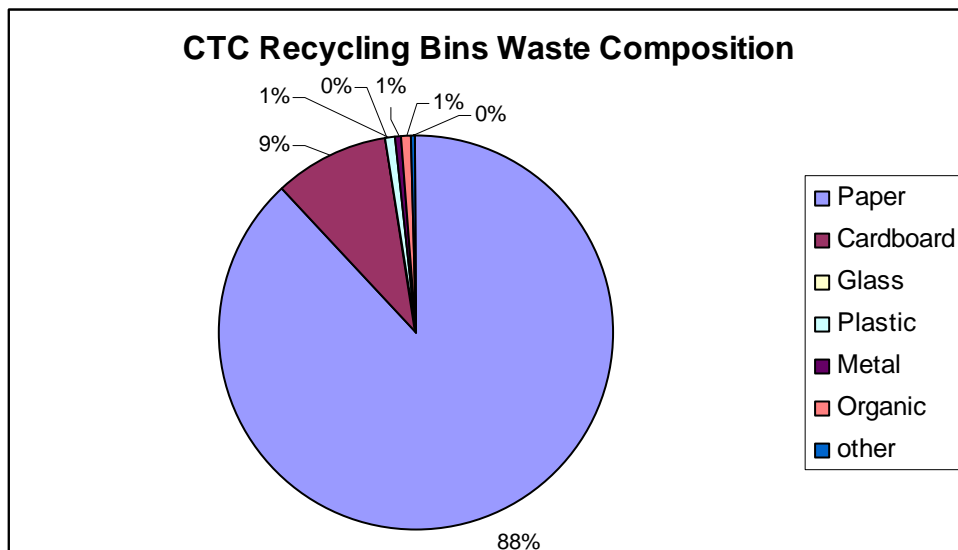


Fig 2.3

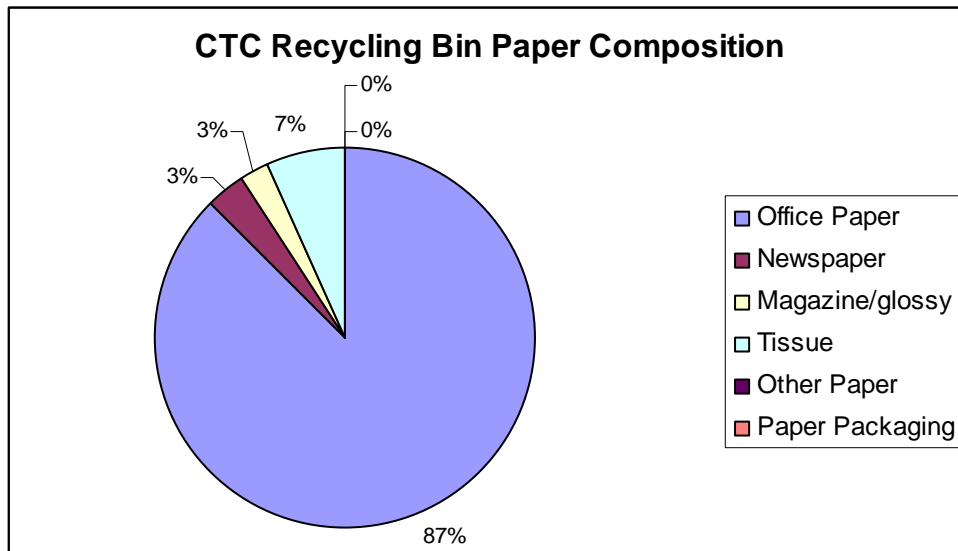


Fig 2.4

2.3. Water Usage Audit

A Water Usage Audit was carried out at Cobh Town Council. A survey of all sanitary fittings was included in this audit. The following is a summary of all sanitary fittings.

Ladies/Mens/Canteen	Toilet	Sink	Urinal	Other	Comments
Ladies	1	1	0		Twist taps
Mens	1	1	0		Twist Taps.
Canteen	0	1	0		

Table 2.2

All fitting were inspected and checked for leaks.

Cobh Town Council is not separately metered for water. The water meter serves the whole building of Carraig House. 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 Carrig House is represented for 2008 and 2009 in Figure 2.5.

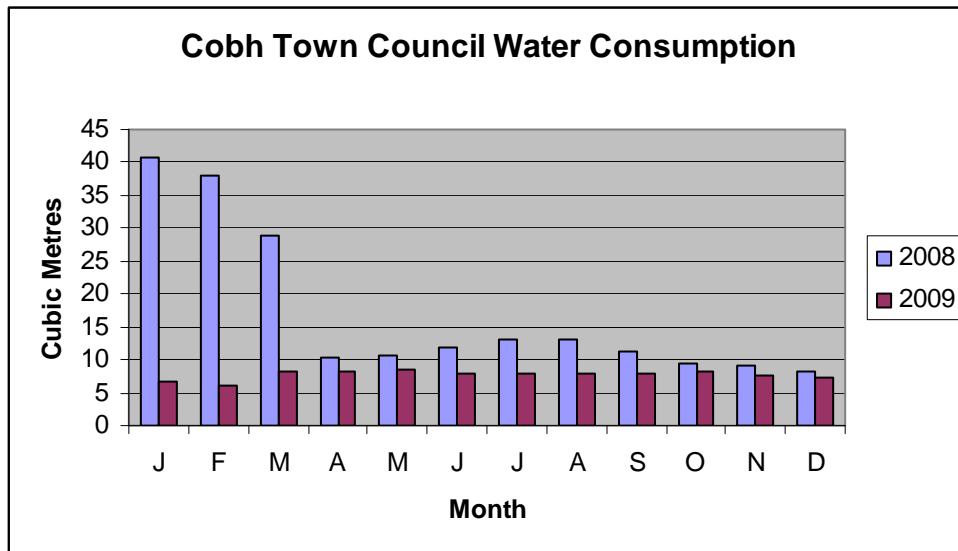


Fig 2.5

2.4. Energy Audit

An energy audit was carried out on 21 October 2009 by the Cork County Energy Agency.

The offices are heated by a central heating system which is managed by Cornerstone Construction. Local control of the heating in the office space is done by a room thermostat and programmable controller on the south facing wall.

Main electrical loads are lighting and office equipment. All the lamps & luminaries are modern and not in need replacement.

As the building is not owned and operated by Cobh Town Council, it is difficult to justify any investment in any energy saving measures. The Town Council does not pay directly for the heat & electricity they consume, which means any energy saving measures may not be reflected in their electricity bill.

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 Generation
PAPER TARGETS	Reduce paper use
ACTION	
	Ensure all non-reusable cardboard boxes are recycled
	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
	Refuse junk mail where possible
	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 • Other relevant environmental information

PLASTIC TARGET	Reduce Plastic Use
	Increase recycling of plastic waste
ACTION	Ensure all recyclable food containers are washed and recycled including Tetra Pak

FOOD WASTE TARGET	Increase recovery of 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

HAZARDOUS	Reduce hazardous waste
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WASTE TARGET	Increase recycling of hazardous waste
ACTION	
	Discontinue purchase of disposable batteries as per Cork County Council policy since September 2007
	Make an inventory of all equipment requiring batteries Purchase a battery charger and suitable batteries Ensure that all staff are aware that it is now Council policy to use only rechargeable batteries.
	Provide battery collection box in office
	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. www.ecoink.ie www.recyclingappeal.ie www.rehabrecycle.ie www.jackandjill.ie

3.2. Water Action Plan

Objective	Reduce consumption of water
TARGET	Reduce consumption of water
ACTIONS	Insert hippo bags in toilet cisterns with a minimum capacity of 9 litres
	Retrofit aerators to taps to reduce water use
	Take monthly meter readings to monitor water consumption

3.3. Energy Action Plan

Implement a staff awareness campaign.

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.