

Cork County Council

Local Authority Prevention Network Programme

Action at Work Youghal Library



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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 Library. The first step was to obtain support from Management, including the County Librarian, Ms Ruth Flanagan, and Anne-Marie Kenneally, Youghal Library.

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

Office	Action at Work Co-Ordinator
Youghal Library	Anne Marie Kenneally

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 Midleton Library. The following methods were used to gather baseline data:

- a. Inspection of invoices for paper usage, toner usage and battery usage (*not available*)
- b. Collection of energy bills
- c. Waste Audit
- d. Energy Audit
- e. Water Usage Audit
- f. Monthly water meter readings (No water meter)
- g. Monthly ESB meter readings (*No access to meter*)

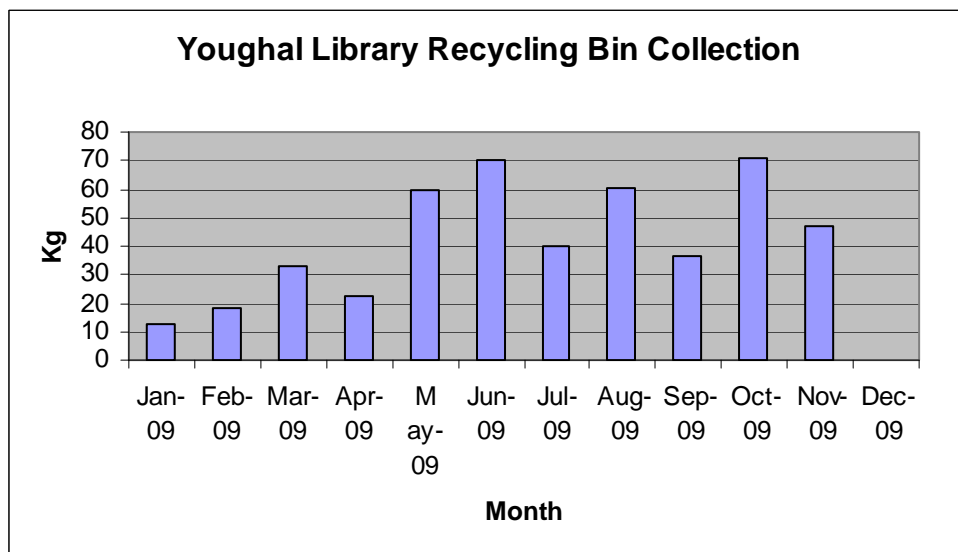
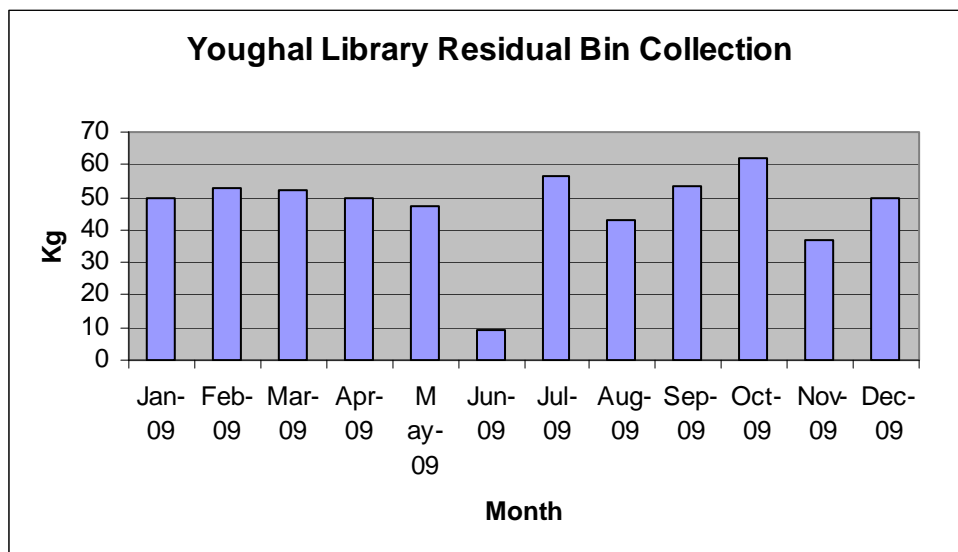
However, records of paper and cartridge usage are not maintained for Youghal Library. Youghal Library is located in a unit in the Rivergate Shopping Mall and therefore does not have a separate water meter servicing the office. The location of the electricity supply panel is not known and therefore monthly meter readings have not been carried out to date.

2.1. Procurement Details

Paper and toner/ink cartridges are ordered through Cork County Library Headquarters. Records for paper and cartridge usage are maintained for all County Libraries; however, records for each individual library are not maintained. Some information was retrieved from accounts through email order history; however, this information is not useful in isolation. Cork County Library Headquarters has agreed to maintain records for Youghal Library from November 2009.

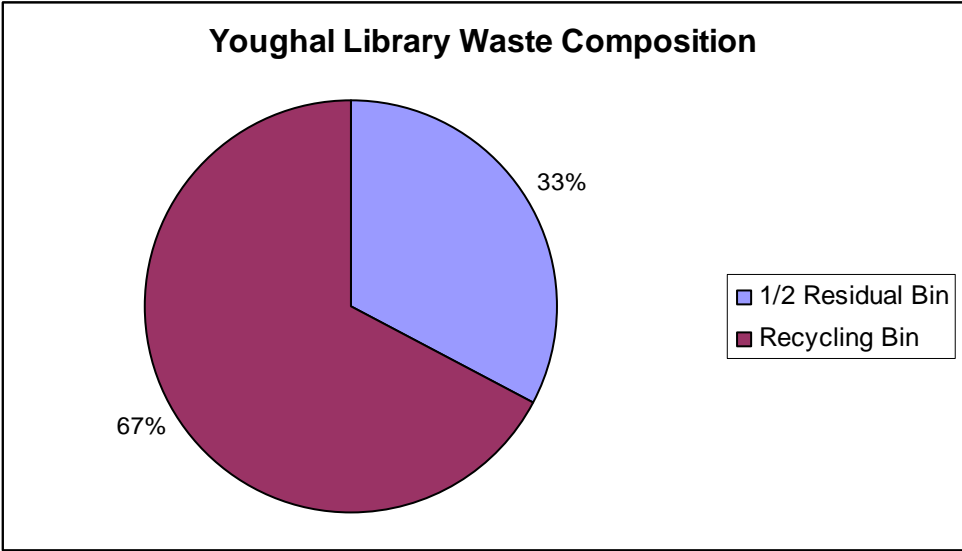
2.2. Waste Audit

The waste audit was conducted on 03 December 2009. The purpose of the waste audit was to build a picture of the different types, and amount of waste produced by Youghal Library. Youghal Library is serviced by Cork County Council Southern Division Waste Collection Service. The waste collection system is pay by weight. The figures below show the quantity of waste collected monthly in 2009. The residual and recycling bin are collected on a Friday on alternate weeks. The waste audit was carried out on a Thursday before the residual bin was due to be collected. Therefore, two weeks of residual waste and one week of recyclables were audited. Waste in the recycling bin was in bags and each bag waste sorted into different waste types and weighed. The residual bin contained plastic bags and each bag was sorted and weighed. The waste collection data for 2009 was obtained from Waste Operations.

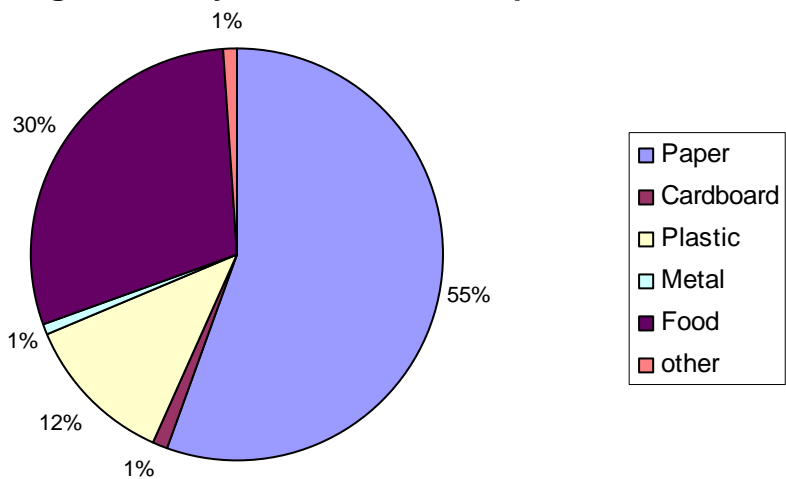


The waste audit was carried out by the LAPN Waste Prevention Officer. The following observations were made:

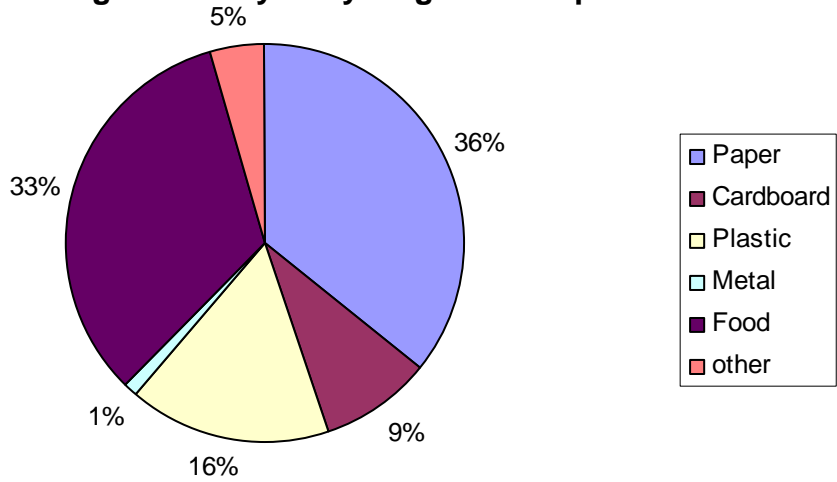
- 2.7 Kgs of residual waste is generated every two weeks by Youghal Library
- 2.8 Kgs of Recyclables is generated each week by Youghal Library
- This means each person contributes up to 1 kg of waste per week (4 staff members in the office during week of the audit)
- Residuals are sometimes placed in the recycling bin and recyclables are sometimes placed in the residual bin. There appears to be no distinction made between the residual bin and the recycling bin.
- The bins are stored in the car park of the Rivergate Shopping Mall. The Head Librarian believes waste is being illegal dumped in these bins.
- Newspapers are collected by farmers and shredded for animal bedding.
- There is one mixed waste bin in the canteen.
- Office desk bins take both residual and recyclables. There is very little segregation.
- The composition of the waste includes paper, at 36% in the Recycling Bin and 55% in the Residual Bin. The waste consists of 33% organics in the Recycling Bin and 30% in the Residual Bin and some plastics at 16% in the recycling bin and 12% in the residual bin.
- 67% of the waste generated is put in the recycling bin, however, this does not reflect the recycling rate and this bin is largely contaminated.
- There a 4no. staff members.
- The waste audit was carried out the day before the Residual Bin collection on 04/12/2009. The collection weight was 23Kg, however, the audit weight was only 2.7Kg.



Youghal Library Residual Bin Composition



Youghal Library Recycling Bin Composition



2.3. Water Usage Audit

A Water Usage Audit was carried out at Youghal Library. 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	2	1	0		Twist taps
Mens	2	1	1		Twist Taps. Urinal Not in use but Automatic flush
Canteen	0	1	0		

All fitting were inspected and checked for leaks. The urinal in the men's toilet is not in use as there is no male member of staff. The urinal should be checked for automatic flushing and turned off.

There is no water meter serving Youghal Library, as it is located in the Rivergate Shopping Mall, so I cannot determine the water usage at the Library.

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 some scope to reduce energy use at Youghal Library. A Display Energy Certificate was also prepared. See Appendix A for full report. Monthly meter readings have not been recorded as the electrical supply panel has not been located.

The electricity is supplied by Energia and the account is on general purpose night saver. This is the correct electricity tariff.

Electricity is the main heating source. The building is heated by two fan assisted storage heaters. Heat output is regulated by a control panel on each heating unit and is controlled by a seven day time clock. During the course of the audit it was not possible to determine how the storage heaters were programmed.

Smaller electric element heaters are used to provide heat to the washrooms & canteen. These heaters have a built in time clock that can be programmed.

Hot water for sinks in the canteen & washrooms is provided by electric under sink heaters. The heaters in the male toilets are turned off as there is no male member of staff.

An air conditioning unit provides ventilation for the main library, which is controlled by a control panel on the wall.

The lighting is compact fluorescent controlled by switches in the walls. Most of the lights are twin T8 fluorescent tubes with modern luminaries. Some of the lights at the entrance uses energy efficiency T5 compact fluorescent.

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 contamination in Recycling Bin and Reduce the amount of recyclables disposed in the Residual Waste Bin
GENERAL ACTIONS	Ensure recyclables are placed in recycling bin only and residual waste is placed in residual waste bin only
	Inform all members of staff and cleaning staff that there is a recycling bin and a residual waste bin and how they are to be used

Objective	Reduce Waste Generation
PAPER TARGETS	Reduce paper use
ACTION	
	Individual desk bins should be recyclable bins by default and labelled
	A residual waste bin should be provided centrally and labelled
	A recyclable bin should be provided in the canteen and labelled
	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 • Graphs showing energy, waste and paper usage • Other relevant environmental information
	Limit the amount of flyers to be left in the library. Request that posters be removed from notice board after the event??

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 WASTE TARGET	Reduce hazardous waste Increase recycling of hazardous waste
ACTION	Provide battery collection box in office
	Ensure all ink and toner cartridges are collected for recycling. The following organisations accept ink and toner cartridges for recycling. Obtain injet & toner cartridge recycling box (Office Depot or organisation listed below) 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
	Check urinal in male washroom and turn off automatic flush

3.3. Energy Action Plan

The Energy Audit recommends Low Cost, Medium cost and high cost measures for Midleton Lodge.

Action	Capital Cost (€)	Savings	Payback
Train staff on use of timers	None	Not calculated n/a	
Program timer on storage heaters to switch off two days per week	None	€26	n/a
Place laminated instructions on how to use storage heaters on unit	None	Not calculated	n/a
Place (2) seven day timer on the under sink heater	€300	€183.75	1.5 years
Presence detectors in store room	€200	Not calculated	<2 years
Presence detectors in canteen and toilets	€300	Not calculated	<2 years
Replace all twin fluorescent light with energy efficient alternatives upon failure	€100/fitting	€2.56/fitting	1.4 years
Replace lights in canteen with energy efficient alternatives	€50	€20.16	<2 years
Place thermostats on each storage heating unit	€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.