

Zero Waste Plan

The Scottish Government launched Scotland's first Zero Waste Plan in June 2010.

Scotland's Zero Waste Plan sets out the Scottish Government's vision for a zero waste society through 22 key actions. This vision describes a Scotland where all waste is seen as a resource; Waste is minimised; valuable resources are not disposed of in landfills, and most waste is sorted, leaving only limited amounts to be treated.

To achieve this vision the Plan sets out radical new measures, including:

- Development of a Waste Prevention Programme for all wastes, ensuring the prevention and reuse of waste is central to all our actions and policies
- Landfill bans for specific waste types therefore reducing our greenhouse gas emissions and capturing the value from these resources
- Separate collections of specific waste types, including food, to avoid contaminating other materials, increasing reuse and recycling opportunities and contributing to our renewable energy targets
- Two new targets that will apply to all waste: 70 per cent target recycled, and maximum 5 per cent sent to landfill, both by 2025
- Restrictions on the input to all energy from waste facilities, in the past only applicable to municipal waste, therefore encouraging greater waste prevention, reuse and recycling.
- Encouraging local authorities and the resource management sector to establish good practice commitments and work together to create consistent waste management services, benefitting businesses and the public.
- Improved information on different waste sources, types and management highlighting further economic and environmental opportunities
- Measure the carbon impacts of waste to prioritise the recycling of resources which offer the greatest environmental and climate change outcomes

Waste Hierarchy

The European Waste Framework Directive (2008/98/EC) sets out a waste hierarchy for the management of waste. This hierarchy is a cornerstone of Scottish Government's new Waste Regulations and indeed its wider zero waste agenda.

Article 4 of the Directive sets out a hierarchy that if implemented should drive waste prevention and reuse, significantly increase recycling rates, and reduce the amount of waste being sent to landfill. It states:

“The following waste hierarchy shall apply as a priority order in waste prevention and management legislation and policy:

- (a) prevention;
- (b) preparing for re-use;
- (c) recycling;
- (d) other recovery, e.g. energy recovery; and
- (e) disposal.”

In order to improve resource efficiency, first of all it is necessary to understand how inefficiencies occur. Often the main sources of wasted resources are inefficient systems and poor working practices. Overall, the best way of reducing wasted resources is to prevent waste occurring in the first place.

Waste can be dealt with in a number of ways, but the most effective is by following the waste hierarchy which ranks waste management options in terms of sustainability.

All organisations should aim to prevent waste from the outset wherever possible. However, if this is not possible, then consider reusing, recycling or recovering other value (e.g. energy). Not all wastes can be prevented, reused, recycled or used for the recovery of other values, so you will need to dispose of them in a responsible manner. Waste disposal has the greatest impact on the environment and is typically the least cost-effective waste management solution. Therefore, it is best to aim to ‘move up’ the waste hierarchy so that you can save money, raw materials, water and energy – as well as improving your environmental reputation.

The WRAP Waste Hierarchy guide (<http://wastehierarchy.wrap.org.uk/>) is designed to help you understand the waste hierarchy and allow you to select the information on the wastes your business produces and what measures are available to you in applying the hierarchy.

Safeguarding Scotland's Resources

This consultation builds on the Scottish Government's Zero Waste Plan's vision of a Scotland where we waste as little as possible - recognising that every item and material we use is a resource which has a value. Using materials efficiently, avoiding waste and reusing items are our priorities because they deliver the greatest benefits, both financially and environmentally.

Scottish Government are seeking views on a programme of proposals to drive progress towards that vision in the broad areas of working with businesses; product design and packaging; reuse; and influencing behaviours. The proposals are designed to deliver benefits across:

- Scotland's economy;
- Environmental protection;
- Carbon savings;
- Resource conservation; and
- Behaviour change

Key elements of the consultation include:

- Measures to support business and public bodies to save on waste and materials, including delivering a single business resource efficiency service for Scotland.
- Improving the way producer responsibility measures for packaging operate to capture more for recycling in Scotland.
- Introducing Zero Waste Pledges, encouraging businesses to commit to waste reductions and take the credit for their actions.
- The consultation also puts forward proposals for requiring retailers to charge for single use carrier bags, with the proceeds going to good causes. This is about encouraging us all to reuse bags

<http://www.scotland.gov.uk/Publications/2012/06/4215>

Zero Waste Regulations

The aim of the Regulations is to deliver three key action points in the Zero Waste Plan.

- Progressive **bans on the types of materials that may be disposed of in landfill**, and associated support measures, to ensure that no resources with a value for reuse or recycling are sent to landfill by 2020. (Action 4)
- Support the introduction of landfill bans, the Scottish Government will introduce **regulations to drive separate collection and treatment of a range of resources** in order to maximise their reuse and recycling value, and generate market supply. The initial focus will be on separate collection of food waste, in order to recover its material and energy value and avoid contamination of other waste materials. (Action 8)
- **Regulatory measures to support the delivery of landfill bans, by ensuring energy from waste treatment is only used to recover value from resources that cannot offer greater environmental and economic benefits through reuse or recycling.** (Action 14)

The regulations aim to ensure that the minimum level of service on offer to households and businesses across Scotland is better than that of today and signal the end of landfilling biodegradable municipal waste in Scotland.

A phased approach to rolling out the key measures in the regulations has been adopted to ensure that there is sufficient time for businesses, particularly small businesses, to adopt new recycling services.

The Waste (Scotland) Regulations 2012 were passed by the Scottish Parliament on 9 May 2012.

The regulations make the following provisions:

- Businesses to present metal, plastic, glass, paper and card for separate collection from 1 January 2014.
- Food businesses (except in rural areas) which produce over 50 kg of food waste per week to present that food waste for separate collection from 1 January 2014.
- Food businesses (except in rural areas) which produce over 5 kg of food waste per week to present that food waste for separate collection from 1 January 2016.
- Local authorities to provide a minimum recycling service to householders.
- Waste contractors to provide collection and treatment services which deliver high quality recycling.
- A ban on any metal, plastic, glass, paper, card and food collected separately for recycling from going to incineration or landfill from 1 January 2014.
- All new incinerators must ensure that metals and dense plastics have been removed from residual municipal waste prior to incineration.
- A ban on biodegradable municipal waste going to landfill from 1 January 2021.

Rising Costs

In addition Education establishments in Scotland are discarding precious resources which could boost the country's economy in mixed 'black bag' waste, according to a report published by Zero Waste Scotland.

The report – “*The Composition of Mixed Waste from Scottish Retail, Education and Health and Social Work Businesses*” – is the first detailed analysis of commercial waste in Scotland examining mixed waste sent to landfill from the three key sectors.

According to Zero Waste Scotland retail, education, and health and social work are responsible for producing over 50% of Scotland's total mixed commercial waste, while over a quarter could be widely recycled and more than half was potentially recyclable.

- Scottish educational establishments of all kinds send over 120 tonnes of unused paper to landfill each year, worth around £460,000

Education sector (including educational establishments of all kinds)

Mixed waste = 85,120 (tonnes per annum)

Most common types of recyclable materials found in mixed waste bins:

Food: 25.3%

Paper: 25.3%

Card: 11.4%

The proportion of mixed waste that consisted of widely recyclable materials = 32.6%

The proportion of mixed waste that consisted of potentially recyclable materials = 53.3%

The Role of FE/HE Establishments

Scotland's universities and colleges have publicly declared their intention to address the challenges of climate change and reduce their carbon footprints by signing the Universities and Colleges Climate Commitment for Scotland (UCCCfS) - this programme is delivered by the EAUC and funded by the Scottish Funding Council. Signatories produce and publish a 5-year Climate Change Action Plan (CCAP) which will be incorporated into established improvement processes, with the aim to achieve a significant reduction in emissions. There is 100% sign-up from universities and colleges in Scotland.

All have signed the commitment to improve Scotland's natural and built environment:

- through their primary role as educators, skills trainers and researchers
- as owners and operators of large and complex estates
- as the focus of many local communities

In practical terms this means that all businesses, schools, colleges and universities will be required to provide suitable storage for the collection of recyclable materials in separate bins to residual black bag waste, as well as provide facilities for the separate collection of food waste, and to present this for collection by an authorised waste carrier. The deadline for the introduction of source segregation of dry recyclables and food waste is December 2013.

In terms of food waste the regulations put a requirement on those involved in food production, food retail or food preparation to present food waste for collection separately from all other wastes. This included premises involved in food manufacture, canteens, kitchens, schools, restaurants and supermarkets. For the avoidance of doubt, the requirement to present food separately for collection extends to commercially organised concerts, exhibitions, shows or sporting events where food is being prepared and/or sold. The requirement to present food waste separately for collection will not apply to premises where no food is produced on, prepared on or sold from that premises and the requirement will only apply where a food waste collection service is available.

The Scottish Government intends to supplement the requirement for source segregation and separate collection of food waste with a ban on the non-domestic use of food waste disposal units (macerators) and food waste digesters, where the 'treated' food is discharged into public sewers directly or indirectly.

As costs increase for the disposal to landfill through the landfill tax escalator, currently £64 per tonne (rising to £72 per tonne as of April 2013) and in order for universities and colleges to comply with the proposed Zero Waste Regulations it will be necessary to understand the best ways to collect and the best ways to dispose of the various recyclable materials produced on the campus, and to understand their Duty Of Care with regards to waste disposal.

To assist businesses and organisations in adapting to and meeting the requirements of the Regulations Zero Waste Scotland is delivering support through various programmes. To find out what support is available for universities and colleges please contact:

claire.guerin@zerowastescotland.org.uk.

Segregation

The need to keep materials separate is one of the central points of the Zero Waste Regulations. The Scottish Government believes that source segregation at the point of collection is the most efficient way of minimising contamination, and maximising the value that can be recovered from each waste stream. However, the Government recognises that comingling or mixing streams of recyclables may be acceptable.

To understand the waste produced on site, and the increased potential for segregation of dry recyclables and food waste you may wish to complete a simple compositional analysis. A compositional analysis involves assessing the contents of the various waste streams produced from a selection of bins, from various areas around the campus and separating out the materials into the various types of recycling and waste. The analysis could be a visual based assessment simply by looking in the bins. If this analysis is done area by area around the campus, e.g. in food halls, lecture theatres, halls of residence it helps to identify priority areas where recycling systems for glass, metal, plastic, paper and card and food waste can be established. A range of support and online training is available from Zero Waste Scotland covering waste prevention, reuse and recycling:

<http://www.zerowastescotland.org.uk/category/audience/smes>.

The optimum approach is typically to install a network of recycling points at key locations which include facilities for dry recyclables, food waste and general waste, and remove standalone general waste bins, in order to encourage the use of recycling facilities.

Once the recycling system is up and running, regular surveys of the bins should be undertaken to ensure that they are being used properly and that only the correct materials are being deposited in each bin, for example paper in the paper bin, food in the food bin etc. This will help to establish whether there are enough bins of sufficient size being used to collect the recycling, if the signage or location of the bins is clear and appropriate and whether or not changes need to be made to the system.

Collection Methods

Collection Type Description

- **Separate Collection**
Each of the key materials separated, at source, into discrete streams for collection and processing. Includes kerbside sort systems.
- **Co-Mingling (without Glass)**
Key materials, with the exception of glass, presented in the same container as each other for subsequent separation at a MRF.
- **Co-Mingling (with Glass)**
All of the key materials, including, presented in the same container as each other for subsequent separation at a MRF.
- **Survival Bags**
Some, or all, of the key materials placed into a sealed, durable bag and collected in the same container and compacted in the same vehicle as the residual waste.
- **Residual Waste Sorting**
Removal of recyclable materials from mixed residual waste.

WFD detailed a requirement to set up 'separate collection' for the key recylates. This is being interpreted in Scotland that both kerbside sort & comingled collection systems are compliant, as long as material collected is sorted to a high-quality which meets the relevant quality standards.

Waste Prevention

Prevention of waste is the preferred option of the waste hierarchy, and includes all measures taken before a substance, material or product has become waste.

Waste prevention can be achieved in many ways, including:

- efficient use of resource;
- design that optimises the lifespan of a product;
- “fit-for-purpose”, resource efficient packaging.
- Zero Waste Scotland's website has a lot of useful information about waste reduction for individuals and business and industry.

In line with the Zero Waste Plan's focus on treating waste as a resource and using resources sustainably, the first action in the Zero Waste Plan is to produce a Waste Prevention Programme covering all Scotland's waste.

Waste prevention is part of the bigger picture of sustainability and economic opportunity, closely linked to other SG agendas on Low Carbon, Energy Efficiency, etc.

Engaging with suppliers can also help waste prevention. Ask suppliers to take away any excess packaging, or find suppliers who have reduced their packaging to minimum requirements, or offer deliveries via returnable totes for example. It may also be prudent to look at the various services on campus that produce waste. For example, packaging produced in the canteens for sandwiches and other food packaging could either be removed entirely or made from more easily recyclable or compostable material such as card, rather than a non-recyclable or composite material.

The APUC Framework can assist.

Reuse

Revolve, Scotland's National Re-use Quality Standard (RSS001-000)

The overall aim of the Revolve programme is to lead and develop a change in Scotland's reuse organisations taking them from an informal network and transforming it into a world-class Accredited Reuse Network (Revolve). The Revolve Accredited Reuse Network will make it easier for the general public, businesses and the public sector to engage with and become more actively involved in reuse.

Every week, Revolve re-use accredited organisations across Scotland sell thousands of re-used goods. This can be anything from practical and everyday items to something more striking and stylish.

All Revolve re-use accredited organisations are committed to delivering quality, good value and excellent customer service

There are currently twenty one organisations across Scotland working towards achieving Revolve accreditation.

<http://www.revolvereuse.com/what-revolve>

The purpose of the Revolve re-use quality standard is to boost the performance of the re-use sector in Scotland. The intention is that the Revolve re-use quality standard will make it easier for the general public, businesses and the public sector to get involved in re-use. The barrier to re-use is the perception of low quality standards across the sector Revolve has been developed to raise and reward standards. Re-use centres will be more visible and service standards will be assured. With the establishment of a quality standard system for products, re-use will become an increasingly attractive option.

Campus - University of Aberdeen case study

The University of Aberdeen have a number of initiatives running to help minimise waste production.

- Computer Reuse with Computers for Africa
The University of Aberdeen is working in partnership with Scottish Charity Computers for Africa to send computers that are not suitable for reuse in the UK to Africa in support of a wide range of child centred education projects. The University hopes to continue it's partnership with Computers for Africa in order to maximise the reuse of redundant computers whilst also adhering to data protection requirements.
- Partnership working with the Creative Waste Exchange
The University of Aberdeen is a corporate member of the Creative Waste Exchange, a local scrap store that works to provide schools, community groups and individuals with reusable items. The University has provided the Creative Waste Exchange with a wide range of items including furniture, stationary and wooden pallets, these items have been reused by Creative Waste Exchange clients.

- Furniture and Electrical and Electronic Equipment Donation

The University of Aberdeen is donating unwanted furniture and, electrical and electronic equipment to two charitable organisations, Instant Neighbour and the Cyrenians. These charities distribute items to people on low incomes or who are escaping homelessness. You can read the full case study by [Clicking Here](#).

For more information about the University of Aberdeen's waste reduction, reuse and recycling projects please contact Amy Gray.

Get it Out for Cardiff

"*Get it Out for Cardiff*" (GIOFC) is the Cardiff Council initiative in association with Cardiff University, Cardiff Metropolitan and Glamorgan University which helps students to clear out their rubbish at the end of the academic year. The aim is to re-use and recycle as much of it as possible!

The scheme includes extra recycling and waste collections over 3 weekends in June.

In 2012, 21 Green Zones were set up across the city university sites where students could donate clothing, food (tins, packets, jars etc.), small electrical items, books, CD's, DVD's and kitchen items (plates, mugs, utensils, pans etc.) Any food collected is re-distributed by Fareshare Cymru to relieve food poverty in local communities.

Kitchen items collected are stored over the summer by GIOFC partners Cardiff Self Storage and sold at the start of term at heavily discounted prices with all proceeds going to charity.

GIOFC also has a partnership with the YMCA who provide re-use banks across Cardiff to collect clothes, shoes, bags, textiles, small electrical items, books, CD's/DVD's at the end of term and all year round, a first for GIOFC. The items collected are used by the YMCA to directly reinvest in projects and services for homeless people at the Cardiff YMCA Housing Association.

In 2011, 11 tonnes of re-usable items were collected.

<http://www.cardiffdigs.co.uk/getitout.htm>

Recycling on the Go

University and college campuses are particularly well suited to the adoption of 'Recycling on the Go' (RotG) facilities. RotG describes the provision of infrastructure to enable individuals to segregate materials for recycling outside of the home and workplace contexts. It primarily covers newspapers and certain items of packaging, which would otherwise be discarded in public litter bins.

Key Points (Legal and Contractual arrangements) to consider are;

- Make sure you analyse your contractual arrangements before planning a service
- What objectives do you have for the RotG service?
- How can your existing service be adapted to incorporate RotG?
- Carry out annual contract reviews to enable greater contract flexibility
- What is the associated cost?
- Consider how best to get value for money in the context of legal requirements
- Consider what you would like to provide and who should deliver the individual elements

Talk to the key contractors and see what is potentially available.

Further information and support is available from Zero Waste Scotland:

<http://www.zerowastescotland.org.uk/cy/content/introduction-recycling-go>

Training & Information

Servicing different areas of the campus adequately will require not only the introduction of sufficient recycling bins in convenient locations, but information and training for facilities staff as well as information for students and staff using the bins.

Waste minimisation and recycling schemes do not deliver increased recycling nor do they reduce waste. People recycle and people reduce waste by changing their behaviour. The key to success of any scheme is to provide people with easy to understand communications explaining and encouraging correct use every time.

A consistent set of colours and iconography associated with each type of bin in which each material is collected, will give strong visual cues to the user rather than written signage. For more specific areas such as offices or delivery areas, where the types of recycling may be restricted to mostly paper, or packaging, a greater emphasis on information and training may help to increase the amount of material collected for recycling rather than relying on the information provided on the bins themselves.

Signage on facilities must be clear, unambiguous and consistent to ensure optimal recognition by staff, students and members of the public. This will ensure the correct use of facilities, maximising collection rates and minimising contamination.

Zero Waste Scotland recommends that providers use the Recycle Now (Recycle for Scotland) branding, which is widely recognised and carried by most bin manufacturers and used for on-pack recycling labels. The iconography also meets current Disability Discrimination Act guidance. Brand guidelines can be accessed by emailing: partnerbranding@zerowastescotland.org.uk

Duty of Care

1. Secure Storage of Waste

Check that waste receptacles (individual receptacles and any bulking containers) are secure (e.g. Locked) to minimise opportunity for unauthorised entry. Take reasonable precautions to ensure that receptacles are not left to become overfull and spill out. Check that vehicles used in the collection service provide a secure means of containing and transporting the materials during collections.

2. Ensure your waste is transferred to someone who is authorised to receive it

Check with SEPA. Further guidance on how to become a waste carrier is also available.

3. Ensure the site receiving the material is authorised to accept it.

Check that the receiving site holds a waste management licence or exemption which allows them to accept the material. It is recommended that copies of these are obtained from the receiving sites on an annual basis. SEPA can also advise on this.

4. Ensure that the transfer of waste is covered by a waste transfer note.

Check that the waste transfer notes have been provided for the minimum period of two years. Note that that waste transfer notes are not necessarily required for every movement, as 'season tickets' can be used for regular transfers of the same quantity and type of material.

If you are working with a contractor that exports the material collected from your site, your duty of care requirements extend to ensuring that this export is compliant with the appropriate legislation. See the Trans-frontier Shipment of Waste Regulations (TFS) for further guidance.

Waste Transfer Notes, which form part of the Duty of Care requirement, must include the following information:

- Written description of the waste
- Any process that the waste has been through (e.g. Compaction of cardboard)
- The quantity of the waste (weight or volume) (e.g. 2x 60 litre bags of waste, 1x 9 cubic yard skip)
- The appropriate European Waste Catalogue (EWC) code for the waste- guidance available for SEPA
- The place, date and time of transfer
- The name and address of both parties involved in the transfer (i.e. the waste producer and waste contractor)
- Details of the permit, licence or exemption of the person receiving the waste (i.e. the waste contractor)
- Declaration that the waste hierarchy has been considered before disposing of the waste.

Further information on your responsibilities under the “duty of care” can be accessed here:

http://www.sepa.org.uk/waste/waste_regulation/waste_carriers_and_brokers/duty_of_care.aspx

Special Waste Guide (Scotland)

Special Waste - Producer Guide to Complying with Environmental Legislation (Scotland)

When the UK waste regulations were changed to fulfil the requirements of the EU Hazardous Waste Framework Directive the term “special waste” was retained in Scotland. In England and Wales this was changed and the term “hazardous waste” is now used. The classification of both Special and Hazardous waste is carried out in exactly the same way.

Special waste is...

- ... waste that is chemically hazardous or infectious to humans or the environment.

To ensure that special waste does not pollute the environment or cause injury, it needs to be dealt with in line with:

- The EU Hazardous Waste Framework Directive transposed to Scottish Statutory Instrument 2004 No. 112, The Special Waste Amendment (Scotland) Regulations 2004 and WM2 2008 (updated 2009) guidance.
- The European Agreement Concerning the International carriage of Dangerous Goods by Road (ADR).
- The EU Revised Waste Framework Directive 2008
- Other waste-related European directives (see DEFRA website <http://www.defra.gov.uk/environment/waste/strategy/legislation/index.htm>)

Classification

As a waste producer, you are responsible for the safe and legally compliant removal and disposal of your waste. One of the most important steps in fulfilling this ‘duty of care’ is identifying whether you have any special waste on your site

To classify your waste, you will need to know the chemical components and their concentrations. You will also need to be able to describe how the waste was produced.

The WM2 guidance document provides detailed instructions on how to classify a waste. This can be downloaded from the Environment Agency website and includes a list of European Waste Catalogue (EWC) Codes.

WM2 <http://www.environment-agency.gov.uk/business/topics/waste/32200.aspx>

WM2 is used in conjunction with Table 3.2, European Commission Classification, Labelling and Packaging (CLP) Regulation. This indicates hazards of individual chemicals in the form of “risk phrases”:

Table 3.2 <http://ecb.jrc.ec.europa.eu/classification-labelling/>

If you are unsure about what is in the waste or how to classify it the Enviroco Environmental Business Advisors team will be happy to carry out this classification for you. We will require as much information about the waste and process as possible so that we can determine the components and concentrations' and we may request:

Material safety data sheet (MSDS) for products present in the waste

The process that gives rise to the waste

- Raw materials used in the process
- A sample of the waste
- An existing analysis

At present the Scottish Environment Protection Agency (SEPA) have not implemented a pre-acceptance requirement, so whilst no pre-acceptance form is required, we still require the same level of information to determine the disposal route, create hazard labels etc. Further, many special wastes from Scotland are disposed of in England and for these transfers the requirements of pre-acceptance exist.

Premises Registration

Unlike England and Wales, at present there is no requirement to register as a producer of hazardous waste in Scotland.

http://www.sepa.org.uk/waste/waste_regulation/idoc.ashx?docid=6cbdf568-e00e-41e4-b195-e46c1c258969&version=-1

Pre-notification of Special Waste Movements

In Scotland you are required to pre-notify the movement of special waste to SEPA at least three working days and no more than one month prior to the movement of the consignment. This is done by completing sections A & B of the consignment note and then sending the white pre-notification copy to the SEPA office in the area that the waste is to be moved to. SEPA will accept a pre-notification copy of a consignment note sent by fax. However, the original pre-notification copy should be sent to the consignee's local SEPA (or EA) office, before, or within one day of removal of the waste if pre-notification was sent electronically.

Post Collection Options

When questioned, the waste carrier should always be able to provide details of where the waste and recycling is being taken to and what 'end purpose' will be made of it.

Obtaining this information can help the college or university adopt the best environmental practice, and allow them to make an informed decision which best suits their needs and environmental aspirations.

Solid waste

There are various systems which deal with waste and recycling in different ways. For example, black bag waste may be taken to a Materials Recovery Facility (MRF) where some of the recycling is removed from the general waste before that waste is further processed/recovered or landfilled. This is known as a 'dirty' MRF, as it will process the full contents of a black bin bag, and in general separates out a fairly low amount of recycling (~30%), as much of the paper and card is ignored as unrecyclable. A 'clean' MRF is where any co-mingled or segregated recycling is processed, removing 'contaminants', i.e. the wrong materials in the bin, and typically achieve >80% recycling.

Food waste

Food waste is of particular interest within the proposed Zero Waste Regulations as it is seen as a valuable resource for the production of soil improver, fertiliser and bio-gas, (methane). As stated above, the proposed regulations require that any food producer has separate food waste collections by 1st January 2014 or 2016 depending on the amount of food waste generated. For colleges and universities this will likely be the earlier date of 2013 as they will be classified as a large business. The proposed regulations also state that there will be a ban on putting any bio-degradable materials to landfill by 2020 in addition to bans on mixing and landfilling source segregated materials.

Food waste will usually be collected in an individual vehicle or individual compartment of a vehicle, ensuring that it is kept separate from other waste and recycling, so that it can be composted or treated by anaerobic digestion (AD). Both treatment methods require specialist infrastructure off-site, although for smaller volumes of food waste, on-site treatment is a possibility. AD produces methane which can be sold as gas or used to produce heat and electricity to be sold on the national grid, and also a digestate which can be used as a soil improver or fertiliser. Composting of food waste is a different process to AD, and will return compost and some fertiliser, but no methane for use. The government are encouraging the use of AD for food waste and composting for garden/green wastes.

Waste Management Services

Ad Hoc Waste – Schedule A of the Pricing Schedule allows for the collection of materials where there may be a variable frequency of removal. These include:

- Construction materials (Rubble & Inert items)
 - Animal Bedding (Non-contaminated)
 - Other Metals
 - Textiles
 - Mattresses
 - Furniture
 - Timber - End of Life Timber
 - Pure Timber
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Procurement

- You may need to procure a new contract for any of the following reasons:
- Current contract is due to end (18 months from now)
- Current provider is performing poorly.....
- Want a new / improved / enhanced services or system or facility
- New waste infrastructure or service needed to ensure compliance with WSR and attainment of recycling targets
- Potential financial savings to be made
- Strengthened Contractual position to be gained through joint working
- Integration or disaggregation of services required

This slide identifies general procurement concerns.

Framework...most of the leg work has been done!

A procurement process can include:

1. Financial support for the Outline Business Case (OBC)
 - Development of a financial model and cost estimates for the Business Case
 - Assessment of potential service delivery options and funding mechanisms
2. Pre-procurement and contract documentation preparation
 - Prepare advert or tender notice
 - Compile Information Memorandum
 - Develop Pre-Qualification Questionnaire (PQQ)
 - Develop PQQ Evaluation Methodology
 - Develop Specification
 - Prepare Performance Mechanism
 - Develop Tender Evaluation Methodology
 - Develop Method Statement Requirements
 - Develop Pricing Document
3. Pre-Qualification Questionnaire (PQQ) Stage
 - Industry day (optional)
 - Clarification questions from bidders
 - Evaluation of PQQ submissions and bidder clarifications
4. Invitation to Tender (ITT) Stage
 - Clarification questions from bidders
 - Assess tender submissions
 - Clarification of Bids and Selection of Preferred Bidder

Guide to the Framework Agreement

What is a framework agreement?

A framework agreement is an 'umbrella agreement' that sets out the terms (particularly relating to price, quality and quantity) under which individual contracts (call-offs) can be made throughout the period of the agreement (normally a maximum of 4 years).

Advantages of doing a mini competition under a framework agreement can be:

Speed

- Faster and less onerous than a full tender process
- No need for a standstill period
- No need to assess successful suppliers' capacity and capability to provide your requirements using selection criteria such as financial standing, technical capability, staffing, health and safety, environmental aspects, accreditations etc. – work already done by APUC and the User Intelligence Group
- By providing an EU compliant platform, there is no need to advertise the requirement

Savings

Additional cost savings possible at the mini-competition stage, where pricing is not fixed (or is fixed at a maximum level):

- Consortia Purchasing
 - Your mini-competition will still achieve the benefits of consortium purchasing
- Multiple sourcing
 - Multiple opportunities for source of supply provide increased choice and competition for institutions
- Refining your requirement
 - Your exact requirement can be further refined over and above the basic contract terms.
- Best value
 - You can simply focus on achieving best value for money for your specific requirement
- Terms and Conditions
 - The terms and conditions of the agreement will have already been established, so call-offs can just be made in reference to the agreement and its conditions

Compliance to EU Regulations

- By following these guidelines, and any specifics detailed in the commodity Buyers' Guide, you will ensure you are adhering to EU Procurement legislation.

<http://www.apuc-scot.ac.uk/uploads/Docs/pdf/Minicompguidanceoct09.pdf>

What are the disadvantages of framework agreements?

A disadvantage of a framework agreement for a purchasing authority is that they are relatively unresponsive to change – there may be new suppliers and/or new solutions within the market that were not included when the framework agreement was initially set up. Furthermore, framework agreements tend to apply a 'one size fits all' approach, which might make it difficult for authorities to satisfy their own procurement objectives. However, most framework agreements do not place any obligation on the purchasers to actually buy anything. Therefore, if the requirement doesn't fit into the framework agreement or they think they can achieve better value for money not using it, then they can go elsewhere.

This in turn is a disadvantage for suppliers under the framework agreement; most frameworks do not guarantee that suppliers will get any business from them. Therefore, you may spend a lot of time, effort, and resources getting included on a framework agreement and never get any business as a result. However, you are still in with a chance, whereas suppliers not included on the framework (whether they were unsuccessful or were not aware of it when it was tendered) are likely to find it more difficult to secure business for the requirements covered by the framework agreement. It is therefore a good idea for suppliers to investigate what framework agreements already exist and when they might be up for retender. And for those suppliers included on frameworks, don't take the business for granted – continue to market your products or services to the purchasing authorities!

Verification of Licences and Registrations

Five Simple Steps:

1. Ask for copies of the contracted company's carriers license, waste management license or exemption certificates. Please note that some license information may be retained within the Pollution Prevention and Control Permit, it may be necessary to request the relevant parts of this documentation also.
2. Check the license is signed and has a valid date and is in the name of the company managing your activities. If the name of the company differs they may have asked for a transfer of details with the regulator –evidence of this should be sought.
3. Check the license is valid for the waste management activity you are using them for, for example certain clinical waste should be incinerated.
4. Be aware that the site to which your waste is initially transferred may not be its final destination as it is common for waste that requires specialist treatment to be bulked then transferred to the treatment/disposal facility (e.g. incinerator). Facilities where waste is stored must also be licensed or be covered by a Permit.
5. Take a note of the license number and cross check this with the SEPA database. Please be aware that these databases are not always accurate and it may be necessary to check directly with the registry department within the regulator. Companies who have their head offices within England and Wales will be registered with the Environment Agency. Use the following links to check the regulator databases:

http://www.sepa.org.uk/waste/waste_regulation/waste_carriers_and_brokers/who_is_registered.aspx
or <http://www2.environment-agency.gov.uk/epr/search.asp?type=register>