

Topic Support Network: Waste Management



Wednesday 26th November 2014

University of Dundee, 10.30am – 2.30pm [webpage](#)

Attendees:

Trudy	Cunningham	University of Dundee	Convenor
Fleur	Ruckley	University of Edinburgh	Convenor
Rebecca	Petford	EAUC	Coordinator
Duncan	Grant	Newell Rubbermaid - RCP	Bin Manufacturer
Miriam	Adcock	Zero Waste Scotland	
Andrew	Baillie	University of Strathclyde	
Jackie	Beresford	Dundee and Angus College	
Ricarda	Bieke	APUC	
Helen	Booth	Robert Gordon University	
Martina	Brady	Fife College	
Ally	Carruth	AMEC	
Robert	Cooper	Robert Gordon University	
Alison	Dixon	University of Abertay Dundee	
Chris	Ferguson	University of the West of Scotland	
Jurate	Gemskyte	University of Glasgow	
Colin	Girdwood	University of Dundee	
Kasia	Janik	Edinburgh Napier University	
Tony	Kopsch	University of Stirling	
Chris	Larkins	Heriot-Watt University	
Mark	Lindsay	University of Strathclyde	
Iain	MacLellan	Fife College	
Jack	Meldrum	Fife College	
Stewart	Miller	University of Glasgow	
Daniel	O'Connor	WARPit	
Chris	Osbeck	University of Aberdeen	
Sophie	Rippinger	University of Edinburgh	
Erin	Scott	Zero Waste Scotland	
Kate	Thornback	SRUC	
Steven	Turnbull	Resource Efficient Scotland	

1. **Welcome and introductions**

Trudy Cunningham, Waste Management Topic Support Network Convenor

Trudy welcomed everyone to Dundee and the meeting, commented on the high turnout, and invited everyone to introduce themselves to the group.

The order for the meeting and changes to the Agenda were outlined.

2. ZWS Resource Sector Commitment

Erin Scott, Zero Waste Scotland

Presentation available [here](#).

- There is little knowledge about the Resource Sector Commitment generally within the sector.
- This is a voluntary commitment from Safeguarding Scotland's Resources
- The programme consists of 3 stages – customer service, health and safety and quality
- Launched 2013 with customer service
- Waste Management companies could sign up to the Resource Sector Commitment by committing to good practice.
- Currently 20 signatories and 6 in progress
- Signing the commitment acts as assurance that the company are meeting minimum standards – which may be reflected in a higher price for their service

Questions and Answers:

- *Can and/or will the Sector Commitment be incorporated into the APUC Waste Framework?*
Not yet, but that is a discussion that can take place as the new Framework Agreement is set up. It won't be a standard requirement, but it may for part of the quality element.
- *How long has the Commitment been going, and has there been any resistance to it?*
The Commitment was launched in May 2013, and there has been no real resistance from within the services sector to date. Local Authorities have struggled more with it, mainly due to the other pressures they find themselves under.
- *Has Veolia signed up to the Commitment?*
No, but this is being discussed. It is an unusual situation as they are more involved in the transportation and have few sites in Scotland.
- *Is it just dry mixed recycle that is being targeted?*
No, the Commitment is for anyone who is interested or involved in the provision of a waste collection service.
- *Does anyone use their local authority for waste?*
Attendees use Dundee Council, Angus Council and Aberdeen City Council (mostly for residences) – these aren't currently signatories and there are large differences between different local authorities.
- *What is the potential impact where two services providers are used; for example, for operational buildings and residencies?*
It depends on whether the service providers are signed up to the Commitment – if neither is, then there will be no impact.
- *Is there a separate route for organisations to sign-up to the Commitment as supporters?*
This is likely to be in place in the new financial year. At this stage we are gauging interest from potential supporters. The Commitment will provide customers with a route to mediation in disputes, but if service providers see that customers are supporters, it may encourage them to improve their service provision.
- *Will there be requirements for the use of eDoc?*
Not formally at this time. [edoc](#) is a new online system for recording how you record the waste you produce or handle. The user and contractor sign up online, and data can be inputted on collection then used to produce detailed statistics on waste and recycling rates. This system helped Dundee University highlight the poorest set of halls in terms of recycling and develop a targeted education programme. Talk to your waste contractor before you sign up, and mention that you need the figures and if they can't provide them

	<p>directly edoc will, and that it will get rid of a lot of paperwork – but remember most waste management companies have paid to develop their own systems so may be reluctant to abandon them. Even if your service provider isn't using eDoc, it may be useful to help frame requests for data.</p> <ul style="list-style-type: none"> • <i>Are many Local Authorities signed up to eDoc?</i> Some local authorities are signed up to edoc, and most or keen but it is time-consuming to switch so might take them a while. There may be a number of reasons why the system can't be used immediately, or even in the short-to-medium term.
3.	<p>AMEC Projects and Opportunities for the Tertiary Education Sector <i>Ally Carruth, AMEC</i></p> <p>There are a few opportunities and projects focused on the sector he is working on which may be of interest, which involve work with ZWS and Resource Efficient Scotland (RES).</p> <p>There are currently two projects running in collaboration with Edinburgh University.</p> <ol style="list-style-type: none"> 1) Re-use Trial Edinburgh University at the moment produces a lot of electrical items and the vast majority go to recycling outlets, but the challenge was to investigate how they can be diverted to reuse and refurbishment. A local system was developed in Edinburgh where the University produces the waste then they work with an Edinburgh-based organisation to log it, refurbish, PAT test etc. Items can then be returned to Edinburgh University, put on WARPit if there is an outlet, or distributed to charities. The trial is currently being set up but should be up and running in a couple of months. A lot of other Universities have redundant equipment and would likely also be interested in a diversion from WEEE (Waste Electrical and Electronic Equipment), and the RES perspective is to complete the trial, see how it goes, then decide on the next steps. 2) Reverse Logistics Project This is also a ZWS project, with the objective being to identify schemes for reverse logistics solution (for example, if you receive a lot of packaging how can you return this to the supplier rather than being left with a lot of material?). The project is working with Edinburgh University to look at a bulking site for such waste, which would lead to a lot of efficiencies. The initial plan was to have 3 projects, but 2 city councils couldn't do stuff in time, so if any institutions have any ideas or needs to look at reverse logistics on a trial basis they should contact Ally. This is RES funded so is essentially free support!
4.	<p>Awards and Accreditations – The Carbon Trust Waste Standard <i>Trudy Cunningham, University of Dundee</i></p> <p>Carbon Trust Standards Overview, Waste Assessment Form and Waste Certification Spreadsheet available here.</p> <ul style="list-style-type: none"> • The Carbon Trust Offers a number of different standards – water, waste, carbon and triple standard – and waste is probably the easiest • There are lots of clients for the Carbon Trust standard, but no universities • The Standard is basically a badge – you pay to apply to the standard, give them a lot of data, and if you meet the criteria you are awarded the Standard • It is about measuring, managing, reducing and certifying your waste • Waste barely measures in your carbon footprint but is a large part of ecological footprint

	<ul style="list-style-type: none"> • Many organisations will give you a free audit which is similar to the standard and free advice (such as ZWS) • The Assessment Form requires you to set boundaries, but this is difficult for many institutions which have multiple sites, work with hospitals etc. • The form has virtually no mention of re-use and sharing, which goes on a lot in Universities and Colleges • It's a lot of work, and Trudy would be interested to know if anyone goes ahead with it • The EAUC are holding an Exchange Webinar on the Carbon Trust Waste Standard early in 2015. <p>Green Gown Awards</p> <p>Strathclyde University, Dundee University and the University of the West of Scotland were all facilities and services finalists, so ask them for advice if you want it! Great that 3 of 5 finalists in this area were Scottish.</p> <p>Discussion</p> <ul style="list-style-type: none"> • Duvets are a huge issue across the country due to health concerns and an annual saturation of the market. Dundee University have done well to pass duvets on in the past, to Guide Dogs for the Blind. • Duvets can be included in starter packs for people who have nothing, but often those working for the charities providing them take it upon themselves to wash the duvets before distribution. There needs to be a laundry-link for such programmes. • Old Duvets can be opened and 'stuffing' used to make several door draught excluders by stuffing into old leg from jeans etc. • Dundee also offers coffee grounds from their cafes free to anyone who brings along a tub. • Cathode Ray Tube televisions will no longer be taken by charity shops but can be dismantled for their parts. Generally old TVs can be used with freeview boxes, but people just don't want them. Students generally just watch TV online.
5.	<p>Legislation Update <i>Fleur Ruckley, University of Edinburgh</i></p> <p>Fleur will forward something round the network on legislation due to a lack of time</p>
6.	<p>Benefits and pitfalls of reuse – WARPit <i>Daniel O'Connor, WARPit</i></p> <ul style="list-style-type: none"> • Spoke 2 years ago at this TSN on pitfalls to avoid when setting up a reuse network on-site • Everyone has got a way of swapping things on-site, however (in)formal • Working in reuse for 12 years and still so many things to get right! • It's a massive journey and team effort – don't shoot for perfection, get something going • WARPit is a marketplace for sharing and loaning items internally or by 'friending' other organisations • Nearly 100 large customers • A little less than half of universities and colleges in Scotland are signed up – if all signed up they could offer a massive discount!! • Started it as a way of saving waste, but there are other benefits • Can be divided into internal benefits, supply benefits and donation benefits (saving charities money by giving them unwanted items so they can focus on frontline services). For every tonne of stuff you give to a charity they can afford 0.6 FT equivalent staff!

	<ul style="list-style-type: none"> • You set your time. • Need staff to think of WARPit early when considering disposal • Building clear-out timings mean organisations often don't think of re-use or don't have the time to allow for it. On WARPit you can put the product information up when you know the clearance is going to happen, then people claim it and get an email to come and collect when it is ready. Looking at developing processes for this including uploading from a capital asset spreadsheet or CAD drawing. • One additional side of the business for them is cataloguing items on customers' behalf (this is at a cost of £300/day, with information to be forwarded on the waste JISCMail soon). This was done recently at Strathclyde where they catalogued and uploaded 20,000 items in 3 days • WARPit is looking to employ a charity officer to make these relationships happen. About £300k of stuff was passed to charity in the last 3 years but it could be more with support. • All website infrastructure is hosted by WARPit so organisations don't need to download anything. • Legal bit – don't internally need a legal agreement on WARPit use but should have internal guidelines. WARPit provides a standard legal agreement but also advises to pass this to your legal team to check and/or edit. With items for refurbishment there is a different agreement that things are a waste item but that the claimant has the skills to develop it. • There are also qualitative benefits the WARPit team are trying to put a figure on but are struggling, such as meeting people on WARPit. Currently developing a collaboration score based on how many staff you have trading on WARPit and a resilience score depending on how many contacts you have in the city who could help keep your operations going through loans or donations if your premises / equipment was damaged • Case Studies on WARPit website, such as Dundee City Council who just won a lot of awards and the University of St Andrews who saved £1,000 in purchasing costs on first day of using WARPit. • Institutions work out their own way of using the system. At the University of Dundee anyone wanting to purchase new items are first directed to WARPit through Trudy by the Procurement Office to check it isn't available for reuse from elsewhere first.
	<p>BREAK FOR LUNCH</p> <p>Bin Display By Newell Rubbermaid – contact Duncan Grant on duncan.grant@newellco.com</p>
7.	<p>Consumer Engagement in the Education Sector Miriam Adcock, <i>Zero Waste Scotland</i></p> <p>Presentation available here.</p> <ul style="list-style-type: none"> • Miriam's job is getting the staff or students in an institution involved with waste management and she is involved with a number of engagement campaigns. • Email Miriam.Adcock@zerowastescotland.org.uk if you want postcards on any of these campaigns for students / staff • Also in charge of special weeks: <ul style="list-style-type: none"> - Recycle week (June) - European Week for Waste Reduction (November) – Food waste theme this year - Pass it on Week (7-15th March) – a new National Week following a Pass it on Day in 2010 to promote reuse • Pass it on Week is a call to action for everyone to organise re-use and repair themed events and promote renting/borrowing

	<ul style="list-style-type: none"> • Repair events tend to be good to engage guys, as does 3D printing • Please hold events for internal and external attendees and promote local reuse services, Revolve organisations and the National phonelines • The Partner Guide for Pass it on Week is due out in December, and there will be workshops in January to share ideas. So far these are: <ul style="list-style-type: none"> - Monday 12th January in Edinburgh - Wed 14th January in Glasgow - Thursday 15th January in Aberdeen
8.	<p>Re-Use at the University of Edinburgh – a Case Study Sophie Rippinger, <i>University of Edinburgh</i></p> <p>Document available here.</p> <ul style="list-style-type: none"> • Outline of the clear-out of furniture at the Lister Pfizer Building at the University of Edinburgh mentioned in the recent EAUC Waste Hot Topic • The team knew in advance there were lots of items which could be passed on so had time to plan – there was a 3 month window, and the aim to send nothing to landfill • Started with internal reuse – items that could be used elsewhere in the University – which was a significant amount. Once this avenue had been exhausted, items were offered to local charities and then to Bright Green Initiative who took items and placed them directly with small, local charities and community groups. • All the furniture would have otherwise have gone to a recycling company • A total of 23,677 Kg of items were reused • If you have enough time then this is a great way to clear a building
9.	<p>Scottish Resources Conference Fleur Ruckley, <i>University of Edinburgh</i></p> <ul style="list-style-type: none"> • The Scottish Resources Conference has been increasingly useful over the last few years • Quite a lot of discussion on economics and manufacturers • Following on from last year when Circular Economy idea had been broached they started to think about how it would work, as the Scottish Government has signed up to the CE100 by the Ellen MacArthur Foundation • Francis Cairncross’ presentation was fascinating in terms of where Scotland is economically and where it is going in terms of big trends as we try to move from a linear to circular economy. Last year Walter Stahel did a talk which was brilliant. The videos of both sessions can be found here. • Look at the recently released EAUC Waste Hot Topic for more examples of good waste management • It seems things are working in that the Scottish Government have committed to Zero Waste and a Circular Economy, but these ideas are still new for many, and generally we are still at the development stage for encouraging buying of services not products • Richard Lochhead MSP announced a national brokerage service, where local authorities (and later other organisations) will be able to develop their own brokerage • The conference also saw the announcement that Scottish landfill tax will from April 2015 stay in Scotland, and be £82.50/tonne • Strathclyde University is to develop a new Scottish Institute of Remanufacture • Circular Economy will be the next big thing but still a developing area

10. **Update on APUC Waste Framework**

Ricarda (Rica) Bieke, APUC

Presentation available [here](#).

- Rica works with Andy Anderson at APUC, who passed the agreement on to her a few weeks ago due to her background in Sustainable Development and Environmental Management
- The Framework is running out in December this year – written to last 3 years with 12 month option to extend
- User Intelligence Group (UIG) have agreed to extend it for the 12 months as there is currently no other option
- Need to start rethinking and retendering new framework early next year to start Dec 2015
- The Framework Agreement is open to all universities and colleges and uses appointed pre-qualified service providers in each area listed under a number of different waste stream schedules (see slides)
- Waste hierarchy is the basis of the Waste Management Framework. Most to least favoured: Eliminate, reduce, reuse, recycling, recovery (of energy), landfill
- Ideally organisations should produce KPIs in terms of how much falls into each category
- Landfill is the highest cost, and the aim is to reduce cost while minimising environmental impacts
- Operation of Framework Agreements – any member can call off (selection of service provider) through a mini-competition, under pre-agreed Terms and Conditions and pre-agreed performance levels and response timescales. These are minimal standards and can be altered for needs.
- There is geographical lotting for different service providers and some areas might go through local councils
- Framework Agreement gets better prices for everyone as many organisations are included in framework agreement, including all the big players
- All institutions' requirements should be met by the agreement through a mini-competition
- Looking now to consider improvements for retendering
- Aim of Agreements is to provide efficient and quality service, reduce or restrict costs, reduce disposal to landfill and promote waste reduction and recycling and stakeholder education
- There are economies of scale which mean large institutions have more power to negotiate
- The Agreement contains Duty of Care requirements, and adherence to and promotion of practices to comply with and meet targets from the Climate Change (Scotland) Act 2009 and Zero Waste Scotland Action Plan
- Spend overview slide – ideally we want spend to go down and uptake up, as spend reflects waste to landfill
- Contract uptake – 70% of institutions are using or will use the framework agreement, and 30% have other contracts in place – advantages depends on the location
- Issues:
 - Insufficient coverage of schedule in Lots
 - High cost in remote areas
 - Contamination rates high
 - Separation requirements
- Re-tender process – UIG input and feedback from Institutions is critical in developing the legislation update, opportunity analysis (what has changed in the market) and added value, and re-structuring (schedules and lotting)
- If you want to get involved in the UIG or feedback please contact Rica Beike on

	<p>rbieke@apuc-scot.ac.uk. Feedback would be much appreciated – changes are necessary and we need to know how to best do this</p> <ul style="list-style-type: none"> • Current framework can be accessed from the UniBuy website here – includes contact info, appointment of supplier in each waste stream, terms and conditions and guidance on conducting further competition • The Sharepoint website gives access to the Framework Agreement tender documents, including the Evaluation of the Supplier submissions. <p>Questions and Answers:</p> <ul style="list-style-type: none"> • <i>How to make it less complicated? Less schedules?</i> Can't change geographic lotting so need to look at waste streams and how to combine/separate them to make it more simple • <i>Any schedules not used?</i> Radioactive – little requirement for this or design is specific to institution • <i>Will current contracts be moved over to the terms of the new Framework Agreement?</i> Contracts started before implementation of the new Framework Agreement will run on the old terms until they expire
11.	<p>CIWM Waste Smart Training Courses <i>Rebecca Petford, EAUC Scotland</i></p> <p>Presentation by Ann Galbraith presented by Rebecca available here.</p> <ul style="list-style-type: none"> • The EAUC are currently offering Waste Smart Foundation and Advanced Training, with trainer Ann Galbraith formerly from the University of Glasgow. • Training is discounted until March, so if you are interested sign up soon! • Waste Smart is the industry standard training course, offering accessible, practical and sustainable waste and resource management skills. It is designed to help organisations become more resource efficient, cut waste costs, and comply with legislation • There are two levels of course, Foundation and Advanced. The Advanced course covers the foundation material plus extra section on applying the theory of the waste hierarchy and waste audits • There are separate courses for Scotland to reflect the differences in legislation from the rest of the UK • The course is delivered using Powerpoint and workbooks provided by the CIWM • Trainers are expected to encourage interaction and discussion throughout the course • Each course concludes with a formal, written assessment. For the Foundation course this is mostly multiple choice, but the Advanced assessment is significantly more in depth. The assessment is taken on the same day as training and is not time limited. • Foundation course <ul style="list-style-type: none"> - Provides information necessary to make astute and efficient waste related decisions, whilst increasing sustainability and improving performance - Aimed at anyone who generates, handles or manages waste as part of their role • Advanced course <ul style="list-style-type: none"> - Contains 8 sessions, five of which are the same as the Foundation course (although teaching material is not identical) - Aimed at those whose role deals predominantly with the management of wastes in their organisation, and whose decisions have the ability to influence a significant level of change within their organisation's policy and routine • The CIWM 'owns' the course, and accredits a trainer, who interacts with the CIWM through

	<p>a 'Centre'. In Scotland this is Zero Waste Scotland. Completed assessments pass from the trainer through the Centre to the CIWM, and results pass back down the chain.</p> <ul style="list-style-type: none"> • EAUC-Scotland has an arrangement with Ann Galbraith (Outreach Wide-access Learning) to deliver training for the sector. • So far this partnership has delivered one Advanced course to 10 delegates, with 9 sitting and passing the assessment. • An Advanced course is planned for the 10th December in Edinburgh and still has places available. See the EAUC website for more details and to book. • Course costs until March 2015 are: <ul style="list-style-type: none"> - Foundation £160 (£215 for non-EAUC members) - Advanced £200 (£266 for non-EAUC members) • Advantages and disadvantages of the course can be found on the slides • A new version of the Scottish Advanced Course is in the pipeline, and will include more Scottish examples • Trying to engage ZWS in discussion about how to ease the load of the Advanced course and assessment in one day, including options for sitting the assessment on a different day, but nothing has been decided • The CIWM are looking into the possibility of a conversion course to 'upgrade' people from the Foundation to Advanced level, covering a refresher and new advanced material – Ann hopes to hear more on this soon and will report back through the EAUC-Scotland Office • The courses contain very good material that will be excellent grounding for relevant staff, and the ability to gain certification may be an advantage for career progression • Remember to sign up now on the EAUC website for the 10th December Advanced course, or contact rpeterford@eauc.org.uk to register your interest in other dates or a Foundation course. We can also offer training in-house. More details on the course can be found on the EAUC-Scotland website.
12.	<p>Summary, Discussions and Close <i>Fleur Ruckley, Waste Management Topic Support Network convenor</i></p> <ul style="list-style-type: none"> • Topic for next TSN in Spring still up for discussion – let us know on feedback form what you want in the future, and what you thought of today • It would be good to get Ann along next time and hear more from APUC • Next TSN have an update on food waste perhaps?

Minutes prepared by: Rebecca Petford
EAUC Scotland Programme Coordinator
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