

Get Ready Pack



Is waste disposal costing you too much? Is waste becoming a liability for your business?

This factsheet will help you

Minimise waste and maximise your resource efficiency

The hidden costs

All waste represents loss of resources and loss of money. Waste disposal typically only represents 10% of the total cost of waste, with 'hidden' costs associated with the generation of waste accounting for the remainder. These hidden costs may include:

- Cost of raw material written off as waste
- Lost opportunity (when waste could be converted into finished products)
- Waste treatment cost
- Rework cost
- Lost production time
- Staff time on unproductive waste management work
- Storage and clean-up costs

These costs are often disguised as inevitable components of running a business, such as rejects, changeover losses, over-specified products or spills.

REMEMBER: the reduction of waste has considerable impact on the bottom line

Your production - Saving on raw materials

You might be able to realise substantial savings in raw material inputs by making simple process changes.

- Aim to build manufacturing and packaging efficiency into the design of your product
- Design your production layout to optimise the flow of materials
- Aim for continuous processing - minimise stocks of intermediate semi-finished items
- Check whether you can schedule the production of a range of products to reduce set-up frequency and costs and maximise economies of scale in batch sizes and equipment.
- Improve process monitoring
- Return waste such as off-cuts to the production process: find a new use or market for your scrap
- Do what you are good at - consider subcontracting specialist functions

A waste assessment can help you better understand your current environmental performance and where your efforts will gain most value by:

- Identifying and quantifying the waste streams at your facility; and your current production, storage, treatment and disposal practices
- Assessing compliance in relation to waste management practices, and identifying potential liabilities, waste minimisation / cleaner production opportunities
- Calculate costs incurred with treatment, storage, handling and disposal of wastes, including an estimation of associated labour, energy, water and lost raw material costs



Careful reductions in stock levels can reduce wastage through obsolescence and accidental damage: Can you implement Just-In-Time?

Waste management

Do not mix waste streams– this will aid recycling and provide an indication of why waste is forming. It may also assist to calculate a theoretical minimum waste production for your processes. You can then aim to keep within 10 per cent of this figure. Once waste has been produced, remember to:

- Treat your waste - Reducing the environmental hazard or nuisance of the waste onsite will reduce the disposal costs associated with that waste
- Dispose of your waste in an environmentally safe manner: Keep records of the amount and type of waste leaving your facility, the name and details of your waste management companies (including sighting of appropriate licenses) and details of licensed facilities your waste will be disposed to

REMEMBER: You are responsible for your waste

Quick tips

If you haven't already done so, look at your wastes and ask yourself:

- Can I recycle, re-melt or otherwise retreat it in my process?
- Is it a waste or a by-product? Can it be sold without re-treatment?
- Would I be better off selling 'factory seconds' than re-treating or scrapping it?
- Can my old office furniture and equipment be sold to my staff at a discount, or even donated, rather than disposed of?
- Can my waste be a valuable product for another local business?
- Have I considered converting my waste to energy?

You may need to check with your local council and EPA regarding any regulatory issues associated with the management of your waste.

Further information

Contact Ai Group's Energy and Sustainable Business Help Desk on **1300 733 752** or sustainablebusiness@aigroup.asn.au.

Make it happen

Here are some simple tips to start your journey towards cleaner production .

INVOLVE EVERYONE	Get all your staff, your waste contractors and building managers involved to ensure a unified approach to waste reduction.
NEGOTIATE WITH YOUR SUPPLIER	Can they provide reusable packaging? Can you return empty drums or pallets?
TALK TO YOUR NEIGHBOURS	Can you and your neighbouring businesses get common wastes recycled cost effectively?
EDUCATE YOUR STAFF	Explain the recycling system to all staff.
MAKE IT EASY	Place recycling bins next to the general waste bins and ensure they are clearly labelled.
ENCOURAGE GOOD PRACTICES	For example, encourage staff to print double-sided and offer rewards for employees and suppliers who reduce waste. Display posters or other reminders about recycling.
GET THE BEST SYSTEM	Talk to your waste contractors about the best recycling system for your workplace. Ask them how they can help and work in partnership.
REPORT YOUR IMPROVEMENTS	Monitor your waste production and make sure you include internal wastes such as rework and recycle streams.