

Prevent & Save

Best Practice Guidelines in Waste Management



**Waste Management
for the Hospitality Industry**



QUANTIFIABLE TONNES OF PACKAGING WASTE

The most important aspect of waste management is having access to comprehensive data on the processing and collection of your waste.

Your recovery operator should be supplying you with a breakdown of all the waste which is being collected from your business.

This means that first and foremost, you are aware of what you are paying for when you budget for your waste collection, secondly that you can pinpoint areas where waste or overuse may be occurring and thirdly that you can establish areas where you may make a saving. This is, of course, an important element of any submission for the Repak Awards, Best Practice Hospitality.

STAFF INVOLVEMENT – A VITAL INGREDIENT

Many hotels have found it beneficial to implement a 'Green Team'.

This means that a number of staff from each area of the hotel are members of this team and are monitoring the success of initiatives implemented in the hotel and liaising with their staff to find any new ideas for reduction or minimisation, which may be suggested at weekly or monthly meetings.

COLLECTION AREAS

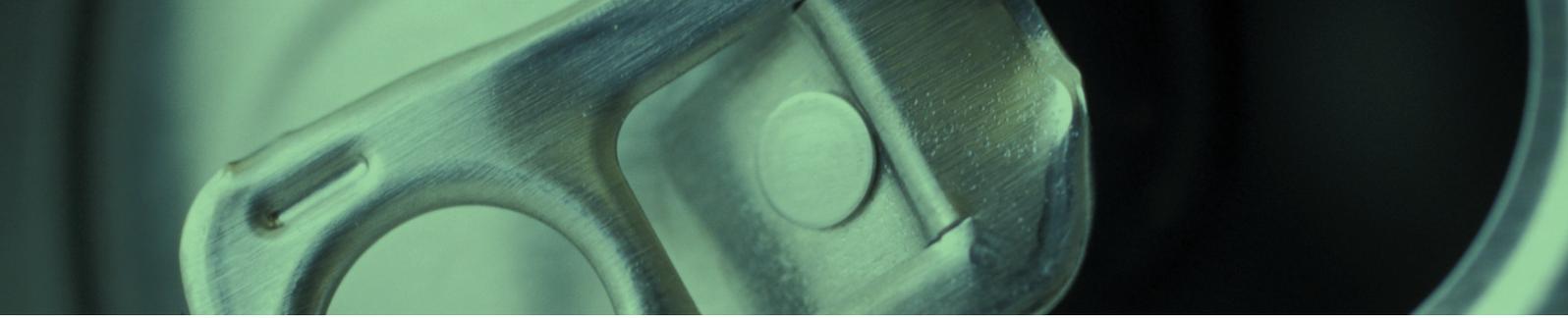
Always ensure that areas of the hotel which are used for collection of waste are kept as clean as possible and that bins are clearly marked and segregated. In a lot of cases, hotels hang sign in sheets in these areas. Staff are required to list use of correct bins and to note use of the compactor if one is available to them. This means that staff are aware that these areas are under observation by senior staff members and are required to be used correctly and kept orderly.

SEGREGATION

Waste streaming is a highly effective way of reducing waste.

- Kitchen and bar area: bins colour coded for easy training and clear segregation
- Accommodation staff : trolleys with two separate bags for segregated collection
- Guest accommodation bins: bathroom bin signposted as contaminated waste bin and bedroom bin clearly marked with the recycle sign for paper and plastic recyclables
- Guest books should also have information on the hotels Reduction, Recycling and Minimisation policies
- Clear plastic bags to be used for easy identification of waste type

All new staff should be fully briefed in the benefits of segregation, the use of these bins and also aware of the Hotels environmental policies.



Clear plastic bags
to collect waste



colour coded bins to collect
segregated waste

To assist with segregation of waste, the following guidelines may be useful:

- Colour code different types of waste e.g.

GREEN	= Paper / Cardboard
BLUE	= Plastics
BROWN	= Food waste for composting
BLACK	= General mixed waste
- Collect in clear plastic bags to ensure that the waste is segregated correctly
- Use photographs as well as text to help employees who may have difficulty reading English.

Reduction

Letters can be sent to all suppliers, requesting that they minimise the amount of packaging which they deliver on goods supplied to the hotel.

Many hotels find that bulk containers can be used in guest rooms, for items such as shampoo and shower gel and that these can be refilled by accommodation staff as required.

Juices can be delivered in bulk and made available from dispensers at breakfast buffet

Candles which burn oil were used in the restaurant of one hotel, rather than single use candles.

PREPARATION OF WASTE FOR COLLECTION AND RECYCLING

Always ensure that areas of the business that are used for collection of waste are kept tidy and that each area or bin is clearly marked.

If applicable, investigate the use of balers and compactors to compress your waste. Paper/ cardboard bales and plastic bales are a very effective way of reducing the storage space required for this waste and reducing the transport costs associated with it, as baled waste takes up much less volume. Compactors can also reduce the space required to store food waste or mixed waste, but a business would need to be producing a substantial amount of this waste before a compactor could be justified.

Under no circumstances should the use of open skips be allowed on your site.

Open skips quickly become filled with recyclable material, compostable material and general waste in an uncontrolled way. It is also the most expensive way of dealing with waste.



Weatherproof
Balers



Baled cardboard
awaiting collection

Balers and compactors are available in different sizes and combinations (e.g. a twin chamber baler), and can be leased, rented or bought outright. Your recovery operator may be able to work with you on the best solution to recycle your waste, as clean, segregated, baled (or compacted) waste material will attract a higher value, as opposed to low value unprocessed waste. The higher the value you can attract on your waste material, the quicker the payback period on any equipment you have acquired.

OTHER REUSE, RECYCLING

Reuse initiatives are often put in place, which tend to be specific to the hotel themselves, but could be put into practice if the hotel has suitable facilities. For example:

- Unused toiletries from guest accommodation were collected by accommodations staff and used in staff areas
- Macerated food items were taken from the kitchens and sent out to greyhound trainers.
- Light wood pallets from food deliveries were broken down and given to St Vincent de Paul as kindling for elderly home owners
- Envelopes were stored and reused for internal staff documents
- Internal documents were printed on both sides

These types of opportunities come from working with staff, customers and other businesses in your area to see what can be re-used or recycled. Not only will anything recycled in this way save you having to pay charges to a recovery operator, it may even earn some money for you.

Minimisation

Many hotels have introduced a number of initiatives which have been beneficial in eliminating the need for packaging altogether. See below for a selection of some successful initiatives;

- Packaging elimination at breakfast: yoghurt and jam are available in large serving dishes, while butter is available in small portions on plates
- Packed lunches made onsite and placed in cardboard boxes which are made up and labelled as required
- Re-usable bags provided for guest laundry which are matched up with customer using the dockets provided

You could also look for smaller projects around your business that minimises packaging. For example, buying cooking oil in bulk containers and drawing off smaller batches as required for the cooking areas, or allowing your suppliers to take back spare white pallets that you accumulate.



TO KEEP ON FILE

The following records will be useful in demonstrating improvements to your waste management systems. They will also provide the required detail if you wish to submit an application for an awards scheme such as the Repak Recycling Awards.

- Photographic evidence of any new improvements to the hotel
- Last years and current records from recovery operators
- Correspondence with suppliers in relation to packaging reduction
- Green Team meeting minutes and staff suggestions
- Records of any consultation work carried out in conjunction with the Local Authority
- Records and photographic evidence of any work environmental initiatives undertaken at a local level – e.g. involvement with schools etc.

FINALLY...

We hope you find this information useful, and we wish you the best success with your waste management strategy. If you have any queries with regard to the above document, please contact the Membership Services department at Repak by ringing 01 4670190 or by e-mailing info@repak.ie.

