

Merseyside Police Operational Command Centre (OCC)

Waste Management Plan

1. Introduction

The Operational Command Centre (OCC) is a new build accommodation at the Estuary Business Park in Speke, designed specifically for the needs and requirements of Merseyside Police. The building will bring together all of the teams that form the Matrix Serious and Organised Crime team (MSoC) into one purpose built facility, along with other departments, which will be identified within this plan. This waste management plan for the OCC will identify the expected waste types generated as a result of activities from departments based within the building; outline the legal obligations associated with the identified waste types and show how these waste types will be managed.

2. Site Plan

The diagram below outlines the site layout for the OCC. There is a 2 storey main building, along with 2 single storey buildings, the first of which houses the Dogs Section and the second which houses the Force data centre and site plant room. Diesel and electric vehicle refuelling points are located on the left hand side of the main entrance, which is where the external waste and recycling bins are accommodated.



3. Management of Identified Waste and recyclable Materials at the OCC

The principle driver for the OCC Waste Management Plan is to consider the key issues associated with the sustainable management of waste. Therefore this Plan adopts the principles of the waste hierarchy, with the first principle, to eliminate and avoid producing waste in the first place, detailed within the construction site waste management plan for the OCC.

Reduce

Purchasing of goods through the Force centralised purchasing team will ensure that new items will not be bought unnecessarily and will cut down on the amount of waste generated.

Reuse

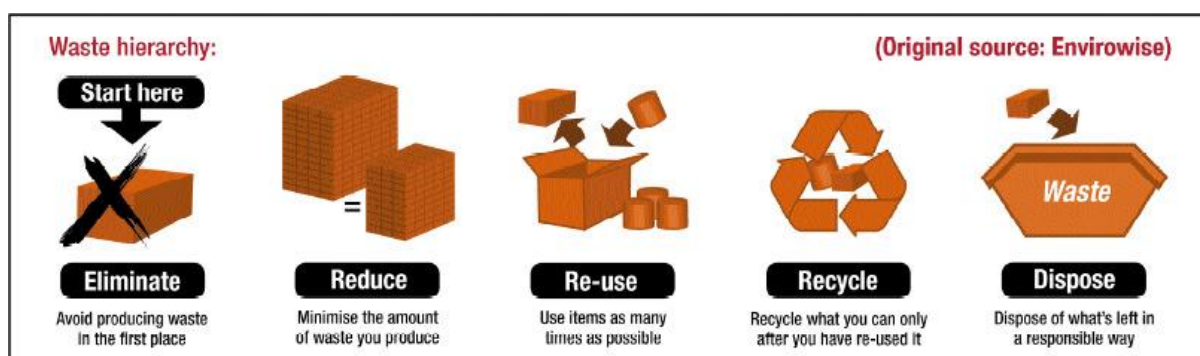
Reuse of items like electrical equipment and office furniture is encouraged via the Force intranet site, where staff are encouraged to post items which they no longer need to let colleagues know throughout the Force, they are available.

Recycle

The adoption of internal centralised bin points throughout the OCC building, and in line with Force waste policy, will ensure that recycling is encouraged, as general waste bins will be situated alongside paper and general recycling bins.

Waste

The current waste disposal contract sees all general waste which cannot be re-used or recycled, sent to a waste to energy processing plant and not to landfill. This is something Merseyside Police would look to continue even if a change of waste contractor for the Force was appointed.



The development of the OCC Waste Management Plan has included a number of key tasks namely;

- A desk top review to identify typical waste streams and also waste minimisation opportunities for each identified waste stream.
- A review of the waste management requirements of the Merseyside Police waste contractors, to ensure all identified waste streams are factored into the Plan. To identify any potential future changes to the current contractual arrangements which could impact on the management of waste at the OCC.
- Identification of relevant waste legislation and the activities Merseyside Police should undertake to ensure legal compliance.
- Understand where waste can be reduced and even eliminated, and also the availability of reuse and recycling opportunities.

4. Building occupancy and hours of operational activity

The building will operate on a 24/7 basis, however some departments will work a standard 9 – 5, Monday to Friday hours.

The OCC will house a broad range of departments and Force activities. There are a number of departments that will have additional waste streams to that of standard office waste and recyclable materials.

However the majority of departments will be expected to generate standard office waste and recyclable materials only.

5. Type of waste generated at the OCC

The majority of Force departments occupying space in the OCC will generate standard office waste and recyclable materials.

Standard office wastes and recyclable materials generated by Merseyside Police activities have been identified and are outlined in table 1 below:

Table 1 Office Wastes and Recyclable Materials as identified by Merseyside Police

Office Waste Type / Recyclable Material	Applicable Legislation	Force Disposal Route Identified
Paper	The Waste Regulations (England & Wales) (Amendment) Regulations 2012 Duty of Care Landfill Directive	All paper is disposed of in a separate bin to all other wastes. It is disposed of as a confidential waste and as such is stored securely until it is taken off site. Force contract in place for shredding and recycling of paper.
Cardboard	The Waste Regulations (England & Wales) (Amendment) Regulations 2012 Duty of Care Landfill Directive	Cardboard is separated into the recycling bins. 100% of cardboard is recycled throughout the Force. Force contract in place for recycling of cardboard.
Plastic bottles / food cartons / lids /aluminium cans	The Waste Regulations (England & Wales) (Amendment) Regulations 2012 Duty of Care Landfill Directive	Force staff are encouraged to put all types of plastics into the recycling bins. Force contract in place for recycling of dry recyclable materials.
Glass bottles	The Waste Regulations (England & Wales) (Amendment) Regulations 2012 Duty of Care Landfill Directive	Force staff are encouraged to put glass into designated recycling bins. Force contract in place for recycling of glass.
Redundant stationary	The Waste Regulations (England & Wales) (Amendment) Regulations 2012 Duty of Care Landfill Directive	Force staff are encouraged to recycle materials wherever practicable to do separate these materials into the appropriate recycling bins. All non-recyclable materials to be put into the general waste bins. Force contract is in place for general office waste disposal.
Printer cartridges	WEEE Regulations	Force staff are encouraged to place redundant printer cartridges into the recycling boxes.
Batteries	Batteries Directive	Standard AA and AAA batteries are collected in designated battery recycling bins and then collected by the Force approved battery recycling contractor.

IT equipment	WEEE Regulations	It has been communicated to all staff that they should contact the IT Help Desk if any IT equipment is surplus to requirements.
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Additional nonstandard Force waste streams include;

- **Dog waste** – This is currently bagged and collected on agreement by the general waste contractor. This approach will continue.
- **Laboratory chemicals** – The Force laboratory does not require a trade effluent discharge consent due to the dilution volumes of the liquids disposed of to sewer. All powder and solid chemicals and their bottles and tubs, are returned to the supplier, as part of the Force purchasing agreement.
- **Crime scene items** – These will continue to be sent to the Force centralised Property Store and adhere to Force disposal procedures.

All other wastes identified will be dealt with on a case by case basis by the Sustainability Officer and the Contracts Monitoring Officer.

6. Applicable Waste Legislation relevant for OCC Operational Activities

Table 2 outlines the main pieces of waste legislation which apply to Merseyside Police and the activities undertaken at the OCC. The table identifies the waste streams which a particular piece of legislation refers to and also its relevance to Merseyside Police.

Table 2 Waste Legislation Pertinent to Merseyside Police

Waste Legislation / Best Practice Documentation	Impacted Waste Streams	Relevance to Merseyside Police OCC Building
The Waste Regulations (England & Wales) (Amendment) Regulations 2012	General office waste and recyclable materials	Defines waste. Sets out that all identified wastes should be classified as either hazardous or non-hazardous. Identifies the need to separate dry recycling from general and food wastes.
Duty of Care	All waste streams.	Duty of Care comes into force from the moment the waste is produced until it is passed to a licensed waste carrier. Merseyside Police also has a Duty of Care to ensure the waste carrier disposes of the waste appropriately.
Hazardous Waste Regulations 2005	Redundant light bulbs, batteries, old fridges and TV's	The site porter will ensure the relevant consignment notes are completed & retained, for the storage & movement of hazardous wastes from the OCC.
Landfill Directive	All non –hazardous waste streams.	All non-hazardous wastes should adopt the principles of the waste hierarchy and be sent to landfill as a final option.
Environmental Protection Act 1990 part II	Majority of non –hazardous waste streams.	Regulates the licensing and disposal of waste to land. Ensures that non-hazardous waste should be licensed before disposal to land
The Controlled Waste Regulations 2012	Clinical Waste	Clinical waste must be segregated at source, wherever possible.
The Carriage of Dangerous Goods Regulations	Clinical Waste	Waste must be collected and transported by an approved clinical waste carrier.
WEEE Regulations	IT and electrical equipment	All electrical equipment used within the building, including, but not limited to computers & screens, printers, fridges & electric cookers. Force wide processes exist to ensure compliance with the WEEE regulations.

7. Storage of Waste – Internal and External

The OCC has been designed with a significant amount of internal open plan space and the facility to hot desk in a number of locations. Breakout areas and tea points are also located in strategic locations throughout the building. Into the original building space layout, centralised recycling points have been designed which will ensure that recycling opportunities are maximised. Paper recycling bins are also located adjacent to photo copiers and certain high use communal printers. Printer cartridge recycling bins are also located adjacent to the same high use printers. Battery bins are located at key entrance points to the building.

Hazardous waste will be stored in secure bunded compounds in appropriate containers which are clearly labelled to identify their hazardous properties and are accompanied by the appropriate Control of Substances Hazardous to Health (COSHH) assessment sheets. Laboratory hazardous and clinical waste will be kept within the laboratory environment. Any other hazardous or clinical waste shall be kept in the secure out building until collected by the Force approved contractor.

An external bin point is located adjacent to the main entrance, where the site porter and cleaning staff will deposit all office waste and recycling. Confidential paper waste is to be stored in a secure out building until its collection. Again this is administered by the site porter and cleaning staff.

8. Waste and recycling targets

2014/15 saw the first complete year for the employment of the Force office recycling scheme. The total annual cost for office waste removal and recycling for the last year was **£85,524**. The removal of office waste for landfill costs the Force £10.04 per 1100l bin. To remove the same bin but filled with recyclable waste costs the Force £6. Therefore a saving of £4.04 can be realised for every general waste bin which is replaced with a recycling bin.

A 10% target reduction in the volume of general waste sent to landfill and an increase in recycling will achieve Force wide savings of just under **£4,500** per year.

Site targets have not been set, but waste collection data from SITA for general office waste and recyclable waste can be accessed on a monthly basis. It is intended that targets for waste reduction will be made following the first annual review of the buildings activities. This will provide an accurate, actual assessment of waste volumes for identified waste streams.

9. Staff Behavioural Change Campaigns

Merseyside Police has a network of sustainability champions which are a key point of contact during any general or site specific behavioural change campaigns. To assist with the achievement of the Force wide office waste reduction and increase in office recycling targets, a specific campaign for all OCC staff will be planned and carried out once the site becomes fully operational. The campaign will include raising awareness of procuring only goods which are required and the identification of building bin points.