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The Edinburgh International Conference Centre, HaFS Agreement 2012 Baseline Data Assessment

Calculation of the 2012 baseline data for submission under the WRAP and ZWS HaFS Agreement

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Executive summary

The Hospitality and Food Service Agreement is a voluntary agreement to support the sector in reducing waste and recycling more. Research by WRAP indicates that if avoidable food waste was prevented and unavoidable food waste diverted to anaerobic digestion (AD), the potential savings to industry would be more than £720 million a year.

The two targets of the HaFS agreement are outlined below:

- **Prevention Target:** Reduce food and associated packaging waste arising by 5% by the end of 2015. This is against a 2012 baseline and is measured by CO2 equivalent (CO2e) emissions.
- **Waste Management Target:** Increase the overall rate at which food and packaging waste is being recycled, sent to Anaerobic Digestion (AD) or composted to at least 70% by the end of 2015.

To be able to measure progress against these targets each signatory needs to be able to report it's 2012 baseline waste and packaging position, and to monitor changes over time to be able to determine progress towards and compliance with the voluntary targets. Waste data includes annual tonnage and waste management destination of food, food waste, mixed waste and used cooking oil (in litres), and the fate of these wastes, as well as establishing packaging use within the organisation.

Acting on behalf of WRAP and ZWS, Urban Mines has worked with the signatory The Edinburgh International Conference Centre (EICC), to use available waste and packaging data to establish this baseline picture. This report includes the results of this work.

To aid reporting, the baseline data is also presented in Appendix D of this report in the form it will need entering in WRAP and ZWS's reporting portal at http://hafsareporting.wrap.org.uk/.

The headline data produced for EICC is shown in Table E1 below. The column headings correspond with those being used in the reporting portal.

	Dry Materials	Glass	Food	Mixed Waste	Total	Proportion
Recycled	161.74	62.78		11.25	235.77	**90.1%**
Landfill	16.5			3.75	20.25	**7.7%**
Composting			5.5		5.5	**2.1%**
Redistributed			0.04		0.04	**<0.1%**
Total	**178.24**	**62.78**	**5.54**	**15.00**	**261.56**	
Proportion	**68.1%**	**24.1%**	**2.1%**	**5.7%**		

Table E1- Quantity (tonnes) and waste management destination of each waste material disposed of at the EICC in 2012

This table shows that the EICC is currently diverting 92.3% of its waste from landfill and energy from waste.

These results have been produced using data solely supplied by the EICC with no follow up work required. As this is the case this Part A report has concluded that the data the EICC currently has is sufficient for reporting to the HaFS Agreement and data collected in this manner in subsequent years can also be used for reporting under the Agreement.

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Glossary

Anaerobic Digestion	The digestion of organic materials in the absence of air by microorganisms, to generate methane which can be used to generate electricity and heat, and provide a material which can be used as a fertiliser or soil improver
Composting	The digestion of organic materials in air by microorganisms, to provide a material which can be used as a fertiliser or soil improver
DMR (Dry Mixed Recyclate)	Collected segregated waste materials, usually cardboard, paper, plastics, metals, usually separated by the waste contractor for recycling
Energy recovery (energy from waste)	Disposal of residual or other combustable wastes to generate heat and electricity
FTE	Full time equivalent (employees)
Mixed (residual) waste	Waste left after recycling or reuse has taken place.
HaFS	Hospitality and Food Service
MRF	Materials recovery facility – separates individual recyclates from a mixed DMR stream
Packaging Waste Regulations	The UK has implemented the EC Directive on Packaging & Packaging Waste Directive through regulations which place obligations on all UK companies that have a turnover exceeding £2 million and that handle more than 50 tonnes of packaging per annum and require that packaging should be minimised, and capable of recovery and recycling.
PRN	Packaging recovery note - otherwise known as certificates of recycling evidence. These certificates/ notes are generated by accredited reprocessors when packaging waste is recycled or recovered. The PRN system enables obligated companies to fund packaging recovery and recycling costs by purchasing the right number of PRNs to match their packaging obligation.
Waste arisings	The amount of waste generated
WRAP	Waste & Resources Action Programme
ZWS	Zero Waste Scotland

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1.0 Role of Part A Gap Analysis

The scope of Work Package A - Gap Analysis is to work with a signatory to understand what data they currently have available, assumptions made and the gaps in data coverage. This gap analysis will highlight where there is insufficient data coverage to allow for data to be extrapolated to estimate a baseline for the agreement, and make recommendations on how these gaps can be best filled. Alternatively, it may conclude there is sufficient data coverage to enable data to be extrapolated. If this is the case the analysis will be used to establish the baseline.

2.0 Summary

EICC is a conference facility in the centre of Edinburgh that has 49 full time and 100 casual employees.

3.0 Available Waste Data

EICC is certified to ISO14001 standard and has been since 1998. As a result of this, initiatives are in place to reduce waste production and increase recycling. This means extensive measurements of waste production and other environmental impacts exist and are frequently assessed for internal purposes and for external auditing. Furthermore, the EICC offers a sustainable events programme where detailed environment related information, in the form of a report, is presented to the client at the end of a conference detailing energy use and waste creation etc. Within this report detailed waste measurements are supplied on an item by item basis; an example Sustainability Event Report is contained in Appendix A. This report demonstrates the numerous waste measurements that EICC makes.
Waste is segregated at EICC as follows:

- Paper
- Cardboard
- Plastic

  } Collected by Changeworks Recycling
- Cans
- Glass – Collected by Viridor
- Food – Collected by CORE
- Cooking oil – Returned to the supplier
- DMR – This is exhibition waste direct from the exhibition halls and is collected by Mckenzie Waste Recycling
- Mixed – Collected by Mckenzie Waste Recycling

Waste data is available for all waste streams disposed of separately at the EICC.

4.0 Methodology for Calculating Waste Quantities

The way waste quantities are measured by the different waste collection companies is noted here. Where necessary, the relevant waste management company has been contacted to confirm the calculation method.

<u>Changeworks Recycling</u>
Each waste stream is segregated into different bags and when the waste is collected the number of bags of each material is noted by the driver and reported back to a central point. An average weight per bag for each type of material is applied to the load and this is reported to EICC. These average weights are constantly checked by cross referencing the number of bags collected with the total quantity of material sent for reprocessing as well as by spot weighing bags.

Viridor
Viridor has a standard average weight it applies to glass depending on the size of the bin. Viridor could not confirm how this average is calculated nor if it is reviewed regularly.

CORE
EICC weighs all the food waste it produces and these weights are cross referenced with the weights provided on the invoice by CORE. This data is, therefore, assumed to be very accurate.

McKenzie Waste Recycling
Waste is collected in skips or roll on:rolloff containers. These are weighed on arrival at the depot and contain solely waste collected from EICC. As this is the case the weight data provided by McKenzie Waste Recycling is accurate. For the end destinations the recycling/landfill rate for the whole plant operated by McKenzie's is applied to the waste received from EICC.

Cooking oil
This is returned to the supplier. The quantity in litres is likely to be very accurate.

5.0 Summary of Key Data Sources

The source of the data required for reporting can be summarised as follows:

Waste Stream	Data Source Volumes	Data Source Destinations
Food Waste:		
Waste from food preparation	This is segregated and the segregated amount is weighed on site.	Scottish Water AD plant near Cumbernauld.
Post-consumer food waste	As above	As above
Cooking Oil	Returned to the supplier. Accurate data supplied for litres returned.	Recycled into bio-diesel.
Other organics	Unused food from events is redistributed to the charity FareShare. This is recorded and a list of redistributed food is available in Appendix	
Segregated Materials for Recycling:		
Mixed dry recyclates	This is waste disposed of directly by exhibitors and is collected in a skip or roll on: roll off container. This is weighed each time.	Sent to MRF where there is a 75% recycling rate.
Individual materials:		
Glass	Segregated and collected by Viridor.	Recycled.
Cardboard & paper	Collected by Changeworks. Average weights applied that are continually checked and re-calculated if necessary.	Recycled.
Plastics	As above.	As above.
Fe Cans	As above.	As above.

Waste Stream	Data Source Volumes	Data Source Destinations
Al Cans	As above.	As above.
Transport/delivery packaging	The cardboard boxes that are used to deliver items for the kitchen are returned to the supplier. The weight of this material is based on an average of 6g per cover.	Re-use.
Mixed/Residual/"black bag" waste:		
Total mixed waste	Mixed waste is collected in a skip or roll on:roll off container, and the majority of this is generated by the exhibitors. This is weighed each time it is collected.	Sent to MRF where there is a 75% recycling rate. However, it is unlikely that this contains dry recyclates or food waste.
Recyclate/Food waste content of mixed waste noted above.	This was not available for inspection during the site visit but, given the nature of the segregation system in place and the on-site measurement of food waste in particular, it is assumed that mixed waste contains minimal, if any, dry recyclates or food waste.	
Other		
PRN data	No obligations under the Packaging Waste Regulations, therefore not recorded. All plastics cans and glass are food related packaging and most cardboard is as well.	

Table 1 – Summary of Key Data Sources

Summary of data

		Year and Quantity (tonnes)							
Material	**Destination**	**2005**	**2006**	**2007**	**2008**	**2009**	**2010**	**2011**	**2012**
Paper	Recycled	0.39	5.07	18.99	8.36	11.83	9.72	12.58	5.69
Cardboard	Recycled	3.30	12.96	19.25	18.38	15.54	17.98	25.04	30.42
Cardboard	Reused	0.24	0.40	0.45	0.33	0.34	0.37	0.38	0.41
Plastic	Recycled	0.27	0.08	4.58	0.81	0.85	0.56	1.69	1.16
Cans	Recycled	0.15	0.35	1.53	0.98	0.86	0.61	1.56	0.94
Glass	Recycled	20.61	23.06	15.69	4.94	5.17	12.24	60.84	62.28
Food	Composted	2.83	3.81	2.33	3.68	8.80	8.50	7.60	5.50
Food	Redistributed*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0.04
Cooking oil**	Recycled	0.79	0.70	0.46	0.26	0.53	0.50	0.37	0.22
DMR	Recycled	22.50	19.50	28.50	24.00	15.00	18.00	14.25	49.50
DMR	Landfill	7.50	6.50	9.50	8.00	5.00	6.00	4.75	16.50
Mixed waste	Recycled	86.25	57.00	69.00	61.50	48.75	72.00	45.75	11.25
Mixed waste	Landfill	28.75	19.00	23.00	20.50	16.25	24.00	15.25	3.75
	Total	**173.59**	**148.44**	**193.26**	**151.74**	**128.90**	**170.48**	**190.06**	**187.67**
	Reused	0.2 0.1%	0.4 0.3%	0.4 0.2%	0.3 0.2%	0.3 0.3%	0.4 0.2%	0.4 0.2%	0.4 0.2%
	Redistributed*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0.04 0.02%
	Recycled	134.3 77%	118.7 80%	158.0 82%	119.2 79%	98.5 76%	131.6 77%	162.1 85%	161.5 86%
	Composted	2.8 2%	3.8 3%	2.3 1%	3.7 2%	8.8 7%	8.5 5%	7.6 4%	5.5 3%
	Landfill	36.3 17%	25.5 13%	32.5 12%	28.5 14%	21.3 13%	30.0 14%	20.0 8%	20.3 2%

*The figure for redistributed food contains only those items for which weights are available; there are a number of items for which weight data is not available. This is summarised in Tables 3 & 4 below.

** Cooking oil has been converted to tonnes here the figure in litres for 2012 is 365.

Table 2 – Quantity of different waste streams disposed of per annum 2005 – 2012

Food that is redistributed to FareShare is recorded, however weight data is not available for all items. Table 3 shows those items and quantities for which weight data is available and Table 4 shows those items and quantities for which it is not.

Item	Unit Weight (grams)	Trays	Qty Items	Total Weight (kgs)
Rwanda Impala Coffee Beans	250	6.5	78	19.5
Rwanda Impala Coffee Beans	500	0.5	4	2
Sierra de las minas Coffee Beans	250	0.75	8	2
Finca el Chino decaf Coffee	350	1.75	14	4.9
St Ali Coffee Beans	200	0.25	3	0.6
St Ali Coffee Beans	1000	0.75	3	3
Costa Rica Coffee Beans	3000	1	2	6
	Total	**11.5**	**112**	**38**

Table 3 – Redistributed food for which weight data is available (2012 figures)

Item	Unit container	Trays	Qty Items
Espresso Coffee Beans	Bag	1.5	12
Coffee Beans	Bag	0.1	1
Loose tea		1.5	
Pulp - fruit juice	Box	31.5	126
Flitered milk		1.6	11
Pomegranate juice		15.75	63
Bars			
Nakd Energy	Box	16	128
Apple & Oat Slice	Loose	1	100
Strawberry & Oat Slice	Loose	2	200
Mixed Organic Cereal	Loose	2	200
Nakd Oatmeal Raisin Walnut	Box	4.75	38
Nakd Choc Chip	Box	2	16
Nakd Crunchy Peanut Butter	Box	1.6	12.8
Rawnola	Box	2	8
Yogi	Box	1.5	6
Matcha	Box	2	8
Goji	Box	2.5	10
	Total	**89.3**	**939.8**

Table 4 – Redistributed food for which weight data is not available (2012 figures)

EICC has a very good monitoring system in place for the waste it produces and it is experienced in collecting and recording this data. The system stands up to annual auditing for ISO14001, therefore it is assumed that the data presented here provides an accurate overview of the waste being produced at the site.

6.0 What we don't know

- The total weight of redistributed food.
- The proportion of cardboard that is food packaging.

These two things are not essential reporting requirements for the Agreement so do not need following up.

Conclusion

The data that EICC holds is comprehensive and robust. All waste management companies that collect from EICC have been contacted to ascertain how their weight measurements are made where these have not already been calculated by EICC. The methods used to do this are considered robust enough for this data to be used here and for the future reporting requirements of the Agreement.

As this is the case no further action needs to be taken prior to this data being entered in the reporting portal. The data for input into the portal is set out in Appendix 3; this can be transposed directly without further adjustment.

As long as the data produced in subsequent years follows the same methodology for calculation, the EICC can continue to provide data in this manner.

Appendix A – Example Sustainability Event Report

Name of Event: International Association Event

Delegate Numbers: 800 pax

Sustainable Catering – Kitchen Back of House Report

Using our sustainable catering procedures, we spoke with allocated catering event planner to gain knowledge of the event requirements. Once this had been established, through meetings and emails, we then contacted our suppliers to discuss what local and seasonal products would be available to us. After these discussions, we produced some sample menus which we emailed to the client for approval.

We believe menu tastings have a positive impact on food waste. When the menu is chosen, we will order the event requirements as far in advance as possible to enable our suppliers to purchase the food through local, sustainable sources, as agreed in the sustainability agreement we have with them. All food will be delivered on a one supplier, one drop basis, and, where applicable, two to three days deliveries on the same drop. This is to reduce carbon emissions from the delivery vehicles.

Fruit and vegetable deliveries from M. Murphy arrive in plastic, reusable containers to reduce the amount of cardboard waste. Meat products are vacuum packed and put into cardboard to avoid soiling the cardboard and this allows us to recycle the cardboard.

Before any preparation begins, a team briefing will be held to ensure every chef knows how to prepare each dish and recipes will be issued. This is to prevent food wastage at the production stage.

Every effort will be made during food production and service to save energy. In the kitchen this includes gas, electricity and water. Actions such as turning off the gas when it is not needed, not leaving the taps running and turning lights off when not needed.

Using local suppliers we sourced Scottish and British produce such as:

- Chicken - West Lothian
- Salmon - Loch Duart
- Dairy - Bridge of Allan
- Herbs - Fife
- Salad Leaves - Borders
- Potatoes - British
- Fruits
  - Strawberries
  - Raspberries - Blacketyside Leven
  - Gooseberries
- Vegetables (Broccoli, Mushrooms, Carrots)

The chocolate, sugar and bananas we use are Fairtrade.

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We have measured the Kitchen waste for this event and the results can be found below:

- Food coming into the Kitchen in kilograms excluding packaging – 1620 Kg
- Food waste in preparation – 150 Kg
- Actual food sent out – 1470 Kg
- Catering Packaging waste in kilograms – 59 Kg
- Amount of packaging waste returned to suppliers (for re - use) – 5 Kg
- Amount of catering packaging waste went to recycling – 54 Kg
- Amount of recycled waste per delegate – 8 grams
- Amount of food waste going to compost per delegate – 54 grams

Note: Surplus food snacks were donated to charity (see Appendix A)

Catering Front of House Report

Paper cups - 11kg (this includes all Flavia sized disposable cups and Coffee Common cups)
Plastic – 8kg (this includes water bottles, juice bottles and plastic cups from dispensers)

These results are taken from the segregated waste our Catering Staff collected during the conference.

We can confirm that **all** of the waiting staff involved in working live within a 5 mile radius of the centre and are either studying in Edinburgh or residing here from other countries.

During the conference we operated four 'drip coffee stations' and we can confirm we managed to reduce the waste each day throughout the event. This was achieved by having the same member of staff responsible for the same station every day and only brewing one batch at a time to keep the coffee as fresh as possible. This worked well and we aim to follow the same standard next year.

Overall Waste Recycling Performance

• Mixed Paper including paper cups	-	260 kg
• Cardboard Packaging	-	488 kg
• Plastics (cups, bottles)	-	33.5 kg
• Cans	-	52.5 kg
Total Waste Recycled	-	834 kg

Utility Usage

- Electricity - 1,608 kWh
- Gas - 1,681 kWh
- Water - 344 meter^3

Carbon Footprint

Summary of estimated CO_2 emissions (emissions source):

1. Electricity - 0.87 tCO_2e
2. Gas - 0.91 tCO_2e
3. Water - 0.14 tCO_2e
4. Waste - 0.75 tCO_2e

Total = - 2.67 tCO_2e

Useful Measures

KPI Measures	Sustainable Event Baseline	International Association
Food Waste per Event Day	30 kg	18 kg
Food Waste per Delegate Day	0.7 g	0.5 g
kWh electricity per m2/day	0.61 kWh per m2/day	0.87 kWh per m2/day
kWh gas per m2/day	0.53 kWh per m2/day	0.12 kWh per m2/day
Ave. water usage / event day	55.33 cubic meter	43 cubic meter
Kg CO_2 Per delegate	Kg 4.80 CO_2	Kg 3.33 CO_2
tCO_2e Per event	2.70 tCO_2e	2.67 tCO_2e

Appendix B – Food Redistributed to the charity FareShare

FOOD STILL IN PACKAGING			Trays	Qty Items
Coffee	Rwanda Impala Beans	250g	**6.5**	78
	Rwanda Impala Beans	500g	**0.5**	4
	Sierra de las minas Beans	250g	**0.75**	8
	Finca el Chino decaf	350g	**1.75**	14
	St Ali Beans	200g	**0.25**	3
	St Ali Beans	1000g	**0.75**	3
	Costa Rica Beans	3kg	**1**	2
	Espresso Beans	bag	**1.5**	12
	Beans	bag	**0.1**	1
Tea	Loose		**1.5**	
Fruit	Pulp – juice	Boxes	**31.5**	126
Milk	Filtered		**1.6**	11
Juice	Pomegranate		**15.75**	63
Bars	Nakd Energy	Boxes	**16**	128
	Apple & Oat Slice	Loose	**1**	100
	Strawberry & Oat Slice	Loose	**2**	200
	Mixed Organic Cereal	Loose	**2**	200
	Nakd Oatmeal Raisin Walnut	Boxes	**4.75**	38
	Nakd Choc Chip	Boxes	**2**	16
	Nakd Crunchy Peanut Butter	Boxes	**1.6**	12.8
	Rawnola	Boxes	**2**	8
	Yogi	Boxes	**1.5**	6
	Matcha	Boxes	**2**	8
	Goji	Boxes	**2.5**	10
		Total	**100.8**	

Additional Information:
Food Surplus Donated to Charity (FareShare):

ITEMS	QUANTITY
1. Pulp (Banana Strawberry Raspberry)	122 boxes
2. Pulp (Other assorted)	6 individual ones
3. Eat Natural Cereal Bar Bites	136 individual bites
4. Clif Bars	40 boxes
5. Nakd bars Pecan Pie	24 boxes
6. Nakd bars Cashew	18 boxes
7. Nakd bars Cocoa Orange	60 boxes + few bars
8. Beond Choc Bar Raw	2 boxes
9. Dark Choc Peanut Butter cups	6 boxes
10. Sahale Soledad almonds	12 boxes
11. Sahale BBQ Almonds	18 boxes
12. Popchips Salt & Pepper	4 boxes
13. Popchips Original	1 box
14. Popchips BBQ	2 boxes

Appendix C: Reporting Requirements

Based upon the WRAP publication for signatories "The Hospitality and Food Service Agreement: Reporting Guidance" reporting requirements can be summarised as below:

To measure progress against the Agreement targets, all large business signatories are asked to report:

- data on the amount of redistributed food and food waste produced;
- data on the amount of dry material waste and recycling;
- data on the amount of packaging that flows through the business;
- contextual information about the business, such as turnover, number of outlets and number of employees; and
- data on the amount of mixed waste and waste cooking oil produced (if this is applicable).

Large business signatories are those with more than 250 full time equivalent employees working within hospitality and food service. These data are summarised in the following diagram which highlights data that is essential to report:

	HaFSA Annual Data Requirements			
	Contextual	**Waste**	**Dry Materials**	**Packaging**
Essential to report	Number of employees and outlets Turnover (£)	Redistributed food and food waste (tonnes) split by destination	Total dry materials (tonnes) split by destination	Obligated packaging (tonnes) – the packaging the next user discards
Optional to report Collecting and reporting this data will further aid your understanding of waste produced and packaging used and how to take steps to reduce it.	Number of: meals served, beverages served, transactions, food and drink products sold and purchased Occupancy rate (%) (hotels) Value of catering contracts (£) (contract caterers) Case studies	Mixed waste(tonnes) split by destination Cooking oil waste (litres) split by destination	Dry materials split by material type (paper and cardboard, glass, aluminium, steel, plastics and polymers, wood and other) and destination (tonnes)	Non-obligated packaging (tonnes) – the packaging the signatory discards Information on packaging re-use

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Food and food waste

This is defined as the total amount of redistributed food and food waste in tonnes that your business produces, using the following categories:

- Redistribution – this refers to food that is sent to a third party with the intention of being consumed such as sending food to charity (i.e. food that is not sold). Food-based by-products sent from manufacture to be turned into animal feed are also classed as redistribution;
- Anaerobic Digestion;
- Composting – on site or off site composting;
- Energy from Waste – this includes incineration with energy recovery and rendering if the by-products are used to generate energy; and
- Sewer - e.g. SDU, macerators, waste to water, dewatering units.
- Landfill

Food waste includes all the food waste generated by the business - including preparation, spoilage and plate waste. It also includes food waste that is being sent to sewer via SDU.

Dry materials

This is defined as the total amount of dry material waste and recycling in tonnes your business produces, using the following categories:

- Recycling – 'e.g. Dry Mixed Recycling';
- Anaerobic Digestion;5
- Composting - on site or off site composting ;8
- Energy from Waste; and
- Landfill.

If your mixed waste is sent to a Materials Recycling Facility (MRF) or other treatment plant, then your waste contractor should be able to tell you how much is sent to EfW, recycling (this would then be reported under dry materials) and landfill. If you do have access to this data, please report it under the appropriate dry material data heading.

Reporting by material category

If possible, report on segregated dry materials by category. This is optional:

- Paper and Cardboard;
- Glass;
- Aluminium;
- Steel;
- Plastics and Polymers;
- Wood; and
- Other.

Reporting by material type allows you to identify where the most savings are likely to be made, and to look into reducing that specific material waste stream.

In addition, if the data is available, you can report on the packaging type (e.g. corrugate or carton board) of the waste.

Mixed waste

This is defined as the total amount of mixed waste in tonnes your business produces, using the following categories:

- Energy from Waste (EfW); and
- Landfill.

Mixed waste includes all the residual, general, or 'black bag' waste.

Packaging

Obligated packaging

The overwhelming majority of large business signatories will already report some packaging data under the Packaging Recovery Note (PRN) system. This involves completing an annual data return to the relevant Environment Agency (EA, SEPA or NIEA) detailing the packaging flowing through their business in tonnes.

For consistency, WRAP and ZWS request this packaging data in the same format as would your relevant Environment Agency. Therefore any imports or exports should be included if applicable, and the net total packaging will be calculated automatically.

The minimum requirement under the HaFSA is to report this same data, known as "obligated packaging". This is essential data to report and should be for the previous calendar year.

If you are not obligated under the packaging regulations due to your turnover or the amount of packaging you handle, then you do not need to report this data.

Under the PRN system, businesses are required to report only on the packaging that they sell, or that they pack or fill – not on any packaging they receive that they discard themselves as the final user.

Non-Obligated Packaging

You may have different arrangements with your wholesalers/distributors regarding who takes up the obligation. If this is the case, WRAP and ZWS request you are as consistent as possible. Communication in your supply chain is important and talking to your wholesalers/distributors or outlet operators may be required to determine who is picking up the obligation for packaging.

This packaging has the potential to amount to a significant proportion of packaging, particularly for outlet operators of restaurants, pubs, hotels and contract caterers. To help build a clearer picture of packaging flows within the HaFS sector, WRAP and ZWS encourage signatories to report on the packaging discarded before food and drink is sold or distributed to customers. This is referred to as "packaging you are not obligated for", is optional to report and is for the previous calendar year.

Appendix D: WRAP and ZWS Hospitality & Food Service Agreement – Data Submission to Portal

On the following pages the key input screen of the WRAP and ZWS HaFS reporting portal are reproduced. As with the portal itself, reporting tables are split into "Essential" and "Optional". The baseline data produced by the work explained in this report is entered in the appropriate fields and tables, so that entering the data in the portal itself should just be a mirroring of the data tables presented here.

Where there are data requirements for the portal submission which are not covered by this work, for example contextual data, this has been highlighted so that the appropriate data can be collected.

Portal located at: http://hafsareporting.wrap.org.uk/

Portal text and input tables:

"Submit data by completing the form below. Ensure all data are as accurate and complete as possible, and please state assumptions and limitations in the text boxes. WRAP and ZWS will keep all signatory specific data confidential."

Contextual Data Requirements

Add New Contextual Data

Description of this data submission	Baseline Data
From	January 2012
To	December 2012
Industry Sub-Sector	

Also required:
Total number of hospitality and food service employees
Number of Hospitality and Food Service Outlets: In England, Scotland, Wales, Northern Ireland
Total UK business turnover (£)
Total UK Hospitality & Food Service business turnover (£)
Total UK Food and Drink value (£)
Total number of meals served
Total number of beverages served
Total number of food and drink transactions
No of food and drink units purchased
No of food and drink units sold
Assumptions
Relevant organisational targets and schemes
Changes in business practices
Example documents upload facility.

Baseline Reporting Fields

The generated waste and packaging data (as appropriate) for the signatory have been entered in the following tables following the same structure as the reporting portal screens. Where there is no figure entered, that data is not available. Where an "X" is entered, that particular field is greyed out in the portal reporting tables, and is not applicable.

Entering data in the portal is possible under the following headings:

Waste & Recycling Data
Essential Data Tab
Optional Data Tab

Packaging data
Essential: Obligated Packaging
Optional: Packaging you are not obligated for
Optional: Packaging Re-use
Total Packaging

Waste & Recycling Data – for input into the HaFS Agreement Portal
The data contained in this section is in the format that can be inputted into the portal being used to report to WRAP/ZWS.

Add New Waste & Recycling Data

Description of this data submission	Baseline Data
From	January 2012
To	December 2012
Industry Sub-Sector	

Essential Data Tab

Food in Tonnes

Description	Redistribution	Anaerobic Digestion	Composting	Energy from Waste	Waste to Sewer	Landfill	Assumptions and Limitations
Food	0.04*	0	5.5	0	0	0	- That there is no food in the mixed waste stream

*There is further redistributed food for which weight is not known.

Dry Materials in Tonnes

Description	Recycling	Anaerobic Digestion	Composting	Energy from Waste	Waste to Sewer	Landfill	Assumptions and Limitations
Dry Materials	161.24	0	0	0	X	16.5	

Optional Data Tab

Waste Cooking Oil in Litres

Description	Recycling	Anaerobic Digestion	Composting	Energy from Waste	Waste to Sewer	Landfill	Assumptions and Limitations
Waste Cooking Oil	365	0	0	0	0	0	

Mixed Waste in tonnes

Description	Recycling	Anaerobic Digestion	Composting	Energy from Waste	Waste to Sewer	Landfill	Assumptions and Limitations
Mixed Waste	11.25	X	X	0	X	3.75	

Paper & Cardboard in tonnes

Are you able to provide a breakdown of paper & cardboard? Information not available

Description	Recycling	Anaerobic Digestion	Composting	Energy from Waste	Waste to Sewer	Landfill	Assumptions and Limitations
Total paper & cardboard							

Glass in tonnes

Are you able to provide a breakdown of glass? Yes

Description	Recycling	Anaerobic Digestion	Composting	Energy from Waste	Waste to Sewer	Landfill	Assumptions and Limitations

Total glass	62.28	X	X	0	X	0	

Aluminium in Tonnes – Information not available

Description	Recycling	Anaerobic Digestion	Composting	Energy from Waste	Waste to Sewer	Landfill	Assumptions and Limitations
Aluminium in tonnes		X	X		X		

Steel in Tonnes – Information not available

Description	Recycling	Anaerobic Digestion	Composting	Energy from Waste	Waste to Sewer	Landfill	Assumptions and Limitations
Steel in tonnes		X	X		X		

Plastics & Polymers in Tonnes

Are you able to provide a breakdown of plastics & polymers? Information not available

Description	Recycling	Anaerobic Digestion	Composting	Energy from Waste	Waste to Sewer	Landfill	Assumptions and Limitations
Total paper & cardboard		X	X		X		

Wood in tonnes – Information not available

Description	Recycling	Anaerobic Digestion	Composting	Energy from Waste	Waste to Sewer	Landfill	Assumptions and Limitations
Wood in tonnes					X		

Other Waste or Recycling (eg green waste) in tonnes – Information not available

Description	Recycling	Anaerobic Digestion	Composting	Energy from Waste	Waste to Sewer	Landfill	Assumptions and Limitations

Add new rows if required

Packaging data

The EICC is not obligated under the Packaging Regulations.
Add Packaging Data

Description of this data submission	Baseline Data
From	N/a
To	N/a
Industry Sub-Sector	

Please provide as much detail as possible on how packaging data was calculated including any assumptions, extrapolations and changes from the previous reporting method:

Essential: Obligated Packaging

1. **Packaging/Packaging materials supplied by your company in tonnes**

Description	Paper & Cardboard	Glass	Aluminium	Steel	Plastics & Polymers	Wood	Other
Raw material manufacture							
Conversion							
Packing/Filling							
Selling							

2. **Packaging/Packaging Materials exported by your company in tonnes**

Description	Paper & Cardboard	Glass	Aluminium	Steel	Plastics & Polymers	Wood	Other
Raw material manufacture							
Conversion							
Packing/Filling							
Selling							

3. **Packaging/Packaging materials supplied by your company and then exprted by a 3rd party in tonnes**

Description	Paper & Cardboard	Glass	Aluminium	Steel	Plastics & Polymers	Wood	Other
Raw material manufacture							
Conversion							
Packing/Filling							
Selling							

---

4. **Packaging/Packaging materials imported by your company for the purpose of the activities described below (net of subsequent exports) in tonnes**

Description	Paper & Cardboard	Glass	Aluminium	Steel	Plastics & Polymers	Wood	Other
Raw material manufacture							
Conversion							
Packing/Filling							
Selling							

---

5. **Imported transit packaging in tonnes**

Description	Paper & Cardboard	Glass	Aluminium	Steel	Plastics & Polymers	Wood	Other
Total							

---

6. **Imports subsequently exported in tonnes**

Description	Paper & Cardboard	Glass	Aluminium	Steel	Plastics & Polymers	Wood	Other
Total							

---

7. **Total obligated packaging if you can provide a split between packaging levels in tonnes (Optional)**

Description	Paper & Cardboard	Glass	Aluminium	Steel	Plastics & Polymers	Wood	Other
Total primary							
Total secondary							
Total tertiary							

Optional: Packaging you are not obligated for

8. **Packaging/packaging materials supplied to your company in tonnes**

Description	Paper & Cardboard	Glass	Aluminium	Steel	Plastics & Polymers	Wood	Other
Selling obligation of your incoming goods suppliers							

---

9. **Packaging/Packing materials supplied to your company by packaging level (if you have this data) in tonnes**

Description	Paper & Cardboard	Glass	Aluminium	Steel	Plastics & Polymers	Wood	Other
Selling obligation of your incoming goods supplier - primary							
Selling obligation of your incoming goods supplier - secondary							
Selling obligation of							

your incoming goods supplier - tertiary							

10 Packaging/Packaging materials supplied by you to 3rd party distributers split by packaging level (if you have this data) in tonnes

Description	Paper & Cardboard	Glass	Aluminium	Steel	Plastics & Polymers	Wood	Other
Primary							
Secondary							
Tertiary							

Optional: Packaging Re-use

Description	System	Type of Packaging (1)	Unit (2)	Material (3)	Journey made per year	Weight (Kg)
	Previous system					
	Current system					

(1) Primary, secondary or tertiary
(2) Cases, packs, pallets, tonnes, boxes, bottles, crates, other
(3) Wood, paper& card, plastics & polymers, steel, aluminium, glass, others

Add new rows if required

Total Packaging

Description	Paper & Cardboard	Glass	Aluminium	Steel	Plastics & Polymers	Wood	Other
Total packaging flow (tonnes)							
Average recycled content if different from the default sector averages (%)	%	%	%	%	%	%	%
Total recycled content (tonnes)							

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