

Single-Use Plastic Reduction Action Plan

2020/2021



Department of

**Agriculture, Environment
and Rural Affairs**

www.daera-ni.gov.uk

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Single-Use Plastic (SUP) Reduction Action Plan

Introduction

Although the benefits of plastic are undeniable, the widespread presence of plastic waste in the environment is becoming a major issue for the planet. Only 9% of the nine billion tonnes of plastic ever produced has been recycled, with a significant quantity of plastic waste ending up in oceans, rivers and on beaches. Given that plastic is both residual and toxic, it is placing a severe strain on wildlife and in particular marine life. Action needs to be taken to reduce the consumption of single-use plastic to address the developing crisis.

The Northern Ireland Executive has acknowledged the need to take action on this issue. In its 'New Decade, New Approach' document, the Executive made a commitment to create a plan to eliminate plastic pollution. The Department of Agriculture, Environment and Rural Affairs (DAERA) recognises that government must lead the way and set a positive example to others by getting its own house in order. DAERA will coordinate with other departments in the NICS to prepare, agree and implement a plan to reduce single-use plastic in the government estate.

As well as tackling plastic on the government estate, DAERA is delivering a communication campaign to raise awareness and drive behaviour change on the consumption of plastic outside of government, in partnership with Keep NI Beautiful, WRAP and Sustainable NI.

While recognising the need to address the throwaway culture around, in particular, single-use plastic, we must be careful not to demonise all plastic. For example, plastic can literally contribute to saving lives in our health service. Plastic has many beneficial properties, such as prolonging the life of food thus reducing harmful carbon emissions from food waste.

Government defines Single-Use Plastic (SUP) items as those intended to be used only once before being thrown away. This Plan (see Appendix 1) will focus on consumer SUP items, which include bottles, cups, straws, stirrers, containers, cotton buds, disposable cutlery and plastic bags. Such items are often described as being "avoidable" as a reusable or recyclable alternative could have been used instead. Further details of the scope of the Plan can be found in Section 4 below.

This Action Plan provides guidance and instruction on the removal of SUP from the central government estate offices, to be carried out by all core government departments with Executive Agencies and Non Departmental Public Bodies invited to establish similar schemes.

In advance of implementing a ban on these products, this Action Plan establishes steps that will be taken to remove SUP from new and existing contracts with

departments at neutral cost. The majority of actions will be implemented through facilities management contracts and related procurement frameworks.

The intent is that the Action Plan will be introduced from October 2020. It will enable departments and supply chains to phase in alternatives to SUP in time for a ban on the purchase and use of SUP which will come into effect from 1 October 2021. The Plan is part of a wider effort by government to support a move away from a throwaway society and the persistent employment of single-use plastics. DAERA will continue to work closely with communities, businesses, schools, councils and beyond in order to eliminate plastic pollution and enable a healthier planet for all.

1 Legislation and Policy

1.1 EU Single-Use Plastic Directive

EU Directive 2019/904 of 5 June 2019 on the reduction of the impact of certain plastic products on the environment (the Single-Use Plastic Directive) must be transposed in EU Member States by July 2021. A summary of the main elements of the directive are:

- a) Member States to reduce food containers and drinks cups;
- b) Bans/restrictions on sale and use of 10 common single-use plastic items (cotton buds, straws, stirrers, cutlery, plates, balloon sticks, food & beverage containers of expanded polystyrene, oxo-degradable plastic products);
- c) Drinks containers and bottles to have caps/lids attached and bottles to contain 30% recycled content by 2030;
- d) Enhanced labelling of plastic products advising consumers on proper disposal;
- e) More action to extend producer responsibility schemes requiring producers to assume responsibility and costs of collection and management of products;
- f) Collection of at least 90% of single-use bottles e.g. through deposit return scheme (DRS); and
- g) Awareness raising for consumers on options for correct disposal and avoidance of inappropriate disposal of items containing plastic.

The DAERA Minister, in accordance with the Executive commitment on plastic pollution, has stated his intention to bring forward proposals for restrictions on common single-use plastic items, and further measures to control plastic waste, including legislation on plastic caps and lids, labelling, recycled content and reductions in single-use plastic cups and food containers. In essence DAERA will look to introduce regulations for items a) to d) above.

1.2 UK Review of Packaging Waste

As part of the wider reform agenda at EU level based around the Circular Economy Package, DAERA, alongside the rest of the UK, has been involved in an extensive process of engagement, including multiple consultations, on three major policies:

- a) Extended Producer Responsibility (EPR);
- b) Deposit Return Scheme for drinks containers (DRS); and
- c) Plastics Tax.

These are significant initiatives to promote recycling and recyclability, reduce packaging waste, tackle litter and make those who produce materials bear the full cost of dealing with them when they become waste.

The three policies were consulted on in 2019 across UK and devolved government. HM Treasury's plastic tax was a UK-wide consultation on an excepted matter, extended producer responsibility (EPR) for packaging was also UK-wide and devolved, and deposit return scheme (DRS) for drinks containers was consulted on an England, Wales and Northern Ireland basis as Scotland had already consulted on this separately.

Powers to take forward producer responsibilities and DRS reforms have been included in the proposed Environment Bill. Proposals for a Deposit Return Scheme (DRS) received strong public support (32,500 Northern Ireland responses).

The HMT plastics tax and DRS are new. The current system for packaging has been in place for over 20 years and operates on a UK-wide basis to meet our EU obligations. The current system has been successful in meeting EU recycling targets for packaging but is overdue for reform to meet current policy proposals.

1.3 Restrictions on Plastic Items

Although no longer under EU obligation, DEFRA has introduced restrictions in England on the sale and supply of plastic straws, stirrers and cotton buds from October 2020 and restrictions on other single-use plastic products included in the Plastic Directive may be considered later. The Welsh Government has consulted on a proposal to introduce legislation on all items requiring restrictions within the SUP Directive as well as exploring the possibility of a tax or charge on single use plastic cups. Scotland has a ban on plastic-stemmed cotton buds and has also recently consulted on introducing bans for the remaining items in the SUP Directive.

1.3.1 Ban on Microbeads

Microbeads are small plastic particles used in many cosmetics and personal care products such as face scrubs and toothpastes. These end up washed down drains into sewer outlets. They are too small to be filtered out in sewage treatment systems and enter our rivers and seas. On 11 March 2019 a ban on the manufacture and sale of rinse-off personal care products containing microbeads became effective in Northern Ireland. The ban makes it an offence to use microbeads in the manufacture of any rinse-off personal care product or to supply or offer to supply any rinse-off personal care product containing microbeads. The ban is enforced by local councils.

1.3.2 Changes to the Basel Convention

Agreed changes to the Basel Convention, which will come into effect from 1 January 2021, will see non-hazardous plastic waste that is not recyclable or is “difficult” to recycle categorized as hazardous or as waste requiring special consideration. This means mixed plastic waste will require prior consent from exporting and importing countries with tighter controls. A greater level of sorting in the country of origin will be required. This implies a greater focus on the quality rather than the quantity of recycling, consistency of collection, investment and support for the circular economy.

1.4 Plastic Taxes

In the 2020 budget the Chancellor announced that from April 2022 a tax will be imposed on all plastic packaging with less than 30% recycled content, and will be set at £200 a tonne. The policy proposal had significant public support when HM Treasury consulted on the idea. There are industry reservations on the UK availability of food-grade plastic with recycled content and the intended “up-scaling” of the quality of recycled plastic so that it may be used in higher quality consumer goods as this may leave operations that are currently content to use lower grade recycled plastic having to seek alternative and possibly virgin sources of plastic.

Scotland has proposed to introduce a 25 pence levy on disposable beverage cups as part of their Circular Economy Bill if it successfully passes through the Scottish Parliament. The coverage of this has been largely positive. The recent Environment Bill introduced to Parliament includes the power to charge for specified single-use plastic items. This would permit UK administrations to introduce charges similar to those foreseen in the SUP Directive, as a means of reducing consumption and reducing the numbers of these widely littered and hard to recycle items.

1.4.1 Carrier Bag Levy

The Single Use Carrier Bags Charge Regulations (Northern Ireland) 2013 came into operation on 8 April 2013 and from that date, all sellers of goods in Northern Ireland had to charge their customers at least 5 pence (“the levy”) for each single use carrier bag supplied. From 19 January 2015, the levy was extended to all carrier bags with a retail price of less than 20 pence. Since implementation, the levy has already removed over 1.5 billion carrier bags from circulation. Annual validated statistics show that in 2019/20 (Year 7 of the levy), 80.5 million bags were dispensed by retailers; a reduction of 73.2%, compared with a figure of 300 million prior to the introduction of the levy in 2013.

Current pricing policy across many large retailers has resulted in a significant number of bags having their price increased above the 20p threshold. The retailer retains all of the proceeds and no levy is paid to the Department. Annual validated statistics and field based research indicates that when purchased these heavy duty bags are not being reused rather treated as a single use bags. The continued rise in the usage figures for these heavy duty bags represents a risk to the impact of the overall policy work.

2 Work Undertaken to Date

2.1 Tackling Plastic NI Initiative

DAERA has been providing support to a Tackling Plastic project led by Keep Northern Ireland Beautiful (KNIB) and Sustainable NI since 2018/19. As part of this, KNIB has been working on surveys and actions with the public and businesses aimed at reducing SUP as well as promoting action through the Eco-Schools programme.

Sustainable NI has been engaging with local Councils to encourage the reduction of single-use plastic in Council buildings and supply chains. Sustainable NI has also been assisting DAERA to reduce the use of unnecessary SUP across the Department and the Northern Ireland Government Estate, including development of this Action Plan.

DAERA has also been involved in a waste plastic reduction competition in schools. This competition, run in partnership with DAERA, Queens University Belfast (QUB), Department of Education (DE) and Keep Northern Ireland Beautiful (KNIB) - Eco Schools, invites school pupils to investigate the use and disposal of SUP in their school. The purpose of the competition is to raise awareness and change behaviour amongst the school community with regard to plastic waste reduction.

A DAERA working group has been set up on litter and pollution, mostly plastic, both terrestrial and marine. The first action delivered by this group has been an educational theatre piece in conjunction with the Lyric Theatre, Belfast. The play toured schools across Northern Ireland with the aim of raising awareness and encouraging behaviour change among young people.

2.2 Reducing Litter in the Environment

The Marine Litter Survey has been undertaken every quarter since 2012; litter is counted on 11 beaches and then removed. The results are presented in an annual Marine Litter Report¹. Litter levels are variable and the 2018 Report indicated an average of 625 litter items per 100 m of beach surveyed; the highest to date. This tracks how littering patterns are changing and creates an evidence base of the most commonly littered items.

Fishing gear accounts for around 20% of marine litter and contains a significant amount of plastic. Data gathering and analysis of waste arising from fishing nets is being carried out. This exercise will help quantify the issue and highlight the main items of concern.

KNIB recently completed a comprehensive Litter Composition Analysis Report² which identified that 71% of littered items in Northern Ireland contain plastic, of which 47.8% relates to food and drinks packaging. The report had its official launch in Parliament Buildings on 27 February 2020.

¹ <https://keepnorthernirelandbeautiful.etinu.net/cgi-bin/generic?instancelD=50>

² <https://www.keepnorthernirelandbeautiful.org/keepnorthernirelandbeautiful/documents/blog-000968-20200228111517.pdf>

To tackle littering, DAERA part sponsors the Live Here Love Here programme delivered by KNIB. The programme promotes civic pride through participation in environmental activity and distributes approximately £200K for community action aimed at reducing litter in the environment. The percentage of people admitting to littering is down from 34% in 2016 to 26% of the general public in 2018.

2.3 Action within the DAERA Estate

DAERA has undertaken work to collate information on quantities and types of single-use plastic items across its estate, supplied by its main contractors, and has investigated a range of suitable alternatives. The Department focussed efforts initially on the College of Agriculture, Food and Rural Enterprise (CAFRE), one of DAERA's largest sites, and the College is now taking steps to reduce its use of SUP via the existing catering contract.

The Northern Ireland Environment Agency (NIEA) has already included a clause aimed at reducing SUP in its contracts and DAERA has been assisting Construction & Procurement Delivery (CPD), which awards contracts for supplies, services and works across the NICS, in considering how to make the government estate more sustainable. As a result, new catering contracts include a revised Environmental Statement aimed at reducing SUP within the contract by switching to alternative materials. (Environmental Statement shown in Appendix 3)

In addition, the Environmental Policy Division has delivered a number of staff talks across a number of sites in the Department, to raise awareness about the need to reduce SUP within the Department and encourage staff behaviour change. An article, soon to be published in the DAERA staff magazine will reiterate this message and invite staff to submit ideas to support the elimination of SUP within the government estate.

DAERA is also working towards running a number of 'SUP free' events. In 2019, the Environmental Policy Division carried out a snapshot audit of SUP items at the Winter Fair held at Eikon Exhibition Centre, Lisburn in December and has been looking into the feasibility of running this and other events that DAERA attend as 'SUP free', including government stands at the Balmoral Show. With the 2020 Show cancelled, this work will continue into 2021. A preliminary investigation carried out over five NICS sites, indicated an average usage of 20,000 single-use plastic items per site for a year.

2.4 Mitigating the impact of Covid-19

Preliminary engagement with other departments on the action plan has been suspended due to Covid-19. DEFRA has postponed the introduction of initial bans on single-use plastic items from April 2020 to October 2020 and the Welsh Government's work on a consultation on proposals to ban single use plastic products in Wales was also delayed but has now been published. There has been some reported slippage back to unnecessary plastic use during the current health crisis for

safety issues. However, in June 2020 a statement published by 119 scientists across 18 countries confirmed that reusable systems can be used safely by employing basic hygiene and that single-use plastic is not inherently safer than reusables.

As Covid-19 restrictions develop, DAERA will continue to work with CPD to allow departments and supply chains to phase in alternatives to SUP. DAERA will also liaise with other UK Devolved Administrations on possible implementation of a ban on the purchase and use of SUP and will continue to work collaboratively with other relevant organisations and departments in order to build sustainable relationships and implement this work.

3 Review of Best Practice

In developing this action plan, DAERA undertook a review of best practice in other jurisdictions. Examples of the approaches taken by the Government at Westminster and the Irish Government are outlined below. A further example from the Foreign Office is given at Appendix 4.

3.1 UK Government at Westminster

The Department for Environment, Food and Rural Affairs (DEFRA) set out a commitment in the 25 Year Environment Plan to remove all SUP from the central government estate offices by 2020, with the option for any department to do so earlier if desired.

Crown Commercial Service (CCS) developed a voluntary elimination scheme in which departments were asked to work with their Facilities Management (FM) suppliers to replace existing SUP items/materials/activities with non-SUP alternatives in both existing and new contracts. The elimination scheme took effect from 1 August 2018. It enabled departments and supply chains (including those related to waste management) to phase in alternatives to SUP in time for the ban coming into force from 1 January 2020.

CCS specified that measures should be cost-neutral, either directly, or as a result of savings elsewhere in the supply chain or in the waste management process.

The elimination scheme included 'central government estate offices' which covered the bulk of the government estate, but not barracks and laboratories (which are out of scope of the ban). Other contracting authorities, such as local government, the NHS and the wider public sector, were asked to establish similar schemes.

3.2 Irish Government

In January 2019, the Irish Government introduced an immediate ban on specific SUP items, so that government departments could no longer supply, directly or indirectly, SUP beverage containers, cutlery or straws. The restriction was extended to all

Public Bodies including State Agencies and schools from 31st of March 2019 (unless specific public health/hygiene or safety issues meant that it was not feasible).

The Department of Communication, Climate Action and Environment (DCCAE) contacted all government departments about the changes and requested that departments develop a broader resource efficiency action plan for publication by the end of June 2019. The plans were designed to help staff make savings in water, materials (e.g. single use plastic) and energy use as well as preventing food waste and maximising recycling within their work environment. From 30th November 2019, all Public Bodies in the Republic of Ireland are required to provide a report to their respective Minister on the measures being taken to minimise resource use, reduce waste and maximise recycling.

In parallel, the Department worked closely with the Office of Government Procurement to bring forward proposals by 31 March 2019 on the implementation of a broader set of green public procurement measures across Government, which included the elimination of other single use plastic consumables.

This package of measures was developed in recognition of the fact that the public service must demonstrate its commitment to sustainable development and use its influence to persuade others of the changes required to reduce impact on the environment.

4 Reducing SUP in the Northern Ireland Government Estate

4.1 Project Aims

In the light of the considerations presented, the government commitment which informs this Action Plan is:

To work towards a ban on single-use plastic in the government estate by October of 2021

We define the government estate as central government estate offices except laboratories, which are out of scope of the ban. Other public bodies, such as Arm's Lengths Bodies (ALBs), Councils, State Agencies, Health and Social Care Trusts and the wider public sector, will be asked to establish similar schemes and report progress.

4.2 Items 'In Scope'

In preparation for its SUP Elimination Scheme, DEFRA undertook research on single-use plastic used by UK Central Government Departments, to determine which items should be in-scope and which should be removed from a government ban on single-use plastic. This assessment concluded that to be in scope, an item would have to meet all of the following conditions:

- It is made wholly or partly of plastic and is typically intended to be used just once and/or for a short period of time before being disposed of
- Products which are regularly used as a consumer item, rather than relating to a particular applied or industrial process, for example a toner cartridge or PPE plastic gloves have been identified as out of scope.
- It is avoidable³ OR is there a viable⁴ non-plastic available alternative
- It is purchased under a Government contract (products purchased or brought in by staff members are excluded)

This methodology has been verified by the Waste and Resources Action Programme (WRAP) and forms the basis of the Northern Ireland Plastic Reduction Action Plan.⁵

Table 1. SUP to be removed from Northern Ireland government offices

<p style="text-align: center;">Catering</p> <ul style="list-style-type: none"> • Single use sachets e.g. coffee pods, sauce sachets, milk pods/sachets • Take away cutlery • Take away boxes and plates • Cups or containers made wholly or partially of plastic • Straws • Stirrers • Water bottles 	<p style="text-align: center;">Packaging</p> <ul style="list-style-type: none"> • PVC packaging from deliveries where avoidable e.g. shrink wrapped packaging from office supplier or facilities products • Polystyrene packaging Single use carrier bags
<p style="text-align: center;">Facilities</p> <ul style="list-style-type: none"> • Single use containers e.g. hand soap, cleaning products • Wipes containing plastic 	<p style="text-align: center;">Office Supplies</p> <ul style="list-style-type: none"> • Plastic envelopes (100% plastic) • Plastic wrapping for brochures

4.3 Items ‘Out of Scope’

Operational single-use plastics, such as clothing or equipment used for medical or Health and Safety reasons (where a suitable non-disposable alternative cannot be found) and toner cartridges, are considered out of scope. Paper envelopes that contain a plastic window and confectionery (including vending machines) sold in on-site shops and canteens are also out of scope until the supply chain is able to offer viable alternative packaging at appropriate scale and cost.

DAERA will keep this list under review, as non-disposable alternative items emerge onto the market.

³ Avoidable meaning the use of a product made of a certain material is not essential and has readily available alternatives.

⁴ For example, aluminium cans have a greater negative environmental impact than plastic bottles based on a carbon life cycle assessment. Therefore, we consider these a non-viable alternative to plastic bottles for soft drinks. Through the UK Plastic Pact further work will be done on alternatives to plastic packaging.

⁵ WRAP is a British registered charity working with business, individuals and communities to achieve a Circular Economy. In 2018 WRAP established the UK Plastics Pact with the aim of eliminating problem plastics.

4.4 Implementation

The need to halt the issues of a throwaway society and SUP is an urgent issue and a priority of this Government. As a result, it is considered that a one year implementation period is relevant, after which an outright ban will come into effect. After one year progress will be reviewed and measures will be refined or strengthened.

The actions in our SUP Reduction Action Plan are grouped into two main areas:

Action Area	Objective
1. Raising awareness and changing behaviour across NICS	Changing internal practices to eliminate SUP and increase recycling rates across our estate.
2. Working with our suppliers and contractors	Work with CPD to bring forward proposals on the implementation of green public procurement to eliminate avoidable single-use plastic in government supplies, services and works. This includes working with suppliers and contractors in finding sustainable SUP replacements wherever appropriate.

Although a number of departments are looking to move faster, we are suggesting a target date of October 2021 for the removal of SUP from central government offices, to give all departments adequate time to adjust relevant contracts.

We propose departments do not supply, directly or indirectly, SUP beverage containers, cutlery or straws.

Departments should work with their suppliers (list of suppliers of SUP to be drawn up e.g. using template at Appendix 2) to replace existing SUP items/materials/activities with non-SUP alternatives in both existing and new contracts, with effect from October 2020. Measures should be cost-neutral, either directly, or as a result of savings elsewhere in the supply chain or in the waste management process.

Departments should follow the waste hierarchy and promote prevention and reusable solutions wherever possible.

Implementation, between the start of the voluntary scheme and the formal ban, will be split into 2 phases:

- Phase 1 – October 2020 to September 2021 (voluntary scheme)

- Phase 2 – October 2021 onwards (ban)

Relevant suppliers will be asked to develop plans, identifying those items able to be replaced during each phase. The broad categories that these items fall into are:

- Cleaning (e.g. wipes, brushes, scouring pads, soap, consumables, dishwasher tablets, bags)
- Catering (e.g. condiment containers, sachets, tea bags, shrink-wrap, milk bottles, bags)
- Tableware and Takeaway (e.g. cups, cutlery, stirrers, straws, takeaway boxes)

Departments should work with their FM supplier/s to agree specific deliverables for each phase, noting some complex changes may span both. Examples of a specific deliverable could be:

- Replace all plastic cutlery, cups, straws and takeaway boxes in all staff canteens with [identified non-SUP alternative/s] by 30th June 2021.
- Within current guidance, replace disposable wipes with reusable cloths and disinfectant, and provide relevant training to cleaning staff across all sites by 30th September 2021. Where the use of reusable cloths is not appropriate, only plastic free disposable wipes or cloths will be used.

In some circumstances, if unavoidable, it may be necessary to run down existing stocks of SUP products held by a department or a supplier on their behalf, before replacement non-SUP items are introduced. Such situations must be agreed in advance between suppliers and departmental customers, and the practice should not continue beyond Phase 1 (i.e. the end of September 2021).

4.5 Communication

Clear, consistent messaging will be an essential component of the success of this plan. DAERA will develop communication materials as part of its internal staff awareness campaign to guide the cross-departmental approach, influence individual users of SUP as well as buyers/specifiers.

Suppliers will be made aware of the direction of this approach, to ensure 'one voice' in the implementation of the eventual ban.

Different sites will have different needs and solutions; however, the more these can be harmonised through collaboration, the better. It is anticipated that a network of 'environment champions' will lead on implementing the actions within their own departments and help gain enduring commitment across the civil service.

DAERA will share information gathered from supplier progress statements and enable further progress and collaboration through cross-departmental forums, such as the NICS Environmental Working Group.

4.6 Monitoring and Review

For all collaborative contracts, CPD will carry out a 6-monthly review session with the relevant suppliers. This will provide the opportunity to determine progress achieved, share good practice and agree next steps.

In addition, government departments and public bodies (when required) will be required to provide a report to their respective Minister on the measures they are taking to minimise waste generation and maximise recycling. This will enable DAERA to assess progress on the removal of SUP from the public estate.

DAERA will carry out an annual review of this Action Plan, and update the actions accordingly.

4.7 Key Points of Contact

Points of contacts are as follows:

- Project Lead, Environmental Policy Division, DAERA – Yvonne Leslie (Yvonne.Leslie@daera-ni.gov.uk)
- Policy Lead, Environmental Policy Division, DAERA – Rachael Hook (Rachael.Hook@daera-ni.gov.uk)
- Procurement Lead – CPD - Department of Finance – Collaboration Team (collaboration.cpd@finance-ni.gov.uk)

Appendix 1: Single-Use Plastic Reduction Action Plan

	ACTION	TARGET	ACTION LEAD / OWNER	COMPLETED BY
Raising awareness and changing behaviour across Government	Staff awareness campaign commences within DAERA (talks, newsletter article, Lyric Theatre production)	All staff in DAERA aware of SUP Reduction Plan	DAERA Environmental Policy Division	October 2020
	Procurement Board briefed on proposals for SUP elimination in government contracts	E Tenders Notice agreed. Procurement Board advised of changes.	DAERA Environmental Policy Division and Construction Procurement Delivery (CPD)	October 2020
	Communications issued on SUP reduction across government	Permanent Secretaries in NICS aware of SUP procurement changes	DAERA Environmental Policy Division Construction and Procurement Delivery (CPD)	October 2020
	Each Department writes to all Public Bodies on SUP restrictions and requests annual report on resource use, waste minimisation and recycling measures	All Chief Executives of Public Bodies in Northern Ireland invited to establish similar scheme.	DAERA Environmental Policy Division	October 2020

	Talks/workshops carried out to introduce government departments to the broader concepts of resource efficiency and how to report progress	All government departments have participated in resource efficiency talk/workshop	DAERA Environmental Policy Division	June 2021
	Trials of SUP free events	Reduction of SUP at DAERA events	DAERA Marketing and External Stakeholder Engagement Branch	June 2021
	Public bodies submit report on resource use, waste minimisation and recycling measures	Progress reports by Public Bodies to their respective Ministers	All Public Bodies	September 2021
Working with our suppliers and contractors	Inform suppliers on relevant procurement frameworks about SUP Reduction Plan	All relevant suppliers aware of SUP Reduction Plan	Construction and Procurement Delivery (CPD)	October 2020
	In-scope suppliers establish plans to remove SUP from government sites	SUP action plans developed by each FM supplier	Construction and Procurement Delivery (CPD)	March 2021
	Collect feedback from suppliers on progress	Feedback at Phase 1 supplier review meeting	Construction and Procurement Delivery (CPD)	June 2021

	Establish monitoring and reporting mechanism for SUP arisings in government contracts	SUP action plan deliverables integrated into contract review process	Construction and Procurement Delivery (CPD)	September 2021
	Include environmental statement/clause on SUP in new contacts and tenders	Environmental statement on SUP embedded in relevant FM Frameworks / Contracts	Construction and Procurement Delivery (CPD)	September 2021
	Ban of SUP in government estate offices comes into effect	All staff and suppliers aware of government ban on SUP	DAERA Environmental Policy Division	From 1 October 2021

Appendix 2: Suppliers of SUP identified under the SUP Reduction Action Plan / Monitoring Template

SUPPLIER	AREA	COMMENTS
Aramark	Catering & Cleaning	
Orchardville	Catering	
Mount Charles	Catering	
Food by Donna	Catering	
The Proper Food Co	Catering	
Banner	Office Supplies	
XMA	Office Supplies	



Appendix 3: Environmental Statement on SUP agreed by DoF and DAERA:

“As far as possible without compromising food safety, the Contractor shall use re-usable containers (for example serving milk, condiments and sauces in re-usable containers rather than individual disposable sachets). The Contractor and Client shall work together to encourage customers to use washable cutlery, plates and cups rather than disposables. Consideration shall be given to using bio-degradable products and minimising use of plastics for take away containers. The Contractor shall use serviettes made from unbleached, recycled material. All disposables used must be as environmentally friendly as possible”

“The Executive aim to create a plan to eliminate plastic pollution and as such aim to restrict unnecessary single-use plastics where there are sustainable alternatives as single-use plastics are a major contributor to plastic pollution, therefore there may be a requirement to review the use of single use plastics and this will be discussed during the life of the contract with the contractor.”

In order to reduce the environment impact of deliveries, the Contractor shall:

- Minimise the frequency and number of deliveries to the site;*
- Ensure that vehicle engines are switched off when vehicles are stationary on a delivery for longer than two minutes;*
- Maximise the use of fuel efficient vehicles;*
- Maximise the use of returnable forms of packaging for deliveries;*
- Minimise the use of non-returnable packaging.*

Appendix 4: Case Study - Foreign and Commonwealth Office #BeyondPlastic Initiative

Introduction

The following case study is based on activity carried out by the Foreign and Commonwealth Office (FCO) to remove avoidable single-use plastics from its estate in an accelerated timescale.

On 27 February 2018 the Foreign Secretary announced: “The FCO will eliminate avoidable single-use plastics from its UK operations by the end of this year, and from its global operations by 2020. It is the first UK Government Department to announce such a ban.”

The Department and its staff have worked closely with FCO’s facilities management provider and other suppliers to deliver significant benefits in less than half a year.

Baseline

The FCO established baseline metrics showing it was accountable for approximately 5.1 million items of avoidable single-use plastic waste in 2017: 1.61 million in UK operations and 3.45 million overseas.

The greatest area of avoidable plastic use was catering (estimated at over 80%), followed by ICT, stationery, overseas removals and some other miscellaneous items. Within the catering area, 47% of items were disposable coffee cups, 22% were water cups and just under 20% were made up of disposable cutlery and food containers.

Output

Headline: actions in the first quarter of 2018/19 have removed 1.3 million items (annualised) of plastic: 878,000 (annualised) plastics items in the UK (53% of the 1.61m goal) and 422,000 (annualised) plastics items overseas (12% of 3.45m goal).

Within two months of the Foreign Secretary’s announcement alone, the FCO had:

- Introduced the first ‘latte levy’ in government of 50p (25p discount for using reusable mug, 25p surplus for use of disposable mug). This drove use of reusable coffee cups from 3% to 51% within the first month;
- Switched plastic cutlery (138,250 items p.a.) and food containers (93,036 items p.a.) to biodegradable alternatives;
- Switched single-use condiment sachets to refillable ones (71,400 items p.a.)
- Switched plastic cups to glass/paper (285,600 items p.a.);
- Ended provision of plastic straws;
- Reintroduced china coffee cups.

How?

Key measures have included:

- 50p 'latte levy' on disposable coffee cups (see above);
- Supplier Engagement: met top 5 plastic suppliers and wrote to top 8;
- Contract management: worked with FCO Regional Procurement and CCS to embed #BeyondPlastic goals in contracts;
- 3rd Party Engagement: in conversation with Waste & Resources Action Programme, Surfers Against Sewage, Parley for the Oceans, Ellen Macarthur Foundation, Business in the Community, KPMG, BP and others.

- Staff engagement:
 - Launched Centre of Excellence, toolkit and global Kickstarter Fund;
 - #BeyondPlastic Champions in 18 UK directorates, 58 overseas posts within the first quarter;
 - Green Teams in 27 overseas posts.
- Communication:
 - Sir David Attenborough spoke to Heads of Mission (HoMs);
 - The Permanent Under Secretary wrote a blog on plastics;
 - Latte levy digital signs and bulletin entries;
 - Leadership conference stand and 4 presentations to regional teams;
 - Chief Operating Officers (COO) letter to HoMs;
 - Case study published in Government Property Unit's annual report.

Next steps

Activity in Q2 2018/19 includes:

- Stationery:
 - 19 items to be switched, including plastic wallets, to be replaced with card alternatives – cost saving £5,095 p.a.;
 - Removal of 6,744 (annualised) plastic items;
 - New staplers to contain 50% recycled plastic;
 - New highlighters to be made from 66% recycled paper.
- Disposable coffee cups: discussions with cafeteria franchise to provide an alternative non-plastic cup;
- Bottled drinks: removing plastic bottles and working with suppliers to find alternatives;
- 2nd bidding round of global Kickstarter Fund;
- Supplier engagement: receive proposals from top 5 suppliers on plastic-reduction plans;
- Communication:
 - Announce award for an FCO "Plastic Pioneer";
 - Aim for 75 overseas posts to have #BeyondPlastic Champions;
 - Host "show and tell" masterclass for Whitehall.