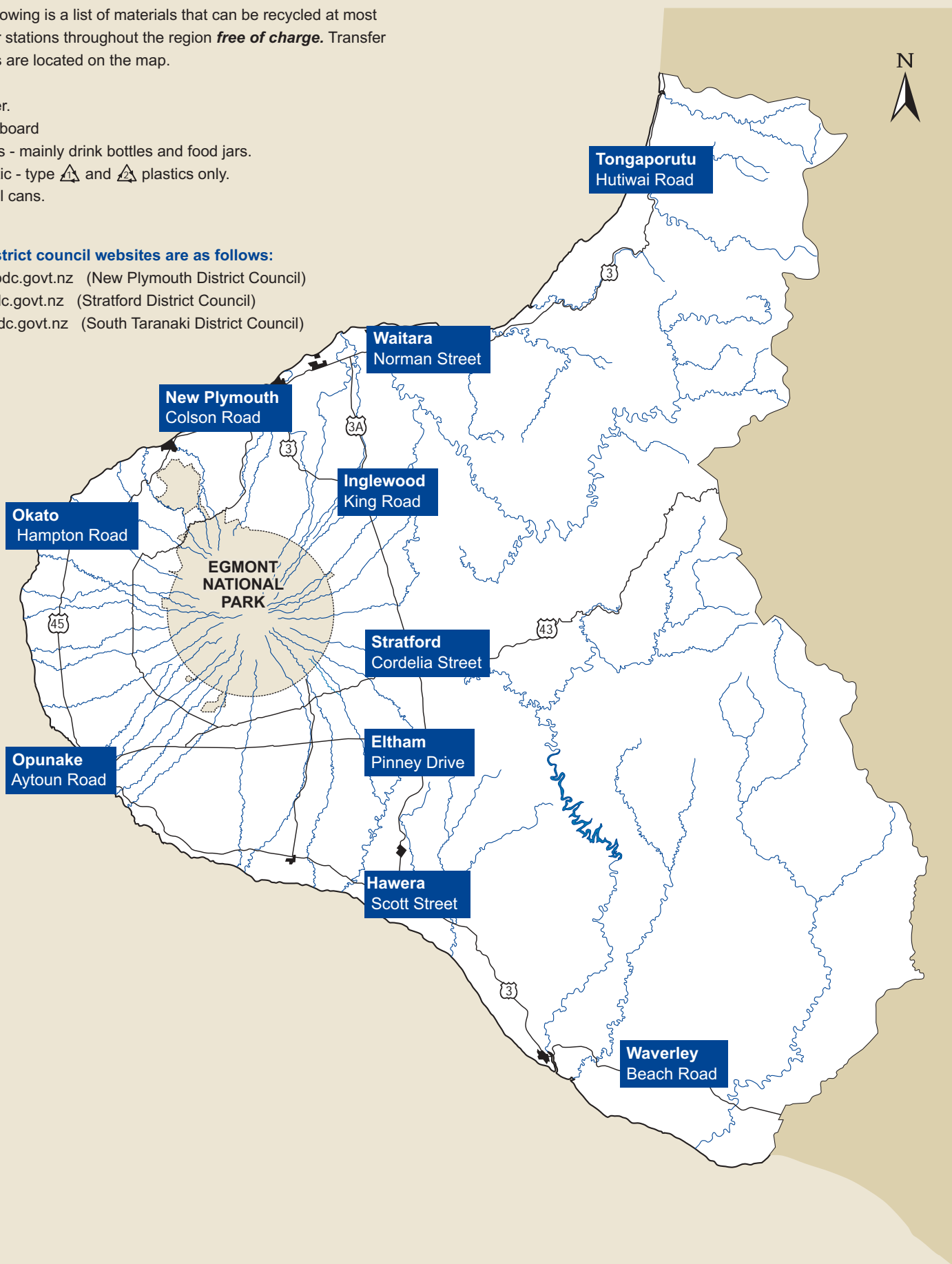


The following is a list of materials that can be recycled at most transfer stations throughout the region **free of charge**. Transfer stations are located on the map.

- Paper.
- Cardboard
- Glass - mainly drink bottles and food jars.
- Plastic - type ♻️ and ♻️ plastics only.
- Metal cans.

The district council websites are as follows:

- www.npd.govt.nz (New Plymouth District Council)
- www.sdc.govt.nz (Stratford District Council)
- www.stdc.govt.nz (South Taranaki District Council)



For opening hours:
Please see your phone book directory

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Inventory of energy consuming items and material recycling options for your business

The following is a list to help you identify items in your business that consume energy. Solid waste recycling and recycling locations are also discussed. Use this sheet once per year to get an up-to-date picture of the energy and recycling practices of your business.

Lighting

	Number of
Fluorescent fittings	<input type="text"/>
Incandescent fittings	<input type="text"/>
NG triphosphor tubes	<input type="text"/>
Other fluorescent tubes	<input type="text"/>
Incandescent bulbs	<input type="text"/>
Compact fluorescent bulbs	<input type="text"/>
Tungsten bulbs	<input type="text"/>
Outside lights	<input type="text"/>

Immediate action

- Change all fluorescent tubes to NG triphosphor tube type.
- Change all incandescent bulbs to compact fluorescent bulbs.

Further action

- Ask your electrician to check light levels at different locations around the premises. Targets are 500 lux for desk tops and 300 lux for general service areas.
- Install timers at single or blocks of lights e.g. outside light or entire office.
- Occupancy detectors fitted to lighting systems save energy in low use areas.
- Clean fluorescent reflectors every six months.
- Install silver or aluminium reflectors when replacing fluorescent lamp fittings.
- Use high-pressure sodium or metal halide lighting outside.

Computers

	Number of
Computers	<input type="text"/>
Computers running after hours	<input type="text"/>
Screens running after hours	<input type="text"/>
Computers on standby	<input type="text"/>
Screens on standby	<input type="text"/>

Immediate action

- Check the number of computers and screens left running and on standby after work.
- Ensure all computers and screens are switched off at the end of the day and if about to be left idle for more than 30 minutes switch off screens.
- While standby saves some energy switching off saves even more.

Further action

- Purchase energy star rated computers and screens whenever possible.

Photocopiers

	Number of
Photocopiers	<input type="text"/>
Laser printers	<input type="text"/>
Ink jet printers	<input type="text"/>

Immediate action

- Check number of printers and photocopiers running after work hours.
- Check number of printers and photocopiers on standby after work hours.
- Switch off all printers and computers at the end of each day.
- Set printing to default double side and save money on paper.
- Place paper recycling boxes beside all printers and work stations to recycle discarded paper.

Further action

- Purchase energy star rated photocopiers and printers whenever possible.
- Set up a collection box to recycle toner and ink cartridges. Most recyclers specialising in toner and cartridge recycling will pay for their collection and possibly pay for some items that are reusable.
- Set up central printers for common use.

Heaters and air conditioners

	Number of
Convector type heaters	<input type="text"/>
- water	<input type="text"/>
- oil	<input type="text"/>
- incandescent	<input type="text"/>
Radiant gas type	<input type="text"/>
Night storage	<input type="text"/>
Thermostatically controlled	<input type="text"/>
Non-thermostatically controlled	<input type="text"/>
Air conditioners	<input type="text"/>

Immediate action

- If possible, ensure all heaters and air conditioners are on timers.
- Ensure all heaters and air conditioners are switched off at the end of the day.
- Replace incandescent heaters with convective or radiant heaters.
- Clean air filters and heat exchange coils of air conditioning units regularly.

Further action

- Replace convector heaters with radiant heaters in draughty places.
- Install central thermostat and timers to control heating in offices.
- Check that all heating vents are operating correctly.
- Use energy star rated air conditioning units when upgrading.

Water

	Number of
Hot water cylinders	
Hot water taps	
Cold water taps	
Water using appliances	
Hot water tap(s) temperature	
Hot water cylinder temperature setting	
Gas powered hot water cylinders	
Electricity powered hot water cylinders	

Immediate action

- Check that the hot water cylinder temperature is set at 60°C. Any more is wasting electricity, any less risks breeding bacteria.
- Install insulation around hot water cylinders and hot water pipes
- Check for leaks and dripping taps in the hot water system. Repair immediately.

Further action

- Replace conventional taps with tempered spray taps in high use areas.
- Fit low volume shower heads when upgrading. The shower flow rate should deliver no more than 6 - 10 litres per minute.

Insulation

	Yes	No
Attic		
Wall		
Floor		
Hot water pipes		
Cold water pipes		
Hot water cylinder		
Windows (double glazing)		
Windows (draughts)		
Doors (draughts)		

Immediate action

- Check the absence or presence of insulation throughout the premises.
- Install lagging on hot water pipes.
- Install draught proofing on doors and windows.
- If warm to touch, install lagging jacket on electric hot water cylinders.
- Replace any wet insulation.

Further action

- Install attic insulation over a set timeframe.
- Consider single or double glazing when replacing windows.

Refrigerators and freezers

	Number of
Refrigerators	
Freezers	
Observation	
Condition of door seals	
Temperature setting	
Proximity of unit to wall	
Automatic defrosting?	
Condenser cleanliness	
Room temperature	

Immediate action

- Clean all seals to ensure air tight seal.
- Repair any damaged seals.
- Defrost according to manufacture's recommendations.
- Ensure the rear of any unit is at least 10 cm away from the wall.
- The higher the room temperature the more work that has to be done by the unit. If possible move units to a cooler room/area.
- Turn off unit if not in use.
- Clean heat exchanges regularly.

Further action

- Purchase energy star rated appliances when upgrading.

Chiller/Freezer room

	Observation
Condition of door seals	
Temperature setting	
Presence of significant icing	
Condition of insulation	
Condenser cleanliness	
Room temperature	
Condition of drop down flaps	

Immediate action

- Clean all seals to ensure an air tight seal.
- Repair any damaged seals.
- Ensure door lock and handle are in good repair.
- Defrost according to manufacture's recommendations.
- Ensure cold retaining drop down flaps are in good condition (not twisted or torn).

Further action

- Install cold retaining drop down flaps if unit door is opened regularly.
- Repair any damaged insulation.
- Review the need for the unit. Could a smaller unit(s) do the job and save on floor space and power.

Air compressors/compressed air line

	Number of
Compressors	
Fixed couplings on air line	
Mobile couplings used on air line	
Joins on air line	
Vapour traps	
Pressure gauges	
Machines and units using the line	
Leaks on the line	

Immediate action

- Repair all air leaks (best detected by listening and checking with soapy water).
- Empty all vapour traps regularly.
- Clean air filters and dryers regularly.
- Install timer on system if possible.
- Shut down unit when not in use.
- Ensure compressor unit is serviced as per manufacture's instruction.
- Reduce the number of hoses and couplings to a minimum.
- Ensure pressure gauges are reading correctly.

Further action

- Review air pressure requirements for your operation. Might be possible to reduce pressure to a lower level. Alternatively, fix shut off valves along the line of those areas used infrequently.
- Duct cool air/outside air to the unit as this improves performance.
- Ensure hot exhaust gases are directed away from unit intake.
- Ensure no unnecessary use of the compressed air line e.g. using air hoses instead of sweeping should be discouraged.
- A significant amount of power used to compress air ends up as heat loss through the radiator. Consider using this heat source to heat internal airspace.

The same principles apply to steam lines and steam systems. Fixing leaks and carrying out routine maintenance will save energy and thus money for the business.

Solid waste

Segregation of waste by components such as cardboard and plastic at their source is a good way to deal with waste and prevents material from going to landfill that may otherwise be recycled. For example, separating paper waste out in the office by means of a separate bin or box allows for easy recycling options later on. The canteen or kitchen is a good area to segregate food, plastics, glass and metal cans. There may be a person in your area collecting food waste for use as animal feed. This is an excellent environmentally friendly way of

disposing of this type of waste and also may be cost effective.

Most businesses have enough site space to segregate components of the waste stream. Usually the space taken up by one large combined waste bin is equal to that taken up by several segregation bins.

Enquire with your local disposer what service they offer and their charge for collection and disposal of recyclables. Alternatively you can dispose of recyclable material directly to your local transfer station **free of charge** in most cases. Check with your district council by telephone or website for details about your local transfer station.

To recycle empty toner cartridges use the internet to find a list of recycling companies. Type *toner and cartridge recycling New Zealand* into one of the internet's search engines e.g. Yahoo, and pick a toner and cartridge company that suits you.

To recycle mobile phones and mobile phone batteries return them to your mobile phone agent.

Useful websites

- www.emprove.org.nz
Emprove (Service provided by EECA)
- www.nzbcscd.org.nz
New Zealand Business Council for Sustainable Development
- www.eeca.govt.nz
Energy Efficiency and Conservation Authority
- www.energywise.org.nz
Energy Wise (Service provided by EECA)
- www.eere.energy.gov
Energy Efficiency And Renewable Energy
- www.ronz.org.nz
Recycling Operators of New Zealand
- www.businesscare.org.nz
BusinessCare National Trust
- www.energysmart.com.au
Live Energy Smart - A NSW Government Initiative
- www.wasteminz.org.nz
Waste Management Institute of New Zealand
- www.energystar.gov.au
Australian Energy Star Programme
- www.solarindustries.org.nz
Provide information about the solar industry in New Zealand
- www.mfe.govt.nz
Ministry for the Environment New Zealand

These labels below are available on the Taranaki Regional Council website at www.trc.govt.nz

