

TRADING

AUSTRALIAN PACKAGING COVENANT ACTION PLAN

July 2010 to June 2015

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Electaserv Trading is an importer, wholesaler and brand owner of power tools, hand tools, DIY products, household cleaning products and general hardware items.

Electaserv is a signatory to the Australian Packaging Covenant and supports its objectives. This Action Plan will identify action being taken and to be taken allowing the company to report on the APC's KPI's. The plan covers the period July 2010 to June 2015.

The main activity during the first year of this plan ie the current financial year, is developing this plan, understanding the requirements of the Sustainable Packaging Guidelines and scheduling the review of products. Also, during this 1st year, the company will continue to improve the practice of its recycling and re-use policies and formalize its "Buy-Recycled" policy.

Later years of the plan will see the full implementation of product reviews and further enhancement, where possible of the recycling policies.

A M Clark
Managing Director

Company Outline

Electraserv Pty Ltd trading as Electaserv Trading is a Queensland, privately owned company. The business commenced trading in 1932 and incorporated in 1958. The company's head office is in Murarrie, Brisbane. Warehouses and sales offices are located at Murarrie, Brisbane and Dandenong, Melbourne.

Electaserv imports and wholesales power tools, hand tools, DIY products, household cleaning products and general hardware items, primarily from China. The company has supplied retailers in Queensland and Northern Territory since its inception, with supply to retailers in Victoria, New South Wales, South Australia, Western Australia and Tasmania commencing in February 2007. Electaserv employs 32 staff members.

Products are marketed under the brand names, Medalist Tools (Qld & NT only), ROK, Icanic, Electa, Mech Choice, Green Leaf and Queen Cleaning Products. We also supply customers with products under their own private label.

Electaserv falls within the scope of the Australian Packaging Covenant as a brand owner. As an importer & wholesaler, the company falls in the middle of the packaging chain. We import pre-packaged goods and then distribute to our customers. Much of the packaging specifications are determined by

- a. world-wide market demand. The Australian market is a small percentage of the customer base of many of our suppliers.
- b. specific customer demand. As an example, many of our customers require product to be supplied in double blister packaging to reduce theft.

In this sense we are limited in the control of the amount and type of packaging material that goes into the retail market via our products.

The major types of packaging Electaserv uses or imports are

- | | |
|--|---|
| a. Thick cardboard boxes (outer packaging) | b. Double blister packing incorporating plastic & light cardboard |
| c. Cardboard boxes | d. Blow mould carry cases |
| e. Cardboard sleeves | f. Pallets - wooden |
| g. Blister cards | h. Strapping |
| i. Swing tags | j. Shrink wrap |
| k. Plastic bags | l. Heatshrink plastic & cardboard |
| m. Labels only | n. Combinations of the above |

Contact Person

Electaserv Trading signed the National Packaging Covenant on May 6, 2008 and The Australian Packaging Covenant on September 20, 2010. The contact details for the person responsible for the Australian Packaging Covenant are:

Name	Clare Walsh-Clark
Position	Corporate Services
Telephone	07 3906 2999
Email	clarew@electaserv.com.au
Address:	PO Box 842, MORNINGSIDE QLD 4170

Goal 1 – Design

KPI 1 - Implementation of the Sustainable Packaging Guidelines

New Products Packaging

The company has 2 peak times for the introduction of new products: April and October each year. The aim is to commence reviewing the packaging on all new products immediately, ie April 2011. When the business sources new product, it sources shelf-ready products. This means that the type of packaging is

- a. generally part of the offering by a supplier / factory
- b. any changes to the packaging usually increase its cost.

In most instances we use the packaging the supplier presents, but with changes to the artwork. The packaging the supplier presents has usually taken into account customer preferences such as design for market presentation and theft reduction, based on world-wide demand.

At present the company does not use a formal process for the introduction of new products as the business is very much a “hands-on” business with highly experienced staff responsible for product sourcing. To allow us to provide documentary evidence of the implementation of the SPG for new product, the “new product process” is being formalized and will include a packaging review. The review is based on the sample review provided in the “*APC Handbook Signatories*”. A copy of this review process template is included as Appendix B.

The packaging of all new products will be put through a packaging review before the product is ordered. The review will be conducted on the packaging as initially presented by the supplier or if there are a number of options available, on those options.

The review template will be used for both new and existing packaging.

To assist in this review process, a supplier questionnaire has been developed to request packaging details such as component composition, percentages of new / recycled material etc. This questionnaire has been sent to a major supplier for feedback. Their queries and comments will then be incorporated into the document before sending to other suppliers.

Schedule for Existing Packaging Reviews

Electaserv has over 1,600 Stock Keeping Units (SKUs) in its own brand ranges. (Products that we have discontinued and being sold out are not included in this schedule.) Products are packed in a wide range of packaging formats and materials, from swing tags, plastic bags and blister packs through to large boxes. The most logical way to categorise packaging for evaluation purposes is by packaging type by supplier or factory. One of the issues that has emerged from our 1st (trial) review is that we may not be able to review all products using a particular type of packaging in the one review. The layout may vary from product range to product range. For example an Angle Grinder Kit and a Saw Blade are both packaged in double blister, but because the construction & layout of the packaging is different, there will be different opportunities for improvements. It may well be that the only grouping that we will be able to put in place is product range eg all saw blades from a specific supplier. Some of our suppliers are trading houses that source product from a number of factories. There are times when a trading

house will change the factory/s our products are sourced from. This may result in a review being quickly outdated.

Products from 63 suppliers will be put through this review process. Each supplier uses between 1 and 14 types of packaging. At this time, approximately 240 reviews will need to be conducted to cover the products that fall within the scope of the Australian Packaging Covenant. It is expected that reviews will vary in the length of time they take to undertake depending on the environmental sophistication of the supplier, the number of products to be covered by that review etc. We also anticipate that the earlier reviews will take more time until we become familiar with the process. 50 reviews have been scheduled under this Action Plan (2010-2015), approximately 1 per month. However, later reviews may be performed more frequently. Products with the fastest sell through will be reviewed first.

For the first year, at least, the reviews will be conducted following monthly management meetings. This ensures that relevant staff will be available.

When new product ranges are introduced, this schedule may need to be modified to allow time for those packaging types to be evaluated. It is anticipated that this will result in a minimum of between 33 and 50% of turnover value being reviewed in this 5 year timeframe.

The review team consists of:

- Sourcing & marketing representatives
- Sales representative
- Purchasing representative
- Warehouse representative
- Electaserv's APC contact person

The products have been separated into the following hierarchy for review:

- a. Significant control over packaging appearance / little control over packaging appearance.
Note: this control is over appearance ie artwork, not components used in packaging.
- b. Supplier (note: suppliers are identified by numbers only as this is commercially sensitive information)
 - a. 48 suppliers fall into the significant control area
 - b. 36 suppliers fall into the little control area
- c. Packaging classification
 - a. Blister card
 - b. Cardboard box + plastic
 - c. Box only
 - d. Cardboard, cardboard rolls, cardboard sleeves
 - e. Cardboard sleeve or roll with plastic
 - f. Double blister
 - g. Heatshrink plastic
 - h. Label only
 - i. Plastic Bag
 - j. Plastic container
 - k. Plastic drum
 - l. Plastic spool
 - m. Tag + plastic bag
 - n. Tag only

The review schedule is Appendix A.

Goal 2 – Recycling

KPI 2 - National recycling rate for packaging

Whilst this KPI relates to the covenant itself, Electaserv is contributing by its actions listed under KPI 3, KPI 7 and KPI 9.

KPI 3 - On-site Recovery Systems for Recycling Used Packaging

Electaserv has had a number of recycling procedures in place for over 5 years. Recycling was further stepped-up in 2008, resulting from our commitments under the National Packaging Covenant. A formalized Recycling and Buy-Recycled Policy is being written and will be finalized by June 2011.

Being a wholesaler, we have no facilities for the recycling of consumer packaging. It is neither practicable nor environmentally sound as it would increase the amount of resources (eg fuel, return packaging etc) used by both retailers and/or consumers.

Consequently, the focus for this business is the recycling of waste generated in our operations.

Recycling that is already in place includes:

- a. all inwards shipper cartons in good condition are re-used to send out customer orders
- b. if & when cartons need to be purchased for customer orders, used cartons are purchased
- c. all inwards shipper cartons in poor conditions are placed in recycling bin
- d. used shrink-wrap is now able to be recycled by our waste contractor and is also placed in the recycling bin
- e. contract with waste management company - recycling bin (cardboard, paper and shrink wrap) is emptied twice a week
- f. bins are located throughout the warehouse to ensure that staff are easily able to recycle waste without losing productivity.
- g. warehouse pick-slips & other in-house documents are printed on used paper
- h. ink cartridges are collected and recycled through “Close the Loop”
- i. used office paper is either recycled or re-used
- j. confidential documents are shredded and then the shredded material is placed in recycling bin.
- k. office staff have 2 waste bins under their desks – one to collect junk mail, flyers, non-confidential paper and used envelopes. These are collected and placed in the recycling bin.
- l. glass, plastic bottles and food containers, steel/aluminum food containers from the lunch room are collected in a combined bin for fortnightly collection. A small bin is located in the lunch room which is emptied into the larger collection bin.

Whilst we have achieved very good results in the company's recycling, we have identified several further recycling opportunities:

- a. faulty power tools and their batteries
- b. package strapping and fluoro lights. Measure quantity to see if acceptable quantity for recycling.
- c. Check that items in comingled bin are all able to be recycled and not having a negative effect on the recycling process eg bottle lids.

These will be investigated during the term of this Action Plan.

KPI 4 - Policy to Buy Products made from Recycled Packaging.

A Buy-Recycled Policy is currently being written so that it is formalised. This policy will cover all consumables that the company purchases. Once it is completed, it will be reviewed by the Management Team and either approved or amended. A major aspect in the review will be any additional costs. A detailed list of consumables, their current usage and cost, and a number of alternate options for buying products with recycled content and the additional cost has been compiled by accounts staff. This is currently being reviewed. We anticipate signing off on the policy by September this year. In the interim, orders for the purchases of consumables are being evaluated before they are placed.

The company has purchased some consumables that have recycled content for many years. Examples are packing cartons, paper towels and toilet paper.

KPI 5 – Additional tones of material reprocessed in primary and secondary markets as a result of Covenant-funded projects.

This KPI relates to the covenant itself. Electaserv contributes to its achievement by buying products with recycled content and, as detailed under KPI 4, plans to increase this under its formal Buy-Recycled Policy.

Goal 3 – Product Stewardship

Under a Product Stewardship model, manufacturers, importers, governments and consumers have a shared responsibility for the environmental impacts of a product throughout its full life cycle, including the ultimate disposal of any wastes.

KPI 7 - Formal Process to Improve Design & Recycling of Packaging.

The actions Electaserv intends to take / has taken in setting up formal process to improve design and recycling of packaging include:

- a. Implementing a supplier questionnaire requesting information to allow the company to effectively review the packaging of the products it sells.
- b. Requiring suppliers not to use “prohibited substances”. The prohibited substances list will be based on the *European Parliament and Council Directive [94/62/EC](#) of 20 December 1994 on packaging and packaging waste.*
- c. SPG is now incorporated in the “New Product” procedure. Our new product procedure requires discussion & research on a number of areas. The SPG is now one of the areas to be looked at.
- d. Discuss with waste management contractors, the recyclability of the waste generated by the company’s own processes. A number of contracts are in place. The only avenue for further action here is to ensure that we are not “polluting” their processes.
- e. Research the recyclability of the various packaging types and components by local councils. Once we have a better understanding of this we can add the most suitable “dispose of properly” information / symbol on the packaging to assist consumers play their part in product stewardship.

KPI 8 - Other Product Stewardship Outcomes.

We are not planning any other activities at this time. Implementing the Sustainable Packaging Guidelines and product reviews will form the bulk of work for the APC during the next 5 years.

KPI 9 - Reduction in the Number of Packaging Items in the Litter Stream.

When looking at the potential for the company’s products to end up in the litter stream, we need to look at

- a. Consumer Packaging – Electaserv sells products that are used in and around the home and some products that are used on construction sites. Consequently the vast majority of consumers would have access to waste collection services. One possible action that we plan to investigate is to put a suitable logo on consumer packaging to encourage consumers to dispose of packaging correctly.
- b. Secondary Packaging (ie that packaging the company adds to ship the products to retailers). Many of our larger customers are Covenant signatories themselves and have

their own recycling & anti-litter procedures. Our customers, overall, would have easy access to waste collection services.

Subsequently, very little of the company's packaging should end up as litter or pollutants to waterways and pathways etc.

Other measures that the company will look at in an attempt to reduce litter include:

- a. Clean up litter around the company's premises
- b. Continued staff education with formal training sessions every 2 years.
- c. Investigate the possibility of making an annual donation to an anti-litter campaign.

ACTION TABLE 2010 TO 2015

Covenant Goals, Outcomes & KPI's		Signatory Planning					
Performance Goal	KPI's	Target / Performance Goal	Actions	Responsibility	Baseline Data	Time Frame	Evidence
<p>1. Design – optimize packaging to achieve resource efficiency & reduce environmental impact without compromising product quality & safety.</p> <p>Packaging designed to:</p> <ul style="list-style-type: none"> ➤ Avoid or minimize the use of materials & other resources ➤ Optimize recyclability & recycled content ➤ Reduce litter impacts 	<p><u>KPI 1</u> Implementation of Sustainable Packaging Guidelines for design or procurement of packaging.</p>	a. Chose how to group existing stock lines by supplier / type of packaging etc.	Conduct 1 st review, evaluate chosen grouping of products	Review Team	NIL	June 2011	Spreadsheet listing products, packaging types etc – any amendments
		b. Add SPG to “New Product” process	Work in with New Product process	Electaserv’s APC contact person	No SPG reviews conducted on new products	June 2011	New Product checklist
		c. Review all new products		Review Team	No reviews completed	Commencing April 1, 2011 as new products are introduced.	Completed new product reviews
		d. Review existing products	Develop review schedule	Completed – See Appendix A	1 review in progress	Refer Appendix A	Review schedule spreadsheet updated with completed reviews
		e. Develop a supplier questionnaire to assist with SPG	Request feedback from supplier regarding questionnaire & amend as required.	Electaserv’s APC contact person	Initial draft completed	July 2011.	Completed reviews. Document
			10% (turnover) reviewed 25% reviewed 30% reviewed			June 2011 June 2012 June 2013	

<p>6. Recycling – the efficient collection and recycling of packaging</p> <p>➤ A contribution to improved recovery of packaging from households and away-from-home sources.</p> <p>➤ Increased secondary markets for recovered packaging materials.</p>	<p>KPI 3 On-site recovery systems for recycling used packaging</p>	a. On-site recovery for end-user.	Not workable as a general practice, as the business is a wholesaler. However, returned faulty product may be able to be recycled. Find options.	Warehouse Manager	Nil recycled	12 months from National e-waste recycling policy.	Meeting notes. Waste management responses. If implemented, certificates and accounts from waste m'tment contractor	
		b. On-site recovery for own use	Improve the re-use & recycling rate in office	Electaserv's APC contact person in conjunction with office staff.	Approx 75% of all own waste is currently recycled. 2009/2010 was 69%	On-going	Reduced landfill % v recycling % Advice from waste m'tment contractors	
			Improve re-use & recycling in lunch room. (ie recycle paper and replace paper/plastic plates, cups & cutlery with reusable items	Electaserv's APC contact person in conjunction with staff.	Glass, steel / aluminum & plastic containers recycled.	September 2011	Reduced landfill % v recycling % Advice from waste m'tment contractors	
		<p>KPI 4 Policy to buy products made from recycled packaging.</p>	<p>Is there an existing policy / procedure? If not, when?</p>	Policy is being written	Management Team	Unformalized policy	June 2011	Policy document
				Policy to be approved by Management Team	Management Team		September 2011	Policy document
	<p>3. Product Stewardship – a demonstrated</p>	<p>KPI 7 Formal process to improve design & recycling of</p>	<p>Set up formal processes to improve design and recycling of</p>	Supplier questionnaire implementation	Review Team	In development	August 2011 and then with reviews.	Documents / responses from suppliers
				Set up list of	Electaserv's APC	No list	August 2011	List on supplier

<p>commitment to product stewardship.</p> <p>➤ Working towards improving design & recycling of packaging.</p> <p>➤ Reduction in litter.</p>	packaging.	packaging	prohibited substances per EU Packaging Directive.	contact person			questionnaire.
			Request compliance from suppliers	Review Team	Nil	With reviews see Appendix A	Supplier responses Completed packaging reviews
			SPG incorporated in "new product" procedure	Management Team	SPG has been added, but not yet used in evaluating new products	Begin using April 2011	Completed packaging reviews
			Waste management contracts. Clarify if our waste is interfering with the recycling process.	Warehouse Manager	Currently in place. Clarification only needed on recycling process.	February 2012.	Contracts / invoices Meeting notes
			Research the recyclability of packaging for customers	Review Team	Nil	As per review schedule – Appendix A	Meeting notes. Local council information Completed packaging reviews
	KPI 8 Other product stewardship outcomes.		No other actions planned.				
KPI 9 Reduction in the number of packaging	Reduce amount of litter.	Evaluate the proposition to include a "Don't	Marketing & Purchasing	No symbols currently	Decision to be made by December 2011	Packaging Completed	

	items in the litter stream.		litter" symbol on consumer packaging.		used.	and if yes, to be implemented on all new packaging from then.	packaging reviews
			Clean up litter around the company's premises on a regular basis	Warehouse Team	Occasional clean-ups.	Commence June 2011.	Sight
			Continued staff education with formal training sessions every 2 years	Electaserv's APC contact person	Implemented	Next due 2012 2014	Training programme & records
			Investigate the possibility of making an annual donation an anti-litter campaign.	Management Team	Nil	Commence 2011/2012 year.	Research docs and receipts

APPENDIX A**PRODUCT REVIEW SCHEDULE**

Supplier Number	Packaging Type	Review Number	Scheduled Review Date
Supplier 7	Box + plastic etc	1	Apr-2011
Supplier 1	Box + plastic etc	2	May-2011
Supplier 24	Box + plastic etc	3	Jun-2011
Supplier 2	Label only	4	Jul-2011
Supplier 1	Cardboard Sleeve W/Plastic	5	Aug-2011
Supplier 8	Box + plastic etc	6	Sep-2011
Supplier 10	Plastic Bag	7	Oct-2011
Supplier 43	Heat-shrink Plastic	8	Nov-2011
Supplier 16	Label only	9	Dec-2011
Supplier 33	Box + plastic etc	10	Jan-2012
Supplier 11	Label only	11	Feb-2012
Supplier 10	Tag Only	12	Mar-2012
Supplier 26	Box + plastic etc	13	Apr-2012
Supplier 14	Label only	14	May-2012
Supplier 23	Label only	15	Jun-2012

Supplier Number	Packaging Type	Review Number	Scheduled Review Date
Supplier 31	Box + plastic etc	26	May-2013
Supplier 46	Box only	27	Jun-2013
Supplier 1	Double blister	28	Jul-2013
Supplier 9	Label only	29	Aug-2013
Supplier 29	Box + plastic etc	30	Sep-2013
Supplier 19	Label only	31	Oct-2013
Supplier 13	Box + plastic etc	32	Nov-2013
Supplier 12	Double blister	33	Dec-2013
Supplier 1	Blister card	34	Jan-2014
Supplier B 21	Cardboard Sleeve	35	Feb-2014
Supplier 43	Box + plastic etc	36	Mar-2014
Supplier 22	Box + plastic etc	37	Apr-2014
Supplier B 11	Label only	38	May-2014
Supplier B32	Box + plastic etc	39	Jun-2014
Supplier B 14	Box + plastic etc	40	Jul-2014

Supplier 3	Plastic Bag	16	Jul-2012
Supplier 17	Heat-shrink Plastic	17	Aug-2012
Supplier 1	Plastic film	18	Sep-2012
Supplier 25	Label only	19	Oct-2012
Supplier 37	Box + plastic etc	20	Nov-2012
Supplier 12	Box + plastic etc	21	Dec-2012
Supplier 20	Plastic Bag & Header Card	22	Jan-2013
Supplier 5	Box + plastic etc	23	Feb-2013
Supplier 44	Box + plastic etc	24	Mar-2013
Supplier 27	Box + plastic etc	25	Apr-2013

Supplier B 20	Box + plastic etc	41	Aug-2014
Supplier 16	Label only	42	Sep-2014
Supplier B 21	Cardboard Roll	43	Oct-2014
Supplier 47	Cardboard Sleeve W/Plastic	44	Nov-2014
Supplier B 11	Plastic Bag	45	Dec-2014
Supplier B 16	Box only	46	Jan-2015
Supplier 27	Plastic film + strap	47	Feb-2015
Supplier B 5	Box only	48	Mar-2015
Supplier B 5	Double blister	49	Apr-2015
Supplier 15	Tag + Plastic Bag	50	May-2015

ELECTASERV TRADING

Packaging Review

Aim: Packing to be fit-for-purpose, resource efficient, made from low-impact materials and reusable or recyclable at the end of its useful life.

Packaging description:	Photo of packaging:
Products with this packaging:	
Supplier / Factory:	
Primary packaging (PS) description:	
Secondary packaging (SP) description:	
Tertiary packaging: (TP)	
Contact:	People involved in review:
New or existing packaging:	

Design Strategy / Key Questions	Secondary Packaging - Outer	Opportunities for Improvement	Documentary evidence available for auditors? If the answers are 'no', what alternatives have been investigated?
Minimise materials (source reduction)			
1. Is the packaging necessary?			
2. Is the package designed to be fit-for-purpose but not over-packaged?			
3. Has the package been designed to use the minimum amount of material to suit the required level of functionality?			
4. Has the package been designed to minimise the number of separate layers of materials or the number of components?			
5. Could the amount of material used in the package be reduced further? List & consider these options.			
6. What is the likely impact of these options on functionality, product protection and consumer safety?			
7. What is the acceptability of these options for the consumer? Describe or comment on this acceptability within the supply chain.			
8. Does the design of the package allow the product to be completely dispensed ie to avoid product wastage?			
Use recycled materials (AS/NZS 14021 – Environmental labels and declarations – Self-declared environmental claims (Type II environmental labelling))			
1. What is the amount & percentage of recycled material in the consumer packaging unit? (specify source ie pre or post-consumer).			
2. Could alternative formats or materials incorporate recycled material or offer a better environmental impact solution? If so, how much, and why were they not selected?			
3. Is it possible to use more post-consumer recycled material? If not, please explain the rationale.			
4. Have you determined whether the technical requirements of the packaging can be met using recycled content and if so, how much recycled content is the maximum you can use?			

5. Have you discussed the use of recycled materials with your marketing department and identified any market concerns?			
Design for transport			
1. Can the distribution packaging be reduced or eliminated through redesigning the primary or secondary package and vice versa?			
2. Are you currently using shelf ready / retail packaging? Is it being used effectively? If it is not being used effectively, has this been communicated to others in the supply chain?			
3. Have you used light weighting (source reduction) strategies in your packaging design? Have you considered the overall environmental impact of light weighting? Does your design for transport have a negative impact on the recyclability of the used packaging?			
4. Is the consumer packaging designed to maximise the secondary or tertiary packaging space, eg in pallet configuration?			
a. From supplier to Electaserv			
b. From Electaserv to customer			
5. Are you fully using transport options such as pallet efficiency and truck height? Are there any efficiencies that can be achieved? a. From supplier to Electaserv			
b. From Electaserv to customer			
6. Is there an opportunity to switch to more efficient vehicles, hybrid vehicles or renewable energy sources for your distribution fleet?			
7. Do you consider back-loading of used packaging or waste products once deliveries have been made? Can your distribution network aid the recovery of used packaging?			
Maximise water and energy efficiency.			
1. Has the amount of packaging been minimised to reduce the amount of water & energy used in production?			
2. Have you & your suppliers taken steps to optimise the energy efficiency of production processes and distribution?			
3. Have you & your suppliers taken steps to optimise the water efficiency of production processes?			
4. Have you considered using renewable energy for manufacturing, eg by purchasing a %age of Green Power?			

Minimise risks associated with potentially toxic & hazardous materials.

1. Have you applied conventional and conservative risk management principles in the selection of substances for packaging applications (eg any inks, pigments, stabilisers and adhesives)? This includes, where possible, eliminating toxic and hazardous substances or minimising such substances where their use is necessary.			
2. Does the packaging meet Australian and/or international standards in relation to the levels of potentially toxic and harmful substances? Eg The EU Packaging Directive specifies that the combined weight of heavy metals (mercury, lead, cadmium & hexavalent chromium) in a package or any of its components must not exceed relevant Australian standards.			

Use renewable or recyclable materials

1. What is the potential for and availability of materials derived from a renewable source?			
2. Are the renewable raw materials grown and harvested using sustainable farming or forestry practices?			
3. What is the potential for incorporating recyclable materials?			
4. Describe your understanding of the extent to which the packaging used is collected for recycling in the geographic area(s) where the product will be sold?			

Use materials from responsible suppliers

1. Are your raw materials sourced from suppliers who have documented environmental management systems?			
2. Do you give preference to suppliers that are signatories (if applicable) to the Covenant?			
3. Are you or your suppliers engaged in a sustainability programme such as the PACIA / EPA Victoria Sustainability Leadership Framework?			

Design for reuse

1. Have you considered and compared the environmental benefits of reusable packaging with single-use packaging?			
2. Do you have supply-chain confirmation that the package is capable of reuse for the intended application under normal conditions, without risk to the product or to the health and safety of supply-chain workers and consumers?			
3. Has the product been designed to maximise the number of return trips / reuse?			
4. Is the packaging format applicable for reconditioning once the packaging has fulfilled its designated purpose? If the product cannot be reconditioned, can the reusable packaging be recycled?			

Design for recovery

1. To what extent are the packaging materials collected for recycling in the geographic area in which the product will be sold?			
2. How much of the packaging is recyclable?			
3. How many materials are being used in this package? If more than one material is used, are the different materials compatible in the recycling process?			
4. Are any materials bonded together and therefore difficult to recycle? If yes, has an alternative format / system been considered?			
5. Has the packaging been designed to minimise the impacts that any components such as closures, labels, sleeves, carry handles etc may have on the recycling process?			
6. Have you consulted with recyclers or composters (depending on the recovery process) to find out whether any components will cause problems in the recovery process or in the end product?			
7. If compostable materials are being considered, has reference been made to industry standards, such as the PACIA's document, <i>Using Degradable Plastics in Australia – A Product Stewardship Guide and Commitment</i> ?			
8. Is packaging of this type & purpose included in the Australian Council of Recyclers (ACOR) Kerbside recycling specifications? Have these specifications been considered in the packaging design?			
9. Have you developed and implemented appropriate labelling on the packaging to encourage consumers to recycle or compost?			
10. In accordance with any labelling legislation where the package will be sold, is your packaging clearly labelled indicating the preferred recycling or composting stream?			
11. Is rigid plastic packing labelled with PACIA's plastic identification code?			
Design for litter recovery			
1. Do you understand where, when and how the product will be used and by whom?			
2. Is the package likely to be consumed away from home and therefore have the propensity to become litter?			
3. To what extent is this packaging type represented in the litter stream?			
4. How many separate or easily separable components that could end up as litter does the packaging item have (eg screw cap lids, peel-off seals), and can they be reduced?			
5. Has the package been designed to minimise the number of separate or separable components?			

6. Do you provide advice for consumers on the label to encourage appropriate disposal or recovery?			
7. What steps have you undertaken to reduce the occurrence of your packaging in the litter stream?			
8. Have options been considered for away-from-home recycling as part of an overall littering abatement programme?			
Design for consumer accessibility			
1. Has the consumer's ability to access the product within the packaging been adequately considered in the design process? EG has a consumer specialist analysed the actions required to interact with the product?			
2. Have you considered whether the level of information on the packaging ensures that consumer is aware of its contents and how to open the package?			
3. Have you considered the demographic of the consumer who will use the product? Are there any limiting factors typically associated with these consumers?			
4. Can changes be made to improve the ability of the consumer to use the product without compromising the safety, security or quality?			
5. To what extent has your company ever received any complaints in relation to accessibility of packaging?			
6. Could an alternative design be used efficiently to minimise the requirement for tools such as a knife or scissors?			
Consumer information on sustainability (AS/NZS 14021:2000 Environmental labels and declarations – Self-declared environmental claims (Type II environmental labelling))			
1. Will any environmental claims be made about the packaging item?			
2. Has information been used on packaging to encourage recycling eg the mobius loop			
3. Has the plastic packaging been identified with the voluntary Plastics Identification Code that marks plastic containers to identify the plastic resin from which they are made?			
4. Has appropriate information about litter prevention been included on all packaging of products likely to be consumed away from home?			
5. What environmental issues have been considered during development of the products' marketing strategy, eg use of environmental claims, logos and consumer education?			
6. If recycling logos are to be used on the packaging, have you identified existing systems that will be able to recycle the packaging?			

Summary Considerations:

Activities to undertake to improve sustainability of packaging format / category**Examples / Action:****Person Responsible****Work with can supplier to make cans lighter by 1%****Use lighter exterior cardboard packaging****Cut exterior cardboard packaging by 5% by strengthening closures.****Environmental benefits of review****Examples****Reduce material use by XX tonnes per year****Decreases greenhouse gas generation by X% (t CO2-eyr)****Decreases waste of existing packaging type by 15% (t/yr)****Decreases water wastage by 8%****Environmental constraints****Examples:****Increase water use by XX kL per year****Consultation with packaging recovery chain shows no current recovery system in place.****Adds x tonnes of material per year to landfill****Potential to interfere with recycling sorting operations.**