**Single Use Plastic (SUP) Audit, Action Plan and Policy Template**

Litter Free Dorset has created this document to support organisations to reduce single use plastic across Dorset. Whether you are a Town or Parish council, a charity or a business please use this document as a guide to help you make the changes needed to reduce single use plastic. SUP are made using energy from non-renewable fossil fuels and are items which are only used once before being thrown away or recycled.

**Contents**

* Single Use Plastic Audit
* Single Use Plastic Action Plan
* Single Use Plastic Policy

**Creating a Single Use Plastic Task Group**

A committed task group should work collaboratively within an organisation to reduce single use plastic. When creating a task group ensure to include a range of individuals from throughout your organisation or team. Choosing individuals who can represent and influence procurement, facilities and community engagement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Team** | **Name** | **Email** | **Responsibly** |
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**Single Use Plastic Audit for ……………………………………………. (organisations name)**

This audit is to capture data on single use plastics usage within:……………………………………………………………………….(List the buildings or services)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building/ Service Information** |  |  |  |  |
| Location: |  |  |  |  |
| Age of Building: |  |  |  |  |
| Average Footfall: |  |  |  |  |
| Floors / Wings: |  |  |  |  |
| Date of Audit: |  |  |  |  |
| Date of Review: |  |  |  |  |
| **In the Building/ Service - How many?** | |  |  |  |
| Cafes |  |  |  |  |
| Vending Machines |  |  |  |  |
| Kitchens |  |  |  |  |
| Water coolers |  |  |  |  |
| Stationary Units |  |  |  |  |
| General Waste Bins |  |  |  |  |
| Recycling Points |  |  |  |  |
| Food Recycling Points |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Do these Single Use Plastic (SUP) items exist within the building or service? Y/N** | | | | |
| **CATERING** | | | | |
| Plastic Water Bottles |  |  |  |  |
| Plastic Juice Bottles |  |  |  |  |
| Plastic Milk Containers |  |  |  |  |
| Plastic Water Cups |  |  |  |  |
| Plastic Coffee Cups |  |  |  |  |
| Plastic Cup Holders |  |  |  |  |
| Plastic Stirrers |  |  |  |  |
| Plastic Cutlery |  |  |  |  |
| Plastic Straws |  |  |  |  |
| Plastic Milk Sachets 10ml |  |  |  |  |
| Plastic Milk Pots 12ml |  |  |  |  |
| Polystrene Plates |  |  |  |  |
| Polystrene 'Take away' container |  |  |  |  |
| Plastic tubs (salad/pasta) |  |  |  |  |
| Cling Film |  |  |  |  |
| Plastic Confectionary Packets |  |  |  |  |
| Plastic Bags |  |  |  |  |
|  |  |  |  |  |
| **CLEANING** | | | | |
| Wet Wipes |  |  |  |  |
| Plastic gloves |  |  |  |  |
| Plastic bottles for cleaning products |  |  |  |  |
| Bin Bags for Recycling Bins |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **OTHER** | | | | |
| Printer Cartridges (single use) |  |  |  |  |
| Balloons |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Procurement Snapshot - How many where ordered in 2020-2021?** | | | | |
| Plastic Water Bottles? |  |  |  |  |
| Plastic Water Cups? |  |  |  |  |
| Plastic Cutlery? |  |  |  |  |
| Wet Wipes? |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Recycling - What is being recycled? Y/N** | | | | |
| - Mixed Recycling |  |  |  |  |
| - Food Waste |  |  |  |  |
| - Milk Bottle Tops |  |  |  |  |
| - Crisp Packets |  |  |  |  |
| - Coffee Cups (Tetra Pak) |  |  |  |  |
| - Batteries |  |  |  |  |
| - Pens |  |  |  |  |
| - Printer Cartridges |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Additional Findings** | | | | |
| * *Are there any key SUP items which are contributing to a large amount of waste?* * *Are there actions already being taken to reduce SUP?* * *Are there members of the community currently engaged to help your organisation reduce SUP?* |  |  |  |  |

**Single Use Plastic Action Plan for ……………………………………………. (organisations name)**

**Key Objective: Reduce the use of single-use plastics as well as work towards finding positive solutions for reducing unnecessary waste.**

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| --- | --- | --- | --- | --- |
| **Stage 1** | **Objective** | **Action** | **Who is responsible?** | **Timescales** |
| SUP Audit | To establish what SUP items exist | To complete an audit of all SUP items in  ………………………………..  *(organisations name/ service/ building)* | *(team or individual)* | Audit completed by: |
| **Key Findings from the Audit**  *Which single use plastic items contributed to the most waste?* | | | | |
| SUP Meeting | To analyse the audit and create an action plan to reduce SUP | Task group to coproduce the SUP action plan |  | First SUP meeting: |
| **Key Objectives for the Action Plan**  *What will be removed, reduced or replaced?* | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Action** | **Team/ Person Responsible** | **Timescales** |
| *Copy the items from your SUP audit.*  *These may differ from the items below.* | *Will you be removing this item, reducing and/or replacing?* | *Who will be carrying out this action within your organisation?* | *When will this be action be completed? Will the action be phased in over a period?* |
| Plastic Stirrers |  |  |  |
| Plastic Water Cups |  |  |  |
| Tetra Pak Coffee Cups |  |  |  |
| Milk Pots (12ml) |  |  |  |
| Plastic Milk Containers |  |  |  |
| Plastic Cutlery |  |  |  |
| Plastic Water Bottles and Juice Bottles |  |  |  |
| Plastic Tubs |  |  |  |
| Cling Film |  |  |  |
| Chocolate/ Crisp Packets |  |  |  |
| Wet Wipes |  |  |  |
| Cleaning products |  |  |  |
| Bin Bags |  |  |  |
| Printer Cartridges (single use) |  |  |  |
| Balloons |  |  |  |
| **SUP Commitments** | **Action** | **Team/ Person Responsible** | **Timescales** |
| Embed the single use plastic policy into other key strategies, policies and plans |  |  |  |
| Ensure all suppliers have a SUP policy in place or demonstrate that they are minimising the use of single-use plastics and are finding sustainable alternatives |  |  |  |
| Ensure SUP policy is embedded in procurement and tender processes |  |  |  |
| Work with event organisers to eliminate SUP across events in …………………. (area) |  |  |  |
| Support local communities by sharing best practice, raising awareness and promoting positive initiatives and actions for reducing single use plastic and waste |  |  |  |
| **Communication** | **Action** | **Team/ Person Responsible** | **Timescales** |
| Do your customers or community know about all the great changes you are making in your organisation? |  |  |  |
| Have you worked collaboratively with residents and the organisations community to reduce SUP? |  |  |  |
| **Notes** | | | |

**Single Use Plastic Policy for ……………………………………………. (organisations name)**

Plastic pollution is a global issue that is affecting the natural environment, the oceans, beaches and people’s health and wellbeing. For every person born since the 1950s, one tonne of plastic has been produced and less than a tenth of this has been recycled. Around 50% amount of plastic waste we produce globally is packaging that is used just once. Single- use plastics (SUP) are any disposable plastic item that is designed to be only used once. The UK Government published its 25-Year Environment Plan in January 2018, which includes a target of “achieving zero avoidable plastic waste by the end of 2042”. Reducing SUP has become a priority for many local authorities across the UK and elsewhere. The target of “removing SUP from government estate by 2020” highlighted in DEFRA’s new Waste And Resources Strategy requires all local authorities to take action immediately in order to meet the given 2020 target.

Dorset has some of the most beautiful countryside in Britain, numerous designations including the Jurassic coast, the AONB and a highly designated coast and inshore waters. All of which contribute greatly to the local economy and support a diverse range of habitats and species which are at risk due to plastic pollution.

……………………………………………. (organisations name) will work towards minimising the use of single-use plastics across its operations as well as work towards finding positive solutions for reducing unnecessary waste.

An audit of ……………………………………………. (organisations name/ service/ building) has been completed and an action plan produced. ……………………………………………. commits to:

* Work with employees and customers to ensure that single use plastic is reduced across our organisation
* Embed the single use plastic policy into other key strategies, policies and plans
* Where the use of plastics is unavoidable, recycled plastics will be encouraged, supporting manufacturers that make products from locally sourced waste plastics
* Ensure all suppliers have a SUP policy in place or demonstrate that they are minimising the use of single-use plastics and are finding sustainable alternatives
* The SUP policy is embedded in procurement and tender processes
* Work with event organisers to eliminate SUP across events in …………………………. (area of Dorset)
* Support local communities by sharing best practice, raising awareness and promoting positive initiatives and actions for reducing single use plastic and waste