



Single Use Plastic (SUP) Audit and Action Plan

Business name:

Date:

Action: Reduce unnecessary single use plastic today! Whether you are a business, a charity or a town council, please use this audit and action plan as a guide to help you make the changes needed to reduce SUP.

Impact: SUP is a big problem for the environment even before it pollutes our rivers and oceans, as chemicals derived from fossil fuel production are used to make almost all plastics. Reducing just a couple of SUP items can make a big difference to the carbon footprint of your business.

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Instructions:

Remember, this audit is not about the stock you sell, it is about how you run your business.

For example: If you work in a shop, you do not need to count any SUP bottles you sell but you would count any SUP used by staff or within your business, e.g. cleaning products & kitchen supplies

- Go through the list below and see if any of the SUP items are present in your business. Remember to look in fridges, cupboards, staff areas and your recycling bin too!
- You can complete the audit over any time scale you would like, but we think a week gives you a good indication of how much SUP is present in your business.
- We have left some spaces for you to write any additional SUP items you find.
- After you complete your audit and action plan, it's time to create a SUP policy for your business. This is available to download from Litter Free Dorset website!
- Display your policy in your workplace to encourage all staff members to try and reduce SUP.



This audit is to capture data on SUP usage within the: staffroom / office / kitchen / workplace over a period of a day / week / month (circle which applies)

| | |
|--|--|
| Food & Drink | |
| Plastic Water Bottles | |
| Plastic Juice Bottles | |
| Plastic Milk Containers | |
| Plastic Water Cups | |
| Plastic Coffee Cups | |
| Plastic Cup Holders | |
| Plastic Stirrers | |
| Plastic Cutlery | |
| Food in plastic (e.g. fruit, salad, pasta) | |
| Plastic Straws | |
| Plastic Bags | |

| | |
|-----------------------------------|--|
| Cling Film | |
| Cleaning | |
| Disposable Gloves | |
| Wet Wipes | |
| SUP bottles for cleaning products | |
| Bin Bags | |
| Hand Sanitiser | |
| Sponges | |
| Other | |
| Printer Cartridges (single use) | |
| Balloons | |
| Loo roll wrapped in plastic | |

| | |
|--------------------------------|--|
| Laminated posters | |
| Tea bags (containing plastic) | |
| Pens | |
| Plastic sleeves | |
| Plastic envelopes / jiffy bags | |
| Plastic sticky tape | |
| Bubble wrap | |
| Pens | |
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|---------------------------------------|--|
| Are you recycling? | |
| Mixed Recycling | |
| Food Waste | |
| Crisp Packets and other soft plastics | |
| Batteries | |



Additional Findings

- Are there any SUP items which are creating a large amount of waste in your business?
- Are there any big changes you could make to reduce this?
- Are there actions already being taken to reduce SUP?
- Is there anyone already working to reduce SUP in your organisation?
- If yes, what support could you give them? If not, appoint someone!
- Does your supply chain deliver you a lot of SUP?
- If yes, can you work with your suppliers to reduce this, or change supplier?
- Check out our packaging guide for handy tips!



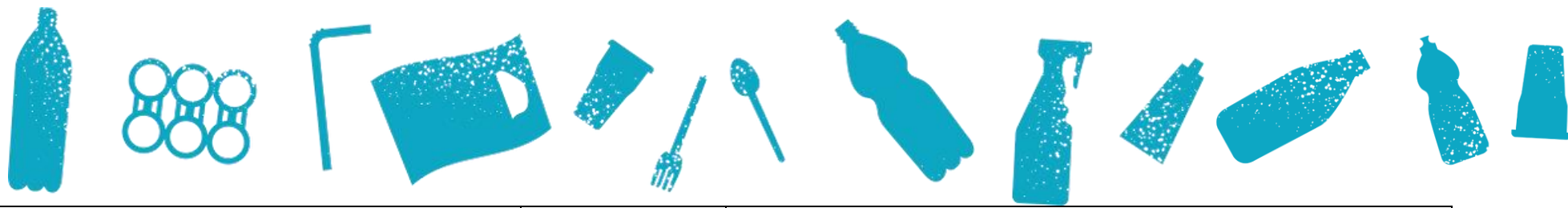
Single Use Plastic Action Plan

Business name:

Date:

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

| Item | Avoidable? | Further action and comments |
|--|-----------------|---|
| <i>Copy the items from your SUP audit.</i> | <i>Yes / no</i> | <i>Will you be removing this item, reducing and/or replacing?</i> |
| e.g. plastic milk bottles | yes | Reducing and replacing. There are currently several SUP milk bottles in the fridge. We will start a rota to take turns to bring in a communal glass bottle of milk. Cheaper and less waste! |
| | | |
| | | |



| Item | Avoidable? | Further action and comments |
|--|------------|---|
| <i>Copy the items from your SUP audit.</i> | | <i>Will you be removing this item, reducing and/or replacing?</i> |
| | | |
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For further information visit: www.litterfreedorset.co.uk