



Removing Consumer Single Use Plastics from Central Government Estate Offices

July 2018

Introduction

1. This note provides instruction on the removal of all Consumer Single-Use Plastic (CSUP) from the central government estate offices, to be carried out by all Central Government Departments, their Executive Agencies and Non Departmental Public Bodies. A formal Procurement Policy Note will follow in autumn 2018.

2. The Department for Environment, Food and Rural Affairs (Defra) has stated that the commitment in the [25 Year Environment Plan](#) to remove all CSUP from the central government estate offices will be delivered by 2020, with the option for any department to do so earlier if desired¹. In advance of this ban on CSUP, Crown Commercial Service (CCS) has developed an elimination scheme to be implemented through the facilities management (FM) suppliers on its FM framework. It has established steps that could be taken to remove CSUP from new and existing contracts with departments at neutral cost, in support of this commitment.

3. The elimination scheme will take effect from 1 August 2018. It will enable departments and supply chains (including those related to waste management) to phase in alternatives to CSUP in time for the ban coming into force. 'Central government estate offices' covers the bulk of the government estate, both in UK and abroad, but not barracks and laboratories (which are out of scope of the ban). Other contracting authorities, such as those in local government, the NHS and the wider public sector, may wish to establish similar schemes.

Definitions

4. The term 'single-use plastics' includes all products made wholly or partly of plastic and typically used once for only a short period of time before being disposed of. Consumer single use plastics (CSUP) refers to common consumer uses for which there are suitable alternatives. Typical examples of CSUP are takeaway boxes, plastic drinking glasses, cutlery, straws, stirrers, disposable wipes, containers for cleaning products, plastic wrap and polystyrene, including the packaging for food and ICT materials. Operational single-use plastics, such as syringes, are out of scope.

¹ A case study showing how the Foreign and Commonwealth Office are delivering an accelerated initiative is at Annex A.

5. Confectionery sold in on-site shops and canteens is out of scope until the supply chain is able to offer viable alternative packaging at appropriate scale. Suppliers should be actively encouraged to consider how they can collectively influence the supply chain to find alternative solutions before the ban comes into force.

Establishment of the scheme

6. The suppliers on the CCS FM framework are listed at Annex B. Those who have already agreed to initiate an elimination scheme with their departmental customers prior to the commencement of the formal ban in 2020 are indicated. Though the elimination scheme is voluntary for suppliers, all are being strongly encouraged to participate, as this provides the best opportunity to fully embed replacement items/materials/activities in sufficient time. Additional suppliers will join the scheme now that the new CCS FM framework has been awarded.

7. Departments should be aware that in order to achieve CSUP-free status there may be certain role-specific CSUP that they need to remove from their estates which falls outside the scope of this elimination scheme. Departments should organise this independently.

Operation of the scheme

8. Departments should work with their FM suppliers to replace existing CSUP items/materials/activities with non-CSUP alternatives in both existing and new contracts, with effect from 1 August 2018. These measures should be cost-neutral, either directly, or as a result of savings elsewhere in the supply chain or in the waste management process.

9. Implementation, between the start of the voluntary scheme and the formal ban, will be split into 3 phases.

- Phase 1 - August 2018 to January 2019
- Phase 2 - February 2019 to July 2019
- Phase 3 - August 2019 to December 2019

10. A number of FM Suppliers have developed 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, scourers, 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)

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

- Replace all plastic cutlery, cups and takeaway boxes in all staff canteens with [identified non-CSUP alternative/s] by [x date/in phase x].
- Replace disposable wipes with reusable cloths and disinfectant, and provide relevant training to cleaning staff [across X sites] by [x date/in phase x]'.

12. Examples of the types of activity which a number of FM suppliers have committed to address with departments in the earliest stages include:

- diluting bulk concentrates of cleaning substances and decanting into reusable pump-spray bottles, replacing liquid soap in dispensers with 'foamer' soaps to go up to 10 times further, replacing disposable wipes with reusable/laundryable cloths;
- using recyclable glass milk bottles in smaller catering settings, or large milk bladders in larger ones, in place of plastic milk bottles or cardboard cartons (which also contain plastic and aluminium), using alternatives to plastic tea bags;
- replacing canteen tableware/takeaway items with suitable alternatives, including metal, bioplastics, wood, cardboard, etc, introducing a 'latte levy' to incentivise the use of reusable cups and reduce use of cups with a plastic lining.

13. In some circumstances, if unavoidable, it may be necessary to run down existing stocks of CSUP products held by a department or a supplier on their behalf, before replacement non-CSUP items are introduced. Such situations must be agreed in advance between FM suppliers and departmental customers, and the practice should not continue beyond Phase 1 (i.e. the end of January 2019).

Reporting

14. CCS will lead a 6-monthly review session with all FM suppliers at the end of each phase (see paragraph 18 for timings). This will provide the opportunity to determine the deliverables that have been achieved, share good practice and agree next steps. Defra are expected to adapt the annual Greening Government Commitments (GGC) questionnaire to ask departments whether they have removed CSUP from their estates, and this will remain a consistent feature of the GGCs from 2020 onwards.

Collaboration

15. Different sites, departmental customers and geographical regions will have different needs and solutions; however, the more these can be harmonised through collaboration, the better for all. CCS will share the information gathered through end of phase reviews and enable further progress through forums, such as the Cross-Whitehall Sustainability Group and Knowledge Hub.

16. It is anticipated that a network of CSUP elimination champions will be established across departments, to work with procurement, estates and communications colleagues to raise profile and help gain enduring commitment. Details will be confirmed in the communications plan.

Communications

17. Clear, consistent messaging will be an essential component of the success of the elimination scheme. CCS is developing a communications plan which will use a cross-departmental approach to influence individual users of CSUP as well as buyers/specifiers. Suppliers will be made aware of the direction of this approach, to ensure 'one voice' in the conduct of the elimination scheme.

Timescale for key actions

18. The timings for key actions are as follows:

- July 2018: CCS to brief all FM suppliers forming part of its new framework on the CSUP elimination scheme.
- July 2018: In-Scope Organisations to establish plans to eliminate CSUP across departmental estate offices, with agreed deliverables across Phases 1, 2 and 3.
- 1 August 2018: CSUP elimination scheme Phase 1 begins.
- August 2018: Communications in support of the elimination scheme commence across government.
- 18 January 2019: Feedback on deliverables to suppliers and CCS for Phase 1 review meeting.
- 1 February 2019: CSUP elimination scheme Phase 2 begins.
- 19 July 2019: Feedback on deliverables to suppliers and CCS for Phase 2 review meeting.
- 1 August 2019: CSUP elimination scheme Phase 3 begins.
- 29 November 2019: Feedback on deliverables to suppliers and CCS for Phase 3 review meeting.
- 1 January 2020 - Ban of CSUP from government estate offices begins.

Points of Contact

19. Points of contacts are as follows:

- Senior Lead, Workplace Solutions Strategic Category - CCS - Mark French (mark.french@crownccommercial.gov.uk)
- Category Lead FM, Facilities Management & Property - CCS - Keith Finnigan (keith.finnigan@crownccommercial.gov.uk)
- Policy Advisor - CCS (Cabinet Office from August 2018) - Olaf Dudley (olaf.dudley@crownccommercial.gov.uk / olaf.dudley@cabinetoffice.gov.uk)

Annex A: 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) items 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's 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
 - 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

Annex B: List of suppliers on the CCS Facilities Management Framework (RM 3830)

Supplier	Supplier	Supplier
Amey Community Ltd	Integral UK Ltd	Pareto Facilities Management Ltd
BAM FM Ltd	Interserve (Facilities Management) Ltd*	Powertest Ltd
Bellrock FM	ISS Facilities Services Ltd	Robertson Facilities Management Ltd
Bouygues Energies & Services FM UK Ltd*	ISS Mediclean Ltd*	Rolfe Contracting Ltd
CBRE	John Graham Holdings	Salisbury Workplace Services Ltd
Compass Contract Services (UK) Ltd	Keysource Ltd	SCL Managed Services Ltd
Crown Flooring Ltd	Kier Workplace Services	Serco Ltd
Ecolog International	Mace Macro	Servest Arthur McKay
EMCOR UK*	MC Construction Co Ltd (MC Facilities Services)	Servest Group Ltd*
Emtec Facilities Services	Mears	SES (Engineering Services Ltd) - Wates Smartspace FM
Engie FM	Mitie Facilities Services Ltd*	Skanska Construction UK Ltd*
Engie Services	Mitie Technical Facilities Management*	Smart Solutions (Recruitment) Ltd
FES	Mountjoy	Sodexo*
Graham Asset Management	NG Bailey Facilities Services	Space Solutions (Scotland) Ltd
G4S FM Ltd	Noonan	Vinci Construction UK Ltd
Imtech Inviron	OCS Group Ltd	

* Companies which had engaged with CCS about the CSUP elimination scheme, as at 16 July 2018