



Report on Minimising Waste Generation and Maximising Recycling

Date: November 2019

1. Introduction

The National Oil Reserves Agency is a State Agency whose function is to fulfil Ireland's obligations under its membership of the EU and International Energy Agency (IEA) to hold 90 days of oil stocks for supply in the event of a disruption of normal oil supply. In addition, NORA is responsible for administering Ireland's Biofuel Obligation Scheme (BOS) which places an obligation on suppliers of mineral oil to ensure that a dedicated percentage (10% by volume 1st Jan 2019, and 11% from 1st Jan 2020) of motor fuels they place on the market in Ireland is produced from renewable sources.

NORA has eight full time staff working at its main office in Dublin. In addition to this it has two part time staff who manage the agency's two oil storage terminals at Tarbert, Co. Kerry and Ringsend in Dublin. The amount of waste generation and recycling at its head office and at each of the static oil storage terminals is considerably minimal. Notwithstanding this, NORA is committed to implementing good practice in minimising waste generation, maximising recycling and making a substantial contribution to sustainable development in all its operations.

2. Overview of Environmental / Statement for the Organisation

The National Oil Reserves Agency (NORA) is committed to protecting the environment while carrying out its statutory functions.

It is the Agency's policy to:

- comply with all environmental legislation and other obligations as they relate to the performance of its statutory functions;
- keep up to date with environmental good practice and to implement such practices as are appropriate to the nature of its activities;
- communicate its commitment to this policy to its employees, agents, contractors, advisors and other stakeholders;
- manage all development, refurbishment and maintenance works that it undertakes or commissions in such a way as to minimise their impact on the environment;
- appoint operating & maintenance contractors that implement an appropriate environmental management system to operate the Agency's own oil storage facilities in accordance with good practice;
- take account of the impact on the environment and the environmental performance of the operator in the selection of oil storage facilities;
- ensure that all necessary measures are in place to prevent accidents occurring and to limit the consequences of any such accidents for human health and the environment;
- measure, audit and report on the Agency's environmental performance;
- carefully monitor and assess the supply of verifiably sustainable biofuels to the Irish market and support the State in meeting its international obligations to reduce greenhouse gas emissions;
- engage the services of specialist companies with the expertise to advise and assist the Agency in discharging its obligations and responsibilities, where such advice or assistance is necessary.

3. NORA Environmental Sustainability Initiatives

NORA is meeting its Public Body Energy Management obligations set out in S.I. No. 426/2014 – EU (Energy Efficiency) Regulations 2014 and it continues to pursue its energy saving targets for 2020 through participation in SEAI's system for Energy Monitoring and Reporting.


The following are recent initiatives NORA has completed:

- Installation of exterior LED floodlighting at NORA's Tarbert oil storage terminal. These are set to only operate when the terminal is patrolled or visually inspected in hours of darkness.
- Installation of solar panels on the roof of its existing fire water pumphouse in Tarbert. The solar panels give an average annual reduction in imported electricity of 22%, thus reducing NORA's net energy consumption and its CO₂ emissions from the terminal;
- In 2018, NORA changed the interior lighting in its current office to LED where possible and replaced all the old electrical wall heaters with highly efficient heaters with programmable timers in order to reduce energy consumption;
- Installed three new dual combi night storage heaters with day boost convector in the fire water pumphouse at Tarbert;
- Arranged for the automatic switch-off of lights / computers when not in use;
- Arranged the relocation of its office in Dublin from December 2019 from an E2 energy rated building to a A3 high specification building;

4. Reduction of Waste Generated

As outlined in the introduction NORA is an agency with a small number of staff and as a result, the amount of waste generated is minimal.

NORA has however taken the following initiatives to reduce the generation of waste at its office and terminal facilities:

- Phasing out the use of single use plastics throughout the agency;
- Actively trying to move to a paperless office where possible by implementing the following:
 - Encouraging staff to edit on computers before printing. This move helps in reducing the number of draft copies of documents to be printed;
 - Inclusion of the following note in all email signatures for all staff;  Save a tree
- Please don't print this e-mail unless you really need to.
 - Optimising storage of office files digitally. A new document management system is currently being developed that will greatly assist with this initiative;
 - Using both sides of paper for printing. IT support have setup computers to automatically print two-sided;
 - Shredded paper bins are used in the office and are collected by a 3rd party company on a monthly basis where the paper from them is recycled;
- At the end of 2019, NORA is relocating office to a Grade A office space designed to the highest specification with LEED Gold accreditation. During the design and fitout phase for the office, NORA included the following initiatives that will help reduce the waste generated in the day to day running of the new office:
 - Installation of Hydro Tap chilled water system to replace plastic bottled water dispenser. This will greatly reduce plastic use and waste in the office;
 - Minimisation of storage space for hard copy files so as to continue our aim to store office files electronically;
 - Provide each member of staff with a reusable water bottle to support the end of use of single used plastics as per new legislation;
 - Incorporated a 2-bin system in kitchen area for waste collection;

- In addition, as part of the office move, the agency aims to optimise the reuse of as much of the furniture in its existing office by deploying it to the control rooms in the Agency's oil storage terminals or utilising some of it in the new office where possible.
- The NORA oil storage terminals have moved a long way to achieving a paperless record keeping system. The online shared drive now holds the maintenance records, procedures, risk assessments etc. Hard copies are kept to a minimum.

5. Maximisation of Recycling

All waste at the NORA office and oil terminal sites is recycled where possible and with the agency moving to a new office at the end of 2019 there are opportunities for the agency to improve on the maximisation of recycling.

The following are initiatives that have already been undertaken or will be enhanced on once the agency moves to its new office in December 2019:

- Improve waste segregation and ensure there is a good culture of waste segregation with clear guidance on what should be recycled or sent to general waste bins;
- All fuel filtration systems at the terminal sites use fixed filters which can be cleaned and reused, no disposable filters are used in the fuel storage and delivery systems.
- Provide recycling stations in office for paper and other recyclable waste;
- Reuse of lever arch folders, ink, toner cartridges etc;
- Training of office cleaning contractors on waste segregation requirements;

6. Sustainable Procurement

The agency is obliged to consider the inclusion of green criteria in our procurement process going forward as per the DPER circular 20/2019 in promoting the use of Environmental and Social Considerations in Public Procurement. As most of the agency's procurement is in accordance with OGP Framework agreements the agency will incorporate "Green Public Procurement" initiatives in all future tenders. The agency awaits further details from the DCCA and the OGP in due course.

As part of the Climate Action Plan the agency will also develop its climate mandate and a key element of the agency's mandate will be using green public procurement to deliver change.

7. Green Team

NORA does not see the requirement for a Green Team as it is an agency with a small number of staff. The agency's Operations Engineer will continue to fulfil the role of "Energy Manager" for all NORA locations in order to continue to meet regulatory compliance requirements.

8. Plans for 2020 and beyond+

NORA recognises it is engaged in activities that have the potential to impact on the environment and with this in mind the agency will continue to set and track clear measurable goals to continue its work to accomplish waste minimisation and maximising recycling in the future operations of the agency. In addition, the agency will start to plan for action post 2020 in anticipation of the targets to be set for the public sector out to 2030 and working within the remit of the Government National Climate Plan.

In 2020 and beyond, the agency will continue to increase its resource efficiency and some of the projects that are under consideration by the agency to assist in minimising waste generation, maximising recycling and making a substantial contribution to sustainable development are outlined below:

- Setup office and terminal sites waste minimisation and management plans;
- Implement new document management system for the new office;
- Commitment to green procurement initiatives in all related construction projects that the agency will undertake in the coming years;
- Installation of outdoor LED lighting at its Ringsend oil storage facility;