



Australian Packaging Covenant

Smarter Packaging, Less Waste, Cleaner Environment.



Signatory Name: Melrose Laboratories Pty Ltd

Status: Completed

The content in this APC Annual Report is hereby endorsed by the Chief Executive Officer, or equivalent officer of the organisation.

Yes

Industry sector (please select 1 only):

- Brand Owner / Wholesaler / Retailer
- Packaging Manufacturer
- Waste Management
- Other - Commercial Organisation
- Community Group
- Industry Association
- Government
- Raw Material Supplier
- Other: Manufacturer/Distributor

PART A – Signatory progress in reaching goals and targets of the Covenant

This section refers to signatory progress against Covenant KPIs. The data from this section will be aggregated across all signatories on an annual basis, and will enable the APC to assess overall progress against Covenant Goals and KPIs, and those of its own Strategic Plan. You can include any particulars relevant to your sector in Part B.

Goal 1: Design - optimise packaging to use resources efficiently and reduce environmental impact without compromising product quality and safety.

KPI 1: % of signatories with documented policies and procedures for evaluating and procuring packaging using the SPG's or equivalent

1. Does your company have documented policies and procedures for evaluating and procuring packaging using the SPG's or equivalent?

Yes

No

Definition of Packaging Type

Reporting of the proportion of packaging reviewed using the Sustainable Packaging Guidelines, whether existing or new, need not be individual SKU or products. Signatories can review – and report on their review – by grouping their packaging into different types if this is more effective and efficient. Grouping into 'types' can be by individual products (SKU's), or by related packaging / products, e.g. by type of material used (paper/ cardboard, plastic, glass, metals...), by brands, by packaging manufacturer, or by some other category which makes sense in their own design and production processes. Reporting the number or percentage reviewed should be by 'Type' as defined by each signatory's own practices, and each signatory is free to decide how to do this. A manufacturer with a small number of products might review each package independently, with each considered a unique 'type'. A large manufacturer with many products may group them for review by looking at each material type, or may review each brand or range of products in turn, or may have different packaging suppliers and work with each in order. In both cases, the reporting should simply be by the 'types' of packaging that have been reviewed.

2. Of the types of packaging **existing** at the beginning of the reporting period, what percentage had been reviewed using the Sustainable Packaging Guidelines (SPG) by the **end** of the reporting period?

%

3. Of the **new** types of packaging introduced during the reporting period, what percentage has been reviewed using the Sustainable Packaging Guidelines (SPG) by the **end** of the reporting period?

%

4. Describe (other?) outcomes achieved using the SPG in regard to:

Please indicate even if you have done nothing in this area

a) *Avoiding or minimising the use of materials and other resources*

This now plays a big role as part of our NPD (New Product Development) meetings which take place every fortnight. Also, Process Validation of Manufacturing and Filling processes has resulted in minimisation of rework and rejection of products.

b) *Optimising recyclability and recycled content*

Recycled content is now also a big part of our NPD meeting and is one of the checklist points for when ordering new packaging/artwork.

- We mostly use pallets that are made from 100% recyclable materials.
- We only buy Reflex 100% Recycled Paper and we recycle all paper, cardboard, plastic, steel cans (tins) & glass.
- We recycle shrink wrap & plastic strapping
- Recycle plastic bags
- Puff Wheat Packaging is bio-degradable

c) *Reducing litter impacts*

Melrose always aims to reduce litter impact in-house and by our consumers. We minimise litter in-house by recycling office wastes and warehouse/production wastes. We have included in our induction program a section to train new staff on how to improve littering behaviour in the work place. In addition, almost all of our consumer packaging have disposal instructions included. Furthermore, Melrose generally does not have product information inserts and allows consumers to access information on our webstie instead.

Goal 2: Recycling - efficiently collect and recycle packaging.

KPI 3: % signatories applying on-site recovery systems for used packaging

4. Do you have on-site recovery systems for used packaging?

- Yes at all facilities/ sites
- Yes at some, but not all facilities/ sites
- No

6. Describe what types of packaging materials are collected and recycled on-site

Glass, mixed recyclable curbside collection, cardboard bins, bales of plastic wrap. Also, where possible IBCs and waste drums are sold for reuse. Production waste oils are sent to Victorian Chemical Company (VICCEM) to be used for biofuel or where possible are reused in-house to make soap. IBCs that arrive from VICCEM are collected when empty for reuse. Also, all waste water from production is pumped to tanks/Grease trap and is picked up by Transpecific.

7. Actual: Describe what progress (since the beginning of the reporting period), if any, has been made in collecting and recycling materials on-site

We are at the stage of determining baseline data for this annual reporting period. Please see above.

KPI 4: Signatories implement formal policy of buying packaging made from recycled products

8. Does your company have a formal policy of buying packaging made from recycled products?

Yes No

9. Is this policy actively used?

Yes No

10. For audit purposes, what evidence would demonstrate that the policy is actively used? Give examples

We use some cardboard stock used for our cartons by our printers that is composed of 95 - 100% recycled fibre. Also, we always purchase Reflex 100% Recycled White paper.

Goal 3: Product Stewardship - demonstrate commitment by all signatories

KPI 6: % signatories with formal processes to work collaboratively on packaging design and / or recycling.

11. Does your company have formal processes in place for collaborating with other companies or organisations on improved packaging designs and/or recycling which aims to reduce or eliminate waste?

Yes No

12. Briefly describe how your company collaborates with other companies or organisations to improve packaging designs and/or recycling

Melrose has agreements with current carton suppliers to use recycled materials where possible. Melrose also has agreements that specifies the responsibility for recycling/re-use of packaging materials or take-back of packaging material e.g. Ultrapas, Plasdene and Paclite.

13. Briefly describe what progress, if any, has been made to improve packaging designs and/or recycling

Generally, staff have been well informed of recycling and R & D staff have been informed to consider recycling when evaluating the type of packaging suited to new products. We have increased the number of suppliers that take back their packaging material as mentioned above.

KPI 7: % signatories showing other Product Stewardship outcomes

14. Since the beginning of the reporting period, has your company had any other outcomes related to product stewardship?

Yes No

15. Briefly describe any other results (not described in previous questions) you have achieved in reducing your packaging impact? (Quantify your answer if possible).

95% of Melrose packaging is recycled by Melrose and can be recycled by the end consumer. Also, Melrose has now developed a questionnaire template for packaging review using SPG.

KPI 8: Reductions in packaging items in the litter stream

16. Briefly describe what measures, if any, have been implemented to reduce litter.

Most existing and new cartons contain the recyclable symbol. Only some existing labels include the recyclable symbol. Revising artwork is being considered and we anticipate that this will be improved in the next 12months.

General

17. Please provide details of any special circumstances or additional information that will help us interpret this report (you may include links to your website showing any case studies or relevant information).

Melrose has a philosophy of increasing efficiency and minimising waste. In keeping with this principle many initiatives have been undertaken and accomplished over the company's history.

PART B – Your annual performance

This section will ask you for additional data on your progress made during this reporting period against the **annual** targets you have set for each of the Covenant KPIs. The data you provide in Part B will be used to determine your performance rating. Here we are looking at your achievements in changes to packaging **outcomes** rather than **processes** (e.g. **15 tonnes** of material diverted from landfill rather than a **process** in place to investigate or actually divert waste from landfill). Please use this section to highlight any particulars that you think are relevant about your industry and sector and we will take this into account in the performance rating.

Goal 1: Design

KPI 1: % of signatories with documented policies and procedures for evaluating and procuring packaging using the SPG's or equivalent.

Please enter your targets for this year or milestones in your plan and the extent to which they were achieved.

Please indicate your progress this year towards achieving your annual targets and milestones for KPI 1

	Target: What were your annual targets for the reporting period?	Actual: What did you achieve?
1.	Establishing an APC team	APC team has been established. The APC team includes: Purchasing Manager, Production Manager, Warehouse Manager, Customer Service Manager and Quality Manager.
2.	Implement process to review all new packaging	SPG checklist has been initiated and used for new packaging.
3.	Review all current packaging against SPG.	Most glass packaging has been reviewed and documented using SPG checklist. The remaining packaging will be reviewed as per action plan time frames.

Goal 2: Recycling

KPI 3: % signatories applying on-site recovery systems for used packaging.

Please enter your targets for this year or milestones in your plan and the extent to which they were achieved.

Please indicate your progress this year towards achieving your annual targets and milestones for KPI 3

	Target: What were your annual targets for the reporting period?	Actual: What did you achieve?
1.	Conduct audit to review current on-site recovery system for recycling used packaging	We are in the process of determining baseline data. Will be completed by First Quarter 2012
2.	Monitor usage of on-site recovery system for recyclable packaging	We are in the process of determining baseline data. Aim to increase by First Quarter 2014

KPI 4: Signatories implement formal policy of buying packaging made from recycled products.

Please enter your targets for this year or milestones in your plan and the extent to which they were achieved.

Please indicate your progress this year towards achieving your annual targets and milestones for KPI 4

	Target: What were your annual targets for the reporting period?	Actual: What did you achieve?
1.	Review and create a list of all current and potential products made from recycled content.	Currently, we have Reflex 100% Recycled Paper and some carton stock that is made from 95% -100% recycled content. We have to investigate if there are currently other sources where we are currently getting packaging with recycled content and if not we aim to try to improve this. Second Quarter of 2013
2.	Procedure to buy recycled product. Inform the purchasing department of the Melrose preference to buy products with recycled content where possible including: stationery and raw material secondary packaging.	Melrose now has a procedure for purchasing products with recycled content where possible. Percentage of products purchased with recycled content will increase by third quarter 2013.

Goal 3: Product Stewardship**KPI 6: % signatories with formal processes to work collaboratively on packaging design and / or recycling.**

Please enter your targets for this year or milestones in your plan and the extent to which they were achieved.

Please indicate your progress this year towards achieving your annual targets and milestones for KPI 6

	Target: What were your annual targets for the reporting period?	Actual: What did you achieve?
1.	Procedure to detail review of all packaging against the SPG	Second Quarter 2011 as per action plan.
2.	Procedure to detail take-back and recycling of packaging	First Quarter 2012 We have a procedure in place and agreements with a couple suppliers.
3.	Waste Management Contracts that require collecting and recycling of packaging	Second Quarter 2011 We have some waste management contracts in place some are not recorded but take place, while other have written contracts.

KPI 7: % signatories showing other Product Stewardship outcomes.

Please enter your targets for this year or milestones in your plan and the extent to which they were achieved.

Please indicate your progress this year towards achieving your annual targets and milestones for KPI 7

	Target: What were your annual targets for the reporting period?	Actual: What did you achieve?
1.	List of other ways to demonstrate the objectives of the APC.	Continued maintaining already achieved objectives as well as increased the number of suppliers that take back packaging.

KPI 8: Reductions in packaging items in the litter stream.

Please enter your targets for this year or milestones in your plan and the extent to which they were achieved.

Please indicate your progress this year towards achieving your annual targets and milestones for KPI 8

	Target: What were your annual targets for the reporting period?	Actual: What did you achieve?
1.	Review current / new packaging to encourage responsible disposal or recycling of packaging (e.g. use of the Tidy Man logo)	Second Quarter 2012 Currently, most labels/cartons have correct disposal instructions. All new packaging has correct disposal instruction as this has been recorded on the Artwork Approval checklist.
2.	For all new packaging encourage responsible disposal or recycling of packaging (e.g. use of the Tidy Man logo)	Generally, all products have the correct disposal instructions, mostly they have the recycling symbol. Second Quarter 2011
3.	Review current packaging to consider opportunities to redesign packaging to reduce the incidence or impact in litter (e.g. reduction in detachable components, use of a biodegradable material)	Generally, most glass packaging has been reviewed as per the APC action plan. We do not want to change/redesign any of our glass packaging. Therefore, it is not applicable for this report.

PART C – Your Experiences

Please use the fields below to share with us any achievements, good new stories or areas of difficulty in making progress against your plan and the Covenant Goals and KPIs. Provide as much detail as you feel is appropriate.

24. Key achievements or good news stories.

-We formally now have an APC team who meet together on a quarterly basis to discuss the responsibilities/tasks undertaken as per the action plan.
-We have formal procedures in place as per our action plan.
-We have increased the number of suppliers taking back their packaging materials and are progressing towards our procedure to buy recycled content where possible.
-We have reviewed most of our Glass packaging as per the SPG.

25. Areas of difficulty in making progress against Covenant KPIs.

Reviewing existing packaging against SPG is very time consuming, however, we should work earlier on it rather than closer to the end of the APC action plan timeframe.

26. Any other comments.