



Signatory Name: Jasco Pty Ltd

The question numbers in this report refer to the numbers in the report template. Not all questions are displayed in this report.

Status: Complete

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

Yes

5. 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:

6. Industry type (please select 1 only):

- Food & Beverage
- Pharmaceutical / Personal Care / Medical
- Hardware
- Homewares
- Communications / Electronics
- Clothing / Footwear / Fashion
- Chemicals / Agriculture
- Fuel
- Large Retailer
- Tobacco
- Shipping Company
- Airline
- Other: Art & Craft Supplies

7. Please indicate your organisation's reporting period:

- Financial Year: 1 July 2015 – 30 June 2016
- Calendar Year: 1 January 2016 – 31 December 2016

Goal 1: Design

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

9. Does your company have documented policies and procedures for evaluating and procuring packaging using the SPGs or equivalent?

Yes No

Provide details of policies and procedures

A formal policy relating to existing practices and procedures that we use to review our packaging for the SPG assessment process was signed off by our Managing Director in 2015.

10. 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?

%

11. Have any new types of packaging been introduced during the reporting period?

Yes No

12. If yes, of the **new types of packaging introduced during the reporting period**, what percentage have been reviewed using the Sustainable Packaging Guidelines (SPG) by the end of the reporting

%

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

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Review existing products to ensure that they meet SPG guidelines.	As a result of selling some of our range which we have reported on previously, we are conducting a further two SPGs to increase our SPG assessment of packaging from 26% to 41% With regard to the secondary cartons which we purchase we have received responses to the SPG assessment questionnaire from our two suppliers. Our major domestic supplier, which is a signatory to the APC, has indicated that the cartons we purchase have in excess of 80% recycled content and that their kraft paper supplier has FSC certification.
2.	Develop a policy and procedure document for evaluating packaging using the SPG assessment.	Jasco uses a secure, cloud-based, database tool to manage our information requirements for our APC and SPG assessment obligations. For example, all responses received from our suppliers to date have been securely stored on the tool. This ensures that relevant Jasco staff have access to this packaging assessment information.
3.	Implement adequate audit procedures and tools to record the results of the SPG reviews.	A formal policy, documenting the existing procedures that we have in place for evaluating packaging using the SPG assessment methodology, has been in place for two years now. When the new obligations for signatories are released by the APC in 2017, we will take the opportunity to review this policy document in this context.

4.	Review product development procedures to determine where SPG guidelines can be introduced.	<p>Our individual product line managers gather SPG assessment information for the packaging that we place on our products.</p> <p>This approach assists with the initial goal of packaging design through to the final goal of labelling in relation to consumer information and end-of-life recycling.</p> <p>We will continue to engage with our suppliers on this basis and with the aim of increasing the current 41% coverage of our SPG assessments.</p>
5.	Document and report any actual or attempted changes to packaging identified as part of reviews or otherwise, where possible including quantifiable data.	There have been no recent changes to our packaging. However, we continually seek improvements to our packaging provided that it meets our current performance, safety, regulatory and cost requirements.

14. Describe any constraints or opportunities that affected performance under this KPI

Our individual product line managers gather SPG assessment information for the packaging that we place on our products.

This approach assists with both the initial goal of packaging design through to the final goal of labelling in relation to consumer information and end-of-life recycling.

We are completing another two SPG assessments on different packaging types which sees 41% of our total packaging covered in response to our APC obligations.

These assessments followed the procedures set out in our policy which was signed off by our Managing Director in 2015. We have undertaken to conduct a review of this document when the next iteration of the APC is announced in early 2017 to ensure that it remains a relevant document.

Goal 2: Recycling

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

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

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

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

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Document baseline information for warehouse waste and recycling and report annually on trends.	<p>As a distributor of mainly imported branded products, we continue to re-use up to 80% of the secondary cartons, which we remove from overseas deliveries, for forwarding goods onto clients within Australia.</p> <p>Where these boxes are not fit for purpose, they are sent for recycling.</p> <p>All plastic waste is collected and bailed and sent for recycling too.</p> <p>Jasco continues to receive waste recovery reports from our waste contractors at our main warehouse which allow us to monitor the level of recycling of packaging waste arising on our premises.</p> <p>60% of the main warehouse waste was recycled in the reporting period.</p>

2.	Implement recycling for office waste streams.	Our main office and warehouse office facilities continue to recycle ink cartridges, secure paper shredding, cardboard and segregation of general waste.
3.	Identify items of secondary and tertiary packaging which have potential for reuse as protective packaging and utilise as such.	<p>We re-use some 80% of the secondary packaging received with goods inwards to fulfil packaging requirements for goods outwards.</p> <p>From an environmental and financial perspective, this continues to outperform any other influence we can have on our packaging chain.</p>

17. Describe any constraints or opportunities that affected performance under this KPI

Approximately 80% of the secondary cartons which we receive with goods imported into the country are re-used for deliveries to our customers around Australia. This makes good financial sense as it avoids the need to purchase cardboard boxes locally. The remainder, which are not fit for purpose, are sent for recycling.

Our two waste and recycling contractors provide information on waste and recycling tonnages. Based on this data approximately 60% of this waste is sent to the recycling stream.

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

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

Yes No

Provide details of policies and procedures (including names of policies/ procedures)

A Green Procurement Policy, signed off by our Managing Director in 2015, formalises existing practices based on our purchase of secondary and tertiary packaging which has recycled content.

19. Is this policy actively used?

Yes No

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

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Examine the possibility of introducing a Buy Recycled Policy.	<p>Jasco purchases secondary cardboard cartons from our major suppliers which have a minimum 80% recycled content (some as high as 87% recycled content). Corrugated board that we purchase also has recycled content.</p> <p>We purchase void fillers which have recycled content. One is P10 bubble wrap which is made from recycled resin and the other, an inflatable void filler, that has 95% pre-consumer recycled content.</p>
2.	Identify and make a list of opportunities to purchase items with increased recycled content for office use.	At this time, we have not been able to broaden the number of products containing recycled content that we purchase. However, the purchase of secondary cartons is a significant component of our overall spending on consumables.
3.	Replace secondary and tertiary packaging with materials containing recycled content in line with our Buy Recycled Policy.	<p>We already purchase secondary cardboard cartons and plastic fill with a high recycled content. Both of these are the main packaging forms which we have direct control over in response to our APC obligations.</p> <p>Such packaging purchases continue to satisfy our requirements around performance, safety and cost.</p>

21. Describe any constraints or opportunities that affected performance under this KPI

Jasco purchases secondary cardboard cartons from our major suppliers which have a minimum 80% recycled content (some as high as 87% recycled content).

We also purchase packaging fill which have high levels of recycled content.

These purchases of the secondary and tertiary packaging mentioned above would be a significant component of our overall consumables budget.

Goal 3: Product Stewardship

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

22. 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

Provide details of policies and procedures (including names of policies/ procedures)

Jasco works with our waste and recycling contractors to identify opportunities to increase the amount of recycled material in our total tonnage of waste materials which is taken off-site.

We are becoming increasingly aware that our customers are seeking more stringent ethical sourcing requirements for our products, so we need to engage with them on such issues, including clarifying our level of involvement as a signatory to the APC. We already purchase products from an APC member.

We have approached two suppliers of our consolidated product range to seek their responses to our SPG assessment questionnaire. As well, we have engaged with our suppliers of secondary packaging to ensure that they are aware of our APC obligations and to request them to complete a SPG assessment questionnaire each. This is where we have determined that the cardboard cartons that one supplier provides has 80% recycled content.

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

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Contact main suppliers to determine what actions they are implementing in relation to packaging improvements.	We have had mixed responses from our overseas suppliers to provide responses to the SPG assessment questionnaires we have requested they complete and return. We will send regular reminders until we receive their responses.
2.	Implement responses to SPG questionnaires into design policies, including seeking suggestions from suppliers about packaging improvements.	One of the local suppliers of cardboard cartons has indicated that they supply secondary cardboard cartons with a minimum 80% recycled content. We also purchase tertiary packaging which has high levels of recycled content.
3.	Work with recycling contractors to improve material collection systems, including reducing contamination of materials.	Jasco receives waste recovery reports from our waste contractors at our main warehouse which allow us to monitor the level of recycling of packaging waste arising on our premises. These are reviewed by our warehouse manager to identify and correct any discrepancies or reduction in materials being recycled. Currently, we are recycling 60% of the total waste taken away from our site.

24. Describe any constraints or opportunities that affected performance under this KPI

We regularly engage with our recycling and waste contractors to maximise the amount of recycling taken from the site.

We are becoming increasingly aware that our customers are seeking more stringent ethical sourcing requirements for our products, so we need to engage with them on such issues, including clarifying our level of involvement as a signatory to the APC. We already purchase products from an APC member.

KPI 7: % signatories showing other Product Stewardship outcomes.

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

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Implement broader product stewardship initiatives.	<p>We distribute environmentally friendly products which include some being manufactured from bamboo grown in managed estates and are a natural alternative to traditional wooden products as a renewable resource.</p> <p>We are increasingly seeing our customers request information around more stringent ethical sourcing requirements for our products. This includes seeking clarification around our membership of the APC.</p> <p>Additionally, we are a member of SEDEX, which is a not for profit membership organisation dedicated to driving improvements in responsible and ethical business practices in global supply chains. - See more at: http://www.sedexglobal.com</p> <p>We have also obtained Forest Stewart Council (FSC) Chain of Custody certification to sell products as FSC 100% and FSC Mix.</p>
2.	Maintain ISO 14001 certification and environmental management system across all applicable sites.	As part of our interaction with our overseas product suppliers, we have asked if any of their operations are certified to the ISO 14001 EMS standard. Some have replied that they have this certification and we await further responses from others.

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

Yes No

If yes, please give examples of other product stewardship outcomes

Our customers can purchase a range of environmentally friendly products, including products made from farmed bamboo, as well as office consumables manufactured from 100% post-industrial recycled plastic.

We have also obtained Forest Stewart Council (FSC) Chain of Custody certification to sell products as FSC 100% and FSC Mix.

Our major customers seek more stringent ethical sourcing requirements for the products that they purchase from us. This includes seeking clarification around our membership of the APC.

27. Describe any constraints or opportunities that affected performance under this KPI

From a broader product stewardship perspective we make product donations to various charities and community organisations. The number and breadth of these donations varies from year to year.

As part of our focus on ethical sourcing, we are a member of SEDEX, which is a not for profit membership organisation dedicated to driving improvements in responsible and ethical business practices in global supply chains. - See more at: <http://www.sedexglobal.com>

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

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

	Target: According to your Action Plan, what did you set out to do?	Actual: What did you achieve?
1.	Display the relevant recycling and litter logos on our products.	In making contact with our overseas product suppliers, seeking their assistance in completing SPG assessments of their packaging, we will continue to engage with them over the inclusion of the appropriate recycling and litter logos on the relevant packaging.
2.	Identify areas/activities on all sites that have the highest litter potential and initiate, improve or maintain litter management systems in those areas.	<p>Jasco operates from a modern warehouse facility in Sydney and we must, from a WHS perspective, ensure that no litter is left lying around.</p> <p>Our induction process ensures that new employees are aware of the importance of maintaining a litter free work environment. This includes proper management of waste and recycling in the workplace.</p> <p>This is reinforced with reminders at employee toolbox meetings.</p> <p>We have received no complaints from our local council or neighbouring companies in relation to litter arising on our premises.</p>
3.	Review the use of space fill material options in shipping cartons and identify options that minimise litter propensity.	Using plastic filler, rather than shredded paper, means the reduced instance of litter arising on our site, as well as at our customers' facilities when receiving the goods.

29. Describe any constraints or opportunities that affected performance under this KPI

Our induction process ensures that new employees are aware of the importance of maintaining a litter free work environment. This includes proper management of waste and recycling in the workplace.

This induction is reinforced with reminders at employee toolbox meetings.

As well, the warehouse manager undertakes regular inspections of the site to ensure that, from both a wider neighbourhood perspective, as well as from a WHS perspective, the operation of the warehouse is conducted in a safe and clean environment.

We continue to engage with our suppliers over the inclusion of the appropriate recycling and litter logos on the relevant packaging. From an away from home waste perspective, Jasco's product range is rarely opened outside of the home, school or office environment. All these locations have either kerbside or commercial recycling facilities available, so the packaging will usually be recycled.

Your Experiences

This section lets you share with us any achievements, good news stories and areas of difficulties in making progress against your plan and the Covenant goals and KPIs.

30. Key achievements or good news stories

With the extension of the existing Australian Packaging Covenant (APC) to June 2017, our existing APC Action Plan had expired. However, we have developed a transitional Action Plan to help us build on our progress to date during this interim phase. We anticipate that this plan should place us in a good position to respond to the relaunched APC agreement which is scheduled to commence in 2017.

In terms of policy formulation, we now have two local policies in place, which have been signed off by our Managing Director, related to:

1. A procedure for evaluating packaging using the SPG assessment process that we have already been using to date.
2. Green Procurement where we will strive, where feasible, to purchase environmentally friendly products and services if they satisfy our current performance, safety, regulatory and cost requirements.

We shall review these policies when the next iteration of the APC is announced to ensure that they are still relevant documents.

Approximately 80% of the secondary cartons which we receive with goods imported into the country are re-used for deliveries to our customers around Australia. This makes good financial sense as it avoids the need to purchase cardboard boxes locally. The remainder, which are not fit for purpose, are sent for recycling.

Our two waste and recycling contractors provide information on waste and recycling tonnages. Based on this data approximately 60% of this waste is sent to the recycling stream.

The Warehouse Manager takes his responsibilities seriously when managing potential litter issues on site. This includes regular inspections of the site to ensure that, from both a wider neighbourhood viewpoint, as well as from a WHS perspective, the operation of the warehouse is conducted in a safe and clean environment.

We have not received any complaints from our local council or neighbours in relation to litter arising on our warehouse premises.

31. Areas of difficulties in making progress against your plan, Covenant goals or KPIs