



Awgrymiadau da ar gyfer gwella eich effeithlonrwydd

## Top Tips for Improving Your Resource Efficiency

### Atal Gwastraff ac Ailddefnyddio

Mae nifer o fathau o wastraff, ac ni chaiff ei ganfod mewn sgipiau a biniau yn unig. Dylech geisio atal gwastraff, lleihau neu ailddefnyddio, fel blaenoriaeth. Mae gwir gost gwastraff yn cynnwys gwerth y deunyddiau pan cânt eu prynu, a allai fod 5 i 20 gwaith eu cost gwaredu, a chost eu gwaredu ar ddiwedd ar eu defnydd. Gall ystyried pam mae pethau'n cael eu gwaredu helpu i atal gwastraff.

**Dyma rai awgrymiadau syml a all eich helpu chi i leihau gwastraff.**

🗑️ Bydd cynnal adolygiad gwastraff o'ch eiddo yn eich helpu chi i ddarganfod faint o wastraff rydych chi'n ei gynhyrchu. I amlygu meysydd blaenoriaeth, rhwch systemau ar waith i fonitro eich gwastraff ac amlygu faint mae'n costio.

🗑️ Mae cysylltiad clir rhwng prynu ac atal gwastraff. Cyn i chi brynu cynnyrch, ystyriwch:

- A oes angen i chi brynu'r eitem mewn gwirionedd? Ydych chi'n prynu fwy nag sydd ei angen arnoch? A yw'r stoc yn cael ei rheoli'n effeithiol? Ydych chi'n talu am eitemau heb eu defnyddio?

### Waste Prevention and Re-use

Waste takes many forms, and is not only found in skips and bins. You should aim to prevent waste, reduce or re-use, as a priority. The true cost of waste includes the value of materials when purchased, which could be 5 to 20 times their disposal costs, as well as the costs for disposing of the item at its end of use. Considering why items are being discarded can help you prevent waste.

**Below are some simple tips you can take to help you reduce waste.**

🗑️ Conducting a waste review of your premises will help you to find out how much waste you produce. To identify priority areas, set systems in place to monitor your waste and identify how much it is costing you.


🗑️ There is a clear link between purchasing items and waste prevention. Before you buy any product ask yourself:


- Do you really need to buy that item? Are you buying more than you need? Is stock being managed effectively? Are you throwing away unused items?





## Atal Gwastraff ac Ailddefnyddio Waste Prevention and Re-use


- Faint o ddeunydd pacio sy'n cael ei ddefnyddio neu ei waredu? Allwch chi weithio gyda'ch cyflenwyr i leihau'r deunydd pacio?
- A ellir ail ailddefnyddio eitemau yn lle eu taflu i ffwrdd?
- Allwch chi leihau gwastraff a'r costau cysylltiedig trwy brynu eitemau mwy gwydn neu a fydd yn para'n hwy?
- Allwch chi 'gau'r ddolen' trwy brynu eitemau wedi'u gwneud o gynnwys wedi'i ailgylchu, fel cynhyrchion papur neu blastig?
- Ystyriwch eich cadwyn gyflenwi. Os yw'n bosibl, prynwch yn lleol i leihau allyriadau trafniadaeth. Gweithiwch gyda chyflenwyr i ad-drefnu dosbarthiadau. Allwch chi ailddefnyddio deunydd pacio neu ei ddychwelyd i'w ailddefnyddio? A oes cyfleoedd i gyfuno dosbarthiadau cynhyrchion â chasgliadau? A oes gwasanaethau atgyweirio, ailddefnyddio neu ailwampio ar gael ar gyfer offer neu ddodrefn swyddfa?
- How much packaging is being used or discarded? Can you work with your suppliers to reduce packaging?
- Can items be re-used rather than thrown away?
- Can you reduce waste and its associated costs by purchasing items that are harder wearing or will last longer?
- Can you 'close the loop' by purchasing items that are made from recycled content, such as paper or plastic products, to ensure fewer raw materials are used?
- Consider your supply chain. Where possible, buy locally to reduce transport emissions. Work with suppliers to rationalise deliveries. Can you re-use packaging or return it for re-use? Are there opportunities to combine product deliveries with collections? Are repair, re-use or refurbishment services available for equipment or office furniture?


 Dylech osgoi defnyddio eitemau tafladwy, fel cwpanau a llestri plastig, ac eitemau arlwyio unigol fel pecynnau siwgr a phlatiau papur.

 Dylech atal gwastraff bwyd trwy gadarnhau nifer y bobl fydd yn mynychu cyfarfodydd a digwyddiadau a pheidio ag archebu gormod o fwyd ar eu cyfer.

 Ystyriwch osod peiriannau sychu dwylo yn y toiledau.


 Prynwch getris arlliw wedi'u gweithgynhyrchu a'u dychwelyd y cetris wedi'u defnyddio at gwmni a fydd yn eu hailweithgynhyrchu nhw eto.


 Papur yw'r gwastraff mwyaf cyffredin mewn swyddfeydd. Gall gweithiwr swyddfa cyffredin ddefnyddio hyd at 45 dalen o bapur y dydd, ond gellir lleihau hyn i gyn lleied ag 16 dalen y dydd trwy ymgysylltu staff a chynyddu eu hymwybyddiaeth. Dyma rai awgrymiadau syml:

 Avoid using disposable items, such as plastic cups, utensils, and individual catering items including sugar packets and paper plates.

 Prevent food waste by confirming the number of people attending meetings and events and not over-ordering catering.

 Consider installing hand dryers in toilets.

 Buy remanufactured toner cartridges and return used cartridges to a company which will remanufacture them again.

 Paper is the most common waste in offices. The average office worker can use up to 45 sheets of paper a day, but this can be reduced to as little as 16 sheets a day by engaging staff and increasing their awareness. Here are some simple tips:



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- Defnyddio dwy ochr y papur i leihau defnydd hyd at 50 y cant. Gosod argraffwyr i argraffu'r ddwy ochr yn ddiodyn.
- Meddwl cyn argraffu. A yw'n angenrheidiol? Os ydyw, argraffwch 4 tudalen ar un ddalen A4. Gall gosod nodyn atgoffa ar bwys argraffwyr, llungopiwyd ac ar waelod negeseuon e-bost annog staff i argraffu llai.
- Lleihau nifer yr argraffwyr ar gael. Mae argraffwyr pen desg yn ddrudd i'w rhedeg ac yn ei gwneud hi'n rhy hawdd i staff argraffu heb angen.
- Gallwch fonitro argraffu trwy roi cod mynediad personol i bob aelod o staff. Dylech osod tabl fel bod unigolion yn ymwybodol o faint o bapur maen nhw'n ei ddefnyddio.
- Dylech osgoi argraffu gormod o ddeunyddiau marchnata a chyhoeddusrwydd, a diweddarau eich cronfeydd data a'ch rhestrau dosbarthu'n rheolaidd. Defnyddiwch gyfathrebiadau electronig os yw'n bosibl.
- Ailddefnyddio amlenni yn ogystal ag eitemau ysgrifennu eraill. Gellir ailddefnyddio papur wedi'i argraffu ar un ochr, fel papur sgrap neu i ysgrifennu cofnodion.

- Using both sides of paper to reduce use by up to 50 per cent. Set printers to default to double-sided printing.
- Think before you print. Is it necessary? If so, print 4 pages to an A4 sheet. Reminders by printers, photocopiers and at the bottom of emails can encourage staff to print less.
- Reduce the number of printers available. Desktop printers are expensive to run and make it too easy for staff to print unnecessarily.
- Monitor printing by giving each staff a personal access code. Post a league table so individuals are aware of how much paper they are using.
- Avoid printing too much marketing and publicity materials and update your databases and distribution lists regularly. Use electronic communications where possible.
- Re-use envelopes as well as other stationary items. Paper printed on only one side can be re-used for scrap or taking notes.



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