**Environmental Sustainability Plan 2015/16 – 2016/17 (ENU-EMS-066)**

This Environmental Sustainability Plan exists in tandem with the Environmental Sustainability Policy (ENU-EMS-003). The Plan incorporates all targets set within key University documents such as the Carbon Management Plan (ENU-EMS-014) and also considers all 43 significant aspects embedded within the University wide Environmental Management System (ENU-EMS-079), including recent environmental sustainability reviews (ENU-EMS-013).

The Plan is a live document and will be updated constantly as progress towards ISO14001:2015 develops. The Plan will:

* Provide leadership and visible commitment to achieving sustainability.
* Develop specific policy statements and, where appropriate, internal sustainability / best practice targets.
* Create structure to maintain, develop and operate the University estate in a sustainable manner.
* Build relationships and partnerships both within and out-with the University to encourage the spread of common environmental approaches.
* Promote the achievement of environmental sustainability at the University through education, research, and knowledge transfer achievements through education for sustainable development.

All reports noted within this document are publically available at [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) , <http://staff.napier.ac.uk/environment> and <http://my.napier.ac.uk/environment>

**Actions**

A – General Actions

B – Biodiversity

C – Energy

D – Procurement and Building Maintenance

E – Transport

F – Waste, including Emissions and Discharges

G – Water

All specific actions drawn directly from the Environmental Sustainability Policy (ENU-EMS-003) are highlighted in red below.

**A – General Actions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Policy Statement / Objective** | **Commitment** | **Associated Documents** | **Targets / Milestones** | **EMS Significant Aspect** | **Final Outcome** |
| Promote the importance of education for sustainable development through teaching, research and knowledge transfer activities, in addition to improving our management performance. | The University, through its research and knowledge transfer activities will consider the integration of environmental sustainability into all applicable academic areas, including the curriculum.  Key linkages between academic and professional services will be made and maintained with key academic colleagues. | Edinburgh Napier University 2020 Strategy (ENU-EMS-065).  Learning & Teaching Strategy. | Learning & Teaching Strategy States:  “A curriculum that develops enterprise and employment skills within an international context, that encourages interdisciplinary learning and that fosters ethical understanding and environmental awareness”.  Continue the integration of environmental sustainability at the University. | Easily justified that all 43 aspects are covered. But, clearly will depend on specific aspects to be considered and impacted on by staff and students at specific times. | Both academic and professional services staff will be aware of holistic opportunities and progress to enable an ethos of sustainable development.  The Sustainability Office will continue to share all information generated within the University with staff and students at Edinburgh Napier and beyond via [www.napier.ac.uk/](http://www.napier.ac.uk/)  environment |
| Build partnerships both within and out-with the University to provide leadership and visible commitment in order to encourage the spread of sustainable approaches. | Increase level of community involvement, encouraging two-way communication between the community and the Sustainability Office.  Participate in all relevant national and international focus weeks / days such as World Environment Day, Fairtrade Fortnight, Walk to Work Week and Earth Hour.  Link and integrate into the best practice detailed within the Edinburgh Napier Community Engagement Strategy.  When complete, ensure that the core actions and principles of environmental sustainability are embedded into the new Estates Strategy and embed new key performance indicators into the Strategy to ensure ongoing commitment towards this Plan and the Environmental Sustainability Policy (ENU-EMS-003). | Edinburgh Napier Community Engagement Strategy (ENU-EMS-089).  Carbon Management Awareness Campaign Plan (ENU-EMS-019).  Evidence of all Communication (ENU-EMS-007).  EMS Implementation Team (ENU-EMS-006a). | The communication principles set within the Carbon Management Awareness Campaign document (ENU-EMS-019) highlight good practice, are already in place and will be maintained and developed.  EMS Manager is member of the Environmental Association of Universities and Colleges (EAUC) Scotland Board.  EMS Manager is a member of the Sustainable Scotland Network (SSN) Board, representing both the University and the EAUC.  EMS Manager is a member of the Edinburgh Fairtrade City Group.  Representatives from the University to attend the Merchiston and Craiglockhart Community Council Meetings. On-going.  The Edinburgh Napier Community Engagement Strategy was launched in late 2010. The Sustainability Office will incorporate all significant aspects highlighted through the Strategy document into the on-going development of training and engagement through EcoCampus at the University. Completed as part of EcoCampus Gold assessment, March 2016.  Carbon Management Awareness Campaign Plan to be completed and incorporated into the Environmental Sustainability Strategy by December 2016. Will include aspects of all communication networks within and out-with the University.  The Sustainability Office will network and communicate with all interested parties on an ad hoc basis. | Aspect 41: Management of contractors | The development of community involvement and interaction will be a positive experience for the University and the wider community with each party gaining support, knowledge and enthusiasm from each other. |
| Ensure that all students, staff and visitors are aware of our corporate environmental work so that they can make informed personal decisions to reduce their own environmental impact. | Pull all relevant documents together to develop a rolling communications plan in partnership International, Development & External Affairs (IDEA) Team. This will include detail regarding all communication methods and modes available at Edinburgh Napier such as the staff intranet, student portal and social networking sites.  Enhance the Carbon Management Awareness Campaign Plan (ENU-EMS-019) and develop an education strategy to improve general awareness on practical day-to-day issues such as recycling and energy saving.  Ensure that all staff and students understand and appreciate the environmental impacts arising from their activities.  Deliver training/ workshops on environmental issues at student induction, staff induction, other events such as the annual Health Promotion Day and to specific personnel whose remits have particular environmental impact.  Develop a network of ‘Environmental Champions’. | Carbon Management Awareness Campaign Plan (ENU-EMS-019).  Evidence of all Communication (ENU-EMS-007).  Roles, Responsibilities and Training (ENU-EMS-044). | A Communication Strategy covering all environmental aspects will be developed within the Sustainability Office by December 2016.  Communication plans for all core working areas will be developed as they come to light. Regular/annual events such as Earth Hour and Walk to Work Week will be worked on.  Sustainability Office will be present at all relevant events such as Freshers’ Fair.  Carbon Management Awareness Campaign Plan (ENU-EMS-019) completed in May 2012. Elements of the Plan will be fully integrated into the Environmental Sustainability Strategy.  The first Environmental Volunteers meeting took place in May 2009. The Sustainability Office will endeavour to work with all external agencies such as Sustrans and the Active Travel Champion Network, when opportunities arise. The Office will promote the NSA Vbase service to students. |  | Staff, Students and visitors will become more aware of on-going environmental progress at the University, will realise their responsibility to participate and will aim to reduce their own carbon footprint. All staff and students will know who to contact if they have comments / queries.  The Carbon Management Awareness Campaign Plan will ensure that all staff, students and visitors are aware of on-going environmental work and will contribute where necessary.  New staff and students and/or staff and students not usually interested in environmental issues will receive information through other teams and initiatives such as health promotion.  Being an Environmental Volunteer will give staff and student volunteers direct insight into commenting on all environmental work planned at the University. |
| Reduce our overall carbon emissions by 38% over the period from 2006/07 to 2016/17. | Maintain and regularly review the Carbon Management Plan while regularly reviewing and monitoring carbon emission targets for the University.  Encourage external and independent assessment through metrics such as the Carbon Masters Standard (ENU-EMS-042) and Carbon Trust Water Standard (ENU-EMS-081). | Carbon Management Plan 2009 (ENU-EMS-014).  Carbon Management Plan Assessment 2012 (ENU-EMS-018).  Carbon Masters Standard application and feedback (ENU-EMS-042).  Carbon Trust Water Standard (ENU-EMS-081). | Reduce carbon emissions by 38% by 2016/17 from a 2006/07 baseline covering energy, transport, waste and water.  Carbon Trust Standard gained May 2010 (ENU-EMS-017).  Carbon Masters Standard gained May 2012 (ENU-EMS-042)  Carbon Trust Water Standard gained October 2013 (ENU-EMS-081). |  | The University published a full Carbon Management Plan in 2009. The areas of energy, transport, waste and water will be continually updated on at least an annual basis so that progress towards emission reduction can be reported.  The University will be externally audited bi-annually for carbon reduction and will be able to demonstrate and prove change. |
| Strengthen the management of environmental issues in the University by setting demanding but achievable performance targets and using externally assessed monitoring frameworks. | This is a live document and will be updated on a constant basis, with at least a full annual review to ensure all targets are up to date.  Sustain and develop the Environmental Sustainability Advisory Group (ESAG), including senior professional services and academic management, lecturers, and representatives from the student body.  Develop and establish an Environmental Management System, utilising EcoCampus aiming for ISO14001 by the end of the 2016/17 academic year.  Develop proposals for the production of a University Annual Environmental Report and / or Corporate Social Responsibility Report.  Encourage Environmental Sustainability to be included throughout the Sustainable Futures Team.  Ensure that environmental management is included in all relevant meetings such as the Estates Committee of Court and the University Leadership Team. | UCCCfS Commitment (ENU-EMS-72).  UCCCfS Report 2013 (ENU-EMS-73).  Universities That Count Environmental Report 2008 – 2009 (ENU-EMS-039).  Universities That Count Environment and Social Responsibility Report 2009 – 2010 (ENU-EMS-025).  Healthy Working Lives Gold Reaccreditation (ENU-EMS-043).  Carbon Management Plan 2009 (ENU-EMS-014).  Carbon Management Plan Assessment 2012 (ENU-EMS-018).  Carbon Masters Standard application and feedback (ENU-EMS-042).  Carbon Trust Water Standard (ENU-EMS-081).  UCCCfS Report 2014 (ENU-EMS-170) | Complete annual UCCCfS Report in May of each year.  Hold ESAG meetings on a quarterly basis.  Gain EcoCampus Platinum by the end of August 2017. |  | The Environmental Sustainability Office Team will meet fortnightly.  Following the completion of the Carbon Management Plan refresh published in October 2014, the University will gain ISO14001 accreditation by the end of August 2017.  Environment and Corporate Responsibility will be integrated holistically throughout the University.  Environmental sustainability will be fully integrated into physical and service related developments, with the support of the Environmental Impact Assessment Tool.  Senior Managers will assist and encourage the management of environmental development at the University. |
| Identify potential areas of environmental non-compliance to minimise the possibility of enforcement by regulatory authorities. Meet and exceed all requirements set. | Carry out ongoing Environmental Impact Assessments of all University activity using the Environmental Impact Assessment Tool developed by RC and JP, using the Merchiston window project (including procurement) as a case study. | Legislative List (ENU-EMS-046).  Environmental Impact Assessment (ENU-EMS-090).  Aspects Register – Edinburgh Napier University 28.05.14 ENU-EMS-079. | Complete legislative list for EcoCampus by the end of June 2014 and update monthly.  Aspects register complete  Aspects register updated and completed in May 2014. The 43 aspects identified cover all significant environmental risks identified. |  | The University will comply with all relevant legislation. |
| Funding and support in kind. | Seek internal and external funding and resources to complement and enhance planned work. |  | All funding to be assessed when opportunities arise. |  | The Sustainability Office will have adequate financial support to pursue all core and necessary education projects.  Evaluation forms from each project will be kept to help further development of projects at all campuses. |

**B - Biodiversity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Policy Statement / Objective** | **Commitment** | **Associated Documents** | **Targets / Milestones** | **EMS Significant Aspect** | **Final Outcome** |
| Protect and enhance the biological and environmental quality of all campuses. | Manage all University owned, managed and leased land in an environmentally sustainable fashion.  Continue to identify opportunities to preserve and enhance biodiversity on existing sites and for University developments.  Investigate fully all chemicals used on-site in the grounds of each campus. | All biodiversity documents publically available at <http://staff.napier.ac.uk/>  environment  Craighouse, Craiglockhart and Merchiston Stage One and Stage Three Audit (ENU-EMS-040).  Biodiversity Survey – Sighthill Campus (ENU-EMS-041). | Stage one and stage three assessments of Craighouse, Craiglockhart and Merchiston campuses completed in July 2011. Survey lasted for 12 calendar months. Monthly reports completed. Full report reached the University in January 2012.  Assessment of Sighthill campus completed in June 2011.  Yellow Barista, red listed flower species to be protected against building works at Craiglockhart by the erection of a fence, by 28th March 2013.  Biodiversity Management Plan to be completed by the end of December 2016. The Plan will cover all aspects of biological quality of all campuses and will set reasonable figures for enhancement i.e. increase overall species list by 5% by 2020.  External support will be utilised where and when possible. All work will be integrated into the 2010 – 2015 Biodiversity Action Plan for Edinburgh.  A chemicals register was completed by the Health & Safety, Information Services, Property & Facilities and appropriate School’s in November 2012. The database and safe working procedures for the use of all chemicals, fuel and oil at all University sites will be rigidly managed on a daily basis using safe working procedures embedded into the University. | Core Aspects  Aspect 23: Provision of natural habitats.  Aspect 24: Planting of new plants/trees.  Aspect 25: Grounds maintenance activity.  Aspect 32: Construction on green areas.  Aspects Relating to Chemical or Fuel Use and Risk of Spill and/or Contamination  Aspect 5: Spills/leaks from vehicles.  Aspect 16: Leaks/spills of maintenance oil.  Aspect 17: Leaks/spills of cooking oil.  Aspect 18: Leaks/spills of chemicals.  Aspect 19: Leaks/spills of fuel.  Aspect 20: Leaks/spills of pesticides.  Aspect 36: Leaks/spills of cleaning/maintenance materials/chemicals/ waste. | All University owned, managed and leased land will have a full in-depth review conducted and will be managed in an environmentally sustainable fashion. This will lead to the development and enhancement of the biological quality of all Edinburgh Napier sites.  Information on all chemicals used on-site will be amalgamated with records of chemicals / cleaning materials used on all campuses and will be held centrally by the Health & Safety Team. |
| Link the progression of all biodiversity work to the Edinburgh Local Biodiversity Action Plan. And, as neighbours, support the development of the Easter Craiglockhart Hill Local Nature Reserve Plan. | Support the development of the Edinburgh Local Biodiversity Action Plan and Local Nature Reserve. | See [www.edinburgh.gov.uk/](http://www.edinburgh.gov.uk/)  biodiversity  [www.craiglockhart](http://www.craiglockhart)  woods.org | On-going commitment to support the Action Plan and the Local Nature Reserve. | Core Aspects  Aspect 23: Provision of natural habitats.  Aspect 24: Planting of new plants/trees.  Aspect 25: Grounds maintenance activity.  Aspect 32: Construction on green areas. | The University will support the Action Plan and the Local Nature Reserve. |

**C - Energy**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Policy Statement / Objective** | **Commitment** | **Associated Documents** | **Targets / Milestones** | **EMS Significant Aspect** | **Final Outcome** |
| Develop and operate responsible energy management practices through reducing consumption of fossil fuels whilst investigating and utilising new renewable technologies. | Reduce reliance on fossil fuels and reduce overall energy consumption.  Continue to develop a programme of utilities conservation meetings with departments to promote awareness and best practice.  Consider on-site generation from renewables and / or Combined Heat, Power & Refrigeration for existing buildings.  Regularly review design guidance for new buildings and refurbishments to ensure all works are carried out following current best practice.  Utilise Salix funding.  Contact relevant bodies to complete Energy Performance Certificates (EPC’s) for all relevant sites.  Actively investigate the use of energy saving devices such as occupancy sensing controls and intelligent controls for heating and ventilation. | Carbon Management Plan 2009 (ENU-EMS-014).  Building Management System Procedure (ENU-EMS-011).  Optima Data Entry Procedure (ENU-EMS-012). | The Environmental Sustainability Policy 28/09/14 ENU-EMS-003 states that the University will reduce energy usage by at least 35% by 2015 (from 2006/07 baseline) following the projects set within the 2009 Carbon Management Plan (ENU-EMS-014). Updated to 38% by 2017/18.  Carbon Trust Standard, 19% absolute reduction. Carbon Masters Standard 2.9% reduction linked to student numbers. See documents listed for more information.  Education materials and links to existing campaigns such as Earth Hour will be continually developed.  Salix will be reviewed as and when finance / opportunities arise and in-line with the ‘carbon saving projects’ in the Carbon Management Plan.  All new buildings will aim for BREEAM Excellent. All retrofit projects will aim for Very Good.  Energy saving devices will be utilised when opportunities arise. New projects will be identified through the Carbon Management Plan (ENU-EMS-014) and Estates Strategy Review.  EPC’s were completed in March 2009 for all relevant sites. Information received is shared with all staff, students and visitors on-line and by displaying the actual certificates. All new certificates will be applied for as and when necessary. | Aspect 1: Use of electricity.  Aspect 2: Use of gas.  Aspect 34: Use of energy and utilities. | Overall, through education and investment in materials and physical resources, the University will reduce reliance on fossil fuels and will reduce overall energy consumption in-line with targets set through the Carbon Management Plan.  Salix funding will be used productively to ensure that, through investment, savings in energy can be made.  The University follows compliance regarding EPC’s and the CRC Energy Efficiency Scheme.  All new programmes of work will be tied into carbon savings and the Carbon Management Plan. |

**D - Procurement and Building Maintenance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Policy Statement / Objective** | **Commitment** | **Associated Documents** | **Targets / Milestones** | **EMS Significant Aspect** | **Final Outcome** |
| Maintain, develop and operate the entire University estate in a sustainable manner. | Manage and construct the buildings used by the University in an environmentally sustainable fashion.  Continue to engage in the planning and development programme to ensure that the environmental impact of the developments are minimised and any opportunities to protect and enhance environmental features are identified and exploited through the design process and when working with consultants and contractors.  Engage in the design and construction programme to advise on specific sustainability issues in relation to new buildings to ensure that efforts are made to achieve BREEAM target of ‘excellent’ for all new buildings. | The updated Estates Strategy is currently being developed. The Strategy will expand on the 2020 Strategy (ENU-EMS-082) and will embed a wide range of key performance indicators to monitor and manage all aspects of environmental impact at the University. | Sighthill development project gained BREEAM Excellent.  Bainfield Student Accommodation gained BREEAM Excellent.  Merchiston campus retrofit project gained BREEAM Very Good.  On-going communication and engagement with Property & Facilities to embed the principles of the Environmental Impact Assessment (ENU-EMS-090) developed within the University. | All 43 aspects could integrate into this section but the aspects below link specifically to the activity area of construction, refurbishment and demolition.  Aspect 32: Construction on green areas.  Aspect 33: Use of construction materials.  Aspect 34: Use of energy and utilities.  Aspect 35: Use and storage of chemicals.  Aspect 36: Leaks/spills of cleaning/ maintenance materials/ chemicals/ waste.  Aspect 37: Generation of inert/municipal waste.  Aspect 38: Generation of hazardous waste (including asbestos).  Aspect 39: Waste recycling (including composting).  Aspect 40: Noise and vibrations.  Aspect 41: Management of contractors. | New buildings and existing buildings will be designed or refreshed in a manner that exceeds legislative requirement and enhances the development of the Environmental Management System. |
| Aim to purchase ethical and environmentally-considerate products and services where possible, minimising the use of damaging substances and processes. | Develop an Ethical Procurement Policy, progress through the Flexible Framework agreement developing on the existing ethical investment policy.  Provide information to enable all staff and departments to make informed decisions about the environmental effect on procurement of goods and materials.  Continually ratify and update Ethical Financial Investment Policy  Influence suppliers and contractors to ensure that goods and services procured support the environmental policy. On-going.  Develop policy considering work already carried out by Advanced Procurement for Universities and Colleges (APUC). On-going.  Consider using new techniques available for calculating the carbon equivalent value of carbon emissions due to procurement by July 2015, integrating into the updated Carbon Management Plan. | Ethical Financial Investment Policy (ENU-EMS-091). | The first level of the Scottish Government Flexible Framework Agreement will be assessed and gained by January 2015. Responsibility of the Procurement Manager.  Ethical Financial Investment Policy was created in 2006. Was ratified by the Environmental Sustainability Advisory Group on 19/03/14 and made public on the Sustainability Office web pages <http://staff.napier.ac.uk/>  environment  Feasibility of developing guidance on local suppliers will link into the policy being completed by the Procurement Manager with advice from Advanced Procurement for Universities and Colleges (APUC). On-going.  Expertise of APUC will be drawn upon continually.  The University will develop on the principles set within the Environmental Impact Assessment tool (ENU-EMS-090) and formally assess the procurement of all goods and services in terms of environmental impact. | Aspect 26: Procurement of electrical and other equipment (e.g. IT and laboratory).  Aspect 27: Procurement of chemicals.  Aspect 28: Procurement of food.  Aspect 29: Procurement of general consumables (including furniture and stationary).  Aspect 30: Procurement of services (e.g. maintenance).  Aspect 31: Transport of goods and services (including construction materials). | The University will have a green / ethical procurement policy in place that will ensure that all goods and services brought into the University follow the same environmental standard set within the University itself. |
| Aim to purchase ethical and environmentally-considerate products and services where possible, minimising the use of damaging substances and processes. | Increase provision and use of Fairtrade goods on all campuses.  Increase provision of Fair Trade goods on all campuses.  Maintain Fair Trade University status. | Fairtrade Policy (ENU-EMS-092).  Sustainable Food Policy (ENU-EMS-093). | Fairtrade University status first gained in May 2009. Last re-certification in September 2015 (ENU-EMS-094). | Aspect 28: Procurement of food.  Aspect 29: Procurement of general consumables (including furniture and stationary). | The University will increase provision and use of Fair Trade goods throughout all campuses. This will help strengthen and develop Fair Trade provision and awareness. |

**E - Transport**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Policy Statement / Objective** | **Commitment** | **Associated Documents** | **Targets / Milestones** | **EMS Significant Aspect** | **Final Outcome** |
| Promote alternatives to single car occupancy and unnecessary domestic and international air travel.  Maintain an environmentally-considerate Travel Plan covering all staff, students and visitors to the University. | Minimise environmental impact due to travel.  Following the targets set within the 2009 Carbon Management Plan (ENU-EMS-014), and the development of the University carbon reduction target, reduce emissions associated with transport by 38% by 2017/18 from 2006/07 levels.  Conduct travel surveys in March 2011 and March 2013 and 2017.  Develop a clear working Travel Plan, with specific references to each campus, that will consider all modes of transport and all reasons for using transport i.e. internal / external travel and commuter travel.  Promote the use of video-conferencing and other communications facilities to encourage reduction in non-essential travel.  Consider the conversion of vehicles to other sources of fuel where possible and when opportunities arrive. | Integrated Travel Policy (ENU-EMS-095).  Sighthill Travel Plan (ENU-EMS-096).  2011 Travel Statistics (ENU-EMS-097).  2011 Travel Survey Communication Examples (ENU-EMS-023).  2013 Travel Statistics (ENU-EMS-098).  2013 Travel Survey Communication Examples (ENU-EMS-099)  Carbon Management Plan 2009 (ENU-EMS-014).  Fuel Monitoring Procedure (ENU-EMS-010). | Overall carbon reduction associated with business transport and travel will reduce by 38% by the end of the 2016/17 academic year in-line with the Carbon Management Plan targets (2006/07 baseline).  The updated Travel Plan for the University, using the results of the 2011 (ENU-EMS-097) and 2013 (ENU-EMS-098) travel surveys will be complete by August 2017. The Travel Plan will highlight all actions and projects required to reduce the environmental impact of all business and personal travel associated with the University.  Following the success of the 2011 and 2013 travel surveys, and the on-going development of the updated Edinburgh Napier Travel Plan, a further travel survey will be considered in March 2017.  Travel information provided to all staff, students and visitors via the University internet [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) will be checked at least monthly to ensure all information is correct and up-to-date.  The carbon emissions associated with the day-to-day and term-time commute will be reduced by 2% every year. See pages 20 – 22 of the 2009 Carbon Management Plan (ENU-EMS-014). The results of the 2011 (ENU-EMS-097) and 2013 (ENU-EMS-098) surveys will allow for better and more in-depth targets to be developed in each area, expanding on from the overall 2% carbon reduction figure. This will be fully incorporated into the Environmental Sustainability Strategy by December 2017. | Aspect 4: Use of fuel (owned vehicles).  Aspect 5: Spills/leaks from vehicles.  Aspect 6: Domestic business travel.  Aspect 7: International business travel.  Aspect 8: Staff day-to-day commute.  Aspect 9: Student term-time and day-to-day commute.  Aspect 31: Transport of goods and services (including construction materials). | The statistics gathered through the Carbon Management Plan show direct impacts, in terms of carbon emissions, due to all forms of internal and external travel at the University. From this, it will be possible to measure and see change as educational and structural projects are rolled out. |

**F – Waste, Including Emissions and Discharges**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Policy Statement / Objective** | **Commitment** | **Associated Documents** | **Targets / Milestones** | **EMS Significant Aspect** | **Final Outcome** |
| Ensure there are sufficient facilities to allow students, staff and visitors to reduce, reuse and recycle waste with the aim of minimising the amount of waste ultimately sent to landfill. | Ensure waste management practices comply with relevant legislation. Develop Duty of Care audit methodology in-line with schedule set within EcoCampus.  Carry out Duty of Care audits of all identified priority waste contractors in accordance with the provisions of the Environmental Protection Act 1990.  Develop methodology for implementing Site Waste Management Plans for construction projects over £250k. Also utilise external support, documentation and training for all areas of construction. See section D for more information.  Develop and implement awareness programme to promote the concept of cradle to grave reduce, reuse, recycle, developing the ethical procurement policy as noted in section D.  Maintain and extend recycling schemes for food, fluorescent tubes, glass, ink and toner cartridges, paper and card, metals, plastics. | Carbon Management Plan 2009 (ENU-EMS-014). | Overall carbon reduction associated with waste will reduce by 38% by the end of the 2016/17 academic year in-line with the Carbon Management Plan targets (2006/07 baseline).  Recycling rate in June 2016 was around 80%. Target to increase this to 82% by August 2017.  Ensure the requirements of Waste (Scotland) Regulations 2012 are continually met. Roll-out an updated Waste Communication Strategy by October 2014, including new signage on all bins. | Aspect 10: Generation of mixed municipal waste, not reused or recycled.  Aspect 11: Production of chemical/solvent/ animal by-product or other hazardous waste.  Aspect 12: Production of clinical waste.  Aspect 13: Waste recycling (including composting).  Aspect 25: Grounds maintenance activity.  Aspect 37: Generation of inert/municipal waste.  Aspect 38: Generation of hazardous waste (including asbestos).  Aspect 39: Waste recycling (including composting). | The University will comply with all specific legislation in relation to waste management practices.  The University will ensure that as little waste as possible is sent to landfill, using all good practice and recycling options available.  All construction projects over £250k will have a full site waste management plan, in addition to environmental sustainability being considered at all stages.  The statistics gathered through the Carbon Management Plan will be able to show direct impacts, in terms of carbon emissions, due to all waste generated at the University. From this, it will be possible to measure and see change as educational and structural projects are rolled out. In terms of waste reduced and reused, procurement details for items such as paper will be investigated. |
| Control emissions and discharges to minimise and where possible prevent pollution and negative environmental impact. | Ensure that hazardous wastes are disposed of in accordance with legal requirements covering emissions and discharges. And reduce their use where possible.  Maintain existing facilities for the collection and environmentally sound disposal of redundant IT equipment and extend as necessary to comply with the requirements of the WEEE directive.  Liaise with relevant bodies over the disposal of hazardous waste and availability of disposal facilities.  Complete a full risk register for all chemicals used on all campuses.  Ensure that COSHH assessments are maintained for all relevant materials.  Waste from all catering outlets is controlled by the Catering Manager. Evidence of control of cooking oil given by contractor. | Campus Maps, including water discharge routes (ENU-EMS-029 to 038b).  Historic Maps (ENU-EMS-047 to 059).  Merchiston Discharge Consent (ENU-EMS-060 to 063).  Bainfield Student Accommodation – Environmental Services Report (ENU-EMS-64). | Chemicals register completed by Health & Safety, Information Services and Property & Facilities in November 2012.  Legislative assessment, as part of EcoCampus development, to be completed June 2014, and reviewed monthly from then.  Drainage inspection of all campuses to be completed in-line with EcoCampus developments. Maps and information proving the environmental history of all applicable campuses also to be completed. Investigating currently ongoing with Scottish Water regarding drainage assessment, to be completed December 2014.  COSHH assessments controlled by Cleaning manager. Copies held at all campuses. All new staff trained appropriately. On-going. | Aspect 3: Use and storage of refrigeration gases.  Aspect 5: Spills/leaks from vehicles.  Aspect 15: Generation of effluent.  Aspect 16: Leaks/spills of maintenance oil.  Aspect 17: Leaks/spills of cooking oil.  Aspect 18: Leaks/spills of chemicals.  Aspect 19: Leaks/spills of fuel.  Aspect 20: Leaks/spills of pesticides.  Aspect 21: Emissions from fume cupboards.  Aspect 22: Emissions from dust hopper.  Aspect 35: Use and storage of chemicals.  Aspect 36: Leaks/spills of cleaning/maintenance materials/chemicals/ waste.  Aspect 42: Noise.  Aspect 43: Nuisance. | All hazardous wastes generated at the University will be disposed of in accordance with legal requirements.  Clear procedures for the disposal of hazardous waste will be completed.  COSHH assessments will be collated to ensure best practice covering all areas.  The Catering Manager will ensure that no oils or other wastes are disposed of inappropriately. |

**G – Water**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Policy Statement / Objective** | **Commitment** | **Associated Documents** | **Targets / Milestones** | **EMS Significant Aspect** | **Final Outcome** |
| Maintain a water conservation programme to reduce consumption and wastage.  Invest in technology and infrastructure that helps to reduce consumption and wastage. | To reduce the use of water and subsequent generation of effluent.  Following the statements made in F, ensure no untoward chemicals are disposed of through effluent.  The Sustainability Office will continue to liaise with all parties internal and external to the University to continue the established water conservation programme. | Carbon Management Plan 2009 (ENU-EMS-014).  Carbon Trust Water Standard (ENU-EMS-081). | Water usage will be continually monitored using ‘smart metering’ technology. On-going.  Overall carbon reduction associated with water will reduce by 3% by the end of the 2017/18 academic year in-line with the Carbon Management Plan targets (2006/07 baseline). | Aspect 14: Use of water.  Aspect 15: Generation of effluent. | The statistics gathered through the Carbon Management Plan will be able to show direct impacts, in terms of Carbon Dioxide emissions, due to all water used at the University. From this, it will be possible to measure and see change as educational and structural projects are rolled out. |

**Monitoring**

Progress against the stated objectives and targets outlined in the plan will be monitored and assessed by ESAG on a regular basis in accordance with the management review requirements of the Environmental Management System standard ISO 14001.