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| **Carbon Masters Standard** |  |
| ASSESSMENT FORM (1ST RE-CERTIFICATION) | |

**APPLICANT INFORMATION**

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| **Company name:** | Edinburgh Napier University |

**Applicant type:**

Organisation  Subsidiary/Part organisation  Site

Segments and estimated annual turnover

*V. Large: Turnover >£500 m*  *Large: Turnover >£50 million but less than £ 500 million*

*Medium: Annual Turnover £5-50 million*  *Small: Annual Turnover less than £5 million*

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| **Estimated annual Turnover:** | £106m |

Period of assessment (dd/mm/yy to dd/mm/yy):

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| **From:** 01/08/08 | **To:** 31/07/11 |

Refers to the period over which historic emission data is provided:

*Assessment period for re-certification covers a three-year historic period i.e. the original assessment year compared with the two-year certification period.*

Industry Classification

**Sectors**

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| *1. Distribution* |  | *4. Communications* |  |
| Retail |  | Telecomms |  |
| Consumer goods/Pharmaceuticals |  | IT& IT services |  |
| Travel & Transport |  | Media |  |
| *2.Industrial* |  | *5. Public Sector* |  |
| Manufacturing |  | Central Government |  |
| Chemicals |  | Local Government |  |
| Electronics |  | Higher Education |  |
| *3.Financial* |  | NHS |  |
| Banks Insurance |  | Armed Forces |  |
| Financial services |  | *6. Other (please specify)* |  |

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| **Contact:** | Richard Cebula | **Position:** | Energy & Utilities Manager |
| **Address:** | Sighthill Campus, Room 6.B.29, Sighthill Court, Edinburgh, EH11 4BN | | |
| **Email:** | r.cebula@napier.ac.uk | | |
| **Phone:** | 0131 455 3540 | **Mobile:** | N/A |

*For office use only:*

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| ***Assessor****:* |  | ***Assessment completion date:*** | | |  |
| ***Moderator:*** |  | ***Moderation completion date:*** | | |  |
| ***Management assessment:*** |  | ***Qualitative mark:*** | | |  |
| **Carbon Footprint Measurement** | | | | | | | |
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| Calculation of the carbon footprint should follow the principles of the GHG Protocol and/or ISO14064, subject to additional requirements outlined in *The Carbon Masters Standard Rules*. All carbon footprints should be calculated in tCO2e. | | | | | | | |
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| **Organisational boundary:** This isused to define the parts of an organisation to be included in the emissions measurement, and includes selecting an approach for inclusion of emissions from joint venture and subsidiaries | | | | | | | |
| **Description of organisational boundary:**  (See agreed proposal for assessment) | | | | All University owned and leased buildings in the UK except for space used within Borders General Hospital and all student residences. | | | | |
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| **How are joint-owned or controlled assets accounted for:** (equity approach, financial control or operational control approach) | | | | No joint-owned assets. All assets owned or leased. | | | | |
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| **Specific facilities/divisions included in boundary e.g. 150 retail stores across UK plus London HQ:** (please mark UK and overseas facilities) | | | | Between 01/08/08 and 31/07/11 the estate has covered 21 buildings over 14 sites throughout Edinburgh, Livingston and Melrose. Floor area in 2010/11 was 75,308m2 | | | | |
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| **Operational boundary:** This is used to determine which emission sources are being measured | | | | | | | |
| **Tier** of footprint measured (1,2,3): | | | 1 | | | |
| **Tier 1:** Electricity & gas consumption, onsite energy consumption (e.g. heating oil, diesel, etc.), fuel consumption in vehicles owned by the organisation | | | | | | | |
| **Tier 2:** Level 1 plus process emissions, fugitive emissions Plus 1 scope 3 emission source  **Tier 3:** All Tier 2 plus 2 scope emission sources of which 1 must be business travel | | | | | | | |
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| **Any optional emission sources included:** (e.g. commuting) | | | | No. | | | | |

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| Emission sources excluded (de minimis): each must be less than 1% of the total footprint and must total no more than 5% of the total footprint | | | | | | | |
| **Emission source** | | **Estimated %age of total footprint** | | | | **Reason for exclusion** | | |
| 1. Motorbike | | 0.00000479 | | | | De minimis | | |
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| **Benchmarks:** Footprints can be compared year on year on an absolute basis (measured in tCO2e) or using a relative benchmark (e.g. tCO2e /tonne product, tCO2e/FTE, tCO2e/£m turnover) for Tier 1 and Tier 2 footprints. For Tier 3 footprints ONLY an absolute basis can be measured. | | | | | | | |
| **If a relative benchmark is to be used please specify the denominator:** (e.g. tonne product, FTE, £m turnover) | | | | Revenue (thousand GBP) | | | | |
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| **Rationale for benchmark:** (please refer to the *Carbon Masters Standard Rules.*) | | | | Expansion of University operations will be taken into consideration. | | | | |
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| **Please enter data on your absolute footprint below.** Please speak to Carbon Masters if you are using Carbon Guru your footprint and need a copy of *your Carbon Assessment for the purposes of the Carbon Masters Standard* | | | | | | | |
|  | **Year 0** | | | | **Year 1** | | **Year 2**  **(Year of application)** | |
| **Absolute footprint** (tCO2e) | 6454.2 | | | | 6310.8 | | 6887.1 | |
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| ***For Assessor:***  ***Has the applicant measured an accurate footprint according to the Carbon Masters Standard Rules? If not, please explain the deficiencies in the data.*** | | |  | | | | | |

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| **Reduction** | | | | | | | | | |
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| To enable a like-for-like comparison, the reduction rules must apply to the same organisational boundary (i.e. adjusted to take into account any acquisitions or divestments) and to the same operational boundary (i.e. same sources of emissions included). The applicant may choose to use an absolute or relative basis for comparison in accordance with the *Carbon Masters Standard Rules for re-certification.* | | | | | | | | | |
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| **Reduction assessment based on:** | | | | | | | | |
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| Absolute footprint |  | OR | | Relative benchmark |  | |  | |
| Tier 1 footprint |  | OR | | Tier 2 footprint |  | | Tier 3 footprint (absolute footprint) |  |
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| Identify any structural changes in the organisation which have resulted in adjustment of the footprint to enable like-for-like comparisons (e.g. outsourcing, divestments or acquisitions): | | | | | | | | |
| **Structural change:** | | | **Footprint (tCO2e):** | | | **Adjustment made:** | | | |
| *e.g. Divestment of division X June 2007* | | | *100* | | | *Emissions of division X excluded from calculations* | | | |
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| **Adjusted carbon footprint measurement used for assessing reduction:**  *For First Re-certification, applicants must show a reduction for the average of Year 1 & 2 compared with baseline emissions at Year 0.* | | | | | | | | |
|  |  | **Certification Period** | | | |  | |  | |
|  | **Year 0** | **Year 1** | | | **Year 2**  **(Year of application)** | **Average of Year 1 & 2** | | **Pass/**  **Fail** | |
| **Absolute footprint** (tCO2e) | 6454.2 | 6310.8 | | | 6887.1 | 6599.0 | |  | |
| **Revenue benchmark** (e.g. tCO2e/£mn) | 0.06428 | 0.05970 | | | 0.06486 | 0.06228 | |  | |
| **Other relevant benchmark** (e.g. tCO2e/tonne product) |  |  | | |  |  | |  | |
| Please list the top 3 carbon reduction initiatives/actions taken during the period of assessment, along with estimated impact. | | | | | | | | |
| **Initiative:** | | | **Date** | | | | **Estimated annual CO2 reduction** | |
| 1. Merchiston Quatroseal | | | 2010 | | | | 166 | |
| 1. BMS Improvements | | | 2009 | | | | 93 | |
| 1. Sighthill Chillers | | | 2011 | | | | 63 | |
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| ***For Assessor:***  ***Has the applicant achieved an absolute or relative reduction according to the Carbon Masters Standard Methodology*** | | | |  | | | | | |

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| **Carbon Management Assessment** |
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| For each of the questions below please provide a brief self-explanatory description in the box provided, referencing any relevant documents |
| * The key documents (e.g. carbon strategy, extract of annual report, copy of communications material) should be referenced and attached as evidence. Other documents referred to should be provided to the Assessor during the site visit if requested * We recommend no more than 20 additional pages should be attached, please only attach relevant sections of documents * The example evidence provided with each question is not exhaustive and only relevant elements should be submitted * Where appropriate, achievement of other certification can be used as evidence e.g. ISO14001, BSI EN16001 * Assessment will be made taking into consideration the size and circumstance of the organization |
| Please discuss these questions with your assessor to decide the most appropriate piece of evidence. |
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| To be completed by assessor: please provide any relevant context for the moderator e.g. organisation description, previous certification |
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| **Area 1: Strategy** | |
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| 1. Strategy:  Does your organisation have a low-carbon/energy strategy?  *Please provide a copy of your carbon strategy document. This may be part of a wider environmental policy and should evidence clear objectives and an action plan. Please clarify who has signed it off (e.g. management, Board, union representatives, etc.) and if it is available on any internal or external websites.* | |
| The Edinburgh Napier Carbon Management Plan was launched in March 2009 (attachment 1). Created with the support of the Carbon Trust the Plan outlines clear objectives and contains an in-depth action plan for reducing carbon emissions at Edinburgh Napier by a minimum of 25% by 2013 from a 2006/07 baseline.  The Plan was ratified by the Environmental Sustainability Advisory Group (ESAG), the governing body for all environmental work at the University, chaired by the University Secretary. The Plan was signed by the Principal Dame Professor Joan Stringer. It is publically available www.napier.ac.uk/environment  The University gained the Carbon Trust Standard in 2010, demonstrating through independent assessment that carbon emissions had reduced by an absolute 19% between 01/08/06 and 31/07/09. Gaining the standard externally ratified the action plans set by the University to reduce carbon emissions (report, attachment 2).  The Edinburgh Napier Carbon Management Plan is currently being assessed and revised with the support of SKM Enviros and the Carbon Trust in Scotland. During November 2011 SKM Enviros completed an independent assessment of progress made through the 2009 Plan and have subsequently been commissioned by the University to assist in the development of an updated Carbon Management Plan to be launched during June 2012 (draft diagnostic report, attachment 3). The Edinburgh Napier Carbon Management Awareness Campaign Strategy Document, being prepared by the University with the support of NIFES and the Carbon Trust in Scotland will also be integrated into the new Carbon Management Plan (Draft Strategy, attachment 4) to pull together all carbon reduction actions. The revised Carbon Management Plan will encompass energy, transport, waste and water. The Campaign Strategy Document will encompas all environmental and social responsibility work at the University.  In addition to the Carbon Management Plan the University has an Environmental Sustainability Policy (attachment 5) and Environmental Sustainability Plan (attachment 6). Both the Policy and Plan detail the overall commitment and targets set by the University covering all areas of environment and social responsibility commitment. Progress made through the Policy and Plan is reported to the Principal through bi-monthly Estates Committee meetings. Both documents are ratified by ESAG and are updated annually.  To broaden our commitment the Principal and Mr George Borthwick, Chair of Court signed the Universities and Colleges Climate Commitment for Scotland (UCCCfS) on Monday 2 March 2009 (attachment 7). UCCCfS is a voluntary agreement between all colleges and universities to reduce the environmental footprint of the further and higher education sector in Scotland. UCCCfS is administered by the Environmental Association of Universities and Colleges (EAUC). Annual reports are sent to the EAUC, see attachment 8 for a copy of our May 2011 report.  We have recently joined the EcoCampus scheme. EcoCampus provides a staged approach, incorporating continual assessment and training programmes offered, to develop an Environmental Management System. We plan to reach the Platinum stage of EcoCampus and gain ISO14001 accreditation by January 2015. The scheme will provide us with a clear and robust framework for managing all environmental work at the University. See www.ecocampus.co.uk We are currently raising awareness of ISO14001 buy meeting key groups of staff within the University such as the Principal's Executive Group on Wednesday 29 February and the Senior Managers Group on Thursday 22 March.  Last but not least the overall reduction in the environmental footprint of the University is noted within the Corporate Plan (attachment 9) and the Strategic Plan (attachment 10). Specific quotes from both listed in attachment 11. Both document demonstrate high level commitment, and both are signed by the Principal and regulated by the senior management of the University through the Principal’s Executive Group. | | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/5** | |
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| 2. Governance:  Who on the board or executive committee has overall responsibility for the above strategy? Who has day-to-day responsibility for carbon/energy management?  *How often is the carbon/energy performance reviewed by senior management? What is the day-to-day management structure? Example evidence may include relevant organisational charts; minutes from relevant board meetings; no. of FTEs with responsibility for carbon/energy management (%age of time)* | |
| Dr Gerry Webber, University Secretary is ultimately responsible for the development of all environmental work at Edinburgh Napier. Dr Webber is Chair of the Environmental Sustainability Advisory Group (ESAG). Members of ESAG govern all environmental work at the University. See attachment 12 for a full membership list of ESAG. The Group meet bi-monthly. Draft minutes from the meeting held on Friday 20 January 2012 shown in attachment 41. Minutes from all meetings are available at www.napier.ac.uk/environment  Dr Webber is also member of relevant bodies such as:  • Principal’s Executive Group (meet monthly)  • Estates Committee of Court (meet bi-monthly).  • Senior Managers Forum (meet bi-monthly).  Membership of each group is shown in attachment 42. The attachment also provides a rough guide to communication networks at the University. The Principal’s Executive Group is the highest reporting Group at the University. No public minutes are available but the Carbon Key Performance Indicator is discussed at least annually. The most recent Estates Committee Environmental Report is shown in attachment 13. Again no public minutes are available. Dr Webber and other members of staff ensure two way communication between senior managers and the Sustainability Office. This ensures that Senior Managers are informed of environmental progress and are encouraged to cascade information to their own teams. Jamie Pearson presented the work of the Sustainability Office, including information on the development of the revised Carbon Management Plan, and indeed this Carbon Masters assessment to PEG on Wednesday 29 February and to the Senior Managers Forum on Thursday 22 March.  Day to day responsibility lies with Grant Ferguson, Assistant Director of Property & Facilities. Mr Ferguson manages two members of staff forming the Sustainability Office:  • Richard Cebula. Energy & Utilities Manager. Three days per week. 100% of time spent on environmental and wider social corporate responsibility work.  • Jamie Pearson. Sustainability / Environmental Advisor. Five days per week. 100% of time spent on environmental and wider social corporate responsibility work.  The Sustainability Office are responsible for working with all attendees of ESAG and all staff and students to ensure the progression of all environmental work at the University. Other staff within Edinburgh Napier also contribute vastly, such as the Head of Maintenance and his team. Students contribute through Napier Students’ Association and the Edinburgh Napier Conservation Society. | | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/5** | |

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| **Area 2: Carbon Measurement** | |
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| Are there procedures for preparing and documenting an accurate carbon footprint?  *Example evidence may include data spreadsheets showing data sources and calculation description of primary data vs. secondary data sources being used; identification of uncertain or estimated data; for re-certification, any changes made to improve data quality* | |
| In 2009 we launched our Carbon Management Plan. In 2010 we gained the Carbon Trust Standard. Gaining the Standard gave us the opportunity to ratify and update our carbon calculations, with the external assessment and validation provided by the Carbon Trust Standard adding kudos to our work.  We are currently working with SKM Enviros, with the support of the Carbon Trust in Scotland to assess and update our Carbon Management Plan. This includes an assessment of statistics and information contained within the original Plan and reductions calculated to date covering energy, transport, waste and water. The draft SKM Enviros diagnostic report is available in attachment 3. As noted in Area 1 of this document, Strategy, we continue to work with SKM Enviros, and with their support will launch our updated Carbon Management Plan in June 2012.  The short timescale between launching our Plan, gaining the Carbon Trust Standard, working with SKM Enviros and indeed applying for Carbon Masters accreditation demonstrates our commitment to continual external assessment and ratification of our work.  On a monthly basis invoices from energy and water suppliers are audited by the Energy & Utilities Manager. All information is held within and continually evaluated within the Optima Monitoring and Targeting software that we use. The Manager inspects the half hourly meter readings and water usage information for our main sites on a daily basis to check for any abnormalities or issues. This information is also pulled together in a weekly review. Monthly meter readings are taken from all meters, including bi-monthly meter readings from all accommodation sites. See attachment 14 for procedural information.  This information is provided to the Estates Committee on a bi-monthly basis. We also provide adhoc information to staff and students as part of wider energy, carbon and environmental campaigns. We are currently investigating the installation of real-time energy monitoring software to be installed on our website to publically show energy consumption, with the aim of encouraging all users to reduce their own energy consumption.  Fuel used within owned and leased vehicles is procured through Shell fuel cards. We audit the amount of fuel procured on each card on a monthly basis, and note the amount of fuel used against each vehicle as appropriate. We intend to ingrate this information into Optima. See attachment 15 for this procedure and attachment 16 for an example of the fuel use information gathered. Both the fuel and utilities procedures as noted above will be reviewed and updated as part of our Carbon Management Plan development. | | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/10** | |
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| Independent verification: Is the carbon footprint verified by an independent third party?  *Example evidence of third party verification that the carbon footprint was carried out in compliance with the GHG protocol or ISO 14064* | |
| As detailed above in Carbon Measurement, we gained the Carbon Trust Standard in 2010. The Standard, our current work with SKM and indeed this Carbon Masters assessment demonstrates external and independent verification and assessment. We also participate in the CRC Energy Efficiency scheme. We are currently being audited by the Scottish Environment Protection Agency.  We provide carbon emissions data to the Government via our annual mandatory Estates Management Statistics return. This information also forms the carbon management element of our mandatory return to the annual People & Planet Green League assessment. Not strictly verification but given that this information is used in a public league table it is in our interest to ensure that our internal procedures are robust and all information gathered is factually correct.  We have joined the 2012 cohort of the EcoCampus scheme. EcoCampus offers a staged and supported approach to developing an Environmental Management System. We plan to gain ISO14001 accreditation through the scheme by January 2015. Developing an EMS and working towards ISO14001 will really pull together all schools and departments within the University ensure that all we progress all of our environmental work with clear structure and external verification. | | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/5** | |

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| **Area 3: Carbon Management** | |
| i) Does the organisation have systems/procedures/processes for actively monitoring and controlling energy and fuel consumption throughout the year?  *Example evidence may include a description of energy management systems (M&T),* *monitoring & managing fuel performance and mileage; energy survey reports; Energy Performance of Buildings certificates; ISO14001 certification;* *BSI EN16001* | |
| The University utilises dedicated industry standard Optima M&T software to manage and report on energy and fuel use. The intent is to provide accurate and sufficient data to evaluate the overall performance of the Carbon Management Plan, both at an organisation and individual site level. It is the responsibility of the Energy & Utilities Manager to ensure that the input data is accurate.  Half-hourly automatic meter readings (AMR) are provided at our Craighouse, Marchmont, Merchiston and Sighthill campuses to record gas consumption. Unfortunately we have been unable to install at our Craiglockhart campus so far due there being no mobile phone signal. Half-hourly AMR electricity (five over 100kW sites: Craighouse, Craiglockhart, Merchiston, Screen Academy and Sighthill) and water data (six supplies over four campuses: Craighouse, Craiglockhart, Marchmont and Merchiston) is downloaded weekly from the suppliers’ websites and imported into the Optima M&T system. This data is used to monitor weekly usage for our main campuses and forms the basis for further investigation by Property & Facilities staff if the data shows excessive relative consumption (see attachments 18 and 26 for monitoring examples).  Overall, where possible, arrangements have been put in place with suppliers for web access to invoices to ensure minimum delay in data acquisition. Meter readings are also recorded monthly by Property & Facilities staff and are used in the data validation process. Degree days and floor areas are held within the Optima database to permit more sophisticated analysis.  On a monthly basis a report is produced which reflects the performance of the building estate as a whole in terms of energy and water usage. This data forms part of the Property & Facilities Key Performance Indicator and is publically available through http://staff.napier.ac.uk/services/facilities/Pages/BalancedScorecard.aspx Budgetary energy use and cost data is produced monthly and is used to monitor performance at an individual campus and corporate level, with the data being used primarily for discussion with colleagues in Finance Services. A quarterly performance report for the three main campuses is also produced as a review mechanism (see attachment 19). Reports provided to the Estates Committee (attachement 13) include updates on the key performance indicators set linking energy consumed to floor space at all campuses. It is intended that the Optima reporting system will be developed to include local performance reporting and display, performance indexation with procedures for dissemination of information improved.  The Building Management System (BMS) which is linked to our Craighouse, Craiglockhart, Merchiston, Merchiston Avenue and Sighthill campuses is used to monitor environmental conditions within the buildings. Data obtained from the system is used to review the effectiveness of heating, ventilation and air conditioning services. Adjustments to the control strategy are made whenever appropriate. With the development of AMR we intend to analyse the impact of changes through the BMS to changes in energy use.  An example of monitoring a specific time period. The University is closed for ten days over the festive period. Laterally this has meant that all buildings are closed, with the exception of the computer centre at Merchiston being open for a limited number of days between Christmas and New Year. During the 2011/12 break the sports centre at Sighthill was also open for a few days. To introduce staff and students to the detailed electricity information that we have available through Optima we decided to investigate, calculate and promote the amount spent on electricity over the 2008/09 festive break. We found that over the ten day period we spent £19,000 on electricity. This lead to an annual cross-campus campaign to encourage staff and students to switch off before going on holiday. During 2009/10 we spent a further £19,000. But, during 2010/11 we saw a reduction to £17,000. We are yet to measure 2011/12. Clearly there are many variables to the amount of energy used on the campus, including pumps being used in terms of frost control, equipment that cannot be switched off etc. But being able to use accurate information through this campaign caught the imagination of staff and students. See attachment 20. | | |
| The procedure for monitoring the procurement, use and recording of petrol and diesel is shown in attachment 15. We plan, in the near future, to integrate this data into Optima.  Where legally required, Energy Performance Certificates (EPC’s) are on display. Faber Maunsell, when completing the EPC’s were also asked to carry out a full survey of our campuses. Example from Merchiston attached (21). Faber Maunsell consultants also listed projects that would need to be completed to reduce carbon emissions from each property and improve the EPC score. Merchiston report attached (17).  The University participated in Universities That Count (UTC) by completing the Environment Index in 2009 and the full Environment and Social Responsibility Index in 2010. The completion of the Index was the first time that the environmental and social corporate responsibility impact of the University was assessed holistically. The report from 2010 is attached (attachment 22). UTC offered an externally and independently assessed mechanism for demonstrating the procedures in place for to reduce the overall environmental footprint of the University. Water consumption was assessed as an area of outstanding achievement (score greater than 90%). The topics of Climate Change (which included information on carbon management) and waste reduction and recycling were noted as an area of excellent achievement for the University (score of more than 75% in the section). UTC has been superseded by Learning in Future Environments (LiFE), developed by the Environmental Association of Universities and Colleges. The University will decide soon if it will participate in LiFE | | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/10** | |
|  | |
| ii) Does the organisation have a carbon emission/energy reduction target(s)?  *Include where relevant, targets set for applicant organisation as well as for particular divisions/sites/function; how performance of business units/sites is compared (e.g. league tables); comparison to any external benchmarks* | |
| As stated within the Carbon Management Plan, the target is to reduce carbon emissions by 25% by 2013 from a 2006/07 baseline. This is an institutional target. We did not set specific targets by fuel type or site and hoped to roughly follow an annual reduction of 5% per year, from the 2006/07 baseline. Following the results of the current SKM Enviros review we will revisit our carbon reduction target in April 2012 and will look to the future to set targets within our developing carbon reduction strategy.  The University is a voluntary signatory to the Universities and Colleges Climate Commitment for Scotland (UCCCfS). Managed by the Environmental Association of Universities and Colleges (EAUC) the Commitment has been signed by all universities and colleges in Scotland and is a common agreement across the further and higher education sector to reduce carbon emissions and the overall environmental footprint of the sector together. Our commitment (attachment 7) is backed by our Carbon Management Plan and targets. Our year one report, submitted in May 2011 is attached (attachment 8) and demonstrates commitment and progress to reduce the environmental footprint of the University across the board, not just energy and not just carbon. With our updated Carbon Management Plan, our year two report will include all future targets to ensure that Edinburgh Napier plays its part nationally to reduce carbon emissions with Scotland.  Annual Estates Management Statistics are provided to the Higher Education Statistics Agency who collate data for all British higher education institutions. The energy and carbon element of the data has improved in recent years and guideline benchmarks across the sector can be calculated and compared. For sites with EPC’s then a comparison between sites is available with emphasis placed on energy reduction in the poorer performers.  We participate in the CRC Energy Efficiency Scheme so, along with all other participating organisations information relating to our carbon performance was included in the public league table. The table allowed us to assess our placing against all other participants within the higher education sector.  We also participate annually in the Green League. Through two Freedom of Information requests, the student pressure group People & Planet gather environmental information from all universities in the UK. The information released enables us to compare our carbon emission reductions and other environmental indicators against all other institutions, showing carbon emissions per head (although it is difficult to gage site specific influences such as whether or not the University is research intensive and therefore may use less energy than a less research intensive institution). See attachment 43 for the 2011 Green League report. The released information does not allow us to go into great depth, but we have the ability to compare ourselves against similar institutions and of course through peer support offered by the Environmental Association of Universities and Colleges (EAUC) for instance gain and give advice to colleagues in institutions through the UK.  Within Edinburgh Napier there are three faculties and eight schools. Opening our Sighthill campus in January 2011 has, for the first time in the history of the University meant that we have one school based at each of our three main campuses, Craiglockhart, Merchiston and Sighthill. Even though each of the three schools are housed in structurally different buildings, a KPI by floor area has been produced for each of the campuses and is used for both relative and individual performance (see attachment 19).  Information provided through extensive submetering at our Sighthill campus should be available shortly once the defects list for the campus is addressed. The information, when available, will provide a very interesting insight into energy consumption across the campus. | | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/5** | |
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| iii) Are the targets communicated widely across the organisation?  *Evidence of how the organisation communicates the targets across the organisation* | |
| The Sustainability Office is currently working with NIFES Consulting Group and the Carbon Trust in Scotland to develop a three year communication strategy through the Carbon Management Awareness Campaign Programme. The document (attachment 4) details all aspects of communication and events at the University, with in-depth analysis of programmes, initiatives and management tools, existing communication mechanisms, existing management teams and networking groups and a look at the 2011/12 academic year in terms of forward plans.  The long-term plan is to integrate the completed communication strategy into the updated Carbon Management Plan, to be published in June 2012. To communicate as widely as possible throughout the University, three days of support from NIFES and one day of support from SKM Enviros was used in February and March 2012 to set-up training programmes to gain insight from a range of staff and students to ensure that the updated Carbon Management Plan is fit for purpose and also ensure that as many staff and students as possible have input into the new Plan. Attachment 44, example of training outline. Attachement 45, list of potential participants. All staff and all students were also encouraged to feedback ideas and suggestions to the Sustainability Office via e-mail. All ideas received are being pulled together and will be incorporated into the updated Carbon Management Plan.  Our Carbon Management Plan, and all other documents created by the Sustainability Office and noted throughout this document are publically available at www.napier.ac.uk/environment Appendix 2 within attachment 4 demonstrates all communication methods currently used at Edinburgh Napier for sharing environmental information and progress. Appendix 1 within attachment 4 shows all programmes, initiatives and management tools used, while appendix 4 within attachment 4 notes all existing management teams and networking groups such as the Campus Users Group (notes from the Sighthill meeting held in October 2011 included as an example in attachment 24).  Attachment 25 shows events and communication activities carried out by the Sustainability Office during 2010 and 2011, attachment 20 shows information provided for the Christmas switch-off 2011. Attachment 27 shows the poster placed by the Sustainability Office in meeting rooms at Craiglockhart and Merchiston campuses, while attachment 28 shows the poster placed in every student accommodation flat managed by the University. Our largest campaign in 2011 was held in March to tie in with the launch of our travel survey. With events held at all campuses, we encouraged all staff and students to consider their environmental footprint in terms of transport. Evidence from the week shown in appendix 29. We also organise stalls during the Freshers Fair and key events and environmental focus weeks such as Energy Saving Week. We have an internal key performance indicator. | | |
| We are also delighted that students within the University are participating in a wider range of environmental campaigns throughout all campuses, especially with the development of the Edinburgh Napier Conservation Society (ENCS). With almost 150 individuals on the mailing list now ENCS are gathering momentum and have a great communication plan in place for the forthcoming People & Planet Go Green Week to be held the week beginning Monday 6 February (attachment 30).  Structurally, we have created a quick environmental checklist for staff and students to complete. To date we have received some very interesting responses (copy of questions within attachment 31). We also embed environmental questions into the annual Property & Facilities survey and extrapolate all relevant responses received from staff and students via the annual staff survey and the National Students Survey. Both are great mechanisms for finding out issues faced by staff and students in terms of transport and energy consumption.  We have a network of around 50 Environmental Volunteers each taking it upon themselves to encourage their colleagues and those around them to reduce their energy consumption and use the waste facilities appropriately for example (criteria in attachment 32). We also have a Bicycle Users Group, with 18 members of staff contributing to the development of cycling facilities at all campuses www.scotbug.com/edinburghnapieruniversity We also use networks such as the University Secretarys Group to communicate and discuss targets across Edinburgh Napier. We also discuss our targets nationally and internationally. Jamie Pearson is a member of the Environmental Association of Universities and College Scottish Board. In November 2011 Jamie Pearson spoke at the Heads of University Management & Administration Network in Europe, networking and sharing information with universities from throughout Eurpoe (agenda in attachment 33).  In addition to all of the practical work described above, given that the University houses schools and institutes researching carbon management and a vast range of environmental areas, there are many links between the structural work of the University and the academic work of the University. Attachment 25 details the classes and individuals met by the Sustainability Office to foster greater two-way communication networks. We actively encourage students to use the information contained within www.napier.ac.uk/environment , including our Carbon Management Plan to use within their studies.  With senior managers responsible for the development of environmental initiatives at Edinburgh Napier and the Principal’s Executive Group, Estates Committee, Senior Managers Forum and Environmental Sustainability Advisory Group (ESAG) in place, communication and reporting is a two way process at a strategic level at the University. This ensures that senior management are given the opportunity, as per all other staff, students and visitors, to comment and make recommendations on all work being carried out at the University. | | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/ 5** | |

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| iv) What capital investments to reduce carbon emissions have been made over the last 4 years? What plans are there for further investment?  *Example evidence may include a* *list of key investments (e.g. lighting controls, purchasing fuel efficient vehicles) including the year, site, capital cost and, where possible, carbon/energy impact;£ claimed under ECA; extracts from specifications where carbon impact/energy efficiency has affected investments made for other purposes; forward plan or budget for investments* | |
| Pages 26 to 31 of our Carbon Management Plan (attachment 1) detail the thrust of the capital investment programme planned over the five year period 2008 to 2013. The projects were scoped from a range of suggestions from stakeholders and have been split broadly under the headings of embedding carbon management, reducing electricity use, lighting, reducing gas use, changing travel modes, reducing water use and reducing waste sent to landfill. The assessment by SKM Enviros of the Carbon Management Plan includes a full audit of all projects completed and planned, their cost and calculated carbon. The initial diagnostic report completed by SKM Enviros in December 2011 is available through attachment 3. The updated Carbon Management Plan will be published in June 2012.  Our application to the EAUC Green Gown Awards details all recent financial investments and associated carbon reduction over the past three years. The entire document, created in August 2011 gives an overall synopsis of carbon reduction projects carried out at the University, see attachment 34. List of specific projects detailed from page five in the ‘supporting documentation’ section.  In the case of sites with EPC’s the recommendations made for energy improvements have been assessed for viability. The final decision to proceed on any project however is dependent on an energy saving against cost analysis, particularly when Sailx funding is to be used, where project compliance is a requisite (see attachment 23 for a list of projects). Generally a simple payback period of less than five years is required. Not all projects are viable e.g. the recommendation to replace the current T8 light fittings with T5 light fittings at our Merchiston campus has an unacceptably high payback period. However this has promoted investigation into conversion kits for LED replacement. Salix itself provides ring fenced energy investment fund with a grant value of £250,000 with a £62,500 contribution from the University. After the loan on any individual project has been repaid all further savings are retained by the University for further investment.  It is standard practice when carrying out localised refurbishment of an area to incorporate energy efficiency measures as part of the works e.g. fitting thermostatic radiator valves to radiators, more efficient hand-dryers, occupancy sensor driven urinal flushing linked, toiled lighting and ventilation.  Our Sighthill campus was opened to students in January 2011. The building gained BREEAM Excellent, bespoke 2006 design. The brief for the rebuild of the campus emphasised the requirement for energy efficiency. Elements of the build include:  • Minimising heat loss through the building and windows  • Using natural daylight to encourage economical use of artificial lighting along with a lighting management system  • Making effective use of natural ventilation  • Improving the energy efficiency of amenities and equipment e.g. the main compressors for the chillers  • The installation of a CHP engine  • Extensive BMS for control and monitoring  • Heat and electricity sub-metering  There is a full suite of recycling bins for paper, confidential paper, plastic bottles, food and drinks cans, glass, toner and printer cartridges throughout all campuses. Staff at our Sighthill campus (opended to | | |
| students in January 2011) do not have individual desk bins. Larger offices do have paper collection points but all other bins are stored either in kitchens or printer rooms. Sighthill is also the first campus to have multi-functional devices (MFD's) throughout, making printing more efficient throughout the campus.  The Facilities Manager with responsibility for waste along with one of the Cleaning Supervisors are in the process of implementing a food waste collection scheme at our Merchiston campus. Food waste is currently collected in the kitchen. The scheme, along with the implementation of MFD's will go ahead throughout the University (timescale unknown). With the segregation of waste as above, including WEEE and other wastes as they arise our recycling rate is currently 59%.  Transport information is provided to all staff and students at www.napier.ac.uk/environment We have been careful to link to existing resources offered by organisations such as Traveline Scotland, Lothian buses and the City of Edinburgh Council to encourage staff and students to consider all transport options when travelling on University business but also their day to day and term-time commute. With the support of Sustrans and Cycling Scotland we invested in a new covered cycle storage area, with space for 24 bikes at our Craiglockhart campus. At Sighthill, there is covered space for 100 bicycles on the campus with cyclists and others able to use the showers and changing areas within the sports centre on the campus. Through the development of the campus we have invested in the Edinburgh Tram network. | | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/10** | |
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| v) Has the organisation established training programmes for people with responsibility for carbon/energy management? Does the organisation have awareness programmes in place for all staff?  *Example evidence may include contents pages of training material; example communication material e.g, posters, emails, articles, intranet, external training courses attended, calculated man-days of training time, minutes of training meetings* | |
| Awareness programmes and events at the University are listed in section 3iii. With at least one staff and student environmental awareness event held at the University every month, following national and international campaigns such as Earth Hour and Energy Saving Week, staff and students are encouraged to participate in the campaign but also delve deeper into the topic themselves, reading through web-links and other information provided by the Sustainability Office with the communication methods listed within appendix two of attachment four used.  The launch of the Carbon Management Awareness Campaign strategy (attachment 4) and our commitment to work towards ISO14001 through the EcoCampus scheme will help us to formulate a structured training programme. This will include developing our own internal on-line training programme, similar to training programmes such as those offered by Cardinus and also the Carbon Trust Empower and their on-line training tool. We plan to use an internally developed electronic tool already used by the Student Accommodation Team.  Training provided through our membership of the Environmental Association of Universities and Colleges, in particular the Topic Support Networks covering areas such as transport, waste and procurement is offered to all relevant staff at the University. 18 members of staff receive all training information direct from the EAUC. An annual conference is also offered through the EAUC, with staff and students encouraged to attend.  An introduction to the Sustainability Office is included in the staff induction. Staff signing up as an Environmental Volunteer receive training either electronically or on an face to face basis, depending on their availability. Overall, staff are interviewed and trained as per their specific role at the University. In terms of people with responsibility for carbon and energy management, a Personal Development Review (PDR) process is in place at Edinburgh Napier with each member of staff receiving an annual review and an an interim six month assessment of progress. We intend to meet with our Human Resources Team to investigate whether or not a personal carbon reduction or wider aspect of sustainable resource management can be incorporated into the PDR process at the University.  Drivers of University vehicles attend training organised by our Health & Safety Department. In Summer 2010 all drivers were provided with information through the trainer with advice from the Energy Saving Scotland Advice Centre regarding fuel efficient driving techniques. We are also currently working with the Energy Saving Trust to hopefully provide Fuel Efficient Driver Training to staff. There is also an environmental module in the Managing and Working Safely training programme offered by our Health and Safety Team. The Team area also developing a Hazardous Purchasing and Disposal framework for all chemicals procured and used at the University.  For students we speak to many individuals and at least three academic classes per year (see attachment 25). And of course, with courses offered through schools and institutes such as the Scottish Energy Centre, Transport Research Institute and Timber Research Institute, many members of academic staff and many students are trained in environmental areas as per their own area of curricular expertise. See attachment 35 for examples of academic websites. | | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/5** | |
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| vi) What programmes are in place to reduce the lifecycle carbon emissions of the organisation’s products and services?  *Example evidence may include environmental criteria of procurement processes; analysis of product footprint and reduction actions; examples of lower carbon products developed; examples of using company influence/marketing to educate and influence customers; involvement in wider community on energy/carbon* | |
| Instilling an ethos of efficient resource management and carbon reduction alongside wider social and corporate responsibility considerations we aim to reduce the environmental footprint of our main products, students and transfer of knowledge. We also aim to ensure that our staff and students contribute towards the environmental development of the University but also take knowledge and understanding of environmental initiatives outside of Edinburgh Napier personally and academically to help reach the overall carbon reduction targets set by the Scottish Government. This is further cemented with our Universities and Colleges Climate Commitment for Scotland (UCCCfS) commitment, working in partnership with a host of organisations and other institutions to help reduce the environmental impact of the further and higher education sector as a whole.  Through the collection of our significant aspects, as identified through current and historic programmes of work such as the Carbon management Plan, Universities That Count review and the development of our Environmental Sustainability Plan and Policy, using the structure of EcoCampus we will work towards ISO14001. The development of an Environmental Management System at Edinburgh Napier will help to assess and reduce the environmental impact of all products and services at the University.  With the publication of the Scottish Government Sustainable Procurement Action Plan for Scotland through the Flexible Framework Agreement, Dr Gerry Webber has been nominated to ensure the development of a Procurement Action Plan at the University. Our Finance Team are currently developing a strategy for the University. See attachment 46 for a copy of our current Flexible Framework Agreement assessment. At the moment, the only company that forward any carbon information regarding procurement is Office Depot. The company send us a quarterly report covering the carbon emissions associated with procurement through the company (attachment 36). It is important to note that we do purchase 100% green electricity through a contract set up by Procurement Scotland.  To become an approved contractor, businesses must submit a copy of their environmental policy to make our preferred supplier list (copy of the document in attachment 37). In terms of our buildings portfolio our Sighthill Campus gained BREEAM Excellent, 2006 Bespoke. We are aiming for BREEAM Very Good for the planned refurbishment of our Merchiston Campus (due to the nature of the works and the mandatory questions set within BREEAM it is not possible to gain BREEAM excellent for the works).  Academically, research conducted by colleagues throughout the University will reduce associated within areas such as energy and building and construction. The University was awarded the Queen’s Anniversary Prize for Higher and Further Education in 2009. The award was made for ‘innovative housing construction for environmental benefit and quality of life’. The project was lead by the Building Performance Centre within the Institute of Sustainable Construction. | | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/5** | |

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| ***To be completed by assessor:*** | | |
| *Based on the site visits, does the organisation display good overall carbon management practices? For re-certification applicants, has the organisation responded appropriately to previous recommendations?* | | |
| **Assessor comments:** | **Mark:** **/10** | | |
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| **Area 4: Carbon Reduction** | | | |
| What programmes does the organisation have in place to ensure that operating procedures of all sites, vehicles and equipment minimises carbon emissions? Provide lists of key actions taken to minimise emissions  *e.g. new operating instructions; maintenance changes; fleet management improvements e.g. use of Freight Best Practice; systems set up for staff feedback* | | | |
| There are several interconnected strands to the reduction programmes introduced by the University. There is a programme of maintenance related works which, though primarily addressing issues with old and/or unworkable heating, ventilation and air conditioning systems, results in reduced energy usage by virtue of replacement with more efficient equipment e.g. replacing efficient boiler plant at New Craig, modification to heat distribution including installation of thermostatic radiator valves at Merchiston, centralisation of the Building Management System (BMS). The latter is regularly monitored to ensure and improve on operating performance and to marry the requirements of the building occupants with the need to manage the use of energy. Alongside there is a programme of energy related capital works financed through Salix (see section 3 iv) and where appropriate there is crossover between the two strands in order to achieve improved operational efficiency.  The University has an adopted Heating Policy which addresses issues such as acceptable internal temperatures and use of portable electric heating (see attachment 38). The Heating Policy is currently being updated and will be ratified and launched in summer 2012. In order to achieve a common approach by vendors and a common framework for users, guidance notes have been produced for a standardised BMS control strategy (see attachment 39). A guidance note was also produced for staff covering events out with normal working hours (see attachment 40).  The University uses Planon software. Planon is an industry leading Integrated Workplace Management Solution (IWMS) providing solutions to manage corporate real estate, maintenance management, space and service management. Planon was introduced to the University in March 2010, with the main area of functionality being the central helpdesk facility and the reactive and planned maintenance modules. This allows all users of University services to log faults as well as allowing the Property & Facilities Department to effectively and efficiently schedule planned maintenance.  The Property & Facilities Helpdesk is staffed between 08:45 and 17:00 Monday to Friday. Security Control cover the phones at all other times. The Helpdesk number is promoted to staff, students and all users of all rooms through the University web pages, internal directory and via posters in meeting rooms and lecture theatres. The Helpdesk Team record all faults at all campuses and student accommodation sites such as heating, lighting, water and power issues. All jobs are logged against a particular space and asset with progress traced from start to finish. Appropriate hours and costs for work are entered against each job upon completion. The system allows the University to retain a history of work on any particular asset and make cost effective repair or replace decisions.  There is a cross departmental initiative between Property & Facilities and C&IT in place with the remit of reducing the environmental impact of all computer and ancillary equipment throughout all campuses. Multifunctional devices are used at our Sighthill campus for instance. We plan to work with C&IT throughout 2012 to use the reporting tools offered by Optima to investigate the baseload across all campuses to investigate ways of reducing the energy consumption of all C&IT equipment.  As detailed throughout this document, our communication and awareness events and strategy ensures two-way communication with staff, students and visitors. Indeed, our responses to many of the other sections within this document further answer this section. | | | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | | **Mark:** **/10** | |

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| **Area 5: Carbon Reporting** | |
| i) How are carbon emission reductions and carbon management performance communicated to relevant stakeholders?  *Example evidence may include Annual/CSR Report; website printouts and reports to parent organisation* | |
| See section 3iii. | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/5** |
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| ii) Does the organisation report its emissions to the Carbon Disclosure Project?  *Provide the latest submission* | |
| No, not at the moment. We report our emissions to the Government through the annual Estates Management Survey (through the Higher Education Statistics Agency). The statistics also form the basis of Carbon Management section of the annual and public People & Planet Green League.  We also report to the Scottish Government through the Universities and Colleges Climate Commitment for Scotland (UCCCfS) and the UK Government through mandatory participation in the CRC Energy Efficiency Scheme. | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/5** |
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| iii) Does the organisation report its carbon emissions, using a recognised Green house reporting standard e.g. GHG protocol .Global reporting initiative | |
| We currently use standards set by the Carbon Trust, using conversion factors published by DEFRA. We report through the CRC Energy Efficiency Scheme. | |
| **Assessor comments:**  **Evidence document(s) name, page no.:** | **Mark:** **/5** |

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| **Total score and assessor recommendation** | |
| **Total qualitative mark  (60% constitutes a pass for Tier 1 65% constitutes a pass for Tier 2 70% constitutes a pass for Tier 3)** | **/100** |
| **Assessor recommendation: Pass/Fail**    **Assessor comments:** | |

**Returning your form**

Applicants: Please email forms and supporting evidence to your named assessor at Grontmij

Assessors: Please email completed forms to [info@carbonmasters.co.uk](mailto:info@carbonmasters.co.uk)

**Queries**

If you have any questions about this form, please contact [info@carbonmasters.co.uk](mailto:info@carbonmasters.co.uk) or speak to your named assessor at Grontmij