**Edinburgh Napier University**

**Environmental Management System**

**Loreus / EcoCampus Environmental Review - ENU-EMS-13**

All questions, background notes and follow-up information from [www.loreus.com](http://www.loreus.com)

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| **Version** | Two |
| **Date of current version** | 29/05/14 |
| **Date of first version** | 19/07/12 |
| **Developer** | Jamie Pearson, Environmental Management System Manager |
| **Reviewer** | Grant Ferguson, Assistant Director of Property & Facilities |

**Environmental Management Systems**

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| **Question** | **Background** | **19/07/12 Answer** | **Follow-up Information** | **22/04/14 Update** |
| *Does your organisation have a documented environmental policy giving a commitment to continuous environmental improvement?* | This is a document stating your institution's position and intentions towards the environment and gives a commitment to reduce its impacts on the environment. | Yes |  | Yes. The Policy was sanctioned by the Principal’s Executive Group (now named the University Leadership Team) and is ratified annually by ESAG. The Policy meets the requirements of the Environmental Management System. |
| *Has your organisation carried out a baseline environmental review of its activities(s)?* | A review can be a useful starting point from which to assess your organisation's current environmental performance resulting from its activities, products and services. The review can be carried out for an individual site or in relation to the organisation entire operations across a number of management areas. | No | The completion of all modules in the review software will ensure that you have undertaken an initial environmental review of your current environmental performance across a number of management areas. These include: policy, built environment; community involvement; emissions and discharges; energy; health, welfare and safety; management systems; procurement; transport and waste. | Yes.We have enough information to share on a wide range of activities. We have carried out this review twice now. The completion of our significant aspects list also contributes to this area. |
| *Has your organisation carried out any environmental awareness raising or specific environmental training for staff?* | In order to improve the overall environmental performance of your organisation staff involvement is essential. Individuals will not only need to be aware of the importance of incorporating environmental initiatives into their everyday activities but provided with the necessary skills to do so. | Yes |  | Yes. But this area must be enhanced. Opportunity to develop online training tools. See Talks, Meetings and Events ENU-EMS-7 for a full list of all communication events held at the University. |
| *Has your organisation produced a site plan(s)?* | The plan should highlight the location of any activities which have the potential to cause environmental impacts. | No | Your organisation should develop a site plan(s) to highlight drainage routes and points, any chemical/oil storage points; waste skips emplacement; car parks and neighbouring areas etc. | Yes. Site plans available on Loreus. |
| *Does your organisation have a method for keeping up-to-date with new environmental legislation?* |  | No | Your organisation should be aware of key legal requirements and have a method (outlined in a procedure) for keeping up-to-date with new environmental legislation. You should record in a 'register' the environmental legislation, regulations and other requirements to which your organisation is required to comply. Adequate records should be maintained in order to prove legal compliance. To help you to understand what you need to do to comply with environmental law visit the Environment Agency NetRegs pages at <http://www.environment-agency.gov.uk/netregs> | Yes. Procedure available on Loreus. |
| *Does your organisation identify environmental aspects that arise from activities that your organisation undertakes?* | An environmental aspect is defined in ISO14001 as an: "element of an organisation's activities, products or services that can interact with the environment." Some examples of environmental aspects are: fuel use, the production of waste paper and energy use. | No | Your organisation should identify and then prioritise environmental aspects arising from its activities, products and services that have a potential impact on the environment. The Loreus Risk Manager will assist you in reviewing your significant environmental aspects and impacts. | Yes. Completed aspects audit available on Loreus. |
| *Does your organisation set environmental objectives?* | For example, your organisation might reduce the amount of electricity used. | Yes |  | Yes.See the Edinburgh Napier Environmental Sustainability Plan that accompanies the Policy. |
| *Are targets set to meet your institution's environmental objectives?* | For example, your organisation might try to reduce electricity consumption by 5%. | Yes |  | Yes. But must be developed in line with the list of significant aspects pulled together at the University. |
| *Are deadlines set for achieving your institution's targets?* | For example, your organisation could reduce the number of employees using their cars for work from 50%, recorded on 01/04/2009 to 45% by 01/04/11. | Yes |  | Yes. For the main areas. As above, must be developed to encapsulate all significant aspects at the University. |
| *Are individuals given responsibility for the tasks associated with your objectives and targets?* | For example, a named individual should be tasked with the responsibility of reducing waste or energy usage. | Yes |  | Yes. Action Plan has names listed against each priority area. |
| *Does your organisation have a clearly defined management structure for environmental activities / initiatives?* |  | Yes |  | Yes.Available on Loreus. |
| *Does your organisation provide training for employees whose work may cause a significant environmental impact?* | For example, training should ensure that employees are aware of the environmental impacts arising from their work? | No | Your organisation should provide training for employees whose work may cause significant environmental impacts. The Loreus Trainer tool will assist your organisation to train appropriate personnel. | No. There is some specific training available for cleaners and those working in laboratories for example. Must develop a training schedule for all staff and students at the University. Must see what information teams such as the Timber Research Institute can provide. This section will quickly change to a yes once more information is gathered. |
| *Does your organisation provide environmental awareness training for all employees?* | For example, to familiarise them with your environmental policy, procedures and requirements (including those for emergency situations). | No | Your organisation should provide environmental awareness training for all employees. | No. Online training tool to be developed. There is a significant amount of information shared online, via email and other communication networks but there is no drive to ensure that all staff visit the intranet pages and read the information provided. Develop mandatory training? |
| *Does your organisation have formal communication channels for dealing with environmental issues?* | For example, for when dealing with internal or external communications concerned with environmental matters. | Yes |  | Yes. The channels do exist through IDEA and the Property & Facilities helpdesk but a formal procedure and work plan must be developed. |
| *Does your organisation have mechanisms in place to control its activities in order to minimise environmental damage?* | For example, are there procedures in place for staff to follow in order for them to minimise waste and energy usage. | Yes |  | Yes. But we need to prove it. How do we know that staff are aware of what they should be doing? Consider all aspects and impacts and ensure that they are covered by a FAQ on the intranet. |
| *Does your organisation have procedures to prevent environmental damage in the event of an accident?* | For example, are there nominated people with the appropriate training and equipment to deal with a spillage of oil? | No | Your organisation should have procedures to prevent environmental damage in the event of an accident; this could take the form of an emergency plan and adequate staff training. Emergency responses should be tested by planned exercises. | No. Embed the environment within the Emergency Response Procedures. What procedures do we have in place that would also include using external contractors? |
| *Does your organisation work with suppliers to minimise environmental impacts?* | For example, does your organisation require your suppliers to demonstrate a certain level of environmental performance? | No | Your organisation should work with suppliers to minimise their environmental impacts through a procurement policy and to ensure that they meet company and legal requirements. | No. Suppliers and contractors are asked to supply a copy of their Environmental Policy, or equivalent. But the Policies provided are not checked. And there is no drive to encourage them to reduce their environmental footprint. |
| *Does your organisation have environmental monitoring and measuring systems in place?* | For example, procedures for monitoring and measuring its operational activities that can have a significant impact on the environment. | Yes |  | Yes. To an extent. Covering the main significant aspects, as developed working towards the Silver EcoCampus standard. What can be measured is measured. |
| *Does your organisation have procedures in place to ensure that it complies with environmental legislation?* | For example, a procedure for ensuring compliance with environmental legislation, contractual requirements, codes of practice and sector standards. | No | Your organisation should develop and implement procedures for ensuring compliance with environmental legislation, contractual requirements, voluntary codes of practice and sector standards. The Loreus Document control system is comprised of a series of folders which contain generic procedures needed to implement, maintain and operate an EMS. For further information visit [www.loreus.com](http://www.loreus.com). | No. Not fully compliant at the moment. But the legislative list is almost complete and will encapsulate all legislative requirements. |
| *Does your organisation have a mechanism in place for identifying and correcting non conformances with best practice?* | For example, a procedure to ensuring that non conformance with best practice and the requirements of an EMS are identified and systems are in place to correct any departures from best practice. | No | Your organisation should develop and implement procedures for ensuring compliance with best practice and the requirements of an EMS if applicable. The Loreus Document control system is comprised of a series of folders which contain the generic procedures needed to implement, maintain and operate an EMS. For further information visit [www.loreus.com](http://www.loreus.com). | No. Not fully compliant at the moment but working on documents and procedures that will pull this together. |
| *Does your organisation keep environmental records?* | This may include for example, environmental; performance data, training, compliance records and communication records. | Yes |  | Yes.Broad range of information kept within the University. See answers to all other specific questions below. |
| *Does your organisation have a formalised Environmental Management System?* | This is a formalised set of procedures used to help an organisation control its impacts upon the environment. | No | A formalised environmental management system will assist your organisation to manage its significant environmental aspects/impacts and corresponding objectives and targets. For further information on implementing a formalised EMS visit [www.loreus.com](http://www.loreus.com).  | No. Not yet!We are developing it. |
| *Does your organisation carry out environmental audits?* | A systematic and regular audit cycle should be initiated. | No | Your organisation should develop and implement a procedure for ensuring that environmental audits are undertaken on a regular basis. The results from the environmental audits should be recorded and acted upon; the findings of which should be presented at a Management Review meeting. The Loreus Document control system contains procedures and forms to conduct an EMS audit. The Loreus Task Management software has been developed to facilitate the development of an internal audit cycle and can be used as a repository for your audit results. For further information visit [www.loreus.com](http://www.loreus.com).  | Yes. Grant Ferguson, Richard Cebula and Jamie Pearson currently involved. But the plan is to encourage more staff and students to participate in this important step within the Environmental Management System. Pull together all aspects of audit at the University, including the travel survey etc. |

**Community Involvement**

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| **Question** | **Background** | **19/07/12 Answer** | **Follow-up Information** | **22/04/14 Update** |
| *Has your organisation identified its stakeholders?* | Examples of stakeholders include staff, students, delegates, clients, suppliers, contractors, insurers, investors, neighbours, local communities, local environmental groups and local authorities. | No | Your organisation should identify its stakeholders so the impacts of environmental decisions upon these groups can be assessed.  | Yes. But ensure that all of the sections are listed in the spreadsheet showing the line of communication. |
| *Does your organisation consult with its key stakeholders about environmental issues?* | For example, you may wish to consult with your stakeholders about transport plans and parking on site, the development of a new building or the construction of a new access road. | Not included in original question set. |  | Yes. Enough communication examples stored. Pull them all together to show how and when we communicate. |
| *Does your organisation have a procedure for dealing with complaints from stakeholders about its environmental performance?* | For example, the procedure could include responsibilities for processing complaints, response time, and methods for recording complaints. | No | Your organisation should set up a procedure for dealing with stakeholders complaints to ensure good future relations. | Yes. Monthly report to Patrick Hughes. All complaints pulled together. External ombudsman if unhappy. Documented procedure on intranet. Difference between a complaint and an operational issue. Piece of work Grant Ferguson wants to do. There needs to be better clarity with when a general moan becomes a complaint. |
| *Does your organisation make public statements about its environmental activities?* | For example, your organisation may circulate a monthly or yearly summary about its environmental activities and their benefits to the local community. | Yes |  | Yes. Annual Financial Plan. Strategic Plan. Facts and Figures Guide. The annual University report. |
| *Does your organisation actively promote itself as a good neighbour?* | For example, through participating in stakeholder dialogue. | No | Your organisation should be pro-active in publicising itself as a good neighbour and seek opportunities to demonstrate this, through for example, external newsletters, bulletins or the local press. | Yes. Edinburgh Sustainable Development Partnership. Community Councils. |
| *Are resources available to encourage staff to take part in voluntary environmental activities within the local community?* | For example, you can provide information on volunteering for local environmental groups such as the [British Trust for Conservation Volunteers (BTCV)](http://www2.btcv.org.uk/). | No | Where possible allocate resources available for staff to take part in voluntary environmental activities within the local community. Establish and publicise a formal procedure for encouraging and supporting staff to participate in local voluntary environmental activity. Contact The National Trust www.nationaltrust.org.uk and/or Groundwork [www.groundwork.org.uk](http://www.groundwork.org.uk) | No, not at the moment. Opportunities if we are approached. Volunteer Strategy being developed at the moment. |
| *Has your organisation established partnerships with local environmental bodies?* | For example, local Wildlife Trusts. | Yes |  | Yes. Still yes. |
| *Does your organisation influence business thinking about the environment?* | For example, the organisation could participate in local waste minimisation clubs to facilitate increased awareness of new methods of minimising waste. | No | The organisation should try to influence business thinking about the environment. For example, through working in partnership with businesses or joining local environmental business associations. Contact your local Business Link office via www.businesslink.gov.uk for further information. | Yes. Research through Sean and other academics. Expand. Part of different networking organisations. |

**Built Environment**

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| **Question** | **Background** | **19/07/12 Answer** | **Follow-up Information** | **22/04/14 Update** |
| *Has your organisation carried out an evaluation of the conservation value of land that it owns or leases?* | For example, a phase 1 survey, which identifies habitat types. This would determine the type of land and identify the requirements for a detailed survey where a high conservation value is recorded. The Phase 1 Habitat Classification was developed in the 1980s for the purpose of mapping terrestrial and freshwater habitats within SSSIs (Sites of Special Scientific Interest) and nature reserves, and for larger scale strategic surveys. The classification has subsequently been used extensively for major surveys, including a Phase 1 habitat survey of Wales completed in 1996. The classification was adopted by the Institute of Environmental Assessors as one of the standard methods for preparation of Environmental Statements under the Environmental Impact Assessment Regulations 1988. The classification was originally published by NCC (reprinted by JNCC) and is supported by a field manual. http://www.jncc.gov.uk/page-1425 (Joint Nature Conservation Committee) | Yes |  | Yes. Biodiversity survey. Development of the Biodiversity Management Plan. EMS process. |
| *Does your organisation attempt to maximize the conservation value of land it owns or leases?* | For example, by encouraging wildlife and native plant species. | No | Your organisation should attempt to maximise the conservation value and encourage biodiversity on the land that it owns or leases by developing a grounds' management plan. You should also encourage stakeholders to take an interest in the land. The UK Biodiversity Action Plan section of the Joint Nature Conservation Committee website (<http://jncc.defra.gov.uk/default.aspx?page=5155>) gives helpful information on biodiversity. | No. But being worked on. Part of the Environmental Impact Assessment. |
| *Does your organisation own or lease any areas of contaminated land or buildings?* | For example, land and buildings which have been contaminated by oil or petrol leaks. | No |  | No. Not that we are aware of. Wouldn’t have got planning consent. All planning documents the City of Edinburgh Council planning portal. |
| *Has your organisation assessed the environmental impact of contaminated land or buildings?* | For example, a spoil tip containing heavy metals would be low in biodiversity. In addition, buildings may be contaminated with asbestos, which would potentially damage the health of the occupants. | No | Your organisation should assess the environmental impact of contaminated land or buildings, for reasons stated in the examples above. | Yes. Asbestos is the only one. Other ways we wouldn’t be able to occupy the buildings. |
| *Does your organisation manage contaminated land and buildings to minimise the environmental impact?* | For example by carrying out bioremediation measures to reduce the toxicity of the land. Land contaminated by oil or petrol can be successfully treated using biotechnological methods. | No | Your organisation should manage contaminated land and buildings to minimise their environmental impact. | Yes. Because we haven’t got any. Legislative controls in the widest sense will support the University here. See the legislative register. Example would have been the leak at Sighthill. Wasn’t us. Are there records of this? Spoke to garage etc. Alan has the emails to document this. |
| *Has your organisation carried out an assessment of the historical value of land and buildings?* | For example, a simple of review of historical records and permits to assess if any buildings or land are listed, or in some other way valuable. | Yes |  | Yes. Copies of historical documents pulled together. Continue to invest at Merchiston tower, Craiglockhart, Morningside Church. Two castles and old section of Craiglockhart are listed. |
| *Does your organisation attempt to protect and enhance the historical value of land and buildings?* | For example, by sympathetic maintenance and restoration. | Yes |  | Yes. Conservation architects provide advice on the maintenance and restoration works. New suite at Craiglockhart is an example. External led work re-done to a high standard. Morningside Church. All externals and the external roof, including the pointing. Working with Historic Scotland as well. Wall around Craiglockhart, conservation site. |
| *Does your organisation keep records of the environmental history of the sites it owns?* | Records of the environmental history of a site can include time-line of developments, records of environmental incidents, habitat losses with development etc. | No | You should keep records of the environmental history of your sites as it can help you to identify your environmental aspects. As your EMS progresses, you will need to set up a system for keeping records of the environmental history of the sites your organisation owns. | Yes. For the historical documents that we have. Also historic maps. We don’t have a formal process. Whether we need to keep records or just know where the records are.Vague question to a point (RC). Will have different keepers of different aspects. Something that needs to be looked at. Pull together all documents. |
| *Has your organisation carried out an evaluation of existing building design?* | For example, this could include a review of glazing types and lighting using BRE's Environmental Assessment Method (BREEAM) (www.breeam.org). BREEAM assesses the performance of buildings in the following areas:management: overall management policy, commissioning site management and procedural issues;energy use: operational energy and carbon dioxide (CO2) issues;health and well-being: indoor and external issues affecting health and well-being;pollution: air and water pollution issues;transport: transport-related CO2 and location-related factors;land use: green-field and brown-field sites;ecology: ecological value conservation and enhancement of the site; materials: environmental implications of building materials, including life-cycle impacts; water: consumption and water efficiency. | No | Your organisation should carry out an evaluation of existing buildings to review insulation depth and type, glazing types and lighting. See [www.breeam.org](http://www.breeam.org) for further information. In addition, a new scheme for higher education buildings is now available under BREEAM to help university estates professionals promote sustainability and cut carbon in the sector. For further details of the scheme visit: <http://www.aude.ac.uk/news/breeamhe_live>. | Yes.BREEAM. Except for Slateford Road. So, on a basis of time to date then we can answer yes to this question. Existing building design is OK. Going forward is the challenge. ESAG, Gerry confirmed that any building works going forward, there will be an environmental standard of design for going forward.Management, Commission and management.Energy. Correspondence. Electric heating.Health & Wellbeing. Building regulations.Transport. Travel Plan.Site. Planning.Ecology. Have a look on the Planning Portal.Water. Will have been carried out for all sites, but perhaps not for Shandon. |
| *Does your organisation carry out an environmental impact assessment when planning new developments?* | For example, using BRE's Environmental Assessment Method (BREEAM) and/or the methodology set out in the Town and Country Planning Regulations. Environmental Impact Assessment (EIA) is a means for decision making about projects, developments and programmes such as incinerators, airport runways and buildings for pig rearing. EIA is used to identify the environmental, social and economic impacts of a proposed new development. | Yes |  | No.EIA part of the planning process? Legally, do we have to say yes to this? New builds are OK. But Grant has an issue for smaller developments. Can we do this for the new development at Portobello? Will just be used as a shell. Will be used for woodworking. No building or engineering works done. |
| *Does your organisation control any nuisance associated with construction work or land maintenance?* | For example, if your activities create levels of dust, odour, vibration or noise that cause a nuisance, damage property or the health of local residents, your local council's environmental health department can act. See www.netregs.gov.uk/netregs/businesses/92852.aspx for guidance. | No | You should attempt to minimise the nuisance associated with construction work or land maintenance. If not, action may be taken by your local council's environmental health department. See <http://www.environment-agency.gov.uk/netregs/businesses/92852.aspx> for guidance. | Yes. Restrict hours of working. Restrict the type of activity. Merchiston project or tender documents. The Council will publish when you can work. There are core times for nuisance. Noise regulations will cover as well. Respond through complaint process for the noise complaint at Merchiston. EIA, Merchiston windows project, show that as evidence. Almost regulatory. |
| *Does your organisation obtain Energy Performance of Buildings Certificate (EPC) when building, selling or renting out a building?* | If you are building, selling or renting out a building, you must get an EPC for the building. The certificate gives a rating of the building's energy efficiency and recommendations for improvement. See http://www.netregs.gov.uk/netregs/111291.aspx for guidance. | Yes |  | Yes. For everywhere. |
| *Does your organisation currently own High Performance Buildings (HPB)?* | HPB are buildings which:are highly adaptable through smart layouts and a modular structure;have natural lighting and ventilation to provide a striking, comfortable and healthy environment for users; save energy and water and have a small carbon footprint;use a high proportion of renewable, non-toxic and recycled materials. | No | Your organisation should consider the High Performance Buildings approach when planning new buildings. There are several benefits of having HPB, which include:* Reduced costs for energy, water and maintenance with little or no increase in capital costs;
* Lower the risks of environmental damage;
* Improved environmental performance and reputation.

HEEPI has published guidance on HPB, which can be found at<http://www.heepi.org.uk/hpb/hpb_benefits.pdf>. | No. But might need clarification on what type of a building this would be. |
| *Does your organisation attempt to minimise the environmental impact of building and landscaping materials for new developments?* | For example, by reusing building materials such as bricks or wood, and avoiding using timber from non-sustainable sources. | No | Your organisation should attempt to minimise the environmental impact of using building and landscaping materials for new developments. Information on build best practice can be found at: [www.constructingexcellence.org.uk](http://www.constructingexcellence.org.uk). | Yes. Reuse of concrete structure at Sighthill. Materials used for the development of the car park. Attempt. |
| *Does your organisation evaluate the environmental impact of disposal of land and buildings?* | For example, by assessing the habitat and wildlife losses resulting from the disposal of land and buildings. The demolition of buildings could cause environmental damage to surrounding areas from dust, noise and general disturbance. | No | Your organisation should evaluate the environmental impact of disposal of land and buildings. This will identify impacts on local wildlife and neighbours. | Yes. Craighouse. Plenty of information about the campaign. Conservation report completed by Simpson and Brown before the University sold the building. |
| *Has your organisation evaluated the amenity and recreational value of buildings and land?* | For example, by carrying out a survey of stakeholders' opinions, particularly those that use, or are likely to use, the organisation's land for recreation. | No | Your organisation should evaluate the amenity and recreational value of its buildings and land. | No. Not applicable. There should be an option for not applicable. |
| *Does your organisation attempt to maximize the amenity and recreational value of existing land and buildings?* | For example by providing wildlife areas, open spaces, refreshment areas and exercise facilities for staff, students and general public. | No | Your organisation should attempt to maximize the amenity and recreational value of existing land and buildings. You could seek out partners and funding in the local community such as local councils or local Agenda 21 officers at the county council to help meet environmental targets. | No. We don’t know where we are. |
| *Does your organisation consider amenity and recreational uses when designing new buildings and land?* | For example, by designing wildlife gardens, planting trees, digging ponds and creating green spaces. | No | Your organisation should consider amenity and recreational uses when designing new buildings and managing land. Again, you could seek local partners to meet shared environmental targets. | No. Dictated by planning to an extent. We’re not rich in terms of developing green spaces. |
| *Has your organisation assessed the amount of litter on its land?* | For example, on footpaths, in open spaces and car parks. | No | Your organisation should assess the level and sources of litter on its sites. Litter detracts from the appearance of your premises and can affect the perceptions of staff and visitors. In large quantities it can be a health hazard. Keep Britain Tidy provides advice and assessment tools for managing environmental quality: [www.keepbritaintidy.org](http://www.keepbritaintidy.org). | No. Haven’t proven anything. Ask Kenny. |
| *Has your organisation assessed the amount of detritus (which includes rotted leaves, grit, mud, soil, dust and gravel - but not litter) on its sites?* | For example, on footpaths, roads and car parks. | No | Your organisation should assess the level of detritus on its land and take steps to remove it. Detritus can be unsightly and hazardous and may block drains. When detritus does accumulate it can trap litter and encourage weed growth. Your organisations should encourage staff and the public to keep the grounds litter free. Keep Britain Tidy provides advice and assessment tools for managing environmental quality: [www.keepbritaintidy.org](http://www.keepbritaintidy.org). | No. Can’t prove it. Ask Tam and Kenny. Roads and paths get cleaned. Tam has an external hoover. City Sweep go around the campuses. This time of year. Principally for winter grit. Is there a policy in place for the disposal of the waste gathered around the roads? Could be assessed in the future. Does Tam have a documented process? Need is there but is he basically just getting on with it. |
| *Has your organisation assessed the occurrence of pernicious weeds on its land?* | For example, do you have Japanese Knotweed growing on your site? Information on Japanese Knotweed can be found at: [www.defra.gov.uk/wildlife-pets/wildlife/management/non-native/knotweed.htm](http://www.defra.gov.uk/wildlife-pets/wildlife/management/non-native/knotweed.htm) | No | Your organisation should identify any pernicious weeds on its land such as Japanese knotweed, giant hogweed or Himalayan balsam. Details of how to deal with these plants and the legal implications can be found on the NetRegs site: <http://www.environment-agency.gov.uk/netregs/63095.aspx>. | Don’t know. Ask Tam Collier. |
| *Has your organisation assessed the amount of graffiti on its buildings?* | For example, through a review of graffiti on street furniture and exterior walls. | No | Your organisation should assess the amount of graffiti on its sites. Graffiti, if not tackled effectively, reflects badly on your organisation and presents a poor image. | Yes. Normally dealt with. Reactive process. |
| *Has your organisation assessed the amount of fly-posting on its buildings?* | For example, by reviewing the number of unwanted posters and stickers on street furniture and interior and exterior walls. | No | Your organisation should assess the amount of fly-posting on its sites. Fly-posting, makes the site look unattractive and presents a poor image to stakeholders and visitors. Keep Britain Tidy provides useful advice on fly-posting: [www.keepbritaintidy.org/KeyIssues/Fly-posting/Default.aspx](http://www.keepbritaintidy.org/KeyIssues/Fly-posting/Default.aspx). | Yes. Does Alison have a process/policy for dealing with this? Never been quantified. Should there be a process in place. |
| *Has your organisation assessed the amount of fly-tipping on its sites?* | For example, assessing the amount dumped and the speed of removal. | No | Your organisation should assess the illegal dumping of waste on its sites. Keep Britain Tidy provides useful advice on fly-tipping: [www.keepbritaintidy.org/KeyIssues/Fly-tipping/Default.aspx](http://www.keepbritaintidy.org/KeyIssues/Fly-tipping/Default.aspx) | Yes. Assessed but not a major issue. Keep this in line with the check of recycling bins. Control of access at most placed. CCTV coverage at all sites. |
| *Has your organisation assessed the level of parking on site?* | For example, a review of un-permitted parking and the obstruction of roads and thoroughfares. | Yes |  | Yes. Travel survey. |
| *Has your organisation assessed the condition of roads and footpaths on site?* | For example, monitoring potholes in roads and car parks and uneven flags on pavements. | Yes |  | Yes. Specifically Tam and Graham’s duties. Tam gets s a monthly job ticket to walk the paths to check they are in a safe condition. So, we could just add litter and graffiti. Merchiston is a challenge because of the tree roots. Evidence through Planon. |
| *Has your organisation assessed the condition of street furniture on its sites?* | For example, by assessing the condition of materials and paintwork on seats, benches, railings, signs, posts, poles and litter bins. | Yes |  | Yes. Benches are on a rolling programme of being mended and painted. Defects process, highlight signage etc. If things are damaged on site. Normal Planon and assessment. Kenny and the cleaners. |
| *Do you keep a record of complaints against your staff?* | For example, arising from litter, fly-posting, noise and inconsiderate car parking. | No | Your organisation should keep a record of complaints against your staff and seek to address them. | Yes. See complaints procedure. |

**Policy**

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| **Question** | **Background** | **19/07/12 Answer** | **Follow-up Information** | **22/04/14 Update** |
| *Does your organisation have an Environmental Policy?* | You cannot write an effective environmental policy until you have determined your organisation's significant aspects and objectives, but you can produce a draft policy or statement of intent. | Yes |  | Yes.Published online at [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment)  |
| *Was the Environmental Policy initiated and supported at senior level?* |  | Yes |  | Yes.Reported to and accepted by the Principal’s Executive Group in November 2012 (Group now called the University Leadership Team). |
| *Is the Environmental Policy relevant to the activities, products and services of your organisation?* |  | Yes |  | Yes.The Policy was developed specifically for all functions and working aspects of the University. |
| *Does the Environmental Policy give a commitment to continual improvement and the prevention of pollution?* |  | Yes |  | Yes.Clearly stated within the Policy. |
| *Does the Environmental Policy give a commitment to comply with relevant environmental legislation, regulations and other requirements?* |  | Yes |  | Yes.Clearly stated within the Policy. |
| *Does the Environmental Policy start with a brief description of your organisation, stating what it does and where it operates?* |  | Yes |  | Yes.Clearly stated within the Policy. |
| *Does the Environmental Policy provide a framework for setting objectives and targets?* |  | Yes |  | Yes.Clearly stated within the Policy. |
| *Does the Environmental Policy include details of environmental performance indicators?* |  | Yes |  | Yes.Clearly stated within the Policy. |
| *Is the Environmental Policy documented, implemented, maintained, reviewed, and refined to reflect changing circumstances?* |  | Yes |  | Yes.Clearly stated within the Policy. |
| *Is the Environmental Policy communicated to all employees and be made available to the public?* |  | Yes |  | Yes.Available online at [www.napier.ac.uk/environment](http://www.napier.ac.uk/environment) and <http://staff.napier.ac.uk/environment>  |
| *Do you intend to deal with your carbon commitments as a part of your environmental policy?* |  | Yes |  | Yes.The carbon reduction targets are explicitly highlighted within the Environmental Sustainability Policy. |

**Procurement**

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| **Question** | **Background** | **19/07/12 Answer** | **Follow-up Information** | **22/04/14 Update** |
| *Does your organisation review its supply chain to establish the environmental performance of its suppliers and contractors?* | For example, your organisation may require all suppliers and contractors to complete and return a questionnaire to establish their level of environmental performance, or simply check whether their products and services are re-usable, recyclable or ethically produced. | No | Your organisation should review its supply chain to establish the environmental performance of its suppliers and contractors. | No. Contractors, and all companies entered onto the approved suppliers list are asked to provide a copy of their environmental policy but the policies are not assessed. |
| *Does your organisation preferentially select suppliers or contractors with a strong environmental performance?* | For example, those with an environmental policy, an Environmental Management System, or those which have shown continual improvement in their environmental performance. |  |  | No. Not normally. Suppliers were asked to supply environmental information as part of the Merchiston window upgrade. Environmental Impact Assessment and assessment criteria to be loaded onto the Loreus system. |
| *Does your organisation encourage its existing suppliers or contractors to improve their environmental performance?* | For example, through environmental mentoring. | No | Your organisation should encourage its existing suppliers or contractors to improve their environmental performance. | No. |
| *Does your organisation ask suppliers or contractors for their environmental policy?* | Your organisation could require that all suppliers and contractors provide your organisation with a copy of their environmental policy. An environmental policy is a statement of commitment, made by senior management, to continually improve the environmental performance of the institution. It also sets a framework for setting environmental objectives and targets. These should relate to the significant environmental aspects of the organisation's activities, products and services. | Yes |  | No. Contractors, and all companies entered onto the approved suppliers list are asked to provide a copy of their environmental policy but the policies are not assessed. Ask David Campbell for a copy of the policies that have been submitted to the University. Contact APUC to ask what information suppliers provide at their level of procurement and contract development. |
| *Has your organisation endorsed a Sustainable Purchasing/Procurement Policy?* |  | No | Your organisation should acknowledge that it’s purchasing and/or procurement activities have an impact on the environment and recognize its responsibility to reduce those impacts by endorsing a Sustainable Purchasing and/or Procurement Policy. The EAUC provides resources, case studies and guidance on sustainable procurement that can be accessed via [www.eauc.org.uk/sustainable\_procurement](http://www.eauc.org.uk/sustainable_procurement). | No. Procurement is included within the Environmental Sustainability Policy. There is an Ethical Financial Investment Policy. The Procurement Team within Finance and Commercial Services have carried out some work towards the Scottish Government Flexible Framework Agreement assessment. |
| *Is your organisation promoting fair-trade as part of its procurement policy?* | Fair-trade is a trading partnership, based on dialogue, transparency and respect, which seeks greater equity in international trade. It contributes to sustainable development by offering better trading conditions to, and securing the rights of, marginalized producers and workers. | Yes |  | Yes. The University is a Fair Trade University. |
| *Is your procurement policy available for suppliers?* |  | No | It is worthwhile making your procurement policy available to suppliers, for example, on your website. | No.Not that we are aware of but will confirm. |

**Transport**

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| **Question** | **Background** | **19/07/12 Answer** | **Follow-up Information** | **22/04/14 Update** |
| *Has your organisation reviewed the modes of transport used by its employees when travelling to and from work?* | For example, cycles, single occupancy cars, shared cars, or buses. | Yes |  | Yes.Travel surveys run in 2011 and 2013. Updated Travel Plan currently being pulled together. |
| *Does your organisation have a transport co-ordinator and/or a person responsible for managing transport?* | A transport co-ordinator should be given the responsibility for developing a transport strategy for minimising the environmental impact and costs of transport. | Yes |  | No.No one person is responsible for all aspects of transport and travel at the University. Jamie Pearson is hoping to develop a Travel Forum/Group to ensure that all aspects of transport and travel are pulled together. |
| *Does your organisation try to influence the mode of transport used by its staff?* | For example, by providing bus passes or running a car-sharing scheme. | Yes | Continue to increase awareness of travel choices. You may wish to make bus/train times and routes available to staff and display contact information for public transport. You may also want to promote the health benefits of alternative transport such as walking or cycling. | Yes.The University encourages and supports staff, students and visitors to consider alternative modes of travel for accessing all accommodation sites, campuses and offices. |
| *Do your organisation's employees have an understanding of the environmental impacts of people travelling to and from work?* | For example, contribution to global warming by the release of carbon dioxide from cars. | Yes |  | Yes.But this is difficult to assess. Through the recent travel surveys it’s obvious that when it comes to travel choices, staff and students consider financial and health incentives to active travel before environmental gain or benefit. The impact of staff and student travel, including the day-to-day commute is often promoted. |
| *Does your organisation transport goods or employees for organisation-related activities?* | For example, the transportation of important documents, or the delivery of goods by the organisation's transport fleet. | Yes | Free guidance on fleet management, such as improving fuel efficiency and minimising vehicle use can be found at www.est.org.uk/fleet. Consider investing in low energy/clean fuel cars to reduce harmful emissions and reduce your annual fuel costs. [The Energy Saving Trust](http://www.energysavingtrust.org.uk/Transport/Business) provides information regarding grants to convert petrol and diesel vehicles to run on low energy/clean fuel. | Yes.Minibus hires are included in the overall carbon calculations for the University. |
| *Does your organisation try to reduce the environmental impact of transport?* | For example, by using LPG vehicles. | Yes |  | Yes.The University has a small core fleet of around 12 vehicles (including vehicles used by the Robin Mackenzie Partnership). |
| *Does your institution attempt to minimise travel, where possible?* | For example, by using logistics management systems to reduce the mileage travelled. | Yes |  | Yes.The Estates Strategy of recent years has focused on ensuring that each of the three Schools in the University is primarily based in one campus only, in order to reduce intercampus travel where possible. |
| *Does your organisation use contractors to transport goods and services?* | For example couriers or hauliers. | Yes |  | Yes.Most contractors/suppliers visiting all campuses must transport their own goods and services. |
| *Does your organisation consider the environmental performance of transport contractors when hiring?* | For example, by sending out questionnaires or asking for an environmental policy. | No | Your organisation should consider the environmental performance of transport contractors when hiring. You should also communicate your environmental policy to your transport contractors and should encourage them to reduce their impacts on the environment as part of your own effort to tackle the impacts of transport in your institution. | No.Not considered through the existing tender process. |
| *Does your organisation have a transport plan or formal transport policy?* | For example, a detailed document that describes your strategy for reducing the environmental impact of travel and transport. Look to include commuter journeys, business trips, deliveries, fleet vehicles and trips made by visitors. | Yes |  | Yes.Available at <http://staff.napier.ac.uk/environment>  |
| *Has your organisation's senior management made a commitment to a transport plan?* |  | No | Senior management should document their commitment to your organisation's transport plan. For example, this could be through your transport policy. | No.Not explicitly through the existing plans. But they have made a commitment through the Environmental Sustainability Policy and the Carbon Management Plan. They will also be asked to make a commitment through the updated Travel Plan before it’s published. |
| *Has your organisation assigned resources for the implementation of your transport plan?* | For example, the allocation of staff time or training. | Yes |  | Yes.Although, financial resources are not strictly assigned and are gained when need is highlighted, either with internal funding or sourcing external funding. |
| *Has an employee of your organisation been given the responsibility for the implementation of its transport plan?* | For example, an environmental officer or operations manager. | Yes |  | Yes.Jamie Pearson, Sustainability/ Environmental Advisor |
| *When the infrastructure for new premises are being designed does your organisation consider green commuting facilities?* | For example, by providing facilities for cyclists | Yes |  | Yes.BREEAM process encourages this further. But for all developments planned at the University from 2008 when the Sustainability Office was first introduced, transport infrastructure required has been fully assessed. |

**Waste**

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| **Question** | **Background** | **19/07/12 Answer** | **Follow-up Information** | **22/04/14 Update** |
| *Does your organisation have a waste manager and/or a person responsible for waste management?* | A waste manager should be given responsibility for managing your organisation's waste to ensure legal compliance and to minimize the environmental impact and cost of the waste. | Yes |  | Yes.Campus Manager for Merchiston is currently responsible for waste management over all campuses. |
| *Has your organisation identified the types of waste it produces?* | To improve the management of your organisation's waste it is good practice to identify the types of waste it produces. The legal definition of waste is, any substance or object which the producer or the person in possession of it discards or intends or is required to discard, (Section 75, Environmental Protection Act 1990). Waste can be further categorised according to its origins. For example, waste from a mine would be called mining waste. It is also useful to assign characteristics to waste such as its 'state' (liquid, solid or gas). Throughout this section waste will be classified according to legislation into controlled, hazardous, clinical, electrical and electronic equipment and radioactive waste. | No | In order to establish effective waste management your organisation should attempt to identify the type, volume, associated risks and categories of waste produced. Envirowise conduct FastTrack visits (available to Public Sector organisations in Northern Ireland, Scotland and Wales), which are on-site waste reviews. See the "Public Sector Fast Track Visit" section on <http://envirowise.wrap.org.uk/uk/Envirowise-in-Scotland/On-site-visits/Public-Sector-Fast-Track-Visit.html> to find out if your organisation is eligible for a free FastTrack visit. | No.We do know generally but we haven’t completed a full waste audit at any of our campuses. Would need to carry out a waste audit before confidently saying yes to this section. |
| *Does your organisation produce controlled waste?* | Controlled waste is defined by the Environmental Protection Act 1990 as household, industrial and commercial waste. Examples of controlled waste include paper and food waste. | Yes |  | Yes. |
| *Does your organisation train staff to handle controlled waste?* | You should ensure that all waste is handled, recovered or disposed of responsibly by individuals or businesses that are authorised to do so and that records of transfer notes are kept for two years (three years for hazardous waste consignment notes). | No | Your organisation should train staff to handle controlled waste. If you are a Subcontractor and the Main Contractor arranges for the recovery or disposal of waste that you produce, you are still responsible for the waste under the Duty of Care regulations.You must also ensure that liquid wastes cannot escape into drains, watercourses or surrounding ground. The Environment Agency guidance 'A General Guide to the Prevention of Pollution (PPG1)' is a basic introduction to good environmental management that will help you avoid pollution incidents. The publication is available at:<http://publications.environment-agency.gov.uk/PDF/PMHO0501BFOX-E-E.pdf> | Yes.But must be proven. Campus Manager will send copies of training schedules to Jamie Pearson by 01/06/14. |
| *Does your organisation produce hazardous waste?* | Examples of wastes classed hazardous waste include:- asbestos; - lead-acid batteries; - electrical equipment containing hazardous components such as cathode ray tubes (e.g. televisions); - oily sludges; - solvents;- refrigerators;- fluorescent light tubes; - chemical wastes; - pesticides.If unsure, check with your local Environment Agency office: 08708 506 506.Hazardous wastes are classified in the European Waste Catalogue guidance is available in the form of a publication WM2 which can be accessed from the web link:http://www.environment-agency.gov.uk/business/topics/waste/32200.aspxExemption to Register:All premises are exempt from the requirement to register if less than 500 kg of hazardous waste are produced at the premises in any period of 12 months. This only applies if the waste is removed by a registered or exempt carrier. | Yes |  | Yes. |
| *Has your organisation registered with the Environment Agency as a 'hazardous waste' producer?* | Any Premises where hazardous waste is produced, or removed from must notify the Environment Agency, unless the premises is exempt. Each premise you register will be given a unique registration number or 'premises code'. | No | You may register online as a hazardous waste producer or download a paper application form via the web link:<http://www.environment-agency.gov.uk/business/topics/waste/32198.aspx>Alternatively, you can telephone the Environment Agency on 08708 502 858 and ask to make a hazardous waste registration. | Yes.Campus Manager will send evidence of this to Jamie Pearson by 01/06/14. |
| *Does your organisation train staff to handle hazardous waste?* | For example, in the use of appropriate protective equipment or methods of disposal. | Not included in original question set. |  | Yes.But must be proven. Campus Manager will send copies of training schedules to Jamie Pearson by 01/06/14. Proof also required from campus technicians. |
| *Does your organisation produce clinical waste?* | The Controlled Waste Regulations 1992 define clinical waste as any waste which consists wholly or partly of: (1) Human/animal tissue, bodily fluids, excretion, drugs or other pharmaceutical products, swabs or dressings, syringes, needles, other sharp instruments, being waste which unless rendered safe may be hazardous to any person coming into contact with it. (2) Any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or the collection of blood for transfusion, being waste which may be infectious to any persons coming into contact with it. | Yes |  | Yes. |
| *Does your organisation train staff to handle clinical waste?* | For example, in the use of appropriate protective equipment or methods of disposal. | No | Your organisation should train staff to handle clinical waste. | Yes.But must be proven. Campus Manager will send copies of training schedules to Jamie Pearson by 01/06/14. Proof also required from campus technicians. |
| *Does your organisation segregate Waste Electrical & Electronic Equipment (WEEE) from other forms of waste?* | WEEE will include the following categories:1. Large household appliances; e.g. fridges, washing machines, electric ovens2. Small household appliances; e.g. vacuum cleaners, toasters, irons, clocks, scales3. IT and telecommunication equipment; e.g. computers, photocopiers, telephones4. Consumer equipment; e.g. televisions, video recorders, Hi-fi equipment5. Lighting equipment; e.g. fluorescent lamps, discharge lamps6. Electrical and electronic tools; e.g. drills, sewing machines, lawnmowers7. Toys, leisure and sports equipment; e.g. video games and consoles, train sets8. Medical equipment systems; e.g. radiotherapy equipment, pulmonary ventilators9. Monitoring and control equipment; e.g. thermostats, control panels10. Automatic dispensers; e.g. drinks machines | Yes | Your organisation should continue segregating WEEE from the general waste stream. Many WEEE items such as cathode ray tubes in televisions and Computer monitors and fluorescent tubes are also classified as hazardous waste, therefore must be handled and disposed of as hazardous waste.  | Yes.Collection regime for redundant equipment in place. Waste promotion planned for the University will also highlight this. |
| *Does your organisation procure electrical and electronic equipment from companies that have or intend to acquire 'WEEE' compliance (certificates)?* | The WEEE Directive requires companies that manufacture, sell or import electrical and electronic equipment to either meet their obligations of recovery, treatment and recycling themselves or by joining a Compliance Scheme. By doing so; companies will be issued with 'WEEE Compliance Certificates'.Compliance Scheme: Producers may choose to have their collection, treatment, recovery and reuse/recycling obligations under the WEEE Regulations discharged on their behalf by a compliance scheme. | No | Play your part in waste reduction by demanding that the suppliers of electrical and electronic equipment have a current compliance certificate. e.g. lighting equipment suppliers should have a 'LUMICOM' compliance certificate. That certificate will confirm that the producer is engaged in environmentally friendly design of lighting equipment and has provided for the cost of disposing of that equipment when it is finally discarded. For more information, click the links to visit the LUMICOM and Lighting Industry Federations web sites:<http://www.lumicom.co.uk><http://www.lif.co.uk> | Don’t know.Must investigate. |
| *Does your organisation sell Electrical & Electronic Equipment (EEE), imports EEE or store, treat or dismantle or have to dispose of WEEE within the European Union?* | Or in other words are you a manufacturer, seller, distributor of electrical and electronic equipment? | No |  | No. |
| *Have you Registered with a compliance scheme and provided data on the quantity and weight of Electrical and Electronic Equipment put onto the market each year?* | If you produce EEE you must join a producer compliance scheme who will register you with your environmental regulator. If you do not join a scheme you could face prosecution and a fine.Your producer compliance scheme will arrange to deal with separately collected household WEEE on your behalf. You will need to pay for collecting, treating, recovering and disposing of an amount of WEEE equivalent to the amount of EEE that you place on the UK market. | No | You must join a Compliance Scheme. You can register your business as an EEE producer by joining an approved producer compliance scheme (PCS). Your PCS will:* Register you as a producer with your environmental regulator
* Annually report information to your environmental regulator on the amount of EEE you put on the UK market, by category and type of intended user
* Charge you the appropriate fee
* Provide you with information from your environmental regulator
* Take responsibility for separately collected WEEE.

Your PCS can also arrange to collect, treat and recycle WEEE on your behalf. Your PCS will give your business a unique and permanent producer registration number. You must give this number to your distributors when you sell EEE. | Don’t know.Must investigate. |
| *Have you marked all your Electrical and Electronic Equipment with the crossed out wheelie bin symbol?* |  | No | You must mark all your Electrical and Electronic Equipment with the crossed out wheelie bin symbol to comply.For further guidance on marking electrical equipment with a crossed out wheelie bin and manufacturers identifier, go to the web link: <http://www.valpak.co.uk/Compliance/WEEE.aspx> | No.PAT testing was recently carried out across all campuses. When the testing is completed again we will pay/instruct the contractor to place appropriate stickers on all appropriate equipment. |
| *Is your company keeping records for the purpose of calculating the recovery targets?* |  | No | Being a producer, your company should keep records for the purpose of calculating the recovery targets. This will help in complying with the forthcoming regulations. | Yes.Information is provided from all waste companies in terms of waste arisings. Campus Manager to provide up-to-date statistics and information on all collections. |
| *Do you require further information on guidance for producers?* | If you produce EEE you must join a producer compliance scheme who will register you with your environmental regulator. Further details can be found at http://www.netregs.gov.uk/netregs/topics/WEEE/63051.aspx | No |  | No. |
| *Does your organisation produce radioactive waste?* | Radioactive substances are defined by the, Ionising Radiation Regulations ,1999, as any substance with an activity concentration of more than 100 Becquerel's/gram, and any other substance which contains 1 or more radionuclides, whose activity cannot be ignored for the purposes of radiation protection. | Yes |  | No.Have been assured by the Campus Manager and all Technicians that there is no radioactive waste at any campus. |
| *Does your organisation train staff to handle radioactive waste?* |  | No | Your organisation should train staff to handle radioactive waste. | No.Given that we do not have any, we do not train. |
| *Does your organisation store any form of waste on site?* | For example, in wheelie bins or steel drums. | Yes |  | Yes.All waste is contained within bins. Inert waste such as WEEE is stored appropriately at Bankhead. |
| *Is all waste stored on site clearly labelled?* | For example, labels for marking waste for recycling or hazardous waste. | No | Waste stored on site should be clearly labelled. Large graphical labels are particularly useful in clearly showing what a waste container holds. | Yes.But regular audits must be completed to ensure that all bins on all campuses remain appropriately labelled. |
| *Is waste appropriately stored?* | For example, bunding (to prevent escape of fluids) should be in place in locations where there is the potential for a spillage.For more information on waste storage please visit the Business Links at http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1079068363Alternatively download the Waste and Recycle guide on http://www.westminster.gov.uk/environment/rubbishwasteandrecycling/rubbishandwaste/wastestorage.cfm | No | Waste should be appropriately stored and storage facilities inspected and tested regularly. It is advisable to check whether facilities comply with any applicable licences/authorisations. Contact the Environment Agency on 08708 506 506 or at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) for more details or alternatively for simple storage guidelines visit Business Link at: <http://www.businesslink.gov.uk/bdotg/action/detail?itemId=1097256373&r.l1=1079068363&r.l2=1086048413&r.l3=1079431917&r.s=m&type=RESOURCES> | No.Must procure bunds for cooking oil. |
| *Does your organisation consider environmental issues in the design, location and use of facilities for the storage of waste materials?* | For example, the impact on the surrounding environment should be considered when choosing construction materials. Using inappropriate storage materials may indirectly lead to hazardous substances contaminating land. | No | Your organisation should consider environmental issues in the design, location and use of facilities for the storage of waste materials.All commercial and industrial waste must be disposed of safely and in compliance with the Duty of Care requirements set out under the Environmental Protection Act 1990. Be sure to have proper arrangements for the disposal of your waste using secure containers and transferring to authorised carriers, as the Duty of Care requirements state that you will be prosecuted for neglect of your Duty of Care if you pass your waste onto a disreputable waste disposal company which 'fly tips' your waste. | Yes.There is evidence through BREEAM assessments for the more recently built campuses such as Sighthill and accommodation sites such as Bainfield that the position and space required for bins was considered in the overall development of each site. |
| *Does your organisation treat or dispose of waste on the premises?* | For example, waste incineration. | No |  | No. |
| *If you treat or store waste do you need an Environmental Permit or need to register an exemption?* | Certain low risk waste management activities are exempt from requiring an environmental permit. Approximately 50 waste management activities are exempt; most have limits on waste types, quantities, capacities and duration of storage. Some exemptions are: 1.Cleaning or coating of waste packaging, containers and textiles;2.Burning waste as a fuel in an exempt appliance;3.Burning waste oil as a fuel in an engine;4.Secure storage of waste;5.Treatment of waste for recovery of materials (e.g. baling, compacting, crushing, shredding or pulverising waste at the place where it is produced); and6.Storing WEEE for recovery elsewhereExemptions should be registered with the Environment Agency. (further details on waste exemptions can be found at [www.environment-agency.gov.uk/business/topics/permitting/32328.aspx](http://www.environment-agency.gov.uk/business/topics/permitting/32328.aspx)) | No |  | N/A. |
| *Are the staff operating your waste disposal and treatment procedures appropriately trained?* | For example, staff should be trained to dispose of controlled and hazardous waste separately. | No | The staff operating your waste disposal and treatment procedures should be appropriately trained. | Yes.But must be proven. Campus Manager will send copies of training schedules to Jamie Pearson by 01/06/14. Proof also required from campus technicians. |
| *Does your organisation use waste disposal contractors to remove waste(s) from the premises?* | If your organisation only produces municipal waste (i.e. office and general commercial waste), you may have a contract with your local council for waste disposal. | Yes | [The Controlled Waste Regulations (1992)](http://www.opsi.gov.uk/SI/si1992/Uksi_19920588_en_3.htm) identifies the type of 'household waste' for which a charge on the collection of waste can be made. This states:"Waste from a residential hostel...or from premises forming part of a university, school or other educational establishment..."However this excludes any clinical, construction or demolition waste arising from the premises.This means that a Waste Collection Authority can charge your organisation for the collection but not the disposal of waste. Commercial operators do not have these constraints; therefore they can charge you for collection and disposal.You should contact your Waste Collection Authority to discuss the above as you would not have to pay the landfill tax for your household waste. | Yes.All waste is disposed of via contractors. |
| *Does your organisation consider the contractor's environmental performance and compliance prior to hiring?* | For example, whether your contractor has an environmental policy and is committed to the prevention of pollution. | No | Your organisation should consider the contractor's environmental performance and compliance prior to hiring. Keep all transfer notes and records regarding waste management for three years as the Environment Agency may require to trace the path of disposal of particular waste.Your organisation should use licensed waste disposal contractors to remove waste(s) from the premises. | No.Although, all contractors used come through tender documents and supplier lists pulled together by the Advanced Procurement for Universities and Colleges so would be worth finding out what they ask. |
| *Does your organisation transport its own waste e.g. building or demolition waste?* | Waste must only be transported in suitable containers and vehicles (such as tankers) that are secure and will prevent spillage of waste during transit. | Yes | If you transport other people's waste, or your own construction or demolition waste, you must register with your environmental regulator. You must complete a waste transfer note (or consignment note for hazardous waste) before transporting the waste. You must comply with your Duty of Care for waste.For further information, please visit [www.businesslink.gov.uk/bdotg/action/detail?type=RESOURCES&itemId=1079432604](http://www.businesslink.gov.uk/bdotg/action/detail?type=RESOURCES&itemId=1079432604). | Yes.Small levels of intercampus waste. Mainly the office at Bankhead to the skips at Craiglockhart. |
| *Does your organisation have an awareness of the environmental impacts of its waste?* | By having an awareness of the environmental impacts of waste, it can help staff to appreciate the care required in handling such waste and costs for clean-up operations if prosecuted by the Environment Agency. | No | Environmental magazines and literature such as ENDS and Croner could help your organisation interpret the environmental impact of your waste.Also, the awareness of the environmental impacts of waste should lead to the view of minimising the volumes produced. Support for waste minimisation can be found at the following websites:[www.wrap.org.uk](http://www.wrap.org.uk) [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)  [www.heepi.org.uk](http://www.heepi.org.uk). | No.Certain members of the overall University team certainly know. But must develop communication and engagement further in this area to ensure that all staff and students are aware. |
| *Does your organisation regularly conduct a review of its waste?* | To enable identification of possible cost savings by aiming to reduce waste at source, your organisation should regularly conduct a review of its controlled waste. | No | Reviewing waste through a site audit will help you to:* Know how you were doing before you started your waste minimisation initiative
* Quantify the environmental and financial savings made.

Some hazardous wastes may also be classified as waste electrical and electronic equipment (WEEE) such as cathode ray tubes in televisions and computer monitors and fluorescent tubes etc. [The WEEE Regulations](http://www.opsi.gov.uk/si/si2006/uksi_20063289_en.pdf) require 'Producers' to pay for treatment and recycling or recovery of all WEEE. | No. |
| *Are you aware of the waste hierarchy?* | In order to implement good waste management practices, you should adopt a systematic approach following the waste hierarchy:1. Eliminate - avoid producing the waste.2. Reduce - minimise the amount of waste you produce.3. Re-use - use items as many times as possible.4. Recycle - only after you have re-used it.5. Dispose - as a last resort and do so in a responsible manner. | Yes |  | Yes. |
| *Does your organisation re-use or re-manufacture waste items?* | For example, reusing demolition rubble on site or passing on old/unwanted items to schools/charities such as paint cans etc | Yes |  | Yes.Some furniture. Students are encouraged to donate unwanted but useable items to charity at the end of term. |
| *Does your organisation recycle waste?* | For example, paper waste, plastic, glass and aluminium. | Yes |  | Yes.Recycling rate of around 75-80% is promoted by the Campus Manager. |
| *Does your organisation own adequate recycling equipment?* |  | Yes |  | Yes.Bins. We do not own any compactors. |
| *Does your organisation review best practice on current waste generation, handling and treatment processes?* | For example, new recycling and waste minimisation techniques. | No | Your organisation should review best practice on current waste generation, handling and treatment processes. Case studies on how companies have cut costs through waste management practices are available at the Envirowise website: <http://www.envirowise.gov.uk/uk/Our-Services/Video-Case-Studies.html>. | Yes.But this is an area we must develop further. |
| *Are your organisation's senior management committed to minimising environmental impacts from the production of waste?* | For example, by supplying resources for a waste minimisation scheme, such as identifying a Champion or Project Manager. | No | Your organisation's senior management should be committed to minimising environmental impacts from the production of waste. In order to minimise your environmental impacts you will need to carry out a precise, thorough waste audit. | Yes.Main commitment is through the Environmental Sustainability Policy. So, we must develop this to ensure complete commitment. |
| *Have you developed a check list to help you undertake a site waste audit?* |  | No | A checklist is invaluable when conducting a site waste audit. Envirowise have included such checklist in their publication "Waste Minimisation for Managers". To access this publication, please visit: <http://envirowise.wrap.org.uk/uk/Our-Services/Publications/GG367-Waste-minimisation-for-managers.html> | No.But if we do, there are good examples available from other organisations. |
| *Have you measured the amount of waste that you are currently generating?* | By knowing how much your organisation is wasting in terms of quantity and cost, you can calculate potential savings, benchmark and develop indicators of your environmental performance. | No | To measure your waste generation, you'll need figures for the following:* Water, electricity and gas consumption - from utility bills
* Effluent treatment - obtain costs from your subcontractor
* Skips and landfill - from your subcontractors
* Packaging, paper & cardboard - inbound and outbound
* VOCs, solvents and other chemicals
* Consumables and office equipment
* Unused raw materials etc
 | No.We do receive reports from all waste contractors but this is not something we do independently. Also, the bins at all accommodation sites, campuses and offices are not chipped meaning that information on waste arisings must be purely estimates in some circumstances. |
| *Do you know which of the main sources of waste you will need to tackle first?* |  | No | By prioritising you will be able to target major sources of waste first, leading to early successes and savings. Consider the largest quantities going to waste. This may be effluent, or solid waste going to landfill.Also consider the highest net costs, for example waste disposal costs, or energy consumption. By asking for ideas from those who work close to the problem, you can achieve results. A waste minimisation team, with expert contributions from those directly involved, should be able to come up with a list of actions to reduce or eliminate waste. | No.We have a good idea but we certainly can’t say a definite yes given that we haven’t completed a waste audit. |
| *Have you considered other medium and long term measures to achieve resource efficiency?* |  | No | You may wish to consider the following measures: Medium term measures:  * Process optimisation
* Extracting costs
* Environmental Management Systems

Long term measures:  * Low-resource innovation
* Product redesign

For further information on medium and long term measures to achieve resource efficiency, please refer to the Envirowise Publication: Resource Efficiency - A Management Guide, this guide can be accessed through the web link: <http://www.envirowise.gov.uk/117456> | Yes.We are developing an Environmental Management System! Also, we are considering applying for the Carbon Trust Waste Standard. We currently hold the Carbon Trust Water Standard and Carbon Masters Standard. Historically were awarded the Carbon Trust Standard so we have experience of external verification and validation of our work. |

**Emissions and Discharges**

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| **Question** | **Background** | **19/07/12 Answer** | **Follow-up Information** | **22/04/14 Update** |
| *Does your organisation emit any substances to the air?* | For example, your organisation may emit dark smoke from chimneys and furnaces, which may be controlled by the [Clean Air Act 1993](http://www.legislation.gov.uk/ukpga/1993/11/introduction). Also for guidance on the regulations relating to burning materials in furnaces or boilers and in the open, including on farms, building sites and demolition sites, visit [NetRegs](http://www.environment-agency.gov.uk/netregs/63185.aspx). In addition, if you use organic solvents, which may go into the air, you may require an environmental permit (England and Wales) or a pollution prevention and control (PPC) permit (Northern Ireland and Scotland) from your environmental regulator or local council. See [NetRegs guidance on Environmental Permitting](http://www.environment-agency.gov.uk/netregs/63143.aspx) for details. | Yes | Emissions trading schemes put a monetary value on low emissions. Organisations that significantly reduce their emissions can trade surplus emissions credits with other companies, giving them a financial return. | Yes. |
| *Has your organisation identified the nature of its emissions to air?* | For example, your organisation may record whether emissions are in a gaseous or particulate form, and what the substance(s) being emitted are composed of. | No | Your organisation should identify the nature of its emissions to air to ensure compliance with legislation. Visit [NetRegs](http://www.environment-agency.gov.uk/netregs/) for information regarding legislation. | No. LEV’s in the labs. Discharges from photography. Have we quantified everything? System of recording everything that’s emitted. List everything with everyone what is emitted throughout all campuses. |
| *Has your organisation identified the point of release of its emissions to air?* | For example, your organisation may have a site map with flues or chimneystacks that emit substances to the air clearly marked. | No | Your organisation should identify the points of release of its emissions to air to enable monitoring. Keep a record of these emission points on a site plan for easier management. | No. We know where the LEV’s and boilers are. But there isn’t a site map. Take photos of all the sites. |
| *Has your organisation measured the volume of its emissions to air?* | For example, by installing monitoring devices to measure the volume of gasses emitted. | No | Your organisation should assess the volume of its emissions to air to ensure compliance with relevant legislation. Visit [NetRegs](http://www.environment-agency.gov.uk/netregs/) for legislative information. | No. Fossil fuels, yes. But would have to be a no for all other emissions. Boilers are checked once per year. |
| *Does your organisation understand the environmental impacts of its emissions to air?* | Your organisation should have an understanding of the environmental impacts of its activities. For example, emissions of carbon dioxide will contribute to global warming. | No | Your organisation should have an understanding of the environmental impacts of its activities such as its emissions to air. This is best done through staff awareness training. | Yes. As it is not fully recorded yet. Impact assessment. Understand what we are doing and need to do but we haven’t quantified it. |
| *Does your organisation regularly monitor its emissions to air?* | For example, your organisation may install simple devices such as sorbent tubes to measure the volume or concentration of the substances emitted. | No | Your organisation should monitor its emissions to air. For more information visit the [WRAP](http://www.wrap.org.uk/) website. | No. Type of organisation we are then we don’t need to do this on a regular basis. Not a factory. |
| *Does your organisation consider the significant environmental impacts of its emissions when establishing and reviewing environmental objectives and targets?* | If one of your organisation's environmental aspects (such as the release of carbon dioxide from an oil boiler) has a significant environmental impact, your organisation should devise environmental objectives and targets for improvement. | No | Your organisation should consider the significant environmental impacts of its emissions when establishing and reviewing environmental objectives and targets for improvement. | Yes. In terms of carbon. Not formalised throughout the entire University. Significant emission is Co2. Relatively speaking, yes. |
| *Has your organisation set limits for the volume or concentration of substances it emits to the air?* | For example, your organisation may have to adhere to consent limits for a prescribed process. | No | Your organisation should set limits for the volume or concentration of substances it emits to the air. For more information, visit [NetRegs](http://www.environment-agency.gov.uk/netregs/) to see if limits apply to your organisation. | No. Only for energy. Could add this to the Carbon Management Plan. We don’t measure volume or concentration. |
| *Does your organisation have a procedure for identifying and dealing with emissions that exceed set limits?* | For example, your organisation may have a written procedure that describes the corrective actions that should be taken in event of not meeting agreed consent limits. This could include procedural details, responsibilities and contact information. | No | Your organisation should have a procedure for identifying and dealing with emissions that exceed set limits. | No. We don’t measure it so we don’t know. Open to interpretation. The limits we have are CO2 limits and we have set targets to meet the limits set. No consent for CO2. There are aspirational targets. The University is not really in a situation for consent. We’re not in the situation of burning our own clinical waste. |
| *Does your organisation regularly review the best available technology in order to reduce the environmental impact of emissions?* | The [WRAP](http://www.wrap.org.uk/index.html) website gives helpful information and case studies regarding new technology. [Environmental Data Services Ltd (ENDS)](http://www.ends.co.uk/) will also help you to keep abreast of improvements in technology. | No | Your organisation should regularly review the best available technology in order to reduce the environmental impacts of emissions and any associated costs. | Yes. As technology comes along, RC will assess whether or not the technology can be used. |
| *Is your organisation engaged in a carbon reduction scheme?* | For example, your organisation may be subject to the CO2 emissions trading scheme, which starts in April 2010. | Yes |  | Yes. CRC Energy Efficiency Scheme. |
| *Does your organisation discharge any substances to water?* | For example, your organisation may discharge sewage and trade effluents to the foul sewer and to surface water drains. | Yes |  | Yes.Alastair Stupart, Trade Effluent Consent completed for Merchiston. Not a full consent where measurements would need to be completed. No trade effluent agreements. Do have sewerage and surface water drains. |
| *Has your organisation identified the nature of its discharges to water?* | For example, composition, toxicity and volume of effluent being discharged. Your organisation should also identify discharges to the foul sewer and surface water drains separately, as these are controlled by the local water company and the Environment Agency respectively. | No | Your organisation should identify the nature of its discharges to foul sewers, surface water drains and controlled waters. Visit [NetRegs](http://www.environment-agency.gov.uk/netregs/) for more information. | Yes. Tag on to the chemical database. First part, no legal requirement. Agreement with Scottish Water/Business Stream. Can’t identify it as it isn’t measured. Sewerage is 95% of the input. |
| *Has your organisation identified the point of release of its discharges to water?* | Your organisation may have a site map with discharges to the foul sewer and surface water drains clearly marked. | Yes |  | Yes. Richard Cebula will contact Business Stream. |
| *Has your organisation assessed the volume of its discharges to water?* | For example, by using simple monitoring devices such as a v-notch tank or flume. | No | Your organisation should assess the volume of its discharges to water where possible by installing a simple monitoring device to record the volume discharged. When your organisation discharges trade effluents it may be advisable to monitor the composition of the discharge by collecting flow proportional samples to be analysed by a laboratory. For more information, visit the [WRAP](http://www.wrap.org.uk/) website. | No. Not directly. |
| *Does your organisation understand the environmental impacts of its discharges to water?* | For example, your organisation may discharge trade effluents containing substances harmful to aquatic life into a local river. | Yes |  | Yes. Understand. But will need to show what training is in place in the labs. |
| *Does your organisation consider the significant environmental impacts of its discharges when establishing and reviewing environmental objectives and targets?* | If an environmental aspect (such as discharge of sewage) has a significant environmental impact, your organisation should set objectives and targets for improvement. | No |  Your organisation should consider the significant environmental impacts of its discharges when establishing and reviewing environmental objectives and targets. | Yes. The way that the sewerage is measured isn’t accurate but we do know what goes into the system. Use a lot more water going in, will have a lot more effluent going out. Directly related to the water target. |
| *Has your organisation set limits for the volume or concentration of substances it discharges to water?* | For example, your organisation may have to adhere to consent limits for trade effluent discharges into a foul sewer. | No | Your organisation should set limits for the volume or concentration of substances it discharges to water where practicable. For more information visit [NetRegs](http://www.environment-agency.gov.uk/netregs/) to see if limits apply to your organisation. | No. There is no target. We don’t have a target so we don’t have to set targets or meet them. |
| *Does your organisation have a procedure for identifying and dealing with discharges that exceed set limits?* | For example, a written procedure detailing corrective actions, with a list of roles and responsibilities. | No | Your organisation should have a procedure for identifying and dealing with discharges that exceed set limits. | No. There is no internal process. Again, we don’t have a procedure for logging and knowing everything that goes down the drains. Only time we know is reactively. |
| *Does your organisation regularly review the best available technology in order to reduce the environmental impact of emissions?* | The [WRAP](http://www.wrap.org.uk/index.html) website gives helpful information and case studies regarding new technology. [Environmental Data Services Ltd (ENDS)](http://www.ends.co.uk/) will also help you to keep abreast of improvements in technology. | No | Your organisation should regularly review the best available technology in order to reduce the environmental impacts of discharges and the associated costs. | Yes. Same question as answered yes above. Should this mean discharges? |
| *Does your organisation allocate sufficient resources to minimise the environmental impacts of its discharges to water and air?* | For example, by providing appropriate training and equipment. | No | Your organisation should allocate sufficient resources to minimise the environmental impacts of its discharges to water and air. | Yes. Development of the chemical register. Could argue that people in the labs should have appropriate training to reduce the environmental impact of any actions. Liz, health and safety assessments includes working procedures. Ask Liz for a copy of all assessments. |
| *Does your organisation have a method for preventing the discharge of nitrates into a watercourse?* | For example, does your organisation store manure which could leach nitrates into a nearby stream, river, pond or lake or into groundwater? See the [Nitrate Pollution Prevention Regulations 2008](http://www.legislation.gov.uk/uksi/2008/2349/contents/made) for further information. | No | If you think that your organisation may be causing nitrates from agriculture to enter a water system, check the [Nitrate Pollution Prevention Regulations 2008](http://www.legislation.gov.uk/uksi/2008/2349/made). | No. Hook into the Biodiversity Management Plan. |
| *Is your organisation aware of the Environmental Damage (Prevention and Remediation) Regulations 2009?* | This is to make polluters prevent and repair damage to watercourses. | No | To find out more about the Environmental Damage (Prevention and Remediation) Regulations 2009, go to <http://www.legislation.gov.uk/uksi/2009/153/contents/made>. | Yes. |
| *Does your organisation have a member of staff with the responsibility for monitoring emissions and discharges?* |  | No | An appointed person in your organisation should be given the responsibility for monitoring your organisation's emissions and discharges. | Yes. There are members of staff. Include to the list of responsible persons. |

**Energy**

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| **Question** | **Background** | **19/07/12 Answer** | **Follow-up Information** | **22/04/14 Update** |
| *Has your organisation developed an Energy Policy?* | It is a requirement of BS EN ISO50001:2011 to have an Energy Policy. | Not included in original question set. |  | Yes.Environmental Sustainability Policy covers the key requirements? |
| *Does your organisation have an energy manager and/or a person responsible for energy management?* | An energy manager should be given responsibility for managing your organisation’s energy to ensure legal compliance and to minimise the environmental impact and costs of the energy. | Not included in original question set. |  | Yes.Richard Cebula, Energy & Utilities Manager. |
| *Has your organisation carried out a review of your organisation’s energy use?* | An energy review involves analysing energy use and consumption, identifying significant areas of energy use and identifying opportunities to improve energy performance. | Not included in original question set. |  | Yes.Ongoing and constant management carried out by Richard Cebula. External assessment and verification through the Carbon Masters Standard and historic assessment through the Carbon Trust Standard. |
| *Has your organisation analysed its energy use?* | This involves identifying current energy sources and evaluating past and present energy use and consumption. | Not included in original question set. |  | Yes.Ongoing and constant management carried out by Richard Cebula. External assessment and verification through the Carbon Masters Standard and historic assessment through the Carbon Trust Standard. |
| *Has your organisation identified significant areas of energy use?* | An organisation should identify energy use and performance of facilities, equipment, systems and processes that represents substantial energy consumption and/or provides a major opportunity for energy performance improvement e.g. lighting or air-conditioning equipment. | Not included in original question set. |  | Yes.Identified through the Carbon Management Plan, work carried out to gain Salix funding and also through historic Carbon Trust Standard and Carbon Masters Standard assessments. |
| *Has your organisation estimated its future energy use and consumption?* | An organisation should forecast its energy use and consumption for the forthcoming financial year based on the findings from the energy review. | Not included in original question set. |  | Yes.Managed by Richard Cebula. |
| *Has your organisation identified opportunities for improving energy performance?* | For example, by replacing inefficient lighting with energy efficient lighting. | Not included in original question set. |  | Yes.Identified through the Carbon Management Plan, work carried out to gain Salix funding and also through historic Carbon Trust Standard and Carbon Masters Standard assessments. |
| *Has your organisation established an energy baseline(s)?* | The baseline is the benchmark from which changes in energy performance are measured. | Not included in original question set. |  | Yes.Identified through the Carbon Management Plan, work carried out to gain Salix funding and also through historic Carbon Trust Standard and Carbon Masters Standard assessments. |
| *Has your organisation identified energy performance indicators (EnPI’s) appropriate for monitoring and measuring its energy performance?* | EnPI’s are quantitative measures of energy performance. | Not included in original question set. |  | Yes. But more work to be done in this area. |
| *Does your organisation monitor energy usage?* | For example through recording meter readings monthly/quarterly and compared over a period of time. For energy saving initiatives please see the Carbon Trust website at <http://carbontrust.co.uk/> for the Higher Education Carbon Management programme <http://www.carbontrust.co.uk/carbon/publicsector/he> and the Energy Saving Trust at <http://www.energysavingtrust.org.uk> | Not included in original question set. |  | Yes.Daily monitoring carried out by Richard Cebula. |
| *Does your organisation purchase electricity from the national grid?* | If your organisation purchases electricity from a municipal supplier, your electricity will be supplied via the national grid | Yes |  | Yes. |
| *Does your organisation purchase more than 6,000MWh of electricity through half-hourly meters?* | The Carbon Reduction Commitment (CRC) Energy Efficiency Scheme is a regulatory incentive to improve energy efficiency and reduce carbon dioxide (CO2) emissions in large public and private sector organisations. Your organisation is likely to be in the scheme if it has at least one meter settled on the half-hourly market and its total half-hourly metered electricity use is greater than 6,000 megawatt-hours (MWh) (6,000,000 kWh). Participating organisations will be obliged to measure their carbon emissions accurately and provide an annual footprint report to the regulator e.g., the Environment Agency in England, The Department of the Environment for Northern Ireland and the Scottish Environment Protection Agency are the other regulators. Participants are required to produce an 'evidence pack' providing supporting information on the footprint report; and purchase carbon allowances to cover their emissions and surrender a sufficient quantity of allowances to the regulator each year. Visit www.decc.gov.uk/crc for more information. | Yes |  | Yes. In CRC at the moment. Five years from phase two. First year will be 2013/14 information. |
| *Has your organisation produced Display Energy Certificates (DEC)?* | The requirement for Display Energy Certificates came into effect on the 1st of October 2008, all buildings over 1,000m2 occupied by public authorities and all buildings occupied by organisations providing a public service and frequently visited by members of the public will need to display a DEC. |  |  | No. Not applicable in Scotland. We have Energy Performance Certificates, as per Scottish legislation. |
| *Does your organisation employ an accredited energy assessor?* | An accredited energy assessor will be required to operate the accredited software packages to issue DEC’s. | Not included in original question set. |  | Yes.Richard Cebula, Energy & Utilities Manager. |
| *Has your organisation implemented any carbon management practices?* | Performance within the CRC Energy Efficiency Scheme will be published in The Department of Energy and Climate Change (DECC) league table and this will allow comparisons with all other public and private sector participants. In order to be in the best possible position for the league table and to reduce any financial losses, organisations need to undertake a carbon footprint and implement a robust carbon management program. The CRC aims to reward organisations that cut carbon emissions. Organisations will receive bigger recycle payments based on their position in the performance league table and can benefit financially from the CRC. Organisations which have demonstrated commitment to reducing their emissions either by achieving the Carbon Trust Standard, or accreditation from an equivalent scheme can count this towards the Early Action metric. Visit www.decc.gov.uk/crc for more information | Yes |  | Yes. Question is out of date. There are no recycle payments through the CRC Energy Efficiency Scheme now. |
| *Does your organisation produce or purchase a proportion of its electricity from a renewable source?* | Many electricity companies now provide green energy packages. For more information, visit http://green.energyhelpline.com | Yes |  | Yes.100%. |
| *Does your organisation purchase other forms of energy?* | For example, your organisation may use gas or oil to heat premises. | Yes |  | Yes.Gas. |
| *Does your organisation attempt to minimise the environmental impact of these forms of energy use?* | For example, by choosing gas instead of oil, as this releases less carbon dioxide into the atmosphere, and therefore contributes less to global warming. | Yes |  | Yes.Through ongoing reduction/management. |
| *Does your organisation generate its own energy?* | For example, your organisation may use Combined Heat and Power, or bio-fuel. | Yes |  | Yes.Combined Heat and Power at Sighthill. Small solar array at Merchiston. |
| *Has your organisation produced Energy Performance Certificates (EPC’s)?* | Since October 2008 all properties – homes, commercial and public buildings – when bought, sold, built or rented need an EPC. Larger public buildings also need to display an energy certificate. | Not included in original question set. |  | Yes. |
| *Has your organisation tried to minimise the amount of energy used?* | Your organisation can reduce the amount of energy it uses by improving the infrastructure of buildings to minimise energy lost (through windows, open doors and roofs), and minimise inefficient uses through improving employee awareness of energy efficiency. For more information, visit <http://www.energysavingtrust.org.uk/business>  | Not included in original question set. |  | Yes. |
| *Does your organisation attempt to minimise the environmental impact of the energy it generates?* | For example, by switching from steam generators to on-site renewable energy generation. | Yes |  | Yes. |
| *Has your organisation calculated its carbon footprint?* | The carbon footprint is the total set of greenhouse gas emissions caused directly by an individual, even, or organisation expressed as CO2 equivalent (tCO2e). The carbon footprint can be used for ongoing energy and environmental management; it is also used for public disclosure and benchmarking. | Not included in original question set. |  | Yes. |
| *Has your organisation ensured that employees are aware of the environmental impacts of their energy use?* | For example through the use of training programmes, staff notice boards and newsletters. | Not included in original question set. |  | Yes.There have been several historic communications, see Talks, Meetings and Events ENU-EMS-7. But more work must be completed in this area, including online training. |
| *Does your organisation keep records of all awareness raising initiatives?* |  | Not included in original question set. |  | Yes. See Talks, Meetings and Events ENU-EMS-7. |
| *When designing the infrastructure of new premises does your organisation consider energy efficiency?* | For example, through incorporation of insulation and passive solar heating. For more information, visit <http://www.bre.co.uk/> | Not included in original question set. |  | Yes. But could be better. And possibly don’t do enough. Don’t ignore. |
| *Does your organisation abstract water?* | For example, from ground water. If your organisation receives its water supply from one of the national water companies and has no other supply of water then you can answer no to this question. | Not included in original question set. |  | No. |
| *Does your organisation have an up-to-date and accurate drainage plan?* |  | No | You should have an up-to-date and accurate drainage plan to help you identify the locations of all the drains and sewers and where they lead. | Yes. |
| *Has your organisation reviewed water use?* | For example, the volume used monthly for each building or activity. | Yes |  | Yes. |
| *Does your organisation monitor water usage?* | For example, by recording monthly meter readings. | Yes |  | Yes. |
| *Does your organisation use sub-meters to monitor water usage?* |  | No | If you have a large complex site, sub-metering may be a useful option to understand where water is used and to identify any changes in water usage. If you are interested in purchasing sub-meters, they are listed on the Water Technology List and you may be eligible to claim a tax benefit through the Enhanced Capital Allowance Scheme. For more information please visit <http://www.eca.gov.uk>. | Yes. At Merchiston. But don’t monitor. Would have to be no overall, will happen in time. |
| *Does your organisation ensure that employees are aware of the environmental and financial impact of water use?* | For example through training sessions, notice boards, or newsletters. | Yes |  | No.Not enough work has been done in this area to say a clear and definite yes. |
| *Does your organisation keep records of all environmental awareness raising initiatives or training?* |  | Yes |  | Yes. See Talks, Meetings and Events ENU-EMS-7. |
| *Does your organisation ensure that appropriate resources are available to minimise water usage?* | For example, through the provision of training and finance. | Yes |  | Yes.Didn’t ask the same question about energy. |
| *When designing the infrastructure of new premises does your organisation consider water usage?* | BREEAM assesses the performance of buildings in the following areas: - management: overall management policy, commissioning site management and procedural issues - energy use: operational energy and carbon dioxide (CO2) issues - health and well-being: indoor and external issues affecting health and well-being - pollution: air and water pollution issues - transport: transport-related CO2 and location-related factors - land use: greenfield and brownfield sites - ecology: ecological value conservation and enhancement of the site - materials: environmental implication of building materials, including life-cycle impacts - water: consumption and water efficiency. For further information please see BREEAM at http://www.breeam.org/ | Yes |  | Yes. Waterless urinals. The rest, cistern size etc. Is dictated. |
| *Does your organisation recycle or reuse water?* | For example through grey water recycling schemes or rain water recovery schemes. | No | Your organisation should consider recycling or reusing water, where possible. For example, through grey water recycling. For free guidance publications, available both electronically and in paper formats, use the free WaterNet tool on <http://www.envirowise.gov.uk/uk/Topics-and-Issues/Water/Water-Tools/WaterNet-tool.html>. | No. |
| *Does your organisation have a pollution incident response procedure for dealing with spills?* | Water pollution can be caused by accidental oil leaks on a car park for example; your organisation should have a procedure for dealing with such an emergency. | No | It is Best Practice to have an incident response procedure and spillage kits to be used in conjunction with your drainage plan for dealing with spills. For further guidance please check the EA website at <http://www.environment-agency.gov.uk>. | No. Not at the moment. |

**Health, Safety & Welfare**

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| **Question** | **Background** | **19/07/12 Answer** | **Follow-up Information** | **22/04/14 Update** |
| *Does your organisation have a Health and Safety policy?* | A document that sets out how you manage Health and Safety in your organisation i.e. personal responsibilities, risk assessments etc | Yes |  | Yes. |
| *Is your organisation's Health and Safety policy available to all employees?* | For example, on the organisation's website. | Yes |  | Yes. |
| *Does your organisation provide Health and Safety training for all employees?* | For example, training on manual handling and use of equipment at work. For guidance on Health and Safety visit the [Health and Safety Executive website](http://www.hse.gov.uk). | Yes |  | Yes. |
| *Does your institution keep records of this training?* | For example, records could be kept of training completed for each employee, with a note made of dates for refresher training. | Yes |  | Yes. |
| *Does your organisation have an Emergency Plan?* | For example, your organisation should have a plan for dealing with fire. | Yes |  | Yes. |
| *Is your organisation's Emergency Plan available to all employees?* | For example, on your organisation's website, or on the staff notice board. | Yes |  | Yes. |
| *Does your organisation provide training for relevant employees on accidents and emergencies?* | For example, what to do in case of a fire. | Yes |  | Yes. |
| *Does your organisation have a Smoking Policy in place?* |  | Yes |  | Yes. |
| *Does your organisation have an Equal Opportunities policy in place?* | For example, your organisation should have a written commitment to Equal Opportunities for all employees, regardless of age, sex, race, or physical disability. | Yes |  | Yes. |
| *Is your organisation's equal opportunities policy available to all employees?* | For example, on your organisation's website, or on the staff notice board. | Yes |  | Yes. |
| *Do you provide training to all employees on Equal Opportunities within the workplace?* |  | Yes |  | Yes. |
| *Does your organisation provide access for disabled persons?* |  | Yes |  | Yes.All campuses assessed by DisabledGo. |
| *Does your organisation provide facilities for staff with dependents?* | For example, 'flexi-time', and suitable child-care facilities. | Yes |  | Yes.Flexible working. |
| *Does your organisation train staff in dealing with the welfare of your workforce?* | For example, specific staff may be trained as pastoral advisors in counselling and advice services. | Yes |  | Yes. |
| *Has your organisation assigned members of staff to workforce welfare?* | For example, a member of staff with responsibility as a pastoral advisor for counselling and advice. | Yes |  | Yes. |
| *Does your institution endeavour to create a working environment conducive to the well being of staff?* |  | Yes |  | Yes. |