

Environmental Management / Sustainability baseline assessment

This worksheet is intended to establish the current situation with in the UoL SoES, and to provide a starting point for improvements. Please add categories for anything you feel should be included. Please write about everything you can, thinking in terms of "What do you, as a centre, do to minimise your environmental footprint?"

Date	Completed by	Location(s) considered
21/7/10	Sandra Robinson	Dept of Civic Design, University of Liverpool

Waste To minimise the amount of waste sent to landfill	Please list all the waste streams at your building/dept (anything that is disposed of, and how):	General waste – one collection from CD once a week. Paper and card – collected for recycling when approx. 8-10 bags filled. Electronic/Electrical Equipment – collected for disposal by Facilities Management as and when necessary. Ink cartridges – collected for disposal/recycling either by FM or sent back to supplier. Fluorescent tubes – collected for disposal by FM as and when necessary.
	What do you do to prevent/reduce waste ?	Efficient printing Recycle paper Re-use of stationary/envelopes/jiffy bags Kitchen waste taken home by member of staff
	Is there anything you re-use rather than waste?	Re-use unwanted paper / envelopes as above Plastic cutlery / items left over from catered events
	What do you re-cycle ?	Paper / Cardboard Cans Plastic containers Glass Print cartridges

Energy To minimise CO ₂ emissions	On campus, FM manage heat supply, and supply electricity to demand. But do you have any other energy consumptions?	Not at present.
	What measures are in place to minimise electricity consumption?	Staff encouraged to turn lights/electrical items, etc. off. Also encouraged to print efficiently (double-sided). Computer powers down (University PowerDown software via Computing Services) and Xerox copier also powers down when not in use.
	What measures are in place to reduce heat consumption?	Nothing as yet as FM manage heat supply, but age and design of building (and ancient radiators) mitigates against any new initiatives at present.
	Are there any other measures you consider to reduce energy consumption?	Not at present.

Water To minimise use	Do you have any measures in place to conserve water?	Water coolers have been withdrawn from use. Minimum amount of water boiled for use in kitchen kettle.
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Travel To minimise CO ₂ emissions	Please describe the most common types of business travel from your site:	Train
	What measures are in place to minimise the amount of business travel undertaken?	Videoconferencing/teleconferencing increasingly used.
	Commuting; do you have any measures in place to reduce the impact of travel to work?	University car park charges University Travel Plan incorporating improved facilities/loan for cyclists. Also University public transport incentives with Merseytravel such as season ticket loan .

Biodiversity To conserve and to promote.	Are you aware of any wildlife on your site(s)?	Variety of birds, including seagulls & magpies, due to trees on site and proximity to Abercromby Square.
	What do you do to conserve/promote biodiversity?	Buy paper from sustainable sources. Fairtrade products (tea/coffee/biscuits) used for catered events & meetings. Member of staff collects stamps for CAFOD.

Infrastructure How are the sustainability/ environmental management responsibilities arranged?	What are the main drivers for your centre to carry out environmental management/ sustainability activities?	Need to conform to University guidance and environmental legislation. Cost.
	How do you communicate environmental management/ sustainability information?	University circulars/directives Internal departmental staff email list Department Newsletter
	Is there anything you measure and monitor which may be of use for environmental management?	Compare Xerox copier bills & check usage to measure impact to see if can be reduced. Monitoring of recycling bags.
	Is there anything that you keep records of which may be of use for environmental management?	Xerox copier bills as above.

Overview	Please summarise the nature of the work at your centre:	Professional qualifications and training in urban and regional planning.
	Are there aspects of your work that have a positive environmental impact?	Environmental issues and sustainability are of primary importance and incorporated into the training programmes and degree modules. Main research projects are based on environmental impact issues and assessment.