

## Environmental Management / Sustainability baseline assessment

This document outlines the current environmental performance of a part of SoES and provides a starting point for improvements to be made in the future.

Date	Completed by	Location(s) considered
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<b>Waste</b>  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):	<ul style="list-style-type: none"> <li>• <u>General waste</u>: three different collections at different sites. The collection from one site is subsequently streamed for recycling by the waste-handler so some of our recycling collections are included in this.</li> <li>• <u>Paper and card</u>: weekly collections for recycling from main site.</li> <li>• <u>Batteries</u>: periodically disposed of via a specialist waste contractor</li> <li>• <u>Waste Electronic and Electrical Equipment</u>: as above.</li> <li>• <u>Ink cartridges</u>: returned to manufacturer where possible.</li> <li>• <u>Fluorescent tubes from lighting</u>: returned to supplier for disposal</li> <li>• <u>Metal swarf from workshops</u>: periodically taken to scrap merchant</li> <li>• <u>Small hazardous wastes (oils, aerosols etc)</u>: disposed of via special container in workshop. Collections arranged when necessary.</li> <li>• <u>Gasses from air-conditioning</u>: collected for disposal as part of our air-con maintenance agreement.</li> </ul>
	What do you do to <b>prevent/reduce waste</b> ?	<ul style="list-style-type: none"> <li>• Wormery to take some kitchen scraps and reduce kitchen waste.</li> <li>• Re-usable internal post envelopes to save paper</li> <li>• Efficient printing is encouraged.</li> </ul>
	Is there anything you <b>re-use</b> rather than waste?	<ul style="list-style-type: none"> <li>• Glass milk bottles (returned to milkman for sterilizing &amp; reuse)</li> <li>• Individuals own bottles for water (to reuse at water chillers)</li> <li>• Some people reuse unwanted printouts for scrap paper.</li> <li>• Carrier bags, we have a dispenser for staff to leave/take bags.</li> </ul>
	What do you <b>re-cycle</b> ?	<ul style="list-style-type: none"> <li>• Paper</li> <li>• Cardboard</li> <li>• Cans</li> <li>• Plastic bottles</li> <li>• Glass</li> </ul>

<b>Energy</b>  To minimise CO <sub>2</sub> emissions	On campus, FM manage heat supply, and supply electricity to demand. But do you have any other energy consumptions?	We have externally supplied electricity and gas at our workshop premises, and electricity and heating-oil at our dock premises. We also buy fuel for fleet vehicles, and fuel is used in ships on scientific cruises.
	What measures are in place to minimise electricity consumption?	<ul style="list-style-type: none"> <li>• We have sensor-controlled lighting (which reacts to movement and changes in light level)</li> <li>• Staff are encouraged to turn things off.</li> <li>• Staff are encouraged to print efficiently.</li> <li>• The design of our building –lots of windows to reduce need for lighting. Natural ventilation to reduce need for air-con.</li> </ul>
	What measures are in place to reduce heat consumption?	<ul style="list-style-type: none"> <li>• As above, the building design. (The upper windows also automatically adjust to temperature and CO<sub>2</sub> levels)</li> <li>• Heat is supplied as hot water from UoI, but local facilities team can further control the temperature of the system hot water circuits.</li> </ul>
	Are there any other measures you consider to reduce energy consumption?	<ul style="list-style-type: none"> <li>• Where practicable we look at the embedded energy of things we buy (for example getting refurbished items, trying to use less water – which then takes less energy to get it to us...)</li> </ul>

<b>Water</b> To minimise use	Do you have any measures in place to conserve water?	<ul style="list-style-type: none"> <li>• Grey water system (rainwater collected from roof flushes our toilets)</li> <li>• No cups supplied at chillers (people refill their own bottles)</li> <li>• Water heater in kitchen instead of kettles.</li> </ul>
<b>Travel</b> To minimise CO <sub>2</sub> emissions	Please describe the most common types of business travel from your site:	<ul style="list-style-type: none"> <li>• Journeys between Liverpool and Swindon/ Southampton/ London and other UK locations by train, or company vehicle.</li> <li>• Flights worldwide (largely short-haul destinations)</li> <li>• Ship-use for science cruises.</li> </ul>
	What measures are in place to minimise the amount of business travel undertaken?	<ul style="list-style-type: none"> <li>• All encouraged to use our videoconferencing /teleconferencing facilities wherever practicable.</li> <li>• Link to online CO<sub>2</sub> calculator has been provided via intranet to aid travel decisions.</li> </ul>
	Commuting; do you have any measures in place to reduce the impact of travel to work?	<ul style="list-style-type: none"> <li>• We charge for parking.</li> <li>• We have a flexitime system and some people work from home.</li> <li>• We provide facilities for cyclists (secure storage, showers)</li> <li>• We participate in a tax-free cycle buying scheme.</li> <li>• We have strong links with the Travelwise organisation to help encourage the use of public transport.</li> </ul>
<b>Biodiversity</b> To conserve and to promote.	Are you aware of any wildlife on your site(s)?	No, but there are plans to start an informal staff-survey on this subject to find out. We do however have some office-plants!
	What do you do to conserve/promote biodiversity?	<ul style="list-style-type: none"> <li>• We buy fairtrade/ eco friendly products where possible.</li> <li>• We buy paper from sustainable sources.</li> <li>• The NERC (our umbrella organisation) is working on a Biodiversity Action Plan, which all centre/surveys will be included in.</li> <li>• We collect stamps for an RSPB save the albatross appeal.</li> <li>• We have birdboxes on our main site.</li> </ul>
<b>Infrastructure</b> How are the sustainability/ environmental management responsibilities arranged?	What are the main drivers for your centre to carry out environmental management/ sustainability activities?	<ul style="list-style-type: none"> <li>• The need to conform with Environmental legislation.</li> <li>• The NERC Environmental Policy and our own Environmental policy.</li> <li>• Working toward standards (such as maintaining ISO14001 accreditation and working toward Carbon Trust standard.</li> <li>• Perception of our organisation (important to carry out maximum environmental science with minimum environmental impact)</li> <li>• Cost.</li> </ul>
	How do you communicate environmental management/ sustainability information?	<ul style="list-style-type: none"> <li>• Anyone new to us receives environmental induction along with their health and safety induction talks, we also run a programme of 'toolbox talks' about our environmental management system.</li> <li>• Intranet, we have an environmental section.</li> <li>• Committees- the NERC have an Environmental management group with representatives from our centre, plus we have our own local environment committee.</li> </ul>
	Is there anything you measure and monitor which may be of use for environmental management?	<ul style="list-style-type: none"> <li>• Utilities (We take weekly meter readings and also have an automated system, plus can refer to bills in some cases.)</li> <li>• Recycling – we record weights of paper and card recycled each week.</li> <li>• Airmiles, we record these and report each quarter.</li> <li>• Ship fuel – we record for each cruise</li> </ul>
	Is there anything that you keep records of which may be of use for environmental management?	<ul style="list-style-type: none"> <li>• Waste transfer notes and consignment notes</li> <li>• Site-services checklists (information on all our facilities)</li> </ul>
<b>Overview</b>	Please summarise the nature of the work at your centre:	Oceanographic research. The provision of oceanographic services, including; computer-based scientific work, data storage and facilities, equipment manufacture and maintenance.
	Are there aspects of your work that have a positive environmental impact?	<ul style="list-style-type: none"> <li>• A lot of our work directly relates to climate science, sea-level changes... by increasing understanding and knowledge of these and other areas we have an indirect positive effect on the environment.</li> </ul>