



green impact

Green Impact 2016- 2017 Workbook Guide

LSE

Workbook Guide

Welcome to the LSE Green Impact 2016 – 2017! Congratulations on signing up to help improve LSE's environmental impacts. This guide contains everything you need to get started with this year's Green Impact programme. It includes:

1. How it works - a quick overview of this year's Green Impact programme
2. Bronze criteria - a list of the Bronze criteria and required actions. For more information on each criteria and the evidence that is required, log into the workbook. For resources, head to the Green Impact moodle page.
3. Suggested timeline - to help you plan your year of Green Impact
4. Tips and Tricks - some hints for making Green Impact impactful and fun!

How it Works

1. All teams must complete the bronze workbook, consisting of 6 criteria which cover several important environmental impacts
2. For each criteria, there is a list of possible actions, of which you must complete a certain amount to achieve a bronze award. You must also provide evidence on the Green Impact workbook.
3. To achieve a silver or gold award, you must also complete a Green Impact project. Please see the Project Guidebook for further information.

The Bronze Criteria

Criteria One: Strategic Impacts

An essential part of improving your environmental impacts is identifying what they are, where you are doing well and what you could improve on. This will help you to determine what to focus on in your department, and may even help you come up with a project idea!

Requirements: Complete **all** of the following actions.

Actions:

- Identify the three most positive and negative environmental impacts of your department. To get input from as many staff members as possible, hold a meeting to discuss this or send out a survey (or both!)
- When you have determined the three most positive and negative environmental impacts of your department. Fill in the strategic impacts template form, found on moodle, and send it to your Sustainability Engagement Officer for feedback and advice on how to improve on these impacts

The Bronze Criteria

Criteria Two: Engagement

Improving the environmental impact of your department requires getting everyone involved! This criterion is about making sustainability visible in your department, and making sure all staff members know about the opportunities to get involved with sustainability at LSE.

Requirements: Complete at least **3** of the following actions.

Actions:

- Place sustainability posters around your department or, if applicable, add sustainability slides to departmental screens. Use the posters provided by LSE Sustainability on moodle or make your own
- Create a 'green noticeboard' in your department with sustainability posters and tips
- Add a sustainability section to your departmental newsletter where you add green news or advice
- Send out regular emails to all staff on different sustainability topics
- Send out a 'green newsletter' where you compile sustainability news and advice and send it to all of your department
- Regularly bring up sustainability tips at team meetings
- Induct all new staff to relevant environmental issues in your work area and within their role and invite them to join your Green Impact team
- Contact the Sustainability Engagement Officer about delivering the 'Sustainability at LSE workshop' for an overview of sustainability projects at LSE. You can plan this for a team and/ or departmental meeting to maximise reach and impact. Recommended for teams who are new to Green Impact!
- Promote LSE Sustainability's Facebook page, Twitter feed and Green Flash newsletter to your department

The Bronze Criteria

Criteria Three: Energy

We all use energy whilst at work, including from our computers, lighting and kitchen appliances. However, small changes in behaviour can really reduce energy consumption, resulting in cost and carbon savings. This criterion is about raising awareness of energy saving potentials around your department and supporting your colleagues to make changes.

Requirements: Complete at least **3** of the following actions.

Actions:

- Complete at least two Energy walkarounds checklists (on moodle) to identify opportunities for energy saving in your department
- Implement a 'Weekend Shutdown Checklist' (on moodle)
- Implement a 'Holiday Shutdown Checklist' (on moodle)
- EITHER the majority of staff in the area switch PCs and monitors off overnight to save energy OR all PCs are set up to automatically hibernate then subsequently shut down after no more than 30 minutes of inactivity when no user is logged in
- Check the temperature controls of all domestic fridges to ensure they are set between 3 and 5 degrees centigrade
- Ensure you only run full loads in dishwashers reducing the number of cycles run each day
- There are no personal kettles, fridges, microwaves, printers, heaters and desk fans in use
- If the department has occupancy sensors, do a basic walk round to check the motion sensors are effective. Any faults should be reported to the Estates helpdesk
- If you don't have sensor lighting, encourage staff and students to switch off lights when rooms aren't in use and at the end of the day
- If you are based in areas accessed by lifts, proactively encourage people to use the stairs instead of the lift if they can

The Bronze Criteria

Criteria Four: Waste

LSE has great waste facilities and but there is always room for improvement. At LSE we follow the waste hierarchy: reduce, reuse and recycle . So, as well as recycling, we aim to limit the amount of waste we produce, whilst trying to reuse good quality but unwanted items whenever possible. This criterion is about promoting the waste hierarchy, and making sure everyone is aware of the waste facilities at LSE and how to use them.

Requirements: Complete at least **2** of the following actions.

Actions:

- Host a waste workshop with LSE's waste officer. Contact the Sustainability Engagement officer to set this up
- Have a department spring clean day to reduce office clutter. Contact the Sustainability Engagement Officer for support with this
- Identify any problems with waste in your department and develop an action plan to tackle this
- Remind all staff about the waste collections points for mobile phones, ink cartridges, batteries, stamps and CDs/ DVDs
- During the festive season encourage colleagues to send Christmas E-cards and/or cards from charity outlets
- If providing internal lunches for staff or visitors, provide reusable crockery, cutlery and drinking vessels
- Provide reusable cups and glasses for visitors to use in preference to disposable drinking cups/cones
- Use our Green Events Guidelines to minimise waste at events

The Bronze Criteria

Criteria Five: Procurement

Everything we buy has an environmental impact. We can improve this impact by limiting what we buy, reusing products and ensuring we make purchases from sustainable suppliers.

Requirements: Complete at least **2** of the following actions.

Actions:

- Organise a stationery amnesty where all staff bring unused stationery from their workstations back to the stationery cupboard
- Use the LSE report on sustainable office products to identify what green products you are already buying and where you can switch to more sustainable alternatives
- Before ordering stationery, contact the LSE waste officer to see if they have any of the items you need
- If ordering food for meetings or events, request an increase in the proportion of vegetarian food, in consultation with others in the department
- Buy only Fairtrade certified tea and coffee
- If water is provided for meetings, provide tap water instead of bottled
- Actively support Fairtrade Fortnight
- If your purchase freebies to give away at events (e.g. pens, magnets, sweets etc.), have an effective system in place to monitor the number purchased, left over and ensure that you do not significantly over order
- Ensure all plain A4 white copier paper bought is either 70% recycled paper; NAPM accredited recycled paper; or made from pulp from FSC certified sustainable sources

The Bronze Criteria

Criteria Six: Travel

It's not only what we do in the office that has environmental impacts, it's also how we get there! Whether it's travelling to or from LSE or international trips, miles travelled for work can end up generating a high carbon footprint. This criterion is about spreading the word about sustainable travel options

Requirements: Complete at least **3** of following actions.

Actions:

- Monitor and record international business miles, and transportation used, for at least one calendar month
- Share information about environmentally friendly options for international travel
- Use the LSE travel agent to book travel, instead of putting it on expenses. This helps us track carbon emissions.
- Promote tele-conferencing and video-conferencing as an alternative to travelling to external meetings
- Promote the cycle to work scheme
- Promote cycling facilities at LSE
- Promote pedometer challenges to staff within the department, inviting them to take part in these month-long challenges.
- Inform staff where their nearest cycle parking and shower facilities are
- Promote any upcoming free cycle training or bicycle servicing on campus
- Promote Santander cycles and their location on campus
- Provide information on the environmental impacts of domestic flights and encourage staff to reduce their use of internal flights in order to reduce carbon emission
- Promote your own local walking or cycling routes to encourage colleagues to explore local areas

Suggested Timeline

It's up to your team how you spread Green Impact over the course of the year. Some teams may wish to do most of the workbook over summer, when they have more time, whilst others may prefer to do the majority of work after the Christmas break. You can plan around whenever suits the work schedule of your Green Team and department. However, if you'd like some help planning for the year ahead, here's a suggested timeline:

May/ June: Sign up!

July: Recruit your green team! Send emails, put up posters, chat to colleagues in person or bring it up at team meetings

August: Got your green team? Great! Organise your first meeting to start planning for the green year ahead.

September: Start off with Criteria 1 (strategic impacts). This will help determine which actions to focus on for the rest of the workbook

October: Next, get stuck into Criteria 2 by starting sustainability communications to the rest of your department

November: Get to work on the rest of the criteria!

December: Before the break is a great time to focus on the energy and waste criteria, as you can implement a holiday shut down list and can make sure any Christmas parties and card/ present-giving is as sustainable and waste-free as can be

January: after the break, have an update meeting to establish where you are with all the criteria and plan what else needs to be done

February: finish off all remaining criteria and collect all necessary information and evidence

March: upload all evidence to the workbook ahead of submission deadline. **Congrats, you're done!**

Tips and Tricks

- Don't forget to send the name and email addresses of all team members to your Sustainability Engagement Officer to make sure they are included in the Green Impact mailing list
- Want some help beyond your team? Request a student Green Impact Project Assistant from your Sustainability Engagement Officer
- Split the criteria up between your team to keep the workload manageable
- When assigning criteria to different team members, try to do so in line with team member's interests and professional responsibilities e.g. procurement criteria to team members who are responsible for ordering stationery, energy criteria for team members who usually liaise with LSE Estates Division
- Combine criteria actions! Criterion 2 requires you to do lots of communications around sustainability, and the other criteria provide great material for this. For example, promote cycling through a staff email – criteria 2 and 6. Doing a sustainability newsletter or noticeboard for Criterion 2 is a really great way to combine multiple criteria
- Does your department already take sustainability actions which are relevant to the Green Impact criteria but not listed on the workbook? Or does your team have another idea about how to tackle environmental impacts? Contact your Sustainability Engagement Officer about whether this can be recognised/ substituted for some of the listed actions
- Provide learning opportunities through Green Impact. Green Impact is a great way to develop skills outside of normal job roles. Perhaps someone in your team wants to develop copywriting or digital communications skills? They could take responsibility for Criteria 2. Would someone else like experience in project management? They could be in charge of planning your Green Impact project (see the Project Guidebook)



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**Thanks for reading the
Green Impact 2016-2017
Workbook Guide! Any
questions? Contact your
Sustainability
Engagement Officer**