

Green Impact - London School of Economics - Bronze

Ref	Criteria	Further Information	How will you be audited	Notes
Criteria Theme - Reducing waste				
B001	There is clear guidance on how staff can double-side copy posted within readable distance of each photocopier, and staff have been made aware of this.	The [waste hierarchy] states that you should always try to reduce the amount of waste material you generate in preference to reusing it or recycling it.	View each photocopier and check guidance is present. Also see notes from staff briefing and see results of Survey Monkey GI Waste questionnaire.	
Criteria Theme - Reusing waste				
B002	The department has a scheme in place to collect used postage stamps from staff, and students if applicable, and donates them to a charitable reuse scheme.	Many charities raise money by collecting used postage stamps for resale to stamp dealers. You can send used postage stamps to the Sustainability Team (NCT.01) for forwarding to charities for reuse. Used overseas postage stamps are worth around four times more to charities than UK or mixed UK and overseas stamps, so it is good to separate them if you can.	View collection point and see results of Survey Monkey GI Waste questionnaire.	
B003	The department sends all of its used printer and/or toner cartridges to a charity reuse scheme and keeps a log of the numbers and dates sent.	Many charities raise money by collecting used printer and toner cartridges for reuse schemes. You can send used cartridges to Reprographics (A33) for forwarding to charities for reuse. It is good practice to keep a log of how many are sent so the number coming in can be reconciled with the number sent out to ensure none are being thrown away.	Speak to staff responsible for collecting the cartridges. See record of numbers of cartridges collected (including the date) and see collection location.	
Criteria Theme - Recycling waste				
B004	There are enough paper recycling bins throughout the department for all staff to easily recycle their waste paper: • There is at least one paper recycling bin per office; • There are paper recycling bins by each photocopier and networked printer.	Additional paper recycling bins can be requested by completing a service request form on estates helpdesk webpages - [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx]	Tour department and check that there are enough paper bins for all staff to easily recycle their waste paper. Use ratios in the box to the left as a guide.	
Criteria Theme - Electricity - Awareness				
B005	The department has energy-awareness stickers and posters in place in the majority of offices and communal facilities encouraging staff and students to switch off lights and/or equipment when not needed. Posters should be dated to show when they were put up and ideally refreshed every 12-months to keep them noticeable. If your department is located in a listed building, only put up posters and stickers where permissible.	Don't be fooled by myths about fluorescent lighting! It is good practice to switch off office lights if the room is going to be empty for five minutes or more. Free switch-off stickers and posters can be ordered from the [Carbon Trust]. [http://www.carbontrust.co.uk/cut-carbon-reduce-costs/products-services/technology-advice/employee-awareness/pages/posters.aspx]	Tour offices and communal facilities to view stickers and posters. Communal areas to include staff kitchens, common rooms and single-occupancy washrooms. Note that some listed buildings will be exempt from this criteria. Check that an expiry date has been added to posters	
Criteria Theme - Electricity - Air conditioning				
B006	Either the department does not have any portable or fixed air conditioning or, if it does, within the last 12-months, it has proactively taken action to ensure that the doors and	Air conditioned rooms should be treated as fridges - all doors and windows should be shut to prevent the chilled air from flowing out. If the chilled air can flow out, then the units will have	Evidence could include emails or notices, or speaking to members of staff responsible for individual rooms. View rooms to ensure compliant on the day of audit.	

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	windows in all air conditioned rooms are kept closed when the air conditioning is on.	to work harder and use more energy as they attempt to meet their target temperature. The [Carbon Trust] provide posters to encourage people to use air conditioning appropriately which can be found at [www.carbontrust.co.uk/cut-carbon-reduce-costs/products-services/technology-advice/e,ployee-awareness/pages/posters.aspx]		
Criteria Theme - Electricity - Lighting				
B007	All banks of three or more light switches within the department have been labelled to identify which lights each switch operates.	It is good practice to label banks of light switches so staff and visitors know which switches to turn on, rather than switching them all on.	View banks of light switches and ensure each is correctly labelled.	
Criteria Theme - Electricity - Switching off				
B008	The department has an up-to-date written [lighting and equipment responsibility plan] covering all the main areas and key equipment within the department and all relevant staff have been made aware of the plan.	Some of the most efficient departments are those that have formally assigned a clear responsibility to specific individuals to ensure that lighting and equipment is not left on unnecessarily. This is especially useful for communal areas and big energy use.	View a dated document outlining who is responsible for switching off lighting and equipment in specified areas. Should include cleaners and security if applicable. Interviews with staff to ensure it is embedded.	
B009	The department has a comprehensive shut-down checklist for vacations and all staff have been briefed on this.	It is good practice to develop a shut-down checklist for vacations to ensure that equipment that is usually on when the department is open (such as photocopiers, hot-drink vending machines, ventilation equipment and heating) is not left on or set too high.	View a dated document outlining which equipment is to be switched off prior to each vacation, and who is responsible for ensuring it is switched off. Interviews with key staff. View staff briefing to check it has been communicated to staff.	
Criteria Theme - Heating				
B010	Within the last 6-months the department has carried out a basic walk-around to identify areas that are being heated unnecessarily and taken action to save energy as required.	Energy is easily wasted by heating predominantly unused areas such as stock rooms, store rooms or corridors. Note that, if turning down radiators, thermostatic radiator valves should be put onto the frost settings rather than fully switched off to provide some frost protection. Any problems with heating that cannot be turned down should be reported to Estates helpdesk via [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/ServiceRequesthelpdesk/Home.aspx]	1) View survey findings. 2) Tour the department and look for areas being heated unnecessarily or overheated. Evidence to be dated within 6-months of the date of the submission of this application.	
Criteria Theme - Deleted, please move on to next criteria				
B011	Deleted, please move on to next criteria	Deleted, please move on to next criteria	Deleted, please move on to next criteria	
Criteria Theme - Travel				
B012	Within the last 6-months the department has proactively promoted the interest-free loan scheme for travel passes to the majority of its staff.	As LSE has a central London location, it is unlikely that staff use private cars to travel to campus. However it is important that public transport is promoted as an alternative mode of travel, especially for travel to meetings. The University has an interest-free loan scheme for	Communications examples include: A note in a departmental newsletter; putting up awareness posters or notices; an email to staff; a note on the department's webpage. Communications to be dated or posted within 6-months of the date of the submission of this	

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		travel passes - [www2.lse.ac.uk/intranet/LSEServices/divisionsAndDepartments/humanResources/reward/staffBenefitsAndPay/seasonTicketLoans.aspx]	application.	
Criteria Theme - Procurement				
B013	Tap water is provided for the majority of departmental meetings instead of bottled water.	Some departments provide spring water for meetings. Bottled spring water has a substantially greater [carbon footprint] than tap water. NB: If ordering water through LSE catering, you need to specify tap water on the catering order form.	Interview a cross-section of staff. Look in meeting rooms.	
B014	When purchasing food for departmental meetings the department ensures that it meets at least two of the following: • Where possible the produce is local and/or seasonal; • Where possible the produce is [certified organic]; • Where possible all fish is Marine Stewardship Council (MSC) certified; • All eggs are [free-range] or Freedom Food* certified; • The majority of the meat is free-range* or [Freedom Food] certified; • The majority of food provided is vegetarian.	In the EU, food production and distribution contribute up to 18% of [greenhouse gas] emissions (Soil Association 2009). Eating [sustainable local food] can help support the local economy and reduce our collective negative [environmental impact]. To find out what is in season visit [www.eatseasonably.co.uk/what-to-eat-now/calendar].	View catering ordering forms and speak to staff.	
B015	Either the department does not buy any tea or coffee for consumption or, if it does, it is all [Fairtrade]. NB: This only refers to tea or coffee bought with departmental money, not product bought by staff.	[Fairtrade] products guarantee a fixed price for some of the lowest paid farmers in the developing world. There is also a fixed community premium that goes towards community development projects. For more information and to find out where you can buy fairtrade products see [http://www.fairtrade.org.uk]	Look in kitchen areas and meeting rooms.	
B016	Either all plain A4 white copier paper bought by the department meets at least one of the following options: • Made from 70% recycled paper; • Made from [National Association of Paper Merchants (NAPM)] accredited recycled paper; • Made from pulp from [certified sustainable sources], or if the department does not buy its own paper, within the last 6 months it has lobbied the department that procures it to meet at least one of the above options.	During the GI audits carried out in 2009/10 at 22 participating universities, departments in six of the universities were buying paper that originated in eucalyptus plantations in Brazil. From an environmental perspective it is much better to buy recycled paper or paper from [certified sustainable sources]. LSE's approved stationery supplier is Office Depot, who carry a full range of recycled paper.	View paper in stationary store. Examine invoices or delivery notes. Look at email correspondence with procurement department, dated within last 6-months.	
Criteria Theme - Greening teams, action plans and communications				
B017	Using the LSE's ten Environment Policy Objectives, which can be viewed here: [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/sustainableLSE/about/EMSatLSE/enviroPolicy.aspx], the department has identified, ranked and documented what it believes are its five most significant negative [environmental impact]s.	Every department has a negative [environmental impact]. The most significant impacts will depend on what the department does but may include energy use in its offices, production of chemical wastes, air travel by staff, car travel by visitors visiting the department, the printing of publications and the associated use of energy, paper and oil for inks, etc.	Examine list and cross-reference against observations from tour of department, view list displayed on noticeboard.	

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B018	All new staff are formally inducted on relevant environmental issues within their role.	Encouraging new staff to do their bit right from the start will help to ensure that environmental initiatives are successful. This could include recycling policy and procedures, individual responsibility for conserving energy, how to [duplex] print, sustainable travel schemes and policies, switching off appliances, etc. See LSE Sustainability Staff Induction presentation. [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/sustainableLSE/policyObjectives/educationForSD/staff%20induction.pdf] In addition to a departmental induction on environmental issues, a presentation on Sustainability is part of the Flying Start briefing, which all staff are invited to attend.	Evidence could include a staff handbook; staff induction checklist or equivalent; interviews with new staff.	
B019	The department has a well-labelled notice board dedicated to communicating environmental issues.	Having a departmental environmental notice board is a great way of starting to communicate to staff and visitors on your greening initiatives.	View the notice board and contents.	
B020	At least 10% of staff in the team have made two or more of the pledges at [http://www.nus.org.uk/greenimpactpledge] to reduce their negative environmental impact.	It is hoped that Green Impact will have wider impacts than just greening departments. We hope that the scheme will encourage staff, students and visitors to adopt greener behaviours.	Check with NUS how many staff have signed up to pledges.	