

Green Impact - London School of Economics - Bonus

Ref	Criteria	Further Information	How will you be audited	Notes
Criteria Theme - Reducing waste				
C001	The department has calculated the total number of photocopies made in the last financial year.	The underlying principle of resource efficiency is that, if you can't monitor it, you can't manage it. Although many departments are unable to monitor utility usage, most can monitor the number of photocopies they make through the copier's digital counter or from the invoice.	A document recording the number of copies made over a given period.	
C002	The total number of photocopies made by individual members of staff last financial year is less than the total number made in the previous financial year.	Reducing the number of photocopies made will save both paper and energy.	Look at copier records for at least the last two full financial years. Work out copies made each year divided by the number of staff in the department. Compare figures.	
C003	The majority of staff responsible for organising meetings within the department have taken proactive measures to reduce the number of handouts they take to meetings.	It is good practice to ask individuals if they need hard copies of papers prior to meetings rather than assuming all present will want them.	See results of Survey Monkey GI Waste questionnaire. View evidence - includes: emails to participants asking who needs hard copies; printing more than one page per sheet; encouraging attendees to bring the documents digitally, etc.	
C004	If the department is an academic department, it is either mandatory to submit assignments electronically, or, within the last 6-months, the department has reviewed opportunities for the electronic submission of assignments.	Some departments encourage electronic submission of assignments. This can reduce the net amount of paper used. (eg. Moodle, e-mail)	See results of Survey Monkey GI Waste questionnaire and view current submission practice and any plans. Speak to relevant member of staff and find out what opportunities have been considered.	
Criteria Theme - Deleted, please move on to next criteria				
C005	Deleted, please move on to next criteria	Deleted, please move on to next criteria	Deleted, please move on to next criteria	
Criteria Theme - Reducing waste				
C006	Either the email disclaimer statement on departmental emails is kept on a website referred to in the email (rather than in full in the email), or the department has asked the IT department to action this for their department within the last 6-months.	Email disclaimer statements often inadvertently waste paper and energy by causing a second page to be printed unnecessarily. It is good practice to provide the full disclaimer on a website referenced in the email rather than in full on an email.	See results of Survey Monkey GI Waste questionnaire and view emails or see evidence of a request to the IT department dated within 6-months of the date of the submission of this application.	
C007	Either the department does not produce any publications for circulation beyond the department or, if it does, it has effective systems in place to ensure that it does not significantly over-order the number of copies.	During the audits carried out at 22 participating universities in 2009/10, departments in a number of the universities were significantly over ordering publications causing them to have to dispose of large quantities of unused publications. Producing publications uses significant quantities of energy and resources and over ordering should be avoided. Department have identified person responsible.	Interview production team, and examine systems. This could include analysis of actual distribution numbers for previous print runs. Look for piles of unused copies in storage areas or recycling bins. Work out: number of publication copies produced divided by number of publication copies left. Speak to responsible person	
C008	In the last 12-months the department has engaged with one or more of its suppliers to reduce the amount of packaging	Many products are over packaged by suppliers. As customers, we have a good opportunity to encourage	Speak to relevant member of staff and establish which supplier has been approached and why, and any outcomes.	

Ref	Criteria	Further Information	How will you be audited	Notes
	supplied with their products.	suppliers to reduce packaging waste rather than just accepting it.	See emails if applicable.	
Criteria Theme - Reusing waste				
C009	If the department has disposed of any unwanted mobile phones in the last 6-months, they have all been sent for reuse or recycling rather than disposal. Staff are aware of the procedure for mobile phones.	The University supports Fonesforsafety, a mobile phone recycling scheme which turns used mobile phones into reconfigured "999 only" phone alarms for victims of domestic violence. Mobile phones that cannot be reconfigured are recycled to raise funding for the scheme. [www.fonesforsafety.org.uk/home.asp?lvl1=1].	Speak to staff responsible for collecting the phones. See results of Survey Monkey GI Waste questionnaire	
C010	If the department has disposed of any unwanted office furniture in the last 6-months, it offered it to the LSE Furniture Reuse scheme.	According to the waste hierarchy 'Reduce-Reuse-Recycle', reuse it is better than recycling. Staff can put unwanted office items up for reuse through LSE Stores, via Vic Finnigan, in-charge of Furniture re-use: [V.A.Finnigan@lse.ac.uk]	View e-mail and speak to relevant member of staff. View results of Survey Monkey GI Waste questionnaire.	
C011	The majority of milk used internally within the department is delivered in reusable glass bottles in preference to recyclable plastic bottles or cardboard cartons.	Following the waste hierarchy of it being better to re-use than recycle, having milk delivered in returnable glass bottles will slightly reduce your environmental impacts. An existing LSE supplier, Cotteswold Dairy, are able to deliver in glass bottles: [http://www.cotteswold-dairy.co.uk/]	View e-mail, speak to staff and look in fridges.	
C012	If the department has provided internal lunches for staff or visitor meetings in the last 6-months, it has provided reusable crockery, cutlery and drinking vessels instead of single-use disposable items.	Using reusable crockery reduces waste, helping the LSE to meet its zero waste target.	Talk to staff and look at crockery, cutlery and glasses in kitchen areas.	
C013	Either no domestic batteries have been purchased within the last 6-months or, if they have, they have been rechargeable rather than single-use. Staff have been made aware.	Over 600 million disposable household batteries are bought in the UK every year with 95% of them ending up in landfill sites at the end of their life. Following the waste hierarchy, it is better to re-use than recycle.	Ask to see battery rechargers, speak to staff member responsible for ordering, see results of Survey Monkey GI Waste questionnaire.	
Criteria Theme - Recycling waste				
C014	The department has a scheme in place to collect waste A4 paper printed on one side only and rather than sending it for recycling the department reuses it.	A4 non-confidential paper only printed on one side can be reused internally. Instructions can be found online.	View paper collection points. Speak to relevant member of staff to establish what the paper is used for. See results of Survey Monkey GI Waste questionnaire.	
C015	The department ensures all envelopes are opened with a letter opener and stored according to size in appropriate boxes in stationary cupboards (where new envelopes are currently stored) to be reused.	Reusing envelopes means that the useful life of the envelope is extended and the use of raw materials to produce new ones is avoided. In addition, this saves on the purchasing of new envelopes. All internal mail should be sent in internal reusable envelopes. When requiring an envelope use a label to print or write the address. Place the label careful so that it: 1. Covers the first address - cross out any writing that	View easily accessible reuse envelope 'boxes' sorted in different sizes. View reuse labels. See reuse envelopes in out tray. See results of Survey Monkey GI Waste questionnaire.	

Ref	Criteria	Further Information	How will you be audited	Notes
		remains on display. 2. Covers the previous franking mark - or cross this out. Note: You may need to use an additional piece of tape to fully seal the envelope.		
C016	Within the last 6-months all departmental staff have been reminded how they can recycle batteries, including reference to the location of their nearest battery recycling bin.	Waste batteries should be taken to designated collection points for collection and recycling. Collection points are at NAB, Old Building and Towers Reception Desks.	View reminders. These could include: an email to all staff; a note in a departmental newsletter; a notice on a staff notice board. See the results of Survey Monkey GI Waste questionnaire.	
C017	Within the last 6-months all departmental staff have been reminded how they can recycle CDs.	Departments can send CDs for recycling through internal mail to Chantal Beaudoin, Sustainable Waste Officer, room NCT.01, [beaudoin.c@lse.ac.uk]	View reminders as above and see results of Survey Monkey GI Waste Questionnaire	
Criteria Theme - Electricity - Awareness				
C018	The department has invited all staff to feed back ideas for saving energy within the last 12-months, and has implemented at least one of the ideas.	Staff know how their departments operate better than anyone else - the best energy-saving ideas tend to come from within departments.	View feedback mechanism. This could include: discussion at a departmental meeting; an email to all staff; an item in a staff newsletter or on a staff notice board.	
Criteria Theme - Electricity - Air conditioning				
C019	Either the department has not installed any new portable or fixed air conditioning in the last 12-months or, if it has, it has all been procured through Estates.	Air conditioning is very energy-intensive and can double the energy use of a building. There are sometimes more efficient alternatives to cooling a space than providing air conditioning, or ways of improving efficiency at the design stage.	Tour department and look for air conditioning. Ask staff when it was installed.	
C020	Either the department does not have any portable or fixed air conditioning or, if it does, all units are regularly serviced by an LSE appointed contractor.	It is possible to save as much as £10,000 per year by regularly servicing a combined heating, ventilation and air conditioning system [Carbon Trust] data, based on a 100,000 square foot building).	Ask staff about servicing. Check servicing records if applicable.	
C021	Either the department does not have any portable or fixed air conditioning or, if it does, it has ensured that all windows in air conditioned spaces receiving direct sunlight are fitted with working blinds, curtains or a reflective or tinted covering to reduce solar gains.	It is good practice to prevent direct sunlight from entering air conditioned areas as it will cause the units to work harder and use more energy. Air conditioning uses much more energy than lighting, so for rooms with lots of South-facing windows it is better to draw the curtains to block out the direct sunlight if the air conditioning is on.	View air conditioned rooms that receive direct sunlight to ensure they have blinds, curtains or tinted coverings.	
Criteria Theme - Electricity - Lighting				
C022	The department has provided at least two desk lamps containing [compact fluorescent (energy efficient) bulbs] per ten desk-based members of staff.	It is good practice to provide desk lamps for office staff so they can be used instead of switching the main lights on. Desk lamps can be especially beneficial in open plan offices and areas where the switching arrangements may result in lights being on unnecessarily. Check LSE Furniture Reuse and refer to p.18 of the LSE Purchasing Guide: [https://www2.lse.ac.uk/intranet/LSEServices/financeDivision/internal/staff/pdf/PurchasingGuide.pdf]	Identify how many desk-based members of staff there are in the department. Count up the number of desk lamps checking that each contains a [Compact fluorescent (energy efficient) bulbs].	

Ref	Criteria	Further Information	How will you be audited	Notes
C023	Either the department does not have any [mains voltage] desk lamps or, if it does, they are all fitted with [compact fluorescent (energy efficient) bulbs].	[Tungsten filament bulbs] are highly inefficient, converting only about 5% of the energy they use into light. [Compact fluorescent (energy efficient) bulbs] are much more efficient, converting around 40% of the energy they use into light. To request lighting replacements please complete a Maintenance Estates Service Request form - [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/serviceRequest_maintenance.aspx]	Tour the department and look for [tungsten filament bulbs] in desk lamps and laboratory lamps.	
C024	Either the department does not have any [tungsten filament bulbs] in ceiling or wall lights or, if it does, more efficient replacements have been requested within the last 6-months.	As above. To request lighting replacements please complete a Maintenance Estates Service Request form - [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/serviceRequest_maintenance.aspx]	Tour the department and look for [tungsten filament bulbs] in ceiling or wall lights. If [tungsten filament bulbs] are found, check that the replacement work has been booked in.	
C025	Either the department does not have any [T12 tubes] or, if it does, more efficient replacements have been requested within the last 6-months.	The wider a fluorescent tube is the less energy efficient it will be. [T12 tubes] are the widest tubes and can be upgraded to thinner [T8 tubes] or [T5 tubes] to save energy. To request lighting replacements please complete a Maintenance Estates Service Request form - [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/serviceRequest_maintenance.aspx]	Walk around department. If any [T12 tubes] are found, check that the replacement work has been booked in.	
Criteria Theme - Electricity - Appliances and other equipment				
C026	The majority of staff in the department are aware of the School-wide shut down policy, and the majority of staff switch off monitors when away from their desks for five minutes or more	Generally there is no valid reason to leave PCs on overnight as any software updates will be received and installed when switching on each day. At LSE, at 7pm any staff PCs that are still on are automatically powered-off unless someone is logged in. However, this only switched off the computer, not the monitor. Monitors should be switched off when you are not using your PC for five minutes or more - don't be fooled by screensavers, they do not save energy!	Interview a cross-section of staff about awareness, practice and IT settings. Tour the department and look for monitors left on standby.	
C027	Over 80% of all of the workstations within the department have LCD flat-screen monitors.	Flat-Panel Liquid Crystal Display (LCD) monitors only use around 10% of the energy of an equivalent standard Cathode Ray Tube (CRT) monitor.	Check the department for any old CRT monitors and calculate the approximate percentage.	
C028	Either the department has less than one laser printer per ten desk-based members of staff, or it has plans to reduce the number of laser printers within the next 12-months.	Laser printers typically use double the energy an inkjet printer uses to print a page and use a lot more energy when left on standby. From an energy efficiency perspective it is good practice to have shared	Count the number of laser printers throughout the department. If there is more than 1 per 10 members of staff, view the plans to reduce the number.	

Ref	Criteria	Further Information	How will you be audited	Notes
		networked printers instead of many localised personal printers.		
C029	Either the department hasn't bought any large flat screen TVs in the last 24-months or, if it has, they have all been LCD not plasma screens.	LCD flat screen TVs are usually more energy efficient than plasma flat screen TVs.	View the TVs and check the type. Use online search if necessary.	
C030	The temperature controls of all domestic fridges have been checked within the last 6-months to ensure that they are not set too high.	An easy way to save energy is to ensure that fridge temperature controls are not set too high, causing the appliance to cool to an unnecessarily low temperature. The higher the control number, the colder the fridge.	Look at fridge settings. Speak to relevant members of staff.	
C031	Either the majority of domestic refrigerators/fridge-freezers are all graded as A, A+ or A++ in the [EU energy label] scheme, or the majority have been fitted with a [Fridge Saver Plug].	Investing in the cheapest refrigerators can be a false economy as they are very often the least efficient, wasting hundreds of pounds of energy over the lifetime of the product. All new refrigerators, freezers or fridge-freezers are ranked for energy efficiency through the [EU energy label] scheme. For existing domestic fridges, a [Fridge Saver Plug] can reduce the energy consumed by the fridge by over 20%, giving a typical return of £140 over 10 years.	Look at label on fridge or take model details to look up on the internet. View [Fridge Saver Plug].	
C032	All domestic, commercial and research refrigerators, freezers and fridge-freezers are positioned at least 1 metre from equipment generating significant quantities of heat.	A common area of bad practice is the placing of refrigerators, freezers or fridge-freezer appliances near to sources of heat such as un-lagged pipes, radiators, dishwashers, glass driers and ovens. Ideally all refrigerators, freezers or fridge-freezers will be kept in a relatively cool, well ventilated location.	Look in kitchens and other areas and check the location of the appliances in relation to heat sources.	
C033	Either the department does not have any freezers or fridge-freezers or, if it does, someone is responsible for defrosting them or there is a written procedure for periodic defrosting. For appliances used for food and drink, none have more than 15mm of ice build-up at any one point.	It is good practice to defrost freezers periodically to ensure that ice does not build-up. Ice build-up makes freezers inefficient and wastes energy. If freezers get iced up quickly it is likely that a door seal needs replacing.	Speak to members of staff and look in a selection of appliances in kitchens.	
C034	The majority of hot drinks made by staff in the department are made through [instant water boilers] or in [environmentally-friendly kettles].	According to the UK Tea Council, as a nation we drink 165 million cups of tea and 70 million cups of coffee each day. [Instant water boilers] are over three times more energy efficient than urns and use less energy than regular kettles.	Visit staff kitchen areas and view water boilers and kettles.	
C035	The department has banned staff from bringing in or using personal kettles, fridges, microwaves, printers, personal heaters and desk fans and/or has had an appliance amnesty in the last 6-months.	Staff are discouraged from having their own personal appliances in their work areas. It is much more efficient to have a small number of shared energy-efficient appliances.	Tour a selection of offices looking for personal equipment. If applicable view policy or evidence of an appliance amnesty event.	
C036	Either the department is not accessed by or does not have any lifts. However, if it is, then	Lifts are major energy users. Using the stairs instead of the lift, if you can, will help to reduce	Communications examples include: A note in a departmental newsletter; putting up	

Ref	Criteria	Further Information	How will you be audited	Notes
	within the last 6-months the department has proactively encouraged people to use the stairs instead of the lift if they can.	your own [carbon footprint].	awareness posters or notices; an email to staff; a note on the department's webpage.	
C037	If the department has any hot drink vending machines, water coolers or chilled drink vending machines in non-24 hour access areas, they are switched off where possible to do so.	Machines can be switched off as per the guidance box to the left, or use a timer plug.	Tour the building to view equipment. Look for timer plugs or interview staff. Check that times reflect building usage.	
C038	The department has taken action to ensure that laptop docking stations, personal printers and mobile phone chargers are not left on unnecessarily, especially at night and the weekend.	Mobile phone chargers, laptop docking stations and some desktop printers use energy regardless of whether they are charging or not because the voltage transformers on the plug consume energy. A range of gadgets are now available to help eliminate small-scale [electrical leakage].	Ask staff what action has been taken. Audit department to see if any are on unnecessarily.	
Criteria Theme - Heating				
C039	Either the department does not have any areas where portable electric heaters are regularly used during normal working hours or, if it does, the department has both ensured that any central heating radiators are not blocked by furniture and has reported that there is a heating problem to the University.	Portable electric heaters typically use around 3,000 Watts of energy making them one of the most energy consuming pieces of equipment within an office environment. They are a very inefficient method of heating and can make things worse by influencing existing thermostats and heating systems. Portable electric heaters can be a sign that there is a heating problem that needs fixing. Any problems with heating should be reported through an Estates Service Request form: [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx]	Tour department looking for portable electric heaters. If any are found, check radiators are not blocked and check that a heating problem has been logged.	
C040	The department has identified the optimal settings for all of the rooms that are heated by [thermostatic radiator valves] and put up notices by each radiator advising staff and visitors of the optimal setting and asking them not to alter it.	For maximum efficiency [thermostatic radiator valves] should be left on a pre-determined setting and not altered. The exact setting for each room will depend on the size of the radiator, the size of the room and the number of doors and windows. It is good practice to determine the optimal [thermostatic radiator valve] setting for each room by running the radiator's on full and then gradually reducing them until an average room temperature of 21 degrees Celcius is reached. The [Carbon Trust] gives out free awareness-raising wall thermometers: [http://www.carbontrust.co.uk/Publications/pages/publicationdetail.aspx?id=PFL172&respos=0&q=PFL172&o=Rank&od=asc&pn=0&ps=10]	View notices by [thermostatic radiator valves].	
C041	Within the last 6-months the department has encouraged staff to wear appropriate clothing	It is good practice to wear warm clothing in the winter rather than wearing summer clothing and	View campaign. Campaign should include more than one initiative. Examples include: A	

Ref	Criteria	Further Information	How will you be audited	Notes
	for the weather conditions as part of an energy awareness campaign.	turning the heating up.	feature in a departmental newsletter; putting up awareness posters or notices; an email to staff; a note on the department's webpage; running an awareness event; a staff competition.	
C042	If the department is the only occupant in its building, and if the department has staff that occasionally work inside the building out of regular office hours, the department provides portable electric heaters on a booking system rather than operating the whole building heating system.	Many departments have some staff using their offices and facilities out of hours and at weekends. It is very wasteful to heat a whole building for just a few members of staff and it is recommended that, where possible, main heating systems be switched off out of hours and staff asked to book out portable electric heaters from a central store if required.	Interview staff responsible for the system.	
Criteria Theme - Water				
C043	All urinals are fitted with [water saving devices] that are working.	[Unregulated urinals] typically flush 3.5 litres of water every 20-minutes, 365 days a year. Over a year that would equal a total of 92,000 litres at a cost of around £200 in water charges. It is normal practice to fit [water saving devices] to all urinals so that they only flush after they have been used. Occasionally these [water saving devices] fail, so it is good practice to check them regularly. Any problems with urinals should be reported to [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx]	Check the urinals in each washroom.	
C044	[Cistern volume adjuster]s have been fitted into the cisterns of the majority of pre-2000 toilets.	The recommended flush for a toilet is 7 litres. Toilets made before the year 2000 typically flush more than 7 litres, but can easily be adjusted by installing a [cistern volume adjuster].	Look in cisterns of pre-2000 toilets.	
C045	Two or more [dual-flushing toilets] have been installed within the department.	[Dual-flushing toilets] give users the option of half-flushing, thus saving water.	View the [dual-flushing toilets].	
C046	Either the department does not have high water pressure or it has requested that [water saving valve]s be fitted to reduce water pressure.	The higher the water pressure, the more water is wasted through washrooms. If any parts of the department suffer from high water pressure, [water saving valve]s could be fitted to reduce the water pressure. To report high water pressure, please complete an Estates Service Request Form: [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx]	View the [water saving valve]s. View requests.	
C047	The department has a process for staff to report dripping taps or other water wastage, and the majority of staff are aware of the process.	A dripping tap can waste up to 5,000 litres of water a year. To report a dripping tap, please complete an Estates Service Request form, [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices	1) Look for dripping taps on tour of department. 2) Speak to relevant member of staff to review procedure. 3) Check staff know the procedure.	

Ref	Criteria	Further Information	How will you be audited	Notes
		/serviceRequesthelpdesk /Home.aspx]		
C048	The department collects rain water through one or more water butt and regularly uses it for watering plants in preference to tap water.	Water butts can be used to collect rain water for watering plants.	View water butt.	
C049	The department has run its own water-saving campaign with the last 6-months.	Water efficiency awareness posters can be placed next to taps, toilets, showers etc.	View campaign. Campaign should include more than one initiative.	
Criteria Theme - Travel				
C050	Within the last 6-months the department has proactively promoted the use of [teleconferencing] facilities and/or [video-conference] facilities and/or [Skype] to all relevant staff as an alternative to travelling to external meetings.	The university has [teleconference] and [video-conference] facilities that can be used as an alternative to travelling to meetings. For information on teleconferencing, visit [www.lse.ac.uk/directory/audiconf_info1.htm]. For more information on video-conferencing visit [http://www2.lse.ac.uk/intranet/LSEServices/itservices/facilities/avServices/videoConferencing/home.aspx]	Interview a cross-section of staff involved with external meetings.	
C051	Either the department does not have any departmental cars or, if it does, at least 25% are in [Vehicle Excise Duty bands] A or B (emission figures of up to 120 g/km CO2).	About 20% of all carbon emissions in the UK are from road transport. To find out the fuel-efficiency ratings of individual models visit [www.vcacarfueldata.org.uk].	Confirm the department do not have any cars or view list of departmental cars and duty bands.	
C052	If the department has one or more departmental car, it has added checking tyre pressures to the pre-journey checklist with a clear link to fuel efficiency.	A 2-psi drop in tyre pressure can increase fuel consumption by 3%.	Confirm the department does not have any cars or examine pre-journey checklist.	
C053	The department has offered training or guidance to the majority of staff that drive on University business on how they can maximise fuel efficiency.	Simple training in efficient driving techniques can save up to 20% in fuel consumption. For more information visit [www.energysavingtrust.org.uk/Travel/Drivers/Smarter-driving].	Examples include emails to staff, a note in a staff handbook or evidence of a formal training event.	
C054	The department has an active system in place to monitor and record the number of business miles travelled on University business by different modes of transport to include departmental vehicles, private vehicles, trains, planes and bicycles.	Flying is a relatively inefficient mode of transport. With cheap domestic air travel widely available it is important to monitor the number of miles travelled by air compared to other modes of travel.	A relevant procedure and reporting mechanism for staff (e.g. expenses form). Cross-reference with staff to ensure they are aware of procedures for recording miles travelled. Look at the central record.	
C055	The department has calculated its total [carbon footprint] for business miles travelled on University business in the last financial year.	If you know the number of miles travelled in each mode of transport you can calculate your [carbon footprint] for travel. There are a number of carbon calculators you can use online, such as [www.carboncalculator.direct.gov.uk/index.html].	View document and workings.	
C056	The total [carbon footprint] for business miles travelled on University business in the last financial year is less than for the previous financial year per member of staff.	Reducing the department's [carbon footprint] for business miles over a given period is a noteworthy achievement and demonstrates that the department has taken effective greening action.	Look at travel data for at least the last two full financial years.	

Ref	Criteria	Further Information	How will you be audited	Notes
C057	The department has an effective system for collecting data for how visitors travelled to and from the department.	Once a department has established effective systems for monitoring and reducing its own travel impacts it can start to examine the travel impacts of its visitors.	View system for collecting data.	
C058	Within the last 12-months the department has held or hosted a transport event or training session promoting a specific greening activity such as car sharing.	Awareness raising is a key component to help change the way people travel to work.	See communications to staff. Communications must be dated within the last 12-months.	
C059	The department has purchased a departmental pool bicycle and promoted this to staff within the last 6-months.	Providing a pool bicycle may encourage staff that cannot bring in their own bicycle to cycle whilst at work.	Speak to relevant staff. See booking system.	
C060	The department has informed all departmental staff where their nearest cycle parking and shower facilities are within the last 6-months.	Cycle parking and showers are located across campus, the locations of which can be found at [http://www2.lse.ac.uk/intranet/LSEServices/LSEFacilitiesGuide/transportCyclesShowersAndLockers.aspx]	See communications to staff. Communications must be dated within the last 12-months.	
C061	The expenses policy used by the department includes a mileage rate for cyclists.	In some Europe countries it is common for cyclists to be awarded higher expenses mileage rate for bike travel than car travel. The Inland Revenue recommends that cyclists be reimbursed at 20p per mile.	Examine expenses policy.	
Criteria Theme - Procurement				
C062	The department actively supported the last [Fairtrade Fortnight] campaign.	[Fairtrade Fortnight] is the official event of the [Fairtrade] Foundation and is happening on 27th February - 11th March 2012: [http://www.fairtrade.org.uk/get_involved/campaigns/take_a_step_in_2012.aspx]	Speak to relevant member of staff. View evidence (photographs, newsletter, e-mail etc.)	
C063	If the department has an externally-franchised catering outlet, it has ensured that all tea, coffee, hot chocolate and sugar served is [Fairtrade].	The University has been awarded [Fairtrade University] status by meeting five basic criteria set by the [Fairtrade] Foundation. One of the criteria is only serving Fairtrade tea and coffee in retail outlets. [www.fairtrade.org.uk].	View products on sale in any catering franchises.	
C064	Either the department doesn't have any catering retail or hot drink or chilled food vending machines or, if it does, it has at least one machine offering Fairtrade* and/or a selection of healthy eating* options.	[Healthy eating] is part of the corporate social responsibility agenda, and fresh healthy food is often better for the environment too.	View vending machines.	
C065	Either the department does not buy any clothing for internal use or selling on or, if it does, it has asked all clothing suppliers to guarantee that all have been manufactured within the [Nine Core Conventions of the International Labour Organisation].	The [International Labour Organisation's] nine core conventions describe humane working standards for production facilities overseas.	Find out all the brands purchased and ask to see the evidence sent in by clothing suppliers.	
C066	The department preferentially buys any three of the following on a regular basis: • Refillable writing pens and refills in preference to one-use	Environmentally-friendly versions of most stationery products are now widely available. Office Depot is LSE's approved supplier.	Look at products in stationery store. Examine delivery notes or invoices.	

Ref	Criteria	Further Information	How will you be audited	Notes
	disposable pens; • Refillable highlighters and refills in preference to one-use disposables; • Pencils made from [Forestry Stewardship Council (FSC)] certified sustainable wood in preference to wood from unaccredited sources; • Stationary ranges made from a majority recycled content; • [Biodegradable cellulose sticky tapes] in preference to acetate or polypropylene sticky tapes; • Water-based correction fluid in preference to solvent-based.			
C067	If the department is supplied by Office Depot, it has signed up to the Green Points scheme.	Office Depot runs a reward scheme called Green Points that seeks to encourage and support customers in reducing their [carbon footprint]s by buying more sustainable products, considering deliveries and placing orders online. All Office Depot customers can sign up by contacting thier account manager or e-mailing [ukenvironment@officedepot.co m]. For more information visit [http://www.officedepot.co.uk /greeneroffice].	Contact Office Depot to see if department has registered.	
C068	Either the department has not contracted out any significant quantities of printing in the last 12-months or, if it has, it met any two of the following: • More than 50% by volume was done using [waterless offset printing]. • More than 50% by volume was printed with vegetable based inks* • More than 75% by volume was printed on either 100% recycled paper, NAPM* accredited recycled paper, or paper made from pulp from [certified sustainable sources].	Unlike conventional printing technologies, [waterless offset printing] does not use large quantities of water in the printing process. [www.waterless.org].	Interview staff responsible for producing the publications. Identify which publications have been sent to print externally and which printing companies they have been sent to. View publications and contact printing companies if necessary.	
C069	The department has developed its own minimum specification list based on energy efficiency for new office electrical equipment that includes all of the following appliances as applicable: printers, photocopiers, kettles, domestic refrigerators, freezers or fridge-freezers, desk lamps.	It is good practice to have a minimum specification list for new office electrical equipment to ensure that all new equipment is as energy efficient as possible. For more info see [www.energysavingtrust.org.uk/E nergy-Saving-Trust-Recommended-products].	View specification list.	
C070	If the department buys research or commercial equipment, it regularly uses the Government's [Energy Technology List] and/or calculates [whole lifecycle costings] as part of the procurement process.	Over the lifecycle of a typical appliance, total appliance running costs will usually be 15% procurement cost, 75% energy costs and 10% maintenance costs. This means it is cheaper to invest a little more when buying as you will save more in energy costs. Departments that buy research or commercial equipment should be taking into account energy and water efficiency as part of their procurement process. This can be done through published lists, such as the Government's	Look for evidence of taking energy efficiency into account through procurement - this could be communications to staff, departmental procurement policy or guidance, [whole lifecycle costing] exercises.	

Ref	Criteria	Further Information	How will you be audited	Notes
		[Energy Technology List] and [Water Technology List], or by manually calculating the running costs of products over their whole life through [whole lifecycle costing].		
C071	The department has processes in place to ensure that any new furniture, and/or wood products used in refits, is made from wood from [certified sustainable sources].	It is not just tropical rainforests being logged for timber; the felling of natural forests in Russia, northern Europe & North America is a major problem. Some of this wood ends up in the UK as timber in furniture and in composite materials such as chipboard.	Evidence could include a procurement policy, standard text for refit briefs, or a list of suppliers that sell products containing wood from [certified sustainable sources].	
C072	The department has one or more [HFC-free fridge].	Most fridges contain hydro fluorocarbons (HFCs). HFCs have a [global warming potential] of around 3,200 times that of [carbon dioxide]. It has been estimated that, by 2050, HFCs will contribute as much to global warming as all the private cars on the planet	Look at [HFC-free fridge]s.	
C073	Either the department hasn't had any lighting refits in the last 12-months or, if it has, at least half of the new fluorescent tubes installed were highly-efficient [T5 tubes].	The fluorescent lighting installed as part of standard departmental refits is relatively efficient [T8 tubes]. Highly-efficient [T5 tubes] are preferable to [T8 tubes] as they use less energy, and should be specified as part of refits.	View tubes as part of tour of department.	
C074	The department has ensured that, where possible, the cleaners that clean its buildings use [ecological or plant-based detergents] in preference to chemical-based synthetic products.	Many cleaning products either contain chlorine compounds, which cause a range of environmental pollution (see C075), or synthetic compounds that degrade slowly in the natural environment.	Speak to relevant member of staff or cleaners. Look in cleaning store. Research CoSHH data for the specified products - ingredients should be plant based.	
C075	The department ensures that the cleaners that clean its buildings do not use bleach.	Bleach contains chlorine. In its various artificial forms, chlorine plays a major role in some of the most pressing current environmental problems, including the depletion of the [ozone layer], [global warming] & [acid rain].	As above.	
C076	The department ensures that, where possible, the cleaners that clean its buildings use cleaning products that have not been tested on animals.	The vast majority of cleaning products have been tested on animals. Products that have not been tested on animals usually have the [BUAV] rabbit logo on them.	As above. Research the specified products and contact [BUAV].	
Criteria Theme - Biodiversity				
C077	Within the last 12-months the department has taken one or more proactive initiatives to sustain or encourage [biodiversity].	There are many ways departments can support [biodiversity], from buying rainforest-grown wildlife-friendly coffee, organic or [wildlife-friendly milk]; buying Christmas cards produced by a wildlife conservation charity; collecting printer cartridges for elephant research; putting up bat or bird boxes on or around buildings; the regular feeding of birds in the winter, etc.	Look at initiative; speak to relevant member of staff or volunteer.	
Criteria Theme - Greening teams, action plans and communications				
C078	The department has one or more [pot plants] per five	[Pot plants] remove pollutants from the atmosphere, give out	Count the number of [pot plants] in office spaces. Count the	

Ref	Criteria	Further Information	How will you be audited	Notes
	office-based employees.	oxygen and generally help make a healthier and more pleasant working environment.	number of office-based employees.	
C079	At least one person per 30 members of staff in the department has been involved with V4All in the past year.	Volunteering for All - V4All is the School's staff volunteering project, managed in partnership between the LSE Volunteer Centre and the LSE Staff Development Unit. LSE has a generous policy entitlement of up to five working days per year for employees to take on agreed activities. [http://www2.lse.ac.uk/intranet/staff/humanResources/learningAndDevelopment/volunteering4All/volunteering4All.aspx]	Speak to staff and review any documentation, booking form, photo's etc.	
C080	The department has developed its own community engagement initiative.	During the audits carried out at the 22 participating universities, a small number of departments had developed their own positive community initiatives to support and engage the local community in the work of the department.	Interview relevant member of staff.	
C081	Staff in the department have participated in two or more charity initiatives in the last 12-months.	There are a number of charitable events aimed at office staff including Wear it pink day (www.wearitpink.co.uk); Jeans for Genes day (www.jeansforgenes.com/) and the World's biggest coffee morning (http://coffee.macmillan.org.uk/Home.aspx).	See certificates of donations - all dated within 12-months of the date of the submission of this application.	
C082	There is a demonstrable commitment to environmental good-practice from senior management within the department.	The greenest departments tend to be those with senior managers championing environmental good practice.	Evidence could include: minutes of environmental meetings that show that a senior manager regularly attends, the job description of a relevant senior manager that references environmental issues or responsibilities, senior managers getting involved with Green Impact, etc.	
C083	The department has provided environmental training for one or more of its staff within the last 6-months, or it is booked in within the next 6-months.	Departments are encouraged to invest in training for staff on environmental issues. The [Carbon Trust] and the [Environmental Association for Universities and Colleges] both run a number of full-day courses on energy management and greening. See [http://www.carbontrust.co.uk/events/listings/pages/default.aspx and www.eauc.org.uk/events].	Interview relevant member of staff.	
C084	An environmental statement is included in the job descriptions of all new departmental staff.	Many organisations now include environmental good-practice in the job descriptions of all new staff. This is often a generic statement along the lines of 'going about duties in a resource efficient way and minimising impacts to the environment wherever possible'. This helps create culture change by getting new staff onboard with environmental issues from their first day, and may help to attract greener staff to apply for jobs in	Examine a recent job description, or a written commitment to include it in future job descriptions.	

Ref	Criteria	Further Information	How will you be audited	Notes
		the department.		
Criteria Theme - Wider communications and impact				
C085	The department has endorsed the LSE Environmental Policy and has drafted its own environmental statement and/or policy that has been published or updated within the last 24-months and it is either displayed in the department and/or is available on the department's webpage.	LSE's Environmental Policy covers the activities, services and products of the whole institution. Some departments have created their own environmental statements that are used to embed good practice. [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/sustainableLSE/about/EMSatLSE/enviroPolicy.aspx]	View the statement and/or policy and check that it has been published or is displayed.	
C086	Environmental issues are mentioned in the department's long-term operating plan or strategy.	Incorporating environmental issues into a department's operating plan is a sign that it is committed to reducing its negative [environmental impact]s.	View plan.	
C087	Either the department has run its own environmentally-themed event for departmental staff within the last 12-months, or it has one planned to take place within the next 6-months. NB: This can be the same event as any of the campaign criteria in this workbook with the exception of Fairtrade Fortnight.	During the audits carried out at the 22 participating universities, some departments have run their own events to raise awareness of environmental issues amongst staff and students. Examples include group showings of [An Inconvenient Truth] and [The Age of Stupid], team building days based on an environmental theme, and events based on a national environment event.	Evidence could include emails to staff, an agenda or photos from the day.	
C088	Within the last 6-months a member of staff from within the department has sent out a series of environmentally-themed communications aimed at all staff within the department. NB: This can be the same communications as any of the campaign criteria in this workbook with the exception of Fairtrade Fortnight.	Departments have a range of communication vehicles available to use to communicate with staff on environmental issues including notice boards, staff newsletters, presentations at a staff meeting, webpages and email bulletins.	See communications and check that they are dated within 6-months from the date of submission of this application.	
C089	The department has a series of positive proactive communications aimed at informing staff, students or visitors about the department's good environmental and social practices. NB: Communications must be for educational purposes only rather than requesting individual action such as stickers on light switches or notices on recycling.	Student-facing departments have a great opportunity to help educate future decision-makers on environmental good practice. All departments can do this for staff and visitors too. Examples could include information about some locally-sourced timber used in the building, an awareness-raising poster about lighting sensors in corridors, or some information about the benefits of an environmentally-friendly paint used throughout the department.	View communications.	
C090	The department webpage contains up-to-date information and advice on one or more environmental issues and specific references to what the department is doing to reduce its own negative [environmental impact]s. It includes links to the University's environmental webpage.	Departments can use their own webpages to raise awareness of environmental issues in the department and celebrate what the department is doing to become greener.	View website.	

Ref	Criteria	Further Information	How will you be audited	Notes
C091	If the department is an academic department, it has proactively incorporated environmental good practice into teaching and/or research.	Academic departments can play a pivotal role in greening future generations through their teaching.	Speak to relevant academics and view course or research literature.	
C092	The team have feedback to the department what they are doing and what they have achieved for Green Impact	Putting sustainability on the agenda in department meetings is crucial to embed behaviour change amongst the department.	View meeting minutes.	
Criteria Theme - Procurement				
C093	If the department has an externally-franchised catering outlet, it has ensured that there is either no packaging or that packaging can be recycled.	Reducing waste is a way to contribute to meeting the LSE's carbon reduction targets, set by HEFCE.	View products on sale in any catering franchises.	
Criteria Theme - Reducing waste				
C094	When possible, the department only produces Digital Publications	Producing publications uses significant quantities of energy and resources.	View digital publications. Speak to relevant member of staff.	
Criteria Theme - Auditor Recruitment - points do not count towards Gold				
C095	Teams can earn extra points by helping to recruit auditors to perform audits in the spring.	Please use the comments box to describe your recruiting methods. Points will be allocated based on the approach taken to recruitment and the number of auditors recruited as a result.	Recruited auditors should inform GLA Louise Laker of who was responsible for their recruitment: [L.Laker@lse.ac.uk]. Completed audits are worth 20 points, up to a total of 100 per team.	
Criteria Theme - Mentoring - points do not count towards Gold				
C096	Teams can earn extra points by mentoring other teams to achieve more of the criteria, or to improve the way they complete the criteria.	Please use the comments box to explain how you assisted another team to achieve more of the criteria. Mentee teams will be asked to answer the following questions: How many criteria did you achieve that you would not have achieved without the help of your mentor? How did the mentor team help you to achieve these criteria? How many points out of 25 do you feel your mentor team should receive for their mentoring work with your team?	Teams may mentor as many other teams as they like, and more than one team may mentor any given team. A panel will review the mentee team's responses and determine total points scored up to a maximum of 100.	
Criteria Theme - Mentee - Points do not count towards Gold				
C097	Teams can earn extra points by agreeing to be mentored by another team to achieve more of the criteria, or to improve the way they complete the criteria.	Please use the comments box to explain how you were assisted by another team to achieve more of the criteria. A team can be mentored by more than one other team. Mentee teams will be asked to answer the following questions: How many criteria did you achieve that you would not have achieved without the help of your mentor? How did the mentor team help you to achieve these criteria? How many points out of 25 do you feel your mentor team should receive for their mentoring work with your team?	Teams may mentor as many other teams as they like, and more than one team may mentor any given team. A panel will review the mentee team's responses and determine their score up to a total of 25 points.	