

Green Impact - London School of Economics - Silver

Ref	Criteria	Further Information	How will you be audited	Notes
Criteria Theme - Reducing waste				
S001	The department provides reusable cups and glasses for visitors to use in preference to single-use disposable drinking vessels.	Disposable cups have a greater negative [environmental impact] than reusable cups or glasses. Refer to purchasing guide [https://www2.lse.ac.uk/intranet/LSEServices/financeDivision/internal/staff/pdf/PurchasingGuide.pdf]	Speak to staff, look at water coolers and in kitchens. See results of Survey Monkey GI Waste questionnaire	
Criteria Theme - Deleted, please move on to next criteria				
S002	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				
S003	The department has made printing from the majority of PCs [duplex] by default.	[Duplex] printing typically reduces total paper consumption by 40%. Many new photocopiers can be linked to computing networks, allowing staff to print directly to a single photocopier that can duplex print. Alternatively, computers can be set-up to duplex print to printers by default. For generic information on sustainable It visit [http://www.greenict.org.uk/handbook]	Check default printer settings on the control panel on individual staff computers. Settings should be double sided and black and white. See results of Survey Monkey GI Waste questionnaire	
S004	The department keeps a 'box' of junk mail into which all staff place unwanted hard copy information and make a note that it is NOT WANTED. On a regular basis it is sorted and companies are contacted (quoting relevant reference numbers/receipt details) using the email template which requests them to send electronic copies only. A record of the company details is kept on an excel spreadsheet and companies which persistently ignore the request will be passed to the Sustainability Team.	Reducing the amount of waste received by the department from external bodies gives a strong sign of the environmental commitment from the School. It will reduce the amount of paper that needs to be recycled and the amount used by external bodies. The email template can be found on the LSE Green Impact web page: [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/sustainableLSE/getInvolved/GreenImpact/Documents/TemplateExamples/S003%20criteria%20email%20template%202010.doc]	View easily accessible junk mail "box" and see results of Survey Monkey GI Waste questionnaire. View list of companies contacted and review any results.	
Criteria Theme - Recycling waste				
S005	The department has provided information on all reuse or recycling schemes within the last 6-months and trained staff members.	Waste disposal is a one of LSE's main negative environmental impacts. Recycling helps reduce the amount of waste sent to landfill, reducing the environmental impact and financial cost to LSE. Reusing items instead of recycling is even less resource intensive - LSE has a central store for reuse stationery facilitated by Chantal Beaudoin. It is located in Parish Hall - staff can email the porters, cc'ing c.beaudoin@lse.ac.uk , for stationery reuse deposits and requests.	View communications, sign off sheet for staff training in Recycling and Reuse and results of Survey Monkey GI Waste Questionnaire. Examples of communications could include: a 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. Communications to be dated or posted within 6-months of the date of the submission of this application.	
Criteria Theme - Electricity - Awareness				

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S006	The department has provided information on at least five energy saving opportunities to all departmental staff within the last 6-months.	According to the [Carbon Trust], most businesses can save 20% of the energy they use through good house keeping. For ideas and awareness posters see: [www.carbontrust.co.uk/energy/startsaving/staffawarenessposters.htm]	View communications. See above for examples.	
Criteria Theme - Electricity - Air conditioning				
S007	Either the department doesn't have any portable or fixed air conditioning, or within the last 12-months it has proactively taken measures to encourage staff to keep the temperature settings at 24 degrees Celsius, or 26 degrees Celsius for server rooms.	Cooling costs increase by 10-12% for every 1 degrees Celsius decrease in target temperature. The [Carbon Trust] recommends that office thermostats are set to 24 degrees Celsius when cooling.	Evidence could include a reference in a policy or procedure, notices in place near to the control panels, or an email sent to all staff dated within 12-months of the date of the submission of this application.	
Criteria Theme - Electricity - Audit				
S008	Either the department has had a basic energy audit within the last 6-months resulting an action list that has been considered by departmental managers, or an energy audit has been carried out in the last 24-months resulting in a written report with at least three of the recommended actions from the audit having been put in place.	All departments are responsible for conserving energy in their own facilities. It is recommended that each department carries out its own energy audit at least every two years to identify energy-saving opportunities. Departments can download a pro-forma for a basic energy audit: [http://www.nus.org.uk/en/Campaigns/Greener-Projects/Greener-unions/The-Carbon-Academy under the heading 'Carbon Academy Audit Checklist']	1) Documented findings or recommendations, including evidence that the evaluation happened within 24-months of the date of the submission of this application. 2) Check that the report has been seen by departmental managers. 3) Look at the three recommendations put in place.	
Criteria Theme - Heating				
S009	Within the last 6-months the department has taken proactive measures to encourage staff not to heat their workspaces over 20 degrees Celsius.	It is University policy to only heat workplaces to 20 degrees Celsius. For every 1 degree Celsius increase heating costs increase by the equivalent of 8-10%! Any problems with heating that cannot be turned down should be reported to estates helpdesk - [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices/serviceRequesthelpdesk/Home.aspx]	Actions taken could include wall thermometers being put up, a notice in the departmental staff handbook, or reporting heating issues to the University. Evidence to be dated within 6-months of the date of the submission of this application.	
S010	Either the department does not have any portable electric heaters or, if it does, they are on controlled distribution through a booking system.	Portable electric heaters are a very inefficient way of heating a space and should only be used short-term if there are heating problems or periods of exceptionally cold weather.	Audit the department to see if there are any heaters and view booking system.	
Criteria Theme - Travel				
S011	Either the department has imposed restrictions on staff using [domestic air travel], or the department proactively offers incentives to encourage staff to use alternatives to [domestic air travel].	Flying is an inefficient mode of transport. To compare carbon emissions by car, train, bus and plane visit: [www.directgov.transportdirect.info/Web2/JourneyPlanning/JourneyEmissionsCompare.aspx?repeatingloop=Y]. For more information on the [environmental impact] of flying visit [www.energysavingtrust.org.uk/Travel/Flying].	View policy, travel booking system or guidance. Speak to staff administering travel booking. Speak to a cross-section of staff.	

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S012	The department proactively advises the majority of external visitors and (if applicable) students, how they can get to meetings, lectures, seminars or conferences via public transport, walking, cycling or car sharing.	Departments are encouraged to promote sustainable transport and accessibility advice to visitors. LSE's travel plan can be found at [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/sustainableLSE/policyObjectives/Transport/Documents/LSEtravelplanFeb2010.pdf]	Examples include emails to visitors pointing them to the university's travel webpage. This could be through a standard note added as part of email signatures. Also information or links on the department's webpage. Interviews with staff.	
Criteria Theme - Procurement				
S013	Either the department does not have any bottle-fed water coolers or, if it does, it has a valid reason for not having replaced bottle-fed water coolers with mains-fed versions.	In February 2008 the Prime Minister banned bottle-fed water coolers in Whitehall. Bottle-fed water coolers are typically 150% more expensive to run than mains-fed water coolers (34.0 pence per litre vs. 0.22 pence per litre respectively) and have a significant additional negative [environmental impact] through food miles. Requests to fit a water filter to the mains supply can be made via an Estates Service Request form: [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/HelpdeskAndServices]	Tour department looking for water coolers and check that they are mains-fed. Valid reasons for not replacing bottle-fed water coolers include having to see out existing contracts, not being near to a water source or issues with tap water quality.	
S014	Within the last 6-months the department has made at least two attempts to promote positive messages on actions the department has taken on [sustainable local food].	Departments can help create cultural change by letting staff, students or visitors know about the positive steps it is taking on a range of issues. Many people tend to only change their behaviours when they feel that the actions are mainstream.	This could include promoting a sustainable procurement policy, raising awareness of the fact that only tap water is served in meetings, etc. Communications should make the link between the action and the positive outcome.	
Criteria Theme - Greening teams, action plans and communications				
S015	The department has a greening team that is made up of two or more people that has met at least twice in the last 6-months. For large departments the team should be made up of a cross-section of relevant post-holders.	One of the most effective ways of reducing the negative [environmental impact] of a department is to get a small group of staff together to form a departmental greening team.	Meet members of the group or see agendas or minutes.	
S016	The department has identified and documented its ten main greening opportunities and come up with a [SMART action plan] for implementing them. The ten opportunities should address some or all of the department's five most significant negative environmental impacts identified in B017	Every department can take action to reduce its negative [environmental impact]. This could include any of the actions suggested in this workbook or could be department-specific issues such as asking the University to fix or upgrade draughty windows; reusing envelopes in administrative departments, etc.	Examine list and cross-reference against the five most significant negative environmental impact listed for B017.	
S017	Either the department isn't directly involved with students or, if it is, the department has actively encouraging students to be involved in Green Impact.	Students can bring enthusiasm and energy to greening initiatives, which can be utilised through staff/student collaboration. For assistance with recruitment contact GLA Louise Laker [L.Laker@lse.ac.uk], DD 1126	Interview relevant students or staff.	
Criteria Theme - Reducing waste				
S018	Staff have been actively encouraged to only use reusable cups (for example the LSE Smart Mug or glasses in departments instead of plastic	Disposable cups have a greater negative [environmental impact] than reusable cups or glasses. The LSE Smart mug is one initiative to encourage staff and	Speak to staff, view communications (could be an e-mail or a poster on the notice board). See results of Survey Monkey GI Waste questionnaire	

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	cups) when purchasing tea/coffee outside the department.	students to stop using single-use drinking vessels in LSE's catering outlets. For more information see [http://www2.lse.ac.uk/intranet/LSEServices/estatesDivision/sustainableLSE/policyObjectives/Procurement/SmartMugs.aspx]		