

Bronze criteria

B.001-B.024

Name of union:	University College London Union	Lead person completing:	Matthew Burgess
FE or HE?	HE	Position:	Finance & Services Officer
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Please ensure you have carefully read the guidance worksheet before you start completing this worksheet.
You need to complete the 'union compliance' box for these twenty-four criteria as a minimum.



Environmental benefit	Difficulty to implement	SCORE	Why are we asking?	Criteria	Evaluation

Union compliance	Not applicable	Done as a result of GI-SU?	Union comment
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Environmental impacts

B.001	4	2	6	Physically looking for inefficiencies and reviewing how waste is managed can be an effective starting point for reducing a union's <i>environmental impact</i> *. <i>Note that free environmental audits are offered by the Carbon Trust* and Envirowise*; energy suppliers will often provide free energy surveys; NUS Services offers full environmental audits at a discounted rate through our E&E opt-in group*.</i>	Within the last three years, the union has had some sort of methodical environmental evaluation which either examined aspects of resource efficiency (electricity, water, gas, heat) or the issue of recycling. This could be an internal piece of work, a review by a committee, something carried out by the institution, or completed by external consultants. <i>Note that previous evidence audits for Sound Impact do not count but that our Carbon Academy Ambassador visits do count.</i>	Documented findings or recommendations, including evidence that the evaluation happened within three years of the date of the submission of this application.
B.002	1	1	2	Identification of an organisation's most significant <i>environmental aspects</i> * and <i>environmental impacts</i> * is a core requirement of an <i>environmental management system</i> *.	The union has formally identified, prioritised and documented its most significant <i>environmental aspects</i> * and <i>environmental impacts</i> * within the last three years and has made the document publicly available on the union's website.	A list of the union's most significant <i>environmental aspects</i> * and <i>environmental impacts</i> *, dated within three years of the date of the submission of this application.

Baselines, monitoring and results

B.003	1	1	2	The underlying principle of resource efficiency is that, if you can't monitor it, you can't manage it! Although some unions might not be able to monitor utility usage or quantities of waste or recycling, all unions can monitor the number of photocopies they make.	If the union owns or rents one or more photocopier, it actively records the number of copies made on all the photocopiers that have a counter function at least monthly.	A document recording the number of copies made over a given period.
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Environmental legislation and duty of care

B.004	4	3	7	<p>Under the Hazardous Waste (England and Wales) Regulations 2005, Special Waste Amendment (Scotland) Amendment Regulations 2004 and the Waste Electrical and Electronic Equipment (Amendment) Regulations 2007, it is illegal for unions to dispose of fluorescent tubes, electrical equipment (such as PC monitors and TV's), and fridges within general refuse. Additionally, disposing of used catering oil down drains could lead to prosecution under the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991.</p> <p>Containers of oil should be stored upright, away from drainage areas and have a lid. Ideally used oil waiting to be removed from the union should be <i>bunded*</i>.</p>	<p>The union has formal systems in place to ensure that hazardous wastes and, if applicable, used catering oils are segregated for suitable disposal, and relevant staff are aware of the correct procedure for disposal.</p>	<p>Procedures for waste disposal in a dated document. Interview relevant staff to make sure they are aware of the procedures, and that they dispose of the wastes correctly. View storage facilities for hazardous wastes. Check the general waste bins and drains for evidence of breach of procedure.</p>
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Reducing refuse

B.005	3	1	4	<p>The <i>waste hierarchy*</i> states that you should always try to reduce the amount of waste material you generate in preference to reusing it or recycling it.</p> <p>Every year, an estimated 17.5 billion plastic bags are given away by supermarkets. This is equivalent to over 290 bags for every person in the UK.</p> <p>Many large high street brands now charge for plastic bags or have replaced them with bags made of more <i>biodegradable*</i> materials.</p>	<p><i>Either</i> the union does not have a retail shop <i>or</i>, if it does, it has replaced standard plastic bags for customers with a more sustainable version <i>and/or</i> the union charges for bags and communicates that it is for environmental reasons.</p>	<p>Interview staff in the shop. Look for notices in the shop. View written policy stating that the union has banned standard plastic bags or charges for bags.</p>
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Reusing refuse

B.006	1	1	2	<p>Recycling printer cartridges helps reduce waste and can raise money for good causes. Charities collect used printer and toner cartridges and sell them back to the manufacturers for reuse.</p>	<p>The union has a scheme in place to collect used printer and toner cartridges for donation to a <i>reuse scheme*</i> from both internal sources and actively from students.</p>	<p>View collection box. Interviews with staff.</p>
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Recycling refuse

B.007	3	2	5	<p>For unions with bars, the production of waste glass will be one of the organisation's most significant <i>environmental impacts*</i>.</p>	<p><i>Either</i> the union does not have a bar <i>or</i>, if it does, the majority of the waste bar glass generated in its bar or bars is recycled.</p>	<p>View the recycling banks. View the recycling contracts or collection notes. Interview bar staff.</p>
B.008	2	1	3	<p>For the average union waste paper is the third most significant recyclable waste stream by weight after waste bar glass and cardboard. Waste paper collection boxes are available from UKOS through our Trading Directory.</p>	<p>The union has a recycling scheme in place for waste paper and has waste paper collection boxes in the majority of the offices and by all photocopiers and printers.</p>	<p>View paper bank and collection trays or boxes in offices. Interview office staff.</p>

Electricity - Awareness

B.009	2	1	3	Typically 10% of all energy used in offices is wasted through bad practice. Both NUS Services and The <i>Carbon Trust</i> * provide free stickers and posters to help raise awareness of how people can do their bit. www.nus.org.uk/carbon .	The union has energy-awareness stickers, notices or posters in place encouraging staff to switch off lights in all offices and communal facilities such as kitchens and single-occupancy washrooms.	Observe stickers or notices or posters in place.
B.010	2	1	3	It is good practice to label banks of light switches so staff and visitors know which switches to switch on, rather than switching them all on. The <i>Carbon Trust</i> * recommends using colour-coding for multi-use venues such as bars or halls.	<i>Either</i> the union does not have any banks of three or more light switches <i>or</i> , all banks of three or more light switches within the union have been labelled to identify which lights each switch operates.	View banks of light switches and ensure each is correctly labelled.
B.011	2	0	2	A easy method of identifying inefficiencies is to invite staff to feedback ideas for saving energy.	Within the last 12-months, the union has invited all staff to feedback ideas for saving energy.	An email to all staff, a poster in a staff room, or a mention in a staff newsletter, dated within 12-months of the date of the submission of this application.

Electricity - Switching off

B.012	4	3	7	Some of the most efficient unions are those that have formally assigned responsibility to specific individuals to ensure that lighting and equipment is not left on unnecessarily.	The union has an up-to-date written <i>lighting and equipment responsibility plan</i> * covering all the main facilities within the union and the plan is embedded within the roles of operational staff.	A dated document outlining who is responsible for switching off lighting and equipment in specified areas. Interviews with staff.
B.013	5	2	7	It is good practice to develop a shut-down procedure for vacations to ensure that equipment that is continuously on, such as bottle fridges, ventilation equipment and heating, is not left on unnecessarily.	The union has a formal shutdown procedure for vacations.	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.

Electricity - Lighting equipment

B.014	5	3	8	<p><i>Tungsten filament bulbs*</i> are inefficient, converting only about 5% of the energy they use into light. <i>Compact fluorescent (energy efficient) bulbs*</i> are much more efficient, converting around 40% of the energy they use into light.</p>	<p>Less than 5% of all of the light bulbs / tubes throughout the union (excluding specialist rig lighting in entertainments venues) are <i>tungsten filament bulbs*</i>, or the union has a demonstrable strategy for achieving the target within the next 24-months, or within the last 6-months the union has actively lobbied the institution to replace tungsten filament bulbs within the union with more efficient versions.</p> <p><i>Note that the union selected this criteria based on the strategy or lobbying, it needs to be able to demonstrate that progress has been made.</i></p>	<p>If it is claimed that less than 5% are <i>tungsten filament bulbs*</i>, check by walking around the union. Alternatively, evidence could include a written agreed strategy or action plan, or correspondence with the institution dated within 6-months of the date of the submission of this application.</p>
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Electricity - Appliances

B.015	5	1	6	<p>Many estates departments have minimum specification lists for new lighting or electrical equipment. These are often based on the Government's <i>efficient technology lists*</i>.</p>	<p>The union has a minimum efficiency specification list, updated within the last 12-months, that sets procurement specifications for at least three of the following</p> <ul style="list-style-type: none"> • IT equipment, including printers; • Kitchen equipment, including dishwashers, glass washers, kettles, urns (excluding fridges); • Lighting fittings and bulbs, including desk lamps; • Motor vehicles; • Refrigeration equipment (domestic and commercial); • Televisions and screens; • Ventilation systems; <p><i>Note that this can include adopting the institutions minimum efficiency specification list.</i></p>	<p>View the dated list. Check it has been updated within 12-months of the date of the submission of this application.</p>
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Water

B.016	4	4	8	<p>A major <i>environmental impact*</i> for some unions is the waste of water through <i>unregulated urinals*</i>. These 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 <i>water saving devices*</i> to all urinals so that they only flush after they have been used. Water supply companies can issue enforcement notices on unions with unregulated urinals.</p>	<p>All urinals are fitted with <i>water saving devices*</i> that are working.</p>	<p>Check the urinals in each washroom.</p>
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Campaigning and campaigning societies

B.017	5	5	10	<p>Unions can play a pivotal role in greening their institutions.</p>	<p>The union has actively lobbied the institution on at least two separate ethical or environmental issues within the last 12-months.</p>	<p>Evidence could include minutes of meetings, emails from the union to the institution, interviews with relevant people in the union or institution.</p>
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Student officers, staff and teams

B.018	5	0	5	The greenest organisations tend to be those with senior managers championing environmental good practice.	There is a demonstrable commitment to environmental good-practice from senior management within the union.	This could be determined by a straw poll of staff. Additional 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, or interviews with staff or officers.
B.019	3	1	4	Encouraging new staff to do their bit right from the start will help to ensure that environmental initiatives are successful.	All new staff and sabbatical officers are formally inducted on relevant environmental issues within their role, such as recycling policy and procedures, individual responsibility for conserving energy, switching off appliances, etc.	The staff handbook. Staff induction checklist or equivalent. Interviews with new staff.

Policy and commitment

B.020	5	2	7	An <i>environmental policy*</i> is a core requirement of an <i>environmental management system*</i> .	The union has an active <i>environmental policy*</i> , or the union has at least one active policy on a specific <i>ethical or environmental issue*</i> . Within one of the above the union must reference a formal commitment to continual improvement of its <i>environmental performance*</i> .	A written policy (or policies) with evidence of the date passed. Evidence of policies in development could include emails, minutes or other documents.
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Reporting and plan

B.021	4	1	5	Incorporating environmental issues into an organisations operating plan is a sign that an organisation is committed to reducing its <i>environmental impacts*</i> .	Environmental issues are mentioned in the union's long-term operating plan.	View operating plan.
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Communications

B.022	3	1	4	Many students' unions use their website to encourage green student lifestyles. <i>Snap It Off!*</i> is NUS's campaign to get unnecessary lights switch off on campus. You can order free campaign materials from www.nus.org.uk/snapitoff .	The union's website contains up-to-date information and advice on one or more environmental issue (such as recycling, energy efficiency, or <i>Fairtrade*</i>) that specifically references what the union is doing in relation to that topic. It includes links to the websites of relevant environmental organisations and promote <i>Snap it Off!*</i> .	View website.
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Procurement

B.023	3	1	4	<p><i>Fairtrade</i>* 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.</p> <p>The <i>Fairtrade</i>* mark guarantees that three key development areas are supported: social, economic and environmental. Independent audits are carried out to ensure these standards are adhered to.</p>	<p>If the union serves tea or coffee, all tea and coffee currently served is <i>Fairtrade</i>*.</p>	<p>Visit café or bar and look at product behind counter. Check NUS Services' central billing data. If the union is serving a <i>non-Fairtrade</i>* tea or coffee, check that either:</p> <p>1) A <i>Fairtrade</i>* option is served alongside the <i>non-Fairtrade</i>* version, and that the <i>Fairtrade</i>* option is offered as the default. 2) The union has a timed plan to remove the <i>non-Fairtrade</i>* version.</p>
B.024	2	1	3	<p>Buying paper products made from recycled paper ensures that there is less need for commercial environmentally-damaging forestry & helps increase the demand for recycling.</p>	<p>All white A4 and A3 size copier paper bought by the union for internal use is made from at least 75% recycled paper, or is made from <i>NAPM</i>* accredited recycled paper, or is made from pulp from <i>certified sustainable sources</i>*.</p>	<p>Look at paper in stationary store. Look at invoices or delivery notes.</p>

Bronze marks:

Marks available	117
Marks gained	0
Percentage marks gained	0%