



2012 Survey Questions

NB: Please complete this survey online using the individual link provided for your institution. This printer-friendly version of the questionnaire is provided for reference only.

1. Environmental Policy.....	2
2. Environmental Staff FTE.....	3
3. Environmental Auditing & Management Systems.....	4
4. Ethical Investment.....	5
5. Carbon Management.....	6
6. Ethical Procurement and Fairtrade.....	7
7. Sustainable Food.....	8
8. Staff and student engagement.....	10
9. Curriculum.....	12
10. Energy Sources (EMS).....	13
11. Waste & Recycling.....	13
12. Carbon reduction.....	13
13. Water reduction.....	14
14. Best practice Case Study.....	14

Key

Questions appear in green

Evidence required in blue

Full details of each criteria and clarifications around evidence requirements can be found in the [People & Planet Green League Guide 2012](#).

1. Environmental Policy

1a) Does your institution have a publicly available environmental policy?

Evidence required:

- Provide a weblink to the policy.

1b) Has the environmental policy been reported on since 1 April 2011?

Evidence required:

- Statement from responsible party about the reporting structure in place, including the staff member (job title) or committee to which the report was made or will be made if policy less than a year old.
- Attach evidence of reporting (eg. a published report, committee meeting minutes.)

1 c) Does the policy and / or accompanying action plans or separate policies cover the following areas, setting specific, time bound targets for reducing environmental impact? (Waste management, Transport, Sustainable Procurement, Water, Construction & Refurbishment, Emissions & Discharges, Community Involvement, Biodiversity)

Evidence required:

- Environmental policy and/or accompanying action plans/policies for each impact area
- You MUST SPECIFY the relevant section, page or tab of the environmental policy and of any additional policy or action plan documents linked to or uploaded.

2. Environmental Staff FTE

2 a) Does the university have any part time staff whose sole job purpose is developing and implementing environmental management plans (eg. Sustainability Manager)? Yes or No

Evidence required:

Please state the total FTE for these part-time staff members: _____ FTE

Please provide a list of roles and FTE plus the relevant job description or weblink to job description. If no job description is available, please download and sign the [statement form](#) to confirm the described responsibilities form at least 50% of their role: _____

2 b) Does the university have any full time staff who have responsibility for developing and implementing environmental management plans in one specific area of sustainability (e.g. Waste Manager, Carbon Manager, Travel Plan Co-ordinator, Energy Manager)? Yes or No

Evidence required:

Please state the total FTE for these full-time staff members: _____ FTE

Please provide a list of roles and FTE plus the relevant job description or weblink to job description. If no job description is available, please download and sign the [statement form](#) to confirm the described responsibilities form at least 50% of their role: _____

2 c) Does the university have any full time staff who have responsibility for developing and implementing environmental management plans alongside other responsibilities (e.g. Health, Safety and Environment Manager)? Yes or No

Evidence required:

Please state the total FTE for these full-time staff members: _____ FTE

Please provide a list of roles and FTE plus the relevant job description or weblink to job description. If no job description is available, please download and sign the [statement form](#) to confirm the described responsibilities form at least 50% of their role: _____

2 d) Does the university have any full time staff whose sole job purpose is developing and implementing environmental management plans? Yes or No

Evidence required:

Please state the total FTE for these full-time staff members: _____ FTE

Please provide a list of roles and FTE plus the relevant job description or weblink to job description. If no job description is available, please download and sign the [statement form](#) to confirm the described responsibilities form at least 50% of their role: _____

3. Comprehensive Environmental Auditing

3. a) In which of the following areas has the institution audited environmental impacts in the last five years?

Waste management: Yes or No

Transport: Yes or No

Sustainable Procurement: Yes or No

Energy: Yes or No

Water: Yes or No

Construction & Refurbishment: Yes or No

Emissions & Discharges: Yes or No

Biodiversity: Yes or No

Evidence required:

For each area please also provide the following information

- When was the comprehensive audit carried out?: xx/xx/xxxx
- Please describe briefly the review. Please also provide reports of the audit for each impact area and/or minutes of any meeting in which the audit was reported on **clearly highlighting the baseline figures** established by the audit:

3. b) Is your institution accredited to one of the following external environmental management systems (ISO14001, EMAS, Ecocampus, Green Dragon Award, BS8885 IEMA Acorn Scheme)? Yes or No

- If Yes, what stage/phase/level have you achieved in the scheme?
- If Yes, what campuses and other parts of the estate does this cover?
- In total does the physical area that is covered by the EMS amount to 50% or more of the gross internal area of the university estate?

Evidence required:

- Please provide certification documents or weblink to external certifiers website **clearly highlight the stage/level/award** your institution has achieved:
- Please provide documents that demonstrate which parts of the university estate are included in the external environmental management system e.g. audit documents
- Please provide a statement from the responsible person confirming that the physical area covered by the external environmental management system amounts to 50% or more of the university campus as measured by gross internal area:

4. Ethical Investment

4 a) Does the institution have a publicly available ethical investment policy? Yes or No

Evidence required:

- Please provide a weblink to publicly-available Ethical Investment policy document
- OR
- If not on the web, please provide a signed statement from responsible person confirming that the policy is publicly-available and contact details of the responsible person:

4. b) Is the ethical investment policy reported on annually? Yes or No

Evidence required:

Please provide a weblink to evidence of the reporting or upload relevant documents (e.g. minutes from a finance committee in which the policy was reported on since April 2011). If the policy is new, provide a short, signed statement from responsible party confirming the intended reporting structure and contact details of the responsible party:

4 c) Are there ongoing opportunities for staff, students and other stakeholders to engage with the ethical investment policy? Yes or No

Evidence required:

Please upload a signed statement from staff AND student representatives that such opportunities exist (eg. student union executive):

4 d) Has your university taken investment or divestment action or switched banking providers on ethical grounds? Yes or No

Evidence required:

Please provide details of the action taken. Please also provide a weblink or upload evidence that such action has been taken e.g. minutes from University Council in which the investment, divestment or change of banking provider was discussed.

5. Carbon Management

5 a) Does the institution have a publicly available carbon management plan which meets the Carbon Trust and Capital Investment Framework requirements? Yes or No

Evidence required:

Please provide weblink to publicly-available Carbon Management Plan or upload similar document along with a statement from responsible person stating how it is publicly-available if not online:

5. b) What are your institutions short term carbon reduction targets? Please include baseline year.

Evidence required:

Please specify the short-term (~10 year) targets and baseline year. Please also highlight or include the relevant page number on the documents uploaded/ linked to (eg. Baseline figures appear on p. 26):

5 c) Does the carbon management plan include a baseline and reduction targets for emissions from procurement? Yes or No

Evidence required:

If the full baseline isn't included in the carbon management plan uploaded above please provide web link to supplementary documents or upload documents below AND highlight the relevant page/section (eg. "See page 26 for Scope 3 baseline figures and related targets"):

5 d) Does the carbon management plan include a baseline and reduction targets for emissions from staff and student business trips?

Evidence required:

If the full baseline isn't included in the carbon management plan uploaded above please provide web link to supplementary documents or upload documents below AND highlight the relevant page/section (eg. "See page 26 for Scope 3 baseline figures and related targets"):

5 e) Does the carbon management plan include a baseline and reduction targets for emissions from staff and student commuting to university on a daily basis?

Yes or No

Evidence required:

If the full baseline isn't included in the carbon management plan uploaded above please provide web link to supplementary documents or upload documents below AND highlight the relevant page/section (eg. "See page 26 for Scope 3 baseline figures and related targets"):

5 f) Does the carbon management plan include a baseline and reduction targets for emissions associated with the travel between students' homes and the university at the start and end of term (including international students travel to and from their home country)? Yes or No

Evidence required:

If the full baseline isn't included in the carbon management plan uploaded above please provide web link to supplementary documents or upload documents below AND highlight the relevant page/section (eg. "See page 26 for Scope 3 baseline figures and related targets"):

6. Ethical Procurement and Fairtrade

6 a) Fairtrade status. NB: this information will be obtained directly from the Fairtrade Foundation. No evidence required.

6 b) Does your institution have a joint staff/student steering group with the remit of increasing the sustainability, including environmental, social and economic standards, of all procurement categories? Yes or No

Evidence required:

- Please upload terms of reference of steering group or minutes from relevant steering group **clearly highlighting** its remit.

AND

- Please upload a statement from responsible party confirming remit and make-up of joint student and staff steering group/working group including contact details for responsible party:

6c) Is your university affiliated to the Worker Rights Consortium, in order to monitor the suppliers and parts of its supply chains that are not covered by Fairtrade certification? Yes or No

Evidence required:

- Please provide the certificate of affiliation or minutes of the meeting at which affiliation was approved at senior level.

AND

- Please provide a statement from responsible party confirming affiliation to the Worker Rights Consortium, including date of affiliation and contact details for the responsible party:

7. Sustainable Food

7a) Does your institution have a publicly-available sustainable food policy (or a Sustainable Procurement Policy which integrates sustainability criteria for food) which sets specific timebound targets for improvements? Yes or No

Evidence required:

Please provide a web link to the policy or upload document below. If no weblink is provided, please provide written statement and contact details for person responsible confirming that the policy is available publicly and explaining why it is not available online.:

7.b) Is the sustainable food policy reported on annually at a senior level? Yes or No

Evidence required:

Please provide a link to or copy of the annual report, relevant committee meeting minutes or evidence of reporting structure if policy is less than a year old. You also MUST SPECIFY the staff member (job title)/ committee to which the report was made:

7 c) Which of the following sustainable food practices are being implemented at your institution? Yes or No

i. Free-range Eggs

Does the university ensure that on an ongoing basis all whole/liquid/dried eggs are purchased from a free-range production system and, wherever possible, any products purchased containing egg state that the eggs are from a free-range production system? Yes or No

Evidence required:

Please provide evidence in the form of 3 random invoices clearly highlighted to show the purchase of 100% free-range eggs and egg products (or highlighted extract from catering contract/supplier agreement confirming the same) **AND** written confirmation from responsible staff member that this is the case, including staff member's contact details

ii. Sustainable Fish

Has the university eliminated any fish from the menu which appear on the Marine Conservation Society (MCS) "red list" or IUCN red list or avoid tuna which has been caught using purse seine nets with Fish Aggregation Devices (FADS) and does the university seek to serve MSC certified fish and maximise use of fish on the [MCS Fish to Eat List](#)? Yes or No

Evidence required:

Please provide evidence in the form of 3 random invoices clearly highlighted to show the purchase of fish and fish products with MSC certification or appearing on the MCS fish to eat list (or highlighted extract from catering contract confirming the same) **AND** written confirmation from responsible staff member that this is the case, including staff member's contact details. NB: no point awarded if fish appear on either red list

iii. Seasonal variation

Do all menus change with the availability of seasonal produce with at least 2 (major) items per main dish served in the season it is naturally abundant? Yes or No

Evidence required:

Please provide evidence in the form of at least 3 dated menus from across the academic year which make use of and **HIGHLIGHT** a number of seasonal fruit and vegetables. (NB: Menus can use a broad specification like 'seasonal vegetables' or state clearly that fruit and vegetables are subject to seasonal variation). **ALSO PROVIDE:** Written confirmation from responsible staff member that this is the case, including staff member's contact details:

iv. Bottled Water

Has the university stopped offering purchased bottled water in its hospitality service (NB: this does not apply to water bottled on site from the mains)? Yes or No

Evidence required:

Please provide evidence in the form of written confirmation from responsible staff member that this is the case, including staff member's contact details:

v) Purchasing 100% organic milk

Does the institution ensure that on an ongoing basis all milk purchased is certified as organic?

Evidence required:

Please provide evidence in the form of 3 random invoices clearly highlighted to show the purchase of 100% organic milk **AND** written confirmation from responsible staff member that this is the case, including staff member's contact details:

vi) Less and better meat & dairy

Does the institution use 100% [Red Tractor Assured](#) meat & dairy products and/or follow [Feel Good Food Days](#) guidance on meat/dairy portions and/or hold at least one meatfree day each week.

Evidence required:

Please provide evidence in the form of written confirmation from responsible staff member of how institution meets this criteria, including that staff member's contact details **AND one or more of the following:**

- a) 3 random invoices showing that 100% of the livestock produce (meat and dairy) used meets the Red Tractor Assured standards as a minimum.
- b) 2 recipes showing use of recommended smaller meat or dairy portions
- c) At least 3 dated menus from across the academic year highlighting meat-free days

vii). Food for Life Awards

Is the institution working towards Food for Life accreditation with the Soil Association? Yes or No

If yes, which level has your institution achieved?

Evidence required:

Please provide evidence in the form of your Food for Life accreditation covering more than one outlet confirmation from Soil Association and/or evidence of Awards for more than one outlet)

8. Staff and student engagement

Do any of the following activities take place at your university? Yes or No

a) *Students' Union or Students' Association associated to the institution has achieved a Bronze, Silver or Gold Award in this year's Green Impact Union Awards (or similar)*

Evidence required:

- If Students' Union or Students' Association is part of the Green Impact scheme then no evidence is required as evidence of [Green Impact Union Award](#) will be provided directly by NUS who coordinate the Green Impact Unions scheme.
- If not affiliated to NUS, please provide evidence from your student union/association of a comparable level of activity to the Green Impact Unions Bronze Award or higher.

b) *University actively supports an annual [Go Green Week](#) or [Environment Week](#)*

Evidence required:

- Please provide evidence in the form of minutes from meetings where projects are formally agreed to or programme of activities or weblink to relevant media coverage

c) *Staff engagement scheme to involve staff in improving the environmental performance of the university eg. [Green Impact Universities](#) or [departmental eco-champions](#)*

Evidence required:

- Evidence of these activities is needed in the form of minutes from meetings where projects are formally agreed to and/or link to information on website.

d) *Initiatives to increase energy saving behaviour of all students in halls of residence eg. [Student Switch Off](#)*

Evidence required:

- Please provide a brief outline of the reach and results of activities carried out to increase energy-saving behaviour
- Please also provide minutes from meetings where projects are formally agreed to and/or relevant weblinks to details of the initiative.
- If initiative is run by [Student Switch Off](#) evidence of involvement will be sought directly by them. An institution must be signed up by 1 April 2012

e) *Initiatives to increase recycling behaviour of all students in halls of residence*

Evidence required:

- Minutes from meetings where projects are formally agreed to and/or links to websites relating to the initiatives.
- Brief outline of the reach and results of activities carried out to increase recycling behaviour.

f) *Student representation on all university committees concerned with estates, planning, finance and resource allocation*

Evidence required:

- Statement from a responsible party in the students union executive confirming that students have representation on all university committees concerned with estates, planning, finance and resource allocation, including contact details of relevant party.

g) Environmental awareness-raising campaigns that reach all students and staff

Evidence required:

- Minutes from meetings where projects are formally agreed to and/or signed off communications plans clearly highlighting environmental awareness-raising initiatives.
- Please attach evidence and provide a brief statement from a responsible party confirming how the campaign was designed and resourced to reach all staff and students (eg. photos, university newsletter, screenshots of intranet pages etc)

h) Coursework linked to sustainability projects within the university/estates department.

Evidence required:

- Evidence of these activities is needed in the form of the course outline documents or similar.

i) Availability of university funds for student or staff-led practical sustainability projects (eg. campus allotments, recycling schemes etc)

Evidence required:

- Evidence of the above in the form of minutes from meetings where projects or funding are formally agreed to.
- Upload or links to evidence of the projects started with funding is required.

j) Oversight and involvement of students and staff in the development and ongoing monitoring of Carbon Management Plan.

Evidence required:

- Please provide evidence in the form of minutes from meetings or terms of reference for a carbon management committees, or steering group clearly highlighting student and staff representatives.

k) Provision of space for student / staff-led sustainable food projects

Evidence required:

- This question has been updated since the publication of the People & Planet Green League 2012 guide. In addition to food growing projects such as allotments and roof gardens, we now also accept evidence of the provision of space for student/staff run sustainable food distribution projects such as [veg-box scheme or food co-ops](#)
- Please provide evidence in the form of minutes from meetings where projects are agreed or official agreement documents between university and staff/students for use of space for food growing. **AND EITHER** map **OR** photo evidence of the food growing site and brief description of how students and staff can get involved/access the space.:

l) All staff inductions cover sustainability policy and issues

Evidence required:

- Relevant parts of staff training handbook, induction course outline or similar.

m) Trade Union climate action groups (eg. GreenReps) or time off to participate in Union linked sustainability initiatives.

Evidence required:

- Statement from responsible party from the staff union (eg. GreenRep) confirming that this is the case, including contact details of the responsible party.
- Minutes from meetings where the above is formally agreed to and/or links to websites relating to the initiatives.

9. Curriculum

Which of the following applies to your institution?

9a) University Strategic Plan commits to promoting education for sustainable development within the curriculum. Yes or No

Evidence required:

Please provide evidence in the form of a copy of the strategic plan, corporate plan, mission statement or equivalent document

9b) University Teaching and Learning Strategy explicitly mentions education for sustainable development in the curriculum. Yes or No

Evidence required:

Please provide evidence in form of a Teaching and Learning Strategy document . Please specify the relevant page of the Teaching and Learning Strategy document:

9c) University environmental/sustainability policy explicitly mentions promoting education for sustainable development through the curriculum. Yes or No

Evidence required:

Please provide evidence in form of a copy of the relevant policy document. Please specify the relevant page of the Teaching and Learning Strategy document:

9d) University makes available support or training to help all academic staff integrate education for sustainable development into the curriculum. Yes or No

Evidence required:

Please provide a copy of one of the following:

- Evidence of offer of support.
- Training programme or mentoring plan.
- Evidence of training or mentoring outcomes.
- Job description of person whose role is to provide support/training in Education for Sustainable Development.
- Evidence of an Education for Sustainable Development training event open to all staff.

In addition we will require a statement from the responsible party confirming that training or support is available to **ALL** staff along with their contact details of responsible party.

9e) University has a mechanism for reviewing and reporting on progress on the integration of education for sustainable development into the curriculum. Yes or No

Evidence required:

A copy of one of the following:

- Brief description and evidence of reporting structure.
- Terms of reference for the committee or steering group which has responsibility for reporting on progress.
- Copy of job description of the individual responsible for reporting, including explanation of duties and contact details for the individual.

10. Energy Sources

10a) What % total electricity from renewable energy sources subject to LECs, does your institution use?

Evidence required:

Please provide a copy of your energy contract **HIGHLIGHTING** the proportion from renewables and confirming that the energy comes from renewables sources subject to LECs (this can be evidenced with a signed statement from the energy supplier confirming the above or by providing the LEC certificates):

For the remaining questions, no further evidence is required as data will be taken directly from your institution's Estates Management Statistics submission for 2010/11.

10 b) Institution has an onsite Combined Heat and Power Plant (CHP)

Data taken directly from "D72c Energy generated on site by CHP" of Estate Management Statistics (EMS 2010-11)

10 c) Percentage of total energy generated on-site from Low and Zero-Carbon (LZC) technologies

Total percentage calculated from EMS criteria "D72d Renewable energy generated on or off site, either by the HEI independently or in partnership with others" divided by "D38a Energy consumption"

11. Waste & Recycling

11 a) Percentage of waste an institution recycles

Data taken from EMS: "D73.C01a Waste mass recycled", "D73.C15a Construction waste mass recycled", "D73.C01 Waste mass", "D73.C15 Construction waste mass"

11 b) Waste mass per head

Data taken from EMS: "D73.C01 Waste mass", "D73.C15 Construction waste mass", "D04 Student FTE" and "D05 FTE staff"

12. Carbon reduction

12 a) Institution's carbon emissions per head

CO₂e emissions are calculated or taken from sections D38a and D38c of the Estates Management Statistics and Defra's latest recommended conversion factors. Full details of the calculations, including conversion factors used is [available online](#)

12 b) Institutional carbon emissions reductions compared to sector-wide carbon reduction targets from 2005 baseline

Current carbon emissions figures taken from "D38c Energy emissions" of EMS. Emissions data for 2005 taken from a variety of sources including EMS.

13. Water Reduction

13 a) Water consumption per head

Data taken from “D38b Water consumption”, “D04 Student FTE” and “D05 FTE staff” of EMS

13 b) Percentage total water from grey or rain water

Data taken from “D77a.C01 Water consumption”, “D38b.C01 Grey water usage”

14. Best practise case study

The People & Planet Green League aims to **highlight the excellent sustainability practices and initiatives of every institution, whatever their ranking in this league table.** We will publish a case study box on each institution’s profile to showcase this.

This is your opportunity to share the green achievements from the last year that you’re most proud of with prospective students and the 500,000+ people who view the People & Planet Green League each year.

Please use the space below to describe the sustainability initiative or improvement in performance **you are most proud of in 2011/12 academic year.**

Your case study may be up to 250 words and include links to further information. You may also wish to upload an image or photo below: