

1.4.2 Use of Key Environmental Performance Indicators

Document Control

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Author:	Guy Beards	Date	26/7/11
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Summary

This document describes how data on KEPIs (see document 1.4.1) will be used to minimise the environmental impacts of the College. Forms are provided for recording data. In future the information from the table will be incorporated into the forms.

Element being measured	Units	Relative to ...	Data source	Use
Electricity	Tonnes CO2 equivalent Cost KWhr	Site	Monthly returns by electricity suppliers collated by Estates Department.	Inter-campus comparisons; Comparisons over time; Benchmarking with other Colleges. See Carbon Management Plan
Gas	Tonnes CO2 equivalent Cost KWhr	Site	Monthly returns by energy suppliers collated by Estates Department; validated by meter readings taken by estates staff	
Heating oil	Tonnes CO2 equivalent Cost Litres	Site	Delivery records collated by Estates Department.	

Element being measured	Units	Relative to ...	Data source	Use
LPG	Tonnes CO2 equivalent Cost Litres	Site	Delivery records collated by Estates Department.	
Staff Travel - Vehicle fuel and public transport <ul style="list-style-type: none"> - College vehicles (separated for type of vehicle and type of fuel) - Private vehicles 	Tonnes CO2 equivalent cost	Total	Estates records for College vehicles; Expenses claims for private vehicles and use of public transport	Annual review of travel policy; Advantages / effectiveness of schemes such as car sharing.
Mixed non- hazardous waste disposal	Tonnes Cost	Site	Returns from waste collection contractor	Assess potential for waste minimisation and savings
Hazardous waste (separated by type with reference to European Waste Catalogue)	Kg per type of waste Cost	Site	Hazardous Waste Consignment Notes	Compliance; Assess potential for substitution
Recycling	Kg per type of material Cost / income	Site	Returns from waste collection contractor	Use statistics as spur for ever increasing recycling activity.
Water	Litres	Site	Water bills	Campaign for water savings.
Paper	Pallets	Site	Orders	Campaign for reducing paper use.

Indicator Profile Record

Indicator Reference	Set	GHG	Indicator	Electricity consumption		
Indicator details	Monthly meter readings in KWHr, converted to Tonnes CO2 equivalent					
Topic Area	Energy					
Interested parties	Director of Estates; Director of Finance; Environment Co-ordinator					
Intended purpose	Achieve GHG emission targets					
Data Required	Timing	Location	Scope	Unit	Reference	Type
Electricity meter readings	Monthly	7 sites	All mains electricity	KWHr		Actual
	Data Source	Site teams, monthly log.				
Detail of required actions	Data entry.					
Resources required	Time					
Barriers	Time, especially if Site Team undermanned		Opportunities	Identify inefficiencies		
Required data collection and communication procedures	Data review by site managers at regular meetings and made available on College Data Pages					

Indicator Reference	Set	GHG	Indicator	Gas		
Indicator details	Metre readings					
Topic Area	Energy					
Interested parties	Finance; Estates; IT; Government (LSC); catering contractors					
Intended purpose	Benchmark; target improvements					
Data Required	Timing	Location	Scope	Unit	Reference	Type
Energy use	Monthly	Delivered to Trowbridge	Total natural gas for each site	Tonnes CO2 equivalent; cost		
	Data Source	Energy monitoring consultant				
Average winter temperature		Trowbridge	County average	Degree days		
	Data Source	http://www.degree-days-for-free.co.uk/				
Additional Information	Ask supplier to translate into tonnes & correct for degree days; or Rachel Brewer to be provided with tool to do so.					
Detail of required actions	Calculations					
Resources required						
Barriers			Opportunities			
Required data collection and communication procedures	Data review by site managers at regular meetings and made available on College Data Pages					

Indicator Reference	Set	GHG	Indicator	Heating oil		
Indicator details	Delivery records					
Topic Area	Energy					
Interested parties	Finance; Estates					
Intended purpose	Benchmark; target improvements					
Data Required	Timing	Location	Scope	Unit	Reference	Type
Volume delivered	Ad-hoc	Lackham; Salisbury	Total heating oil delivered	Litres		
	Data Source	Delivery data				
Additional Information						
Detail of required actions	Convert to KWhr and CO2e					
Resources required	Spreadsheet					
Barriers				Opportunities		
Required data collection and communication procedures	Data review by site managers at regular meetings and made available on College Data Pages					

Indicator Reference	Set	GHG	Indicator	LPG		
Indicator details	Delivery records					
Topic Area	Energy					
Interested parties	Finance; Estates					
Intended purpose	Benchmark; target improvements					
Data Required	Timing	Location	Scope	Unit	Reference	Type
Volume delivered	Ad-hoc	Lackham	Total bulk & bottled gas delivered	Litres		
	Data Source	Delivery data				
Additional Information						
Detail of required actions	Convert to KWhr and CO2e					
Resources required	Spreadsheet					
Barriers				Opportunities		
Required data collection and communication procedures	Data review by site managers at regular meetings and made available on College Data Pages					

Indicator Reference	Set	GHG	Indicator	Water		
Indicator details	Delivery records					
Topic Area	Energy					
Interested parties	Finance; Estates					
Intended purpose	Benchmark; target improvements					
Data Required	Timing	Location	Scope	Unit	Reference	Type
Volume delivered	Ad-hoc	All	Metered water	Litres		
	Data Source	Bills				
Additional Information						
Detail of required actions	Convert to KWhr and CO2e					
Resources required	Spreadsheet					
Barriers	Poor metering by water company			Opportunities	Improved metering may result in less fluctuations in bills	
Required data collection and communication procedures	Data review by site managers at regular meetings and made available on College Data Pages					

Indicator Reference	Set	GHG	Indicator	College vehicle use		
Indicator details	Fuel card records					
Topic Area	Energy					
Interested parties	Finance; Estates					
Intended purpose	Benchmark; target improvements; identify faults					
Data Required	Timing	Location	Scope	Unit	Reference	Type
Fuel purchase	Ad-hoc	Trowbridge	Diesel	Litres		
	Data Source	Fuel cards				
Additional Information						
Detail of required actions	Convert to KWhr and CO2e					
Resources required	Spreadsheet					
Barriers				Opportunities		
Required data collection and communication procedures	Data review by site managers at regular meetings and made available on College Data Pages					

Indicator Reference	Set	Resources	Indicator	Paper consumption		
Indicator details	Invoices					
Topic Area	Resources					
Interested parties	Finance; IT					
Intended purpose	Benchmark; target improvements					
Data Required	Timing	Location	Scope	Unit	Reference	Type
Paper use	Ad-hoc	Trowbridge	A4 Paper for office printers and photocopiers	Pallets		
	Data Source	Purchase orders				
Additional Information						
Detail of required actions						
Resources required	Spreadsheet					
Barriers				Opportunities		
Required data collection and communication procedures	Data review by site managers at regular meetings and made available on College Data Pages					

Indicator Reference	Set	Resources	Indicator	General waste		
Indicator details	Volume					
Topic Area	Resources					
Interested parties	Finance; Estates; Waste contractor					
Intended purpose	Benchmark; target improvements					
Data Required	Timing	Location	Scope	Unit	Reference	Type
Volume	Monthly	Trowbridge	Non-hazardous waste not recycled	Litres		
	Data Source	Wiltshire Waste				
Additional Information						
Detail of required actions						
Resources required	Spreadsheet					
Barriers				Opportunities		
Required data collection and communication procedures	Data review by site managers at regular meetings and made available on College Data Pages					

Indicator Reference	Set	Resources	Indicator	Recycling		
Indicator details	%					
Topic Area	Resources					
Interested parties	Finance; Estates; Waste contractor					
Intended purpose	Benchmark; target improvements					
Data Required	Timing	Location	Scope	Unit	Reference	Type
% recycled	Monthly	Trowbridge	Non-hazardous waste (excludes re-use)	%		
	Data Source	Wiltshire Waste				
Additional Information						
Detail of required actions						
Resources required	Spreadsheet					
Barriers				Opportunities		
Required data collection and communication procedures	Data review by site managers at regular meetings and made available on College Data Pages					