

# 1.4.3 Data Collection & Recording

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## Document Control

<b>Title:</b>	Data Collection & Recording	<b>Document Number:</b>	1.4.3 v2
<b>Issue / Revision status:</b>	Issue 1: Approved		
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<b>Approval:</b>	Director of Estates	<b>Date:</b>	27/7/11

## Summary

Data is collected for:

- Electricity
- Gas
- LPG bulk
- LPG bottled
- College vehicle fuel consumption
- Staff business car mileage
- Water
- General waste production
- Recycling rates

## Method

Data is provided by suppliers. In addition certain energy meter readings are recorded by Estates staff.

Data is collected and processed by Estates and Services, co-ordinated by the Director of Estates. Once validated, summaries are uploaded to the college data pages.

and Services from who validated data should be obtained. Data collection methods are audited by the Environmental Coordinator.

