

GREEN OFFICE PLAN FOR:		OFFICE	for (year) 2007/2008
APPROVED BY (Unit Manager)		on (date)	
THESE LOCAL ACTIONS WILL DELIVER OUR THREE ENVIRONMENTAL MANAGEMENT POLICY AIMS: · AIM 1 : We shall manage our resources more sustainably · AIM 2 : We shall reduce the carbon dioxide emissions from our own operations · AIM 3 : We shall make our corporate processes and programmes more sustainable.		Who has local lead in this Office?	Progress and comments
<b>PAPER USE REDUCTION - SNH TARGET is "Each Office achieves local targets to reduce paper use"</b>		<b>Local target =</b>	XX reams of paper used each quarter
<b>AVOID</b>	Avoid printing emails - especially very short ones. Circulate one copy of common documents instead of printing multiple copies.		
<b>REDUCE</b>	Print only pages that you need - not whole document. Edit (e.g. add comments or track changes) onscreen, rather than printing out. Save documents and emails into Objective, rather than as paper files (unless legally or otherwise essential). Print 2 pages onto one sheet. Set all PCs, printers and copiers to default to double-side printing (where available). Make Word documents fit onto fewer pages (avoid lines hanging onto new pages, shorten text and gaps etc). Make Excel documents fit onto fewer pages (reduce scaling, make margins smaller, delete/clear empty pages etc).		
<b>REUSE</b>	Print drafts onto single-sided used paper. Put single-sided used paper into the Fax machine as standard. Save single-sided used paper for reuse as scrap pads or comb-bound as notebooks. Reuse any single-sided bound reports as notebooks.		
<b>WASTE MINIMISATION - SNH TARGET is "Each Office achieves local targets to minimise waste".</b>		<b>Local target =</b>	XX Litres of solid wastes each month
<b>INFO</b>	Agree local targets to reduce total waste and specific types of waste. Record monthly quantities and types of waste.		
<b>ACTION</b>	Use solar or mains power instead of battery power (for desk equipment e.g. calculators). Use rechargeable batteries are used instead of disposable batteries. Specify products that are repairable, refillable to reduce disposable items. Encourage suppliers to take back any packaging where they have reuse or recycling facilities.		
<b>RECYCLING - SNH TARGET is "80% recycling of solid wastes".</b>		<b>Local target =</b>	XX% recycling of (named materials)
<b>INFO</b>	Agree local targets to increase total recycling and specific types of materials. Record monthly quantities and types of materials recycled. Check what is NOT being recycled to ensure that you are recycling all of each material that you can recycle Office has clearly-labelled recycling containers for ALL types of waste that can be locally recycled or sent elsewhere for recycling (e.g. paper, card, glass, cans, plastic, batteries, CDs, compostables).		
<b>ACTION</b>	Staff do not have individual bins at desks, but put each waste type in recycling points in the office. All printer and copier cartridge containers are recycled. Office has a waste contract which requires contractor to recycle 80% of waste. Office has and uses a compost bin, with compost 'caddies' in kitchens OR has other ways of composting.		
<b>ENERGY USE REDUCTION - SNH TARGET is "Each Office achieves local targets to reduce energy use".</b>		<b>Local target =</b>	XX kWh/month (heating) XX kWh/month (other energy)
<b>INFO</b>	Record monthly energy readings and/or fuel delivery information. Identify where and when (e.g. evenings, weekends) there is high energy use and potential efficiencies.		
<b>ACTION</b>	All staff switch off their monitors when not in use (>10 minutes). All staff switch off PCs at lunchtime/out of office (>1 hour) and at night. Set all PCs to energy saving modes. All staff switch off lights when not needed (where motion and light level sensors are not fitted). External lights are switched off during daylight hours (if no timers or daylight/motion sensors). Set all printers and copiers to energy saving modes OR all staff reset machine to standby after use. All printers, copiers and other electrical equipment is switched off at night (except 'always on' equipment). Could include fax machines, which can store messages. Staff use heating controls properly (timers, thermostats, Thermostatic Radiator Valves) . All water heaters are switched off over the weekend, and - if possible - overnight.		
<b>BIODIVERSITY - SNH TARGET is "Office Biodiversity Action Plans are in place and have been implemented"</b>		<b>Local target =</b>	Have BAP for this office
<b>ACTION</b>	Complete a biodiversity assessment for this property and grounds. Identify actions to enhance biodiversity of this property and grounds and to enhance local biodiversity knowledge. Carry out actions to enhance biodiversity of this property and grounds and to enhance local biodiversity knowledge.		
<b>REDUCING ENERGY-RELATED CARBON - SNH TARGET is "Each Office achieves local targets to reduce energy-related carbon emissions".</b>		<b>Local target =</b>	Reduce carbon emissions to XX kg CO2/quarter

<b>INFO</b>	Agree local targets to reduce energy-related CO2 emissions.		
<b>ACTION</b>	Actively encourage appropriate installation of on-site renewable generation of electricity or heat.		
<b>REDUCING TRANSPORT-RELATED CARBON - SNH TARGET is "Each Office achieves local targets to reduce transport-related carbon emissions (by 10% by 2009-2010 from 1999-2000 levels)".</b>		<b>Local target =</b>	Reduce carbon emissions to XX kg CO2/quarter
<b>TRAVEL PLANS</b>	Carry out staff travel survey of current and potential travel modes.		
	Agree local targets to reduce travel-related CO2 emissions - e.g. (for Travel to Work) numbers of cars, numbers using public transport, numbers walking/cycling and (for Work Travel) pool car miles, private car miles, train/ bike/walk journeys, air journeys, LPG use, pool car mpg.		
	Monitor and manage pool fleet information - mileage, mpg, use of LPG.		
<b>CAR SHARE</b>	Provide basic information on car sharing - what it is, benefits to individual, to SNH to the environment; and how it can work at this office.		
	Match staff home locations to potential car-sharers in their area		
	Establish emergency 'get you home' arrangements - use of pool car is permitted.		
	Make flexible working arrangements to suit car sharing.		
<b>BUSES, TRAINS, BIKES, WALKING TO WORK</b>	Make flexible working arrangements to suit public transport times.		
	Make Bus and Train timetables to this location available to all staff - via all formats (hard copies in reception, maps and displays).		
	Help staff to buy bus/train season tickets.		
<b>AVOID WORK TRIPS</b>	Provide cycle and walking routes & maps of the area for all staff, showing distances and journey times.		
	Staff know about SNH support for staff to buy bikes (interest-free loans, cycle to work scheme).		
	Support bike self-help [e.g. Bicycle Users Groups, bike buddies, bike maintenance, adult cycle proficiency].		
	Support working from home or occasional working at home where operationally feasible.		
<b>GREEN TRAVEL MODES</b>	Use videoconference equipment instead of travelling to meetings.		
	Always share pool cars where staff from this office are travelling to same destination.		
	Arrange sharing of pool cars with staff from other offices for all or parts of journeys to meetings.		
	Arrange start and finish times of meetings to suit staff from all offices attending.		
	Make bus, train and ferry timetables to frequent destinations available to all staff - via all formats (hard copies in reception, maps and displays, links to timetables in Intranet/Objective).		
<b>GREENER DRIVING</b>	Provide walking and cycle routes & maps from location to likely partner/common destinations for all staff.		
	Support staff to use pool bikes (with protective equipment, and cycle maps if available) for work travel.		
	All staff to avoid mainland UK air flights and use alternatives (esp. train). No flights purely within mainland Scotland to be authorised.		
	All staff are trained to use LPG as default fuel (for offices with LPG cars).		
	All staff to use LPG for all journeys and fill up with LPG (for offices with LPG cars).		
<b>VISITORS</b>	Buy biodiesel where available (for diesel car)		
	Specify pool vehicles to match intended use and which achieve: high average mpg, smallest size necessary, cleanest fuel, lowest CO2 emissions.		
	Remove all unnecessary weight and roof-racks from cars, Ensure tyres are fully pumped, Avoid use of air-conditioning in cars.		
	Drive within speed limits at all times, leaving enough time for travel.		
<b>PROMOTING SUSTAINABILITY - SNH TARGET is "Each Office achieves the locally agreed targets (to deliver the corporate objectives) as set out in their 'Green Office Plan'.</b>	<b>Local target =</b>	Achieve 'Green' scores for all local targets each year	
	All staff are aware of local Greening measures they need to do.		
	Greening Representative or Greening Team are active.		
	Local Induction for staff new to this office includes local sustainability priorities.		
	Appraisal of staff performance takes account of compliance with Green Office Plan.		
	Work with other organisations to develop shared sustainability action via Community Planning Partnerships		
<b>PROCUREMENT - SNH TARGET is "Sustainability criteria are included in procurement contracts".</b>	Sustainable management of the natural heritage is promoted to other public bodies, partners and the public.		
	<b>Local target =</b>	All purchases and contracts let by staff in this office include sustainability criteria	
	Sustainable criteria are included in all procurement contracts (initially those with a value of £10k or more).		
	Assess whether NEW goods and services are actually NEEDED		
	All local purchasing decisions include sustainability criteria, based on whole life costs (purchase, running costs, consumables and disposal).		
	Staff and Board members will use GTBS accommodation for work-related needs, where available and appropriate.		
	Sustainable (e.g. fair-trade, organic, seasonal, healthy) options are offered where SNH provides food and drink.		
Recycled options are specified wherever possible (esp. writing paper, toilet & cleansing papers and toner cartridges).			
Office supplies and consumables are bought from 'green' or 'environmental' sections of suppliers catalogues.			