

# STROUD VALLEYS PROJECT ENVIRONMENTAL POLICY



## **ENERGY CONSUMPTION**

The energy we use to run the office is derived from renewable sources through Good Energy. SVP can also conserve energy by insulating the office and switching off unused lights and equipment whenever practical.

### Heating

There are a number of straightforward steps SVP can take to reduce its impact on the environment from heating the office.

To control the heat we generate carefully, the thermostat will be set at 20°, or lower if comfortable. Every 1° reduction can save up to 10% on the annual heating bill and also reduce CO2 emissions. The timer will be set, whenever possible, to switch on half an hour before the office opens, and switch off an hour before it closes, and will be off on Sundays, during holidays, and other times when the office is empty.

To retain the heat we do generate the office needs to be fully insulated where SVP has authority to implement. SVP will consider fitting secondary glazing and thermal underlay under any carpets that are replaced.

To ensure the water heater is working efficiently, we will have it serviced regularly. If it is ever replaced, SVP will urge the landlord to fit the most efficient available.

### Lighting

We will use the lowest energy versions of light bulbs whenever possible, and will ask the landlord to consider lowest energy usage options when renewing..

### General Electricity use

#### •Office Equipment

The computers, printer and photocopier will be switched off when not in use.

#### •Kitchen

The water heater in the kitchen should not be left on constantly.

The kettle will only be filled as far as necessary.

#### •Fridge

To save energy, it will be kept on a low setting (around 2) and kept as full as possible (by using filled water bottles or scrunched up paper, etc). As it is generally only used for milk, SVP will consider fitting a smaller efficient model when it needs replacing.

## **PURCHASING**

Whenever something needs to be bought, secondhand versions will be considered in the first instance. If it requires to be bought new, both the product and the supplier will be assessed to find out how environmentally friendly they are. The aim is to find products which are greener in terms of packaging, durability, waste minimisation, energy consumption, toxicity and recyclability, from suppliers who have an effective environmental policy. A key part of the purchasing policy will be to buy things locally whenever possible.

For items used regularly, such as paper and pens, the options for them to be purchased in bulk will be considered to reduce transport implications.

### Paper, Envelopes and Card

For paper and card products, SVP will always buy recycled. Compared to virgin products, recycled manufacturing consumes up to 50% less energy, up to 50% less water, and involves fewer chemicals. It also uses a resource which would often otherwise end up in landfill or incineration sites.

When choosing paper, card and envelopes, SVP will use the ABCD classification;

#### A- Mill Waste

Paper made from damaged or faulty goods rejected at the mill. It is the highest quality, but least environmentally friendly of the four;

#### B- Unprinted Waste

Waste generated by paper converters and printers, and returned to the mill. It is generally high quality;

#### C- Printed Waste

Post-consumer paper generated from offices. Using this waste reduces pollution from landfill and incineration;

#### D- Mechanical Printed / Unprinted Waste

Made from post-consumer newsprint and magazines that would otherwise be landfilled or incinerated.

The most environmentally friendly papers are those which contain the most post-consumer waste, so SVP will aim to use products with the highest percentage of grade C&D waste.

SVP will reuse envelopes whenever possible. However, if new envelopes are needed we will use envelopes made from the highest amount of D and C material.

### Toner Cartridges

SVP will use remanufactured/refilled cartridges whenever possible. When SVP upgrades office equipment, new equipment will be assessed for suitability for such cartridges both from the sales company and the businesses selling recycled cartridges. The current photocopier manufacturer offers a Freepost recycling option for empty cartridges.

## Pens

When buying pens, ones made from recycled materials, such as plastic or wood, which can also be refilled will be researched in the first instance.

## Miscellaneous

We encourage the reuse of folders, suspension files, ring binders etc. Any new paperbased stationery such as folders or labels will be made of recycled card or paper, whenever possible.

SVP uses unbleached recycled toilet tissue and environmentally friendly cleaners, such as liquid soap and washing-up liquid, and preferably refilling an existing container.

SVP is a customer of the Phone Coop for its telephone and fax calls services.

## **OFFICE MAINTENANCE AND IMPROVEMENTS**

The maintenance and development of the SVP office will be carried out using sound environmental principles. General maintenance, such as painting and decorating, are relatively simple as there are extensive ranges of environmentally friendly paints and varnishes widely available.

The use of wood in the office needs to be carefully monitored, even for small projects, to ensure all timber is from a sustainable source, e.g. re-using wood or if having to use new then use the most local sustainable wood as reasonably possible.

Extra office furniture will be purchased second-hand whenever possible. If new, efforts will be made to purchase furniture constructed in the UK using sustainable materials from the UK.

## **WASTE**

Reduce - SVP can reduce its waste output by purchasing products with minimal or returnable packaging (e.g. milk bottles), and by avoiding disposable products whenever possible. Plastic packaging in particular will be avoided whenever possible as it is often used unnecessarily.

All paper used on one side will be saved to be photocopied and printed on both sides whenever possible.

Reuse – SVP is already committed to reusing products. We will continue to use scrap paper for draft printing and note writing, and re-use envelopes. We will ensure any furniture or office equipment we no longer require is offered second-hand elsewhere. Plastic bottles for cleaner, soap and washing up liquid can be refilled. We also recharge batteries where possible, and source the least environmentally damaging non-rechargeables, e.g. for smoke alarms.

SVP uses non-disposable cutlery and crockery in the office, and for outdoor events we source paper or corn starch products which can be composted whenever possible, and we will compost them at our allotment.

SVP encourages the re-use of plastic carrier bags in its shop and by its staff and volunteers by keeping a stock of bags in the office.

Recycle - All waste paper, cardboard, tins, cans, tin foil, bottles, and most plastic is currently recycled through a local collection. For other waste, reuse and recycling possibilities will be investigated before sending to landfill.

## **TRANSPORT**

The use of the car will be considered as the last resort when travelling to and from the office on SVP business. However, because cycling, walking, and public transport can often be impractical, car sharing will be encouraged when possible, particularly for meetings held at the office.

SVP has a copy of 'Travelling To & Around Stroud Sustainably' document in the Sustainable Office folder in SVPData/Admin/Office for staff and visitors.

SVP pays mileage allowances in line with the Inland Revenue Approved Mileage Rate, for both car and cycle use.

Purchasing locally and in bulk will reduce pollution from transport.

Additional measures SVP can take are to :

- a) encourage working from home when applicable;
- b) use electronic mail whenever possible; and
- c) use telephone conferencing whenever possible.

## **SUMMARY**

As a charity, SVP has to try and limit its costs whenever possible, but the nature of our work and our commitment to sustainability means cost cannot be the only criterion. Essentially, SVP needs to be committed to supporting the local economy, over larger out-of-county businesses, whilst minimising environmental impact.

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