Additional Guidance for Q13: Environmental Performance and Improvement

Why is this important?

Performance data provides an indication of how effectively your organisation has addressed environmental issues. Whilst environmental activities may have been undertaken, if data is not recorded and there is no mechanism to report these, then it will not be possible to demonstrate improvement. 'If you don't measure it, you can't manage it' - by collecting and analysing data you can see if environmental improvement strategies are working or if they need to be reviewed.

In order to be able to quantify performance improvement in the most appropriate way, it is important to understand what data to use and how best to normalise it to reflect business operations.

What data should be used?

We expect survey participants to be recording data for the following six performance categories:

- Energy
- Total waste generated
- Waste recovered (*please note this change in terminology from previous years' Surveys- see below*)
- Water
- Transport
- An Additional Impact Area

It is necessary to choose appropriate data sets for each of these categories, taking into consideration what best represents your business impacts.

The impact areas

Energy

This should be a sum total of electricity, gas, oil etc. represented in one figure showing total energy use. This can be expressed in kilowatt-hours (kWh) or megawatt-hours (MWh), which should then be normalised if possible.

Your electricity meter should display kWh, so numbers can be recorded on a regular basis to calculate use over each 12-month period.

The Carbon Trust's conversion factors calculator provides data to work out usage of solid, liquid and gaseous fuels in kWh: https://www.carbontrust.com/resources/guides/carbon-footprinting-and-reporting/conversion-factors/.

You do not need to include your organisation's use of fuel for a business fleet in this column as transport data is recorded separately in the grid.

Alternatively you could express energy data in terms of CO2 emissions. To work this out, you can use the Carbon Trust calculator tool.

Waste generated

This column is to show the total amount of waste generated by your organisation. This includes **both** waste sent to landfill and waste diverted from landfill. This data can be expressed as either an absolute or normalised figure. The automatic calculation will reward a decrease in the annual data entered in this column.

Waste recovered

Please note we have revised the terminology used in this section to emphasise the various ways in which waste may be diverted from landfill and resources conserved. In this column we are looking for the amount of waste which has been 'recovered' ie discarded materials which have subsequently been extracted from the waste stream for a specific next use – this may include internal or external re-use of *discarded* items (rather than items specifically designed for re-use), recycling of materials (for example, paper, plastics etc segregated and collected by a waste contractor for offsite treatment), use of organic materials in processes such as anaerobic digestion or composting, or recovery of energy from waste through processes such as gasification or combustion.

Again, we ask that wherever possible, data should be expressed as a normalised figure, but **the unit of measurement must be the same as that used in the waste generated column**.

Participants will receive one score for both waste datasets. An automatic calculation of the reduction in total waste generated and the improvement in waste recovered will be carried out to give a percentage showing total performance improvement in waste. This allows organisations who reduce the total amount of waste they create while increasing the proportion that is recovered to achieve high marks. Organisations who achieve zero waste to landfill will be awarded full marks.

Water

Water is an essential resource. Seventy percent of the world may be covered in water but only 2% of this is useful to humans. It is predicted that by 2035, 45% of the UK will be suffering from supply shortfalls. Additionally, a high amount of energy is needed to process and distribute water.

Organisations should present annual water consumption as a normalised figure where possible and will be rewarded for a decreasing figure.

Transport

This column can be completed for either commuter **or** business transport mileage. It is recommended that organisations choose the dataset which represents the majority of their transport impact. For example, an organisation with a fleet of vehicles for business purposes (e.g. distribution) should choose business travel, whilst it may be more appropriate for an office-based organisation to choose commuter travel.

Data should indicate the environmental impact of transportation in the organisation, however there is flexibility in how this is presented. Miles travelled, fuel use or carbon emissions would all be

appropriate and should be normalised per employee or another factor where possible. It is essential however that the unit of measurement stays the same throughout the reporting periods. ***Please note*** - the automatic calculation will reward a *reduction* in annual data entered in this column, so it is not appropriate to select data where an increasing figure would represent a positive impact e.g. number of employees who travel to work by public transport - such a scheme can be included in Q14 as an additional project.

<u>Additional Impact Area</u>

The Additional Impact Area is an opportunity for your organisation to gain credit for achievements in addressing environmental issues beyond energy, waste, water and transport (already requested in Q13). In order for this section to be of most benefit to your organisation, it is important that you choose an impact area that is of genuine environmental importance to your organisation and one which shows continuous improvement.

In order to help you choose an Additional Impact Area we have prepared some advice to help you:

Do	**Don't**
- Choose an impact area different to the core impact areas already covered in the Survey - Focus on an area which has the most significant impact within your sector - Include an explanation of your choice if there isn't an obvious link - Make sure it links with your key risks - Choose an area that is important to your environmental improvement	- Include energy/CO2 emissions, transport, waste generated/disposed/recycled or water as your Additional Impact Area - Duplicate answers, these will NOT be accepted - Leave this question blank, as you will score zero for the whole section - Use trivial data sets that do not reflect the main impacts of your organisation

The performance improvement of the Additional Impact Area will be calculated individually allowing the impact to be either positive or negative. Any Additional Impact Areas that are not deemed to be of sufficient environmental importance will not be marked.

Examples of good Additional Impact Areas include:

- Resource use (e.g. paper)
- Number of pollution incidents
- Chemicals/solvent use
- Weight of packaging per product
- Reintroduction and monitoring of a rare native species on land owned by the organisation.

How to normalise data?

Participants are free to normalise data if they wish. Whereas an absolute figure describes a total amount produced, consumed etc. against a single unit of measurement (e.g. 3 tonnes, 100,000 kWh etc.) a normalised figure describes the number of units produced, consumed etc. against a further factor (e.g. number of tonnes per £1m turnover, number of kWh per unit of production, etc.). In this way, performance is expressed in efficiency terms and data can be compared over time whilst taking into account expanding or contracting business levels etc.

Other factors which data could be normalised against include building size, number of employees, number of products made etc.