



State of the Campus Survey 2007/08



Introduction

This survey has been sent to the nominated Estates Management Statistics / e-Mandate contact in all Scotland's Universities and Colleges by the Scottish Further and Higher Education Funding Council (SFC) on behalf of the Environmental Association for Universities and Colleges' Campus Sustainability Programme (EAUC CaSPr). EAUC CaSPr is funded to promote sustainable development in Scotland's Colleges and Universities. A copy of the survey has also been sent to Directors of Estates or equivalent and to practitioners in the sector.

All institutions are invited to complete it as fully as practicable and to **return before 31 January 2008** in parallel with the EMS return for HE (but a little before the e-Mandate return for FE).

This survey follows an earlier one issued to 30 institutions in 2005/2006. The report documenting the outcomes of that survey is at www.eauc.org.uk/baseline_review.

Purpose

The survey is to elicit qualitative information on sustainability and environmental issues that complements EMS / e-Mandate quantitative data. Specific objectives are to:

- record levels of awareness of legal and policy requirements relating to environment and sustainability;
- establish extent to which environmental and sustainability principles are embedded in FHE practice;
- identify (where possible) changes in performance since the 2005/06 survey;
- provide institutions that participated in the first survey with an opportunity to benchmark their performance;
- pilot questions that might be used in future Estates Management Statistics & e-Mandate surveys;
- identify opportunities for further improvement; and
- record progress achieved over the course of the CaSPr.

The outcomes from the analysis of the returns from all institutions will:

- identify examples of good practice;
- identify areas where additional support can be provided by the EAUC;
- identify changes in performance;
- help evaluate the performance of CaSPr; and
- bring environmental and sustainability issues higher up the agenda for Universities and Colleges.

Responsibility for completing the survey

The person responsible for completing your EMS or e-Mandate return is likely to be the most appropriate individual, but he or she will need information from others. Suggestions are made overleaf for individuals or departments which might be involved for each of the topics.

Please respond by inserting text into the word document which follows – using drop-down menus on each cell to select the appropriate answer e.g. Yes, No or Don't Know. These options are revealed when you put your cursor over the cell. Use the Comment boxes to provide additional information where necessary.

Submitting your survey

Please read right through this guidance before completing the survey. On completion submit the approved response to caspr@eauc.org.uk **before Thursday 31 January 2007**. Because of our timescales, submissions received after this date will be recorded as "not handed in".

Confidentiality

Completed questionnaires will be analysed by Inga Burton and John Forster (CaSPr programme managers) and by an EAUC Administrator and will be kept confidentially in EAUC's UK office (in Gloucester). Reports using the questionnaire data will provide no specific reference to individual institutions unless the prior consent of that institution has been obtained. However the names of institutions that have and have not submitted a completed questionnaire will be made available publicly.

Further information and contact details

If you have any questions relating to the content or completion of this survey please contact Inga Burton or John Forster by emailing caspr@eauc.org.uk. To discuss any issue with the EAUC please contact Iain Patton, Director, at info@eauc.org.uk. For more information on the EAUC and CaSPr please go to: EAUC www.eauc.org.uk CaSPr www.eauc.org.uk/campus_sustainability_project Scottish Government www.scotland.gov.uk/Topics/SustainableDevelopment/eauc

ANNEX

This is a brief introduction to each of the topics covered in this survey with a suggestion for who may be able to assist in completion of the tables:

YOUR DETAILS

This section asks for details of the institution and the main contact at your institution. The main contact might best be the person who coordinates your Estates Management Statistics or eMandate response.

TOPIC 1 *Management systems and accreditation*

This topic looks for information on whether you have accreditation to a number of different management systems.

Get help from – environment / health and safety / teaching / human resources / personnel / student association / residential and business services.

TOPIC 2 *Internal systems and procedures*

This topic looks at whether your institution has undertaken audits, set objectives and targets for various issues as well as asking for information on whether you have financial and human resources to achieve objectives; whether the institution has delivered training, and whether it reports on performance.

Get help from – environment / health and safety / teaching / human resources / personnel / estates / procurement / student association / senior management / finance / residential and business services.

TOPIC 3 *Legislative requirements and risk assessment*

This topic asks for information on the type of permits and authorisations you require for compliance with environmental legislation, knowledge of forthcoming requirements and risk assessment.

Get help from – environment / energy / health and safety / estates / FOI / transport / senior management / student association / residential and business services.

TOPIC 4 *Action on policy and practical issues*

This topic focuses on different environmental and sustainability policy requirements and information on what your institution has done at a practical level

Get help from – environment / energy / estates / procurement / teaching / research and human resources / student association / residential and business services

TOPIC 5 *Evaluation*

This topic asks for your feedback on this survey and other aspects of the EAUC and CaSPr – your feedback is welcome and important to help shape support available to Scotland's Colleges and Universities in future.

Get help from – those that have participated in CaSPr event from your institution – to find out who has attended CaSPr events from your institution please email info@eauc.org.uk

Note that the pre-formatting of this Word document means that the greyed fields can be copied direct into a larger Excel spreadsheet for ease of analysis – please do not unlock / amend the format of each table. Many thanks.

EAUC CaSPr State of the Campus Survey 2007

Your details

Name of your College / University	
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	Name	Job title	Telephone	Email
Person who completed survey:				
Person who approved submission:				
Other responding person:				
Further responding person:				

Note: Please include details of other contacts that have been involved in completion of this survey in the rows provided

TOPIC 1 - Table 1.1 Management systems and accreditation

System	Is your institution accredited to this system?	Date achieved accreditation	If No, are you working towards accreditation?	If accredited does the scope apply to the whole of your institution? If just part, give details
ISO14001 (Environmental Management System)	blank		blank	
EMAS (Eco-Management and Auditing Scheme)	blank		blank	
BS8555 (Environmental Management System)	blank		blank	
Green Tourism Business Scheme	blank		blank	
Health and Safety (OHSAS18001)	blank		blank	
Investors in People	blank		blank	
EFQM (European Foundation for Quality Management)	blank		blank	
ISO9001 (Quality Management System)	blank		blank	
Scottish Quality Management Systems Standard	blank		blank	
Sound Impact Award (student unions)	blank		blank	
Other (please name here)	blank		blank	

TOPIC 1 - Table 1.2

Please use this space to provide any additional comments:	
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TOPIC 2 - Table 2.1 Audits, policies, objectives and targets

Issue	Audit			Policy and Strategies				Objectives and achievements		Responsibilities	
	<i>Has an audit or review of this issue been undertaken?</i>	<i>Did the audit/ review cover the whole institution?</i>	<i>If not, what did it cover? (e.g dept / building)</i>	<i>Does the institution have a policy/ strategy covering this?</i>	<i>Has policy / strategy been approved by the Principal?</i>	<i>Is it available to the public via the website?</i>	<i>If you do not have a policy / strategy have senior management made a commitment to develop one?</i>	<i>Have objectives or targets been set for this issue?</i>	<i>Has a plan been developed showing how commitments will be achieved?</i>	<i>Has a group been set up to deliver these?</i>	<i>Who is responsible for this issue?</i>
Sustainability	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Environment	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Ethical / Socially Responsible Investment	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Fair trade	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Sustainable procurement	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Biodiversity	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Energy	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Waste	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Transport/Travel	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Community engagement	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Equal opportunities	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Access and physical disability	blank	blank		blank	blank	blank	blank	blank	blank	blank	

Issue	Audit			Policy and Strategies				Objectives and achievements		Responsibilities	
	Has an audit or review of this issue been undertaken?	Did the audit/ review cover the whole institution?	If not, what did it cover? (e.g dept / building)	Does the institution have a policy/ strategy covering this?	Has policy / strategy been approved by the Principal?	Is it available to the public via the website?	If you do not have a policy / strategy have senior management made a commitment to develop one?	Have objectives or targets been set for this issue?	Has a plan been developed showing how commitments will be achieved?	Has a group been set up to deliver these?	Who is responsible for this issue?
Race relations	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Health and Safety	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Equality	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Widening participation	blank	blank		blank	blank	blank	blank	blank	blank	blank	
Other (please name here)	blank	blank		blank	blank	blank	blank	blank	blank	blank	

TOPIC 2 – Table 2.2 Budget and training

<i>Issue</i>	<i>Do you have a budget specifically for this?</i>	<i>Give details</i>	<i>Has training been delivered on this?</i>	<i>To whom was it delivered?</i>	<i>Has an awareness campaign been run on this issue?</i>	<i>To whom was it delivered?</i>
Sustainability	blank		blank		blank	
Environment	blank		blank		blank	
Ethical / Socially responsible investment	blank		blank		blank	
Fair trade	blank		blank		blank	
Energy	blank		blank		blank	
Waste	blank		blank		blank	
Transport/Travel	blank		blank		blank	
Community engagement	blank		blank		blank	
Equal opportunities	blank		blank		blank	
Access and physical disability	blank		blank		blank	
Race relations	blank		blank		blank	
Health and Safety	blank		blank		blank	
Equality	blank		blank		blank	
Widening participation	blank		blank		blank	
Other (please name here)	blank		blank		blank	

TOPIC 2 – Table 2.3 Reporting and communication

Issue	Estates Management Statistics (EMS) or e-Mandate	Governing body	Senior Management	Environment / Sustainability Group / Committee	Other
<i>Does your institution report to any of the following on environmental / sustainability performance?</i>	blank	blank	blank	blank	

TOPIC 2 – Table 2.4 Resources

Option	Answer	Describe
<i>What is the total staff effort put into environmental and sustainability related work – expressed as Full Time Equivalents (e.g. 1 full time post and 3 half time posts = 2.5)</i>		
<i>Has your college / university employed external companies to help take forward environmental / sustainability projects?</i>	blank	
<i>Has your college / university used resources available from non-profit making organisations such as the Carbon Trust, Envirowise, WRAP, SWAG, EST to help with environmental projects – please say which organisations you received support from</i>	blank	

TOPIC 3 - Table 3.1 Legislative requirements

Issue	Is your institution required to hold ...		Have procedures been established to ensure compliance?
	an authorisation or permit?	relevant records?	
<i>Environmental Protection (Duty of Care) Regulations 1991 as amended (e.g. registration as a carrier of waste materials)</i>	blank	blank	blank
<i>Waste Management Licensing Regulations 1994 as amended (e.g. waste management license for storing waste)</i>	blank	blank	blank
<i>EU ETS Greenhouse Gas Emissions Trading Regulations 2005 as amended (e.g. for emissions of CO2 from combustion installations greater than 20MWth)</i>	blank	blank	blank
<i>IPPC / Pollution Prevention and Control Act 1999 (e.g. for releasing emissions to air, land, water)</i>	blank	blank	blank
<i>Control of Pollution Act 1974 (e.g. for discharging wastewater containing certain levels of chemicals or certain properties into the foul sewer)</i>	blank	blank	blank
<i>Producer Responsibility Obligations (Packaging Waste) Regulations 1997 as amended (e.g. reporting on quantities of packaging materials passed to end user as a packer / seller)</i>	blank	blank	blank
<i>Planning agreement (Section 75) (e.g. Local Authority requirement to develop Travel Plan for new development)</i>	blank	blank	blank
<i>Radioactive Substances Act 1993 (e.g. for storing radioactive materials)</i>	blank	blank	blank
<i>Special Waste Regulations 1996 as amended (e.g. for transferring / transporting special waste)</i>	blank	blank	blank
<i>Environmental Information Regulations 2004 (e.g. give rights of access to environmental information)</i>	blank	blank	blank
<i>Nature Conservation (Scotland) Act 2004 (e.g. duties on public bodies in relation to the conservation of biodiversity)</i>	blank	blank	blank
<i>Scottish Outdoor Access Code – Land Reform (Scotland) Act 2003 (e.g. rights of access to land for outdoor recreation)</i>	blank	blank	blank
<i>Food and Environment Protection Act 1985 and related regulations (e.g. control of pesticides)</i>	blank	blank	blank
<i>Animal By Product (Scotland) Regulations 1995 (e.g. controls on how meat waste and animal by-products are disposed of)</i>	blank	blank	blank
<i>Other (please name here) -</i>	blank	blank	blank

Topic 3 – Table 3.2 Impact assessment

Item	Has your institution undertaken this assessment?	Briefly describe (include year undertaken/developed)
Environmental Impact Assessment http://www.scotland.gov.uk/Publications/1999/10/pan58-root/pan58	blank	
Transport Assessment (not the same as a Traffic Impact Assessment) http://www.scotland.gov.uk/consultations/transport/gtta-07.asp	blank	

Topic 3 – Table 3.3 Forthcoming legislation

Item	Will your institution need to comply with the forthcoming legislation?
Carbon Reduction Commitment (CRC) http://www.defra.gov.uk/Environment/climatechange/uk/business/crc/index.htm	blank
Energy Performance of Buildings Directive / Energy Performance Certificates http://www.defra.gov.uk/ENVIRONMENT/energy/internat/ecbuildings.htm	blank
Other (please give details) -	blank

Topic 3 – Table 3.4 Risk Assessment

Has your institution done any of these?	Answer
<i>Developed separate risk register of environmental risks</i>	blank
<i>Integrated environmental risks into existing register</i>	blank
<i>Developed a register of environmental legislation and other requirements (e.g. policies)</i>	blank

TOPIC 4 – Table 4.1 Action on policy and practical issues

Issue	Item	Do you have a policy for this item – or do existing policies cover this?	Have you taken any action?	Briefly describe action
Waste	<i>Reuse / Recycling Schemes</i>	blank	blank	
	<i>Composting</i>	blank	blank	
Energy	<i>Climate Change</i>	blank	blank	
	<i>Purchasing % of certificated renewable energy in electricity contract –how much?</i>	blank	blank	
	<i>Establishing your carbon footprint</i>	blank	blank	
Travel	<i>Parking permit system (encourages sustainable transport/travel)</i>	blank	blank	
	<i>Liftshare scheme</i>	blank	blank	
	<i>Other schemes that promote sustainable travel / transport (e.g. staff transport loan, salary sacrifice Cycle2Work / Bus Pass)</i>	blank	blank	
	<i>Restrictions on air travel</i>	blank	blank	
	<i>Video Conference facilities - widely used</i>	blank	blank	
Construction	<i>Specifying minimum levels of Recycled Content in tender specifications and contracts for construction projects (Institutions will be expected to report back to SFC on progress by 30 June 2008)</i>	blank	blank	
	<i>BREEAM or CEEQUAL rating for any new buildings [please state level req'd]</i>	blank	blank	
Biodiversity	<i>Promoting biodiversity</i>	blank	blank	
	<i>Peat based products no longer used</i>	blank	blank	
Procurement	<i>Specifying minimum levels of Recycled Content in specifications and contracts for Printing and writing paper (50%) and-Tissue paper (100%)</i>	blank	blank	
	<i>Promotion of local suppliers of food</i>	blank	blank	
Teaching, Learning, Research	<i>UN Decade of Education for Sustainable Development - (e.g. Estate Development, Learning and Teaching)</i>	blank	blank	
	<i>Research into Sustainable Technologies</i>	blank	blank	
	<i>Spreading knowledge of sustainable development to staff, students and wider community</i>	blank	blank	
	<i>Introducing Education for Sustainable Development themes into curricula</i>	blank	blank	

TOPIC 4 – Table 4.2 Energy Efficient Technologies

Item	Bio-fuel	LPG	CHP	Bio-mass	Air Source Heat Pumps	Ground Source Heat Pumps	Wind turbines	Photo-voltaics	Solar Panels
<i>Do you have any of the following</i>	blank	blank	blank	blank	blank	blank	blank	blank	blank
<i>Other (describe)</i>									

TOPIC 5 – Table 5.1 Feedback on survey

Question	Answer (please rate with 1 being low and 5 high)
<i>How easy has this survey been to complete?</i>	blank
<i>To what extent has this survey helped to take forward the sustainability agenda of your institution?</i>	blank
<i>If you participated in survey in Spring 2006, to what extent have any changes been introduced as a result?</i>	blank
<i>If so please specify</i>	

TOPIC 5 – Table 5.2 Additional comments

<i>Please use this space to provide any additional comments:</i>	
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Thank you very much for taking the time to complete this survey.

Please email the completed survey to caspr@eauc.org.uk before Thursday 31 Jan 2008