

## **Environmental Sustainability Checklist**

Completed by Department Sustainability Lead, to enable a sustainability audit as part of ESMS

### **What:**

UCL's Environmental Sustainability Management System (ESMS) provides a structured framework for managing the University's sustainability impacts. It ensures UCL is legally compliant and enables departments to achieve the objectives set out in UCL's [Sustainability Strategy: Change Possible](#).

**Who:** It is the responsibility of all departments and their staff at UCL to manage their own environmental impacts.. To ensure successful implementation of the ESMS, the departmental must complete this checklist to provide evidence for Sustainable UCL who will be conducting an audit

**How:** The checklist will allow departments to self assess their performance, and note down their policies, procedures and documentation in compliance areas such as waste management, energy reduction and procurement. It is important that all departments can demonstrate how they are addressing their environmental and sustainability impacts as well as areas for improvement.

Work through the checklist, detailing the criteria you currently meet, and those that you do not.

Checklist 1 is a general checklist, for all departments

Checklist 2 is a lab specific checklist, for departments that have labs / workshops

Department	_____	Auditor	_____
Department Contact:	_____		
Date of Completion	_____	Date of Audit	_____
Notes:			

## **Checklist 1 – General:**

Checklist Question			
<b>POLICY / GOVERNANCE / RESPONSIBILITIES</b>	<b>Completed Y/N</b>	<b>Department Comments / Evidence</b>	<b>Info</b>
Department have a Green Champion / DEO			
Senior management commitment to sustainability. This could be included in Department SOP or Policy			
Sustainability an agenda item at departmental meetings			
Department know who their sustainability business partner is			<a href="http://www.ucl.ac.uk/sustainable/faculty-sustainability-partner">www.ucl.ac.uk/sustainable/faculty-sustainability-partner</a>
Department has identified its main environmental impact areas.			This could include Green Impact. LEAF or a sustainability plan.
Department are aware of the legal responsibilities associated with their work			
Department annually review its environmental management arrangements			
Sustainability is included in job descriptions as standard			environmental statement in JD template at end of this page - <a href="http://www.ucl.ac.uk/greenucl/resources/communicating-sustainability">www.ucl.ac.uk/greenucl/resources/communicating-sustainability</a>
<b>RESOURCES</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Department reviews needs for staff training / skills for sustainability and environmental management			

Key staff are able to access sustainability and environmental training			
<b>INDUCTION PROCESS</b>	<b>Completed Y/N</b>	<b>Department Comments / Evidence</b>	<b>Info</b>
Sustainability included in new staff inductions.			<a href="https://www.ucl.ac.uk/greenuc/l/resources/communicating-sustainability">https://www.ucl.ac.uk/greenuc/l/resources/communicating-sustainability</a>
Sustainability is included in student inductions			<a href="https://www.ucl.ac.uk/students/new-students/countdown-ucl/sustainability">https://www.ucl.ac.uk/students/new-students/countdown-ucl/sustainability</a>
Sustainability is included in site / lab specific induction training			
Records are kept of induction training completion			Training records
<b>EDUCATION / INFORMATION</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Department have considered how to embed sustainability into the curriculum			
Department communicate and promote research focusing on sustainability challenges			
<b>WASTE</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Department has UCL's three bin system in place:			
<ul style="list-style-type: none"> <li>Green – Mixed Recycling</li> </ul>			
<ul style="list-style-type: none"> <li>Black – General waste rubbish</li> </ul>			
<ul style="list-style-type: none"> <li>Orange – Food waste</li> </ul>			
Correct bins bags in bins:			
<ul style="list-style-type: none"> <li>Mixed dry recycling (clear)</li> </ul>			
<ul style="list-style-type: none"> <li>Residual (red)</li> </ul>			
<ul style="list-style-type: none"> <li>Food (What)</li> </ul>			

<ul style="list-style-type: none"> <li>▪ Clinical waste, including biological (yellow)</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Offensive waste (Tiger stripe; Pre-treated e.g. autoclave)</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Chemicals (what)</li> </ul>			
Bins collected by the cleaners and/or taken to the correct main waste disposal point.			
There are collection point for used toner cartridges which are re-used/ recycled by the supplier.			
All electronic waste is recycled including; batteries, portable and non-portable electrical items.			
<b>ENERGY</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Controls are in place to ensure items are switched off when not in use:			
<ul style="list-style-type: none"> <li>• Computers</li> </ul>			
<ul style="list-style-type: none"> <li>• Lights</li> </ul>			
<ul style="list-style-type: none"> <li>• Heating/cooling</li> </ul>			
<ul style="list-style-type: none"> <li>• Equipment</li> </ul>			
<ul style="list-style-type: none"> <li>• Kitchen equipment</li> </ul>			
Portable Heaters are not used			
Department communicate UCL's Heating and Cooling Policy to staff			<a href="https://www.ucl.ac.uk/greenucl/ucl-heating-cooling-and-ventilation-policy">https://www.ucl.ac.uk/greenucl/ucl-heating-cooling-and-ventilation-policy</a>
<b>WATER</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Controls are in place to ensure water using items are switched off when not in use. This			

could be stickers, posters etc.			
Free standing water bottle coolers, which require deliveries, are not used			
<b>PROCUREMENT</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
UCL preferred suppliers are used for purchases and services			<a href="https://www.ucl.ac.uk/procurement/contracted-suppliers">https://www.ucl.ac.uk/procurement/contracted-suppliers</a>  <a href="http://www.ucl.ac.uk/sustainable/staff/loop-resources/how-buy-stuff">www.ucl.ac.uk/sustainable/staff/loop-resources/how-buy-stuff</a>
Department make use of WARPit for reuse and source items, especially for furniture			
Department purchase copy paper which is 100% recycled content			<a href="https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products">https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products</a>
Department consolidate orders for stationery supplies			
Department utilise UCL preferred printers suppliers and choose sustainable printing options, where possible. This includes asking for a carbon footprint of print orders from the supplier			
Department buy cleaning products that have the EU Ecolabel or Cradle to Cradle label.			
<b>FOOD</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Department purchases catering from UCL's catering provider, CH&CO			
Department support the powered by plants campaign, by ordering vegetarian caterings			

For events, disposable items are not used			
All tea, coffee and sugar purchased for offices is Fairtrade			
The department have promoted Fairtrade and Fairtrade products , through communication, events and sales.			
<b>TRAVEL</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
UCL contracted travel booking provider is used to book all travel			
Rail travel is promoted over air travel			
Teleconference (or skype or other) facilities available, promoted and used			
Cycling and active travel is supported			
Cycle parking and facilities are provided for staff			
<b>FIELD WORK / RESEARCH</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Risk assessments for field work consider sustainability (habitat disruption, nuisance, environmental damage, species removal/release)?			
<b>BIODIVERSITY</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Department have promoted office plants / planting etc.			
<b>NUISENSE AND NOISE</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Department report and manage pest through UCL Estates and UCL pest control contractor.			
Any events that the department plans consider the noise			

impact to residents and neighbouring buildings.			
<b>FUEL / OIL</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Fuel and/or oil is stored in appropriate containers			
Containers are clearly labelled			
The location of the store and any delivery points away from permeable surface, away from drains etc.			
The container/s are on bunded platform			
Spill kits available and appropriate			
Tank inspections and maintenance at least annually			
Filling procedures in place			
Emergency procedures in place and instructions clearly visible for use			
Staff / Students have been briefed on spill procedures			
<b>ACCIDENTS / INCIDENTS</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Department utilise Risknet to report environmental accidents and incidents			

## **Checklist 2 - Labs**

<b>Checklist Question</b>			
<b>CHEMICALS</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>

The capacity/volumes of chemicals stored is recorded / monitored			
Containers of chemicals are clearly labelled			
The location of the store and any delivery points are appropriate. i.e,not on a permeable surface, away from drains etc.			
The containers are on bunded platform/s			
Chemicals are segregated for safe storage			
Material Safety Data Sheets (MSDS) are available for all COSHH items			
<b>CHEMICAL DISCHARGE</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
The department ensures no chemicals are disposed of via the drains			
The department knows their Trade Effluent discharge consent with Thames Water			
The department have a procedure / policy in place to manage chemical discharge.			
<b>AUTOCLAVE OR OTHER WASTE TREATMENT (e.g. chemical sterilization)</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
The department has considered autoclaving instead of disposal			



There are procedures in place for autoclaving			
<b>GASES</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
Gasses are clearly labelled on container			
The location of the store and any delivery points appropriate - well-ventilated, covered area, preferably outside on a level, well-drained surface			
Gas cylinders are stored vertically and securely to prevent them from toppling			
Full and empty cylinders stored separately, rotating the cylinder stock holdings so the oldest cylinders are used first			
Cylinders are segregated by the properties of the gas (flammable, inert, oxidant, and so on)			
Emergency procedures in place and Instructions clearly visible			
Sensors e.g. oxygen depletion installed and regularly tested			
Fume cupboard or other specialist ventilation, maintained by the department, has this been tested/inspected in the last year.			
<b>FRIDGE / FREEZERS</b>	<b>Completed Y/N</b>	<b>Department Comments</b>	<b>Info</b>
There is a maintenance			

schedule for fridges/freezers			
There is a defrost schedule for freezers			
Samples are regularly cleared out and there is a schedule / process to do so			
UCL's preferred Freezer units are purchased when buying new units.			