



# 2019 Office Awards Bronze Criteria



THE UNIVERSITY  
*of* EDINBURGH



**Social Responsibility  
and Sustainability**

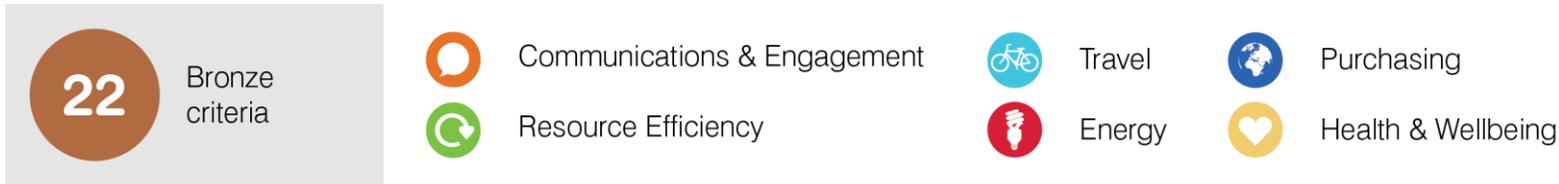
# Contents

Summary of bronze requirements .....	3
Theme 1: Engagement and Communications.....	4
Theme 2: Resource Efficiency .....	6
Theme 3: Travel.....	9
Theme 4: Energy .....	11
Theme 5: Purchasing.....	13
Theme 6: Health and Wellbeing.....	14

# Summary of bronze requirements

Bronze level requires departments to follow University guidelines, demonstrate good practice and raise awareness of sustainability amongst staff.

To achieve a bronze Office Award, teams must typically fulfil all 22 of the bronze criteria in this document. Criteria are categorised into 6 sustainability themes; Engagement & Communications, Resource Efficiency, Travel, Energy, Purchasing and Health & Wellbeing.



22 Bronze criteria

- Communications & Engagement
- Resource Efficiency
- Travel
- Energy
- Purchasing
- Health & Wellbeing

For more information about the Office Awards timeline, requirements, assessment process and more, please refer to the [2019 Office Awards Participants Guide](#). If you are experiencing issues with the platform then please refer to the [2019 Online Platform User Guide](#).

If your team needs funding for a Sustainability Awards initiative or project, then we encourage you to apply for a Staff Project Grant. The SRS Department launched the grant to support projects from the staff community focusing on sustainability and social responsibility. For more information visit <https://www.ed.ac.uk/about/sustainability/staff/research-support/staff-project-grant>.

## Mentoring:

### Existing teams

Teams who have successfully completed the Bronze Award within the last 2 years are able to become mentors of a new Bronze team. This would be undertaken as an additional achievement, rather than in place of maintaining their level. If you are interested in mentoring a team contact [Rachael.barton@ed.ac.uk](mailto:Rachael.barton@ed.ac.uk) and see the [2019 Office Awards Participants Guide](#) for additional details.

### New teams

If you are completing the Bronze Award for the first time you may be interested in having an existing team be your mentor. This partnership would allow you to get additional support and have contacts who can share their experiences and advice. If you are interested in being mentored by another team, please contact [Rachael.barton@ed.ac.uk](mailto:Rachael.barton@ed.ac.uk).

# Theme 1: Engagement and Communications

BRONZE Engagement and Communications Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/5 Promote the Sustainability Awards	To fulfil this criteria, your department should publicise the fact that it is participating in the Sustainability Awards and encourage staff to get involved.  The SRS Department has designed posters, email signatures and graphics to help you spread the word.	By 18th Oct, either upload evidence to the platform that your department promoted its participation in Sustainability Awards to all staff in <b>2019</b> , or select 'discuss in audit'.  'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person (for example, if Awards posters are displayed around the building).  Evidence will vary between departments but could include all-staff emails, minutes of departmental meetings, use of posters or other communications.	Awards posters, email signatures and graphics can be accessed from the Resources page of the platform: <a href="http://edinburgh.cerebro.org.uk/index.php?page=esa-resources">http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</a>
2/5 Include Be Sustainable in staff inductions	To fulfil this criteria, your department should ask new staff to complete the SRS Department's Be Sustainable online course as part of their inductions.  We also suggest providing new staff with more department-specific sustainability information, such as the names of your Energy and Waste Coordinators.	By 18th Oct, upload evidence to the platform that new staff are asked to complete Be Sustainable online training as part of their inductions. Returning teams can use the 'transfer evidence' function to submit relevant files from previous years.  Acceptable evidence would be a copy of your department's induction checklist or welcome pack for new starts.	The Be Sustainable online course provides an introduction to sustainability at the University and takes around 30 minutes to complete. A link to the course and more information about other SRS learning and development opportunities can be found on the SRS Department website: <a href="http://www.ed.ac.uk/about/sustainability/about/programmes/be-sustainable-training">www.ed.ac.uk/about/sustainability/about/programmes/be-sustainable-training</a>
3/5 Make a public commitment to sustainability	To fulfil this criteria, your department should make a commitment to sustainability on its website.  The SRS Department has designed a Sustainability Statement Template, which participants can use if they wish.	By 18th Oct, upload evidence to the platform that your department has published a commitment to sustainability on its website. Returning teams can use the 'transfer evidence' function to submit relevant files from previous years.  Acceptable evidence would be a screenshot or link to the webpage.	The Sustainability Statement Template can be accessed from the Resources page of the platform: <a href="http://edinburgh.cerebro.org.uk/index.php?page=esa-resources">http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</a>

**BRONZE Engagement and Communications Criteria – To receive a bronze award your department must fulfil all bronze criteria**

Name	What to do	How you will be assessed	Further information and resources
4/5 Get written support from your head of department	To fulfil this criteria, your Head of Department (or equivalent) should give written support for participating in the Sustainability Awards.	By 18th Oct, upload evidence to the platform that your head of department has given their written support for participating in the Sustainability Awards. Returning teams can use the 'transfer evidence' function to submit relevant files from previous years.  Acceptable evidence would be a copy of an email or written statement.	
5/5 Discuss sustainability in a department meeting	To fulfil this criteria, your department should show that sustainability was discussed in at least one meeting involving members of the wider department (not just the Sustainability Awards team).	By 18th Oct, upload evidence that sustainability was discussed in at least one departmental meeting <b>in 2019</b> .  Acceptable evidence would be agendas, minutes and/or calendar invites of meetings where sustainability was discussed.	

## Theme 2: Resource Efficiency

BRONZE Resource Efficiency Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/6 Circulate the resource efficiency email	<p>To fulfil this criteria, your department should promote recycling and reuse by circulating the SRS Department’s Resource Efficiency Email to all staff.</p> <p>Please use the template provided. Use the blank spaces in the template to add department-specific information.</p>	<p>By 18th Oct, upload evidence to the platform that your department circulated the Resource Efficiency Email in <b>2019</b>.</p> <p>Acceptable evidence would be a copy or screenshot of the email, clearly showing that it was sent to all staff.</p>	<p>The email template can be accessed from the Resources page of the platform:  <a href="http://edinburgh.cerebro.org.uk/index.php?page=esa-resources">http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</a></p>
2/6 Appoint a Waste coordinator	<p>To meet this criterion, your department should have at least one Waste coordinator in every building.</p>	<p>By 18th Oct, make sure your department’s Waste coordinator(s) are correctly listed on the ‘Register your coordinators &amp; champions’ page on the platform.</p> <p>Please also email <a href="mailto:alan.peddie@ed.ac.uk">alan.peddie@ed.ac.uk</a> if:</p> <ol style="list-style-type: none"> <li>1) Your Coordinator has changed from previous years</li> <li>2) Your department is appointing its first ever Waste coordinator</li> <li>3) You are unsure if your department already has a Waste coordinator</li> </ol>	<p>Waste coordinators are volunteers who act as a local source of guidance and information on good waste management practices. Coordinators receive training and support from the Waste Office and the SRS Department</p> <p>More information about this role is available on the Waste and Recycling website:  <a href="http://www.ed.ac.uk/estates/waste-recycling/get-involved/recycling-coordinators">www.ed.ac.uk/estates/waste-recycling/get-involved/recycling-coordinators</a></p> <p>Waste coordinators will be invited to a training event in the summer. Attendance is encouraged but not mandatory.</p>

**BRONZE Resource Efficiency Criteria – To receive a bronze award your department must fulfil all bronze criteria**

Name	What to do	How you will be assessed	Further information and resources
3/6 Encourage paper saving	<p>To fulfil this criteria, your department should encourage staff to reduce paper consumption in the following ways:</p> <ul style="list-style-type: none"> <li>• Sharing documents electronically to avoid printing wherever possible</li> <li>• When printing is unavoidable, print double sided and black and white (this should already be the default for networked printers, but it is always good to check your settings)</li> <li>• Use the draft format where possible to further conserve resources</li> </ul>	<p>By 18th Oct, either upload evidence to the platform showing that your department encourages staff to save paper, or select 'discuss in audit'. Returning teams can use the 'transfer evidence' function to submit relevant files from previous years.</p> <p>'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person (for example, if paper-saving notices are displayed by printers).</p>	<p>100% recycled paper can be ordered from Office Depot.</p> <p>Printing in black and white is more sustainable and about ten times cheaper than printing in colour.</p>
4/6 Join Warp It	<p>To fulfil this criteria, at least one member of your department should be registered on Warp It, the University's online reuse portal.</p>	<p>By 18th Oct, upload evidence to the platform that at least one member of your department is registered on Warp It. Returning teams can use the 'transfer evidence' function to submit relevant files from previous years.</p> <p>Acceptable evidence would be a screenshot of the registered user's Warp It homepage.</p>	<p>Warp It is open to all staff and PhD students at the University. It is a platform for exchanging equipment, office consumables and other items between departments, saving time and resources.</p> <p>Warp It registration is via the Waste website: <a href="http://www.ed.ac.uk/estates/waste-recycling/reuse-exchange/warpit-login">www.ed.ac.uk/estates/waste-recycling/reuse-exchange/warpit-login</a></p> <p>Contact <a href="mailto:alan.peddie@ed.ac.uk">alan.peddie@ed.ac.uk</a> if you have any questions or issues.</p>
5/6 Ensure bins are correctly labelled	<p>To meet this criterion, your department should ensure that Dry Mixed Recycling, General Waste (Other), Paper &amp; Card and Glass bins are correctly labelled with posters. These should be fixed on or above each bin.</p> <p>If posters are missing or out of date, please get in touch with the Waste Office.</p>	<p>By 18th Oct, select the 'discuss in audit' option on the platform. Your auditors will perform a spot check of the building during the audit.</p>	<p>Posters can be viewed on the Waste and Recycling website: <a href="http://www.ed.ac.uk/estates/waste-recycling/reports-resources/posters-leaflets">www.ed.ac.uk/estates/waste-recycling/reports-resources/posters-leaflets</a></p> <p>If your department is based in a non-University building, such as an NHS facility, then please get in</p>

BRONZE Resource Efficiency Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
			touch with the SRS Department to discuss your options.
6/6 Recycle toner cartridges	To fulfill this criteria, your department should recycle its empty toner cartridges via Office Depot.	By 18th Oct, upload evidence to the platform that your department recycled toner cartridges via Office Depot <b>in 2019</b> .  Acceptable evidence would be copies of any pick up requests sent to the Office Depot Collections Team in 2019.	More information about how to recycle toner cartridges is available on the Procurement Office website: <a href="http://www.ed.ac.uk/procurement/buying/commodity-info/stationery">www.ed.ac.uk/procurement/buying/commodity-info/stationery</a>  Find out how to properly dispose of different types of University waste on the Waste Office's 'How Do I Dispose Of...' page: <a href="http://www.ed.ac.uk/estates/waste-recycling/how">www.ed.ac.uk/estates/waste-recycling/how</a>

## Theme 3: Travel

BRONZE Travel Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/3 Circulate the sustainable travel email	To fulfil this criteria, your department should promote sustainable travel by circulating the SRS Department’s Sustainable Travel Email to all staff.  Please use the template provided. Use the blank spaces in the template to add department-specific information.	By 18th Oct, upload evidence to the platform that your department circulated the Sustainable Travel Email in <b>2019</b> .  Acceptable evidence would be a copy or screenshot of the email, clearly showing that it was sent to all staff.	The email template can be accessed from the Resources page of the platform: <a href="http://edinburgh.cerebro.org.uk/index.php?page=esa-resources">http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</a>
2/3 Publish sustainable travel information for visitors	To fulfil this criteria, your department should publish information about how visitors can travel to its buildings using public or active travel.	By 18th Oct, upload evidence to the platform that your department has published sustainable travel information for visitors. Returning teams can use the 'transfer evidence' function to submit relevant files from previous years.  Acceptable evidence would be a screenshot, or link, to a map or written instructions on your department’s website.	The campus-specific travel information on the Transport and Parking website is a good place to start: <a href="http://www.ed.ac.uk/schools-departments/transport/travelling-here">www.ed.ac.uk/schools-departments/transport/travelling-here</a>
3/3 Encourage sustainable local business travel	To fulfil this criteria, your department should show that staff are encouraged to use public transport and active travel for local business journeys, and to avoid the use of hire cars and taxis where possible.	By 18th Oct, upload evidence to the platform that your department encourages staff to use public and active travel for local business journeys. Returning teams can use the ‘transfer evidence’ function to reuse relevant files from previous years.  Evidence will vary between departments but could include a copy of any internal business travel guidance for staff, or the minutes of a meeting where business travel was discussed.	Pre-paid Lothian Bus tickets can be ordered from the Transport and Parking Office. For more information see the Transport and Parking website: <a href="http://www.ed.ac.uk/transport/public-transport/buses/pre-paid-bus-tickets">www.ed.ac.uk/transport/public-transport/buses/pre-paid-bus-tickets</a>  The University hosts City Car Club vehicles at Little France, Central Area and King’s Buildings. They offer a cost-effective and environmentally friendly pool car service for business use: <a href="http://www.ed.ac.uk/transport/driving/car-club">www.ed.ac.uk/transport/driving/car-club</a>

**BRONZE Travel Criteria – To receive a bronze award your department must fulfil all bronze criteria**

Name	What to do	How you will be assessed	Further information and resources
			<p>The University also has a number of electric bikes (eCycles) for staff to use for business journeys. They provide a quick, easy, healthy and environmentally friendly means of transport between University sites. For more information see the Transport and Parking website: <a href="http://www.ed.ac.uk/transport/cycling/facilities/ecycle">www.ed.ac.uk/transport/cycling/facilities/ecycle</a>.</p>

## Theme 4: Energy

BRONZE Energy Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/4 Circulate the energy saving email	To fulfil this criteria, your department should promote energy saving by circulating the SRS Department's Energy Saving email to all staff.  Please use the template provided. Use the blank spaces in the template to add department-specific information.	By 18th Oct, upload evidence to the platform that your department circulated the Energy Saving Email in <b>2019</b> .  Acceptable evidence would be a copy or screenshot of the email, clearly showing that it was sent to all staff.	The email template can be accessed from the Resources page of the platform: <a href="http://edinburgh.cerebro.org.uk/index.php?page=esa-resources">http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</a>
2/4 Appoint an Energy Coordinator	To meet this criterion, your department should have at least one Energy Coordinator in every building.	By 18th Oct, make sure your department's Energy Coordinator(s) are correctly listed on the 'Register your coordinators & champions' page on the platform.  Please also email <a href="mailto:aisling.oreilly@ed.ac.uk">aisling.oreilly@ed.ac.uk</a> if: 1) Your Coordinator has changed from previous years 2) Your department is appointing its first ever Energy Coordinator 3) You are unsure if your department already has an Energy Coordinator	Energy Coordinators are volunteers who help promote energy reduction in their school or unit. The SRS Department supports each Energy Coordinator, providing them with materials and training so that they can better monitor energy usage in their areas and add to their skillset.  More information about becoming an Energy Coordinator is available on the SRS Department website: <a href="http://www.ed.ac.uk/about/sustainability/themes/energy/energy-coordinators">www.ed.ac.uk/about/sustainability/themes/energy/energy-coordinators</a>  Energy Coordinators will be invited to events throughout the year. Attendance is encouraged but not mandatory.
3/4 Use energy saving materials	The SRS Department has produced posters, screensavers, display screen images, small tip cards and stickers to draw attention to the common ways people can save energy. To fulfil this criteria, your	By 18th Oct, select the 'discuss in audit' option on the platform. Your auditors will perform a spot check of the building during your audit.	These resources are free and can be accessed or ordered from the SRS Department website. SRS can also make custom materials on request, and energy Coordinators can order thermometers, timer plugs and energy monitors:

BRONZE Energy Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
	<p>department should make use of and display these materials where relevant.</p> <p>We also suggest labelling bands of multiple light switches to show which light each switch operates, however, this will not be audited.</p>		<a href="http://www.ed.ac.uk/about/sustainability/themes/energy/re-sources">www.ed.ac.uk/about/sustainability/themes/energy/re-sources</a>
4/4 Share appliances	To fulfil this criteria, your department should use shared appliances in communal areas and discourage the use of personal printers, kettles, heaters, fans, fridges, microwaves etc. under normal circumstances.	By 18th Oct, select the 'discuss in audit' option on the platform. Your auditors will perform a spot check of the building and ask for more information during the audit.	

## Theme 5: Purchasing

BRONZE Purchasing Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/2 Train staff responsible for purchasing	To fulfil this criteria, staff who are responsible for purchasing must be registered to use Sci-Quest.	By 18th Oct, upload evidence that staff who are responsible for purchasing are registered to use Sci-quest. Returning teams can use the 'transfer evidence' function to submit relevant files from previous years.  Acceptable evidence would be a screenshot of the relevant staff member's Sci-Quest homepage.	Approved University suppliers have been selected for a range of reasons, including their environmental and ethical performance. The University's contracts with these suppliers are getting more and more sustainable all the time.
2/2 Supply fairly traded tea and coffee	To fulfil this criteria, your department must show that tea and coffee purchased for catered events and shared kitchens is fairly traded.	By 18th Oct, upload evidence to the platform that your department purchased fair trade tea and coffee for catered events <b>in 2019</b> .  All tea and coffee served by the EUSA and University delivered catering services is Fairtrade certified, so order confirmations from either of these providers from 2019 would be acceptable evidence.  Your auditors will also perform a spot check of any tea and coffee provided for general use during the audit.	Fair trade schemes ensure that producers in developing countries receive a fair price and decent working conditions.  The University of Edinburgh has been a Fairtrade University since 2004 and is committed to promoting fair trade through purchasing and research: <a href="http://www.ed.ac.uk/about/sustainability/themes/fair-trade">www.ed.ac.uk/about/sustainability/themes/fair-trade</a>

## Theme 6: Health and Wellbeing

BRONZE Health and Wellbeing Criteria – To receive a bronze award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
1/2 Circulate the health and wellbeing email	<p>To fulfil this criteria, your department should promote health and wellbeing by circulating the SRS Department’s Health and Wellbeing Email to all staff.</p> <p>Please use the template provided. Use the blank spaces in the template to add department-specific information.</p>	<p>By 18th Oct, upload evidence to the platform that your department circulated the Health and Wellbeing Email in 2019.</p> <p>A copy or screenshot of the email would be acceptable evidence.</p>	<p>The email template can be accessed from the Resources page of the platform:  <a href="http://edinburgh.cerebro.org.uk/index.php?page=esa-resources">http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</a></p>
2/2 Display Healthy University Project posters	<p>To fulfil this criterion, your department should use the Healthy University Project’s resources to encourage people to use the stairs and be active throughout the day.</p> <p>Healthy University Project have asked that posters mentioning weight gain/loss are not displayed in buildings where there are students.</p>	<p>By 18th Oct, Select the ‘discuss in audit’ option on the platform. Your auditors will perform a spot check of the building during your audit.</p> <p>If putting up posters is not permitted in your building then it would be acceptable to share these resources by email or on a wiki.</p>	<p>The Healthy University Project posters can be accessed from the Resources page of the platform:  <a href="http://edinburgh.cerebro.org.uk/index.php?page=esa-resources">http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</a></p>