



2019 Office Awards Silver Criteria



THE UNIVERSITY
of EDINBURGH



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Summary of silver requirements

Silver level requires departments to embed resource efficient processes and a culture of sustainability. Departments must also engage with staff about sustainability.

To achieve a silver Office Award, teams must meet all 22 bronze of the criteria in this document, and choose 10 or more silver criteria spread across at least 4 themes. This also applies to gold Office Awards teams who are resubmitting for bronze and silver. The ability to pick-your-own silver criteria means that teams can focus on actions that will have the greatest impact in their department.

Bronze and silver criteria are categorised into 6 sustainability themes; Engagement & Communications, Resource Efficiency, Travel, Energy, Purchasing and Health & Wellbeing.

Please note: Activities can't be double counted. For example, if your team organises a pedometer challenge, this should not be submitted as evidence for both the "Run a sustainable travel initiative" AND "Run an initiative to promote physical activity" silver criteria.



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 www.ed.ac.uk/about/sustainability/news/staff-project-grant.

Mentoring:

Existing teams

Teams who have successfully completed the Silver Award within the last 2 years are able to become mentors of a new Bronze or Silver 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 and see the [2019 Office Awards Participants Guide](#) for additional details.

New teams

If you are completing the Silver 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.

Theme 1: Engagement and Communications

BRONZE Engagement and Communications Criteria – To receive a silver 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 2019 , 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: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources
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: www.ed.ac.uk/about/sustainability/about/programmes/be-sustainable-training
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: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources

BRONZE Engagement and Communications Criteria – To receive a silver 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 in 2019 . Acceptable evidence would be agendas, minutes and/or calendar invites of meetings where sustainability was discussed.	

SILVER Engagement and Communications Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes

Name	What to do	How you will be assessed	Further information and resources
1/8 Keep a social responsibility and sustainability noticeboard	To fulfill this criteria, your department should keep an up to date physical or online noticeboard (such as a wiki) with social responsibility and sustainability information for staff.	<p>For online noticeboards: By 18th Oct, upload evidence to the platform that your department kept an up to date social responsibility and sustainability noticeboard in 2019.</p> <p>Acceptable evidence would be a screenshot or link to the online noticeboard.</p> <p>For physical noticeboards: By 18th Oct, select the 'discuss in audit' option on the platform. Your auditors will ask to see the noticeboard during your audit.</p>	
2/8 Identify your biggest impacts	To fulfill this criteria, your department should ask staff (and students, if you wish) for feedback and suggestions about its biggest positive and negative social responsibility and sustainability impacts. Review the results and make an 'action plan' to address any actionable improvements.	<p>By 18th Oct, upload evidence to the platform that your department asked staff for feedback about its social responsibility and sustainability impacts and made an action plan to address any actionable improvements in 2019.</p> <p>Evidence will vary between departments but could include survey results, the minutes of a meeting where feedback was discussed and/or a copy of the action plan.</p>	
3/8 Recruit a new Office Awards team	To fulfill this criteria, your department should recruit another team to participate in the Office Awards for the first time.	<p>By 18th Oct, upload evidence to the platform that shows your department recruited another team to participate in the Office Awards for the first time in 2019.</p> <p>Evidence will vary between departments but could include an email exchange, meeting minutes or a written statement from the new team describing the role your department played in their decision to join the Office Awards.</p>	

SILVER Engagement and Communications Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes			
Name	What to do	How you will be assessed	Further information and resources
4/8 Have a sustainability team or committee	To fulfill this criteria, your department should have a standalone sustainability team / committee that meets at least 3 times per year.	By 18th Oct, upload evidence to the platform that your department has a standalone sustainability team or committee that met at least three times in 2019 . Acceptable evidence would be agendas, meeting minutes and/or calendar invites.	Please note that gold and multi-building teams are automatically required to have a sustainability team / committee, so will not receive credit for completing this criteria. Multi-building teams should refer to the 2019 Participant’s Guide for a complete set of guidelines.
5/8 Support a charitable initiative	To fulfill this criteria, your department should support at least one charitable initiative.	By 18th Oct, upload evidence to the platform that your department supported at least one charitable initiative in 2019 , 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 charity collection boxes are placed around the building).	
6/8 Participate in a Living Labs project	To fulfill this criteria, your department should participate in at least one ‘Living Labs project’ relating to sustainability. For operational or professional departments, this would involve proposing or hosting a living labs project relating to some aspect of your work. For academic departments, this would involve demonstrating that your researchers or students are involved in at least one living labs project relating to sustainability on campus.	By 18th Oct, upload evidence to the platform that your department participated in at least one living labs project in 2019 .	Living labs is a learning and teaching approach championed by the SRS Department. We work with academics, students and professional services to facilitate research projects that solve social responsibility and sustainability issues relating to the University’s infrastructure and operational practices. More information is available on the SRS Department website, an feel free to get in touch to discuss possible collaborations: www.ed.ac.uk/about/sustainability/themes/research-teaching/the-university-as-a-living-lab Academic staff and PhDs may also wish to join the SRS Academic Network. The Network is an interdisciplinary community of research and teaching staff interested in social responsibility and sustainability:

SILVER Engagement and Communications Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes

Name	What to do	How you will be assessed	Further information and resources
			https://www.ed.ac.uk/about/sustainability/themes/research-teaching/network
7/8 Write a case study	<p>To fulfill this criteria, write a case study about an impactful or innovative action your department has taken to engage and communicate with staff about sustainability.</p> <p>Please use the Silver Team Case Study Template provided.</p>	By 18th Oct, upload the case study to the platform.	<p>The Silver Team Case Study template can be accessed from the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</p>
8/8 Got a better idea?	Does your department’s approach to engaging and communicating about sustainability issues go above and beyond the actions listed here? You can submit additional activities or initiatives under the ‘Got a better idea?’ criteria. This will count as 1 of your 10 required silver actions.	<p>By 18th Oct, upload evidence to the platform about the activities or initiatives that your team is putting forward, or select ‘discuss in audit’. The activities described can be ongoing, but they should have taken place in 2019.</p> <p>‘Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person.</p>	<p>Unsure whether an activity or initiative is applicable? Just ask!</p>

Theme 2: Resource Efficiency

BRONZE Resource Efficiency Criteria – To receive a silver 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 2019.</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: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</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 & champions’ page on the platform.</p> <p>Please also email alan.peddie@ed.ac.uk if:</p> <ol style="list-style-type: none"> 1) Your Coordinator has changed from previous years 2) Your department is appointing its first ever Waste coordinator 3) You are unsure if your department already has a Waste coordinator 	<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: www.ed.ac.uk/estates/waste-recycling/get-involved/recycling-coordinators</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 silver 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	To fulfil this criteria, your department should encourage staff to reduce paper consumption in the following ways: <ul style="list-style-type: none"> • Sharing documents electronically to avoid printing wherever possible • 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) • Use the draft format where possible to further conserve resources 	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. '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).	100% recycled paper can be ordered from Office Depot. Printing in black and white is more sustainable and about ten times cheaper than printing in colour.
4/6 Join Warp It	To fulfil this criteria, at least one member of your department should be registered on Warp It, the University's online reuse portal.	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. Acceptable evidence would be a screenshot of the registered user's Warp It homepage.	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. Warp It registration is via the Waste and Recycling website: www.ed.ac.uk/estates/waste-recycling/reuse-exchange/warpit-login Contact alan.peddie@ed.ac.uk if you have any questions or issues.
5/6 Ensure bins are correctly labelled	To meet this criterion, your department should ensure that Dry Mixed Recycling, General Waste (Other), Paper & Card and Glass bins are correctly labelled with posters. These should be fixed on or above each bin.	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.	Posters can be viewed on the Waste and Recycling website: www.ed.ac.uk/estates/waste-recycling/reports-resources/posters-leaflets If your department is based in a non-University building, such as an NHS facility, then please get in

BRONZE Resource Efficiency Criteria – To receive a silver award your department must fulfil all bronze criteria			
Name	What to do	How you will be assessed	Further information and resources
	If posters are missing or out of date, please get in touch with the Waste Office.		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 in 2019 . 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: www.ed.ac.uk/procurement/buying/commodity-info/stationery Find out how to properly dispose of different types of University waste on the Waste Office's 'How Do I Dispose Of...' page: www.ed.ac.uk/estates/waste-recycling/how

SILVER Resource Efficiency Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes

Name	What to do	How you will be assessed	Further information and resources
1/9 Upload or claim an item on Warp It	To fulfil this criteria, a member of your department should upload or claim at least one item on Warp It.	By 18th Oct, upload evidence to the platform that a member of your department uploaded or claimed at least one item on Warp It in 2019 . Acceptable evidence would be a copy of the confirmation email or a screenshot of confirmation page from Warp It.	Warp It is a website open to all staff and PhD students at the University. It provides a means for equipment, office consumables and other items to be advertised, exchanged or sold between departments, saving time and resources. Warp It registration is via the Waste website: www.ed.ac.uk/estates/waste-recycling/reuse-exchange/warpit-login Computing Officers can also list and claim PCs and other IT equipment on Warp It. Instructions are on the SRS Department website: www.ed.ac.uk/about/sustainability/themes/recycling/dispose-of-an-old-computer Contact alan.peddie@ed.ac.uk if you have any questions about using Warp It.
2/9 Take an action reduce food waste	To fulfil this criteria, your department should take at least one action to reduce food waste (sending emails is not sufficient). Here are some ideas: <ul style="list-style-type: none"> • Conduct regular fridge checks for out of date food, and share the results with kitchen users • Create a league table to recognize areas that waste the least amount of food • Designate an area or shelf where people can share unwanted food before it goes off • Take steps to monitor and reduce waste from catered events 	By 18th Oct, upload evidence to the platform that your department took at least one action to reduce food waste in 2019 , 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.	Visit the Love Food, Hate Waste website for more advice about cutting food waste at work and at home: http://scotland.lovefoodhatewaste.com

SILVER Resource Efficiency Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes			
Name	What to do	How you will be assessed	Further information and resources
3/9 Take an action to reduce disposables	<p>To fulfill this criteria, your department should take at least one action to reduce waste from disposables (sending emails is not sufficient).</p> <p>Here are some ideas:</p> <ul style="list-style-type: none"> • Provide KeepCups to staff • Provide reusable water bottles to staff • Purchase jugs to use at catered meetings and events, instead of ordering bottled water • Any pod/capsule using drinks machines are removed (replaced with hydroboils or kettles) 	<p>By 18th Oct, upload evidence to the platform that your department took at least one action to reduce waste from disposables in 2019, or select ‘discuss in audit’.</p> <p>Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person.</p>	
4/9 Run a resource efficiency initiative	<p>To fulfill this criteria, your department should organize an initiative, competition, campaign or activity to engage staff (and students, if you wish) in resource efficiency (sending emails is not sufficient).</p> <p>Here are some ideas:</p> <ul style="list-style-type: none"> • Run a ‘guess the bin’ competition to show people how to use the waste bins • Host an upcycling workshop or ‘learn and lunch’ where colleagues can share skills • Arrange glass bottle milk deliveries for your office to reduce plastic waste • Take part in a book recycling scheme 	<p>By 18th Oct, upload evidence to the platform that your department ran a resource efficiency initiative in 2019, or select ‘discuss in audit’.</p> <p>‘Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person.</p>	<p>Posters and leaflets explaining how to use the University’s waste and recycling system can be accessed from the Waste and Recycling website: www.ed.ac.uk/schools-departments/estates-buildings/waste-recycling/reports-resources/posters-leaflets</p>
5/9 Organise a stationary amnesty	<p>To fulfill this criteria, your department should organise a ‘stationery amnesty’ where staff can exchange unwanted office stationery, electronic equipment or other items they might have accumulated.</p>	<p>By 18th Oct, upload evidence to the platform that your department ran a stationary amnesty in 2019.</p> <p>Acceptable evidence would be calendar invites, photos or emails promoting the event.</p>	

SILVER Resource Efficiency Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes			
Name	What to do	How you will be assessed	Further information and resources
	Leftover items that are still in good condition should be pooled into a central store or listed on Warp It.		
6/9 Embed paper saving practices	<p>To fulfill this criteria, you should demonstrate that paper saving practices are embedded across your department.</p> <p>This should include many of the following measures:</p> <ul style="list-style-type: none"> • Scanning rather than photocopying documents for circulation • Printing more than one page per sheet as a rule • Making documents available online as pdfs • Sending agendas and notes electronically rather than printing • Using screens to project documents in meetings • Using the booklet format where possible to limit toner and paper consumption • Carry out an audit of shared and personal, printers and consolidate. 	By 18th Oct, either upload evidence to the platform that paper saving practices are embedded, or select 'discuss in audit' and add a comment describing the various measures in place. Your auditor will ask for more information during the audit. Returning teams can use the 'transfer evidence' function to submit relevant files from previous years.	
7/9 Attend a Waste coordinator event	<p>To fulfill this criteria, your department's Waste coordinator should attend at least one of the SRS Department's events for Waste coordinators.</p> <p>An event will take place in summer 2019. This will be promoted to Coordinators in advance, so do make sure they are registered on the platform by then.</p>	<p>By 18th Oct, upload evidence to the platform that your department's Waste coordinator attended an event in 2019.</p> <p>Acceptable evidence would be copy of the post-event email the Coordinator received from the SRS Department</p>	
8/9 Write a case study	To fulfill this criteria, write a case study about an impactful or innovative action that your department has taken around resource efficiency.	By 18th Oct, upload the case study to the platform.	The Silver Team Case Study template can be accessed from the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources

SILVER Resource Efficiency Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes

Name	What to do	How you will be assessed	Further information and resources
	Please use the Silver Team Case Study Template provided.		
9/9 Got a better idea?	Does your department’s approach to resource efficiency and reuse go above and beyond the actions listed here? You can submit additional activities or initiatives under the ‘Got a better idea?’ criteria. This will count as 1 of your 10 required silver actions.	By 18th Oct, upload evidence to the platform about the activities or initiatives that your team is putting forward, or select ‘discuss in audit’. The activities described can be ongoing, but they should have taken place in 2019 . ‘Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person.	Unsure whether an activity or initiative is applicable? Just ask!

Theme 3: Travel

BRONZE Travel Criteria – To receive a silver 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 2019 . 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: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources
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: www.ed.ac.uk/schools-departments/transport/travelling-here
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: www.ed.ac.uk/transport/public-transport/buses/pre-paid-bus-tickets The University hosts Enterprise 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: www.ed.ac.uk/transport/driving/car-club

BRONZE Travel Criteria – To receive a silver 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: www.ed.ac.uk/transport/cycling/facilities/ecycle.</p>

SILVER Travel Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes

Name	What to do	How you will be assessed	Further information and resources
<p>1/5 Run a sustainable travel initiative</p>	<p>To fulfil this criteria, your department should organize an initiative, competition, campaign or activity to encourage staff (and students, if you wish) to travel sustainably (sending emails is not sufficient).</p> <p>Here are some ideas:</p> <ul style="list-style-type: none"> • Organise lunchtime walks or cycle rides • Run a pedometer challenge to see who can make the most journeys by walking, cycling and public transport • Publicise the main walking and cycling routes to your department • Set up a bike buddy scheme to encourage staff to try cycling to work with the help of a more experienced colleague • Take part in a national sustainable travel campaign (for example, Cycle to Work Day on 8th Aug) • Use a car sharing scheme for business travel • Use cycle hire such as Just Eat cycles for business travel 	<p>By 18th Oct, upload evidence to the platform that your department ran a sustainable travel initiative in 2019.</p>	<p>Sustrans can provide walk/ride leader training, maps and freebies to Active Travel Champions.</p>
<p>2/5 Embed sustainable business travel practices</p>	<p>To fulfil this criteria, your department should work with the SRS Department to reduce its carbon emissions from business travel. SRS is looking for departments to trial a new business travel emissions reporting tool and measures such as:</p> <ul style="list-style-type: none"> • Diverting domestic air travel to lower carbon options, where appropriate • Planning international travel more efficiently 	<p>By 18th Oct, upload evidence to the platform that your department worked with the SRS Department on this project in 2019.</p>	<p>Email sion.pickering@ed.ac.uk if your department is interested in collaborating with SRS on this issue.</p>

SILVER Travel Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes			
Name	What to do	How you will be assessed	Further information and resources
	<ul style="list-style-type: none"> Increasing the use of non-travel options like video conferencing 		
3/5 Appoint a Sustrans Active Travel Champion	To meet this criterion, your department should have at least one Sustrans Active Travel Champion.	<p>Please email Adam.Kesby@sustrans.org.uk to register and arrange an induction meeting. Adam Kesby is the Sustrans Active Travel Project Officer responsible for coordinating and supporting the national Active Travel Champion network.</p> <p>By 18th Oct, make sure your department’s Active Travel Champions(s) are correctly listed on the ‘Register your coordinators & champions’ page on the platform.</p>	<p>Sustrans Active Travel Champions are volunteers who help people be more active through walking or cycling for more of their everyday journeys. Champions give advice about active travel choices and set up activities in their workplace.</p> <p>Champions are given a full training programme and receive support from a dedicated member of staff from Sustrans, the UK’s sustainable transport charity. For more information see the Sustrans website: www.sustrans.org.uk/scotland/scottish-workplace-network/active-travel-champions-scotland</p>
4/5 Write a case study	<p>To fulfill this criteria, write a case study about an impactful or innovative action your department has taken around sustainable travel.</p> <p>Please use the Silver Team Case Study Template provided.</p>	By 18th Oct, upload the case study to the platform.	<p>The Silver Team Case Study template can be accessed from the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</p>
5/5 Got a better idea?	Does your department’s approach to sustainable travel go above and beyond the actions listed here? You can submit additional activities or initiatives under the ‘Got a better idea?’ criteria. This will count as 1 of your 10 required silver actions.	<p>By 18th Oct, upload evidence to the platform about the activities or initiatives that your team is putting forward, or select ‘discuss in audit’. The activities described can be ongoing, but they should have taken place in 2019.</p> <p>‘Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person.</p>	<p>Unsure whether an activity or initiative is applicable? Just ask!</p>

Theme 4: Energy

BRONZE Energy Criteria – To receive a silver 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	<p>To fulfil this criteria, your department should promote energy saving by circulating the SRS Department’s Energy Saving 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 Energy Saving Email in 2019.</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: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</p>
2/4 Appoint an Energy Coordinator	<p>To meet this criterion, your department should have at least one Energy Coordinator in every building.</p>	<p>By 18th Oct, make sure your department’s Energy Coordinator(s) are correctly listed on the ‘Register your coordinators & champions’ page on the platform.</p> <p>Please also email aisling.oreilly@ed.ac.uk if:</p> <ol style="list-style-type: none"> 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 	<p>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.</p> <p>More information about becoming an Energy Coordinator is available on the SRS Department website: www.ed.ac.uk/about/sustainability/themes/energy/energy-coordinators</p> <p>Energy Coordinators will be invited to events throughout the year. Attendance is encouraged but not mandatory.</p>
3/4 Use energy saving materials	<p>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</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>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</p>

BRONZE Energy Criteria – To receive a silver 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>		<p>Coordinators can order thermometers, timer plugs and energy monitors: www.ed.ac.uk/about/sustainability/themes/energy/resources</p>
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.	

SILVER Energy Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes

Name	What to do	How you will be assessed	Further information and resources
1/7 Complete two energy walkarounds	To fulfil this criteria, your department should complete at least two energy walkarounds. Please use the Energy Checklist Template provided.	By 18th Oct, upload your completed energy checklists to the online platform. If you have any comments or questions please email aisling.oreilly@ed.ac.uk . Both walkarounds should have been completed in 2019 .	Energy walkarounds lead to a better understanding of how energy is used in your building and where there are opportunities for savings. The Energy Checklist Template can be accessed from the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources Email aisling.oreilly@ed.ac.uk for advice and guidance about how to carry out an energy walkaround.
2/7 Make an energy responsibility plan	To fulfil this criteria, your department should have an energy responsibility plan covering key pieces of equipment. The plan should include responsibilities for switching off lights and electronic devices at the end of the day and be displayed prominently. The SRS Department has designed an Energy Responsibility Plan Template, which participants can use if they wish.	By 18th Oct, upload a copy of your department's energy responsibility plan to the platform. Returning teams can use the 'transfer evidence' function to reuse relevant files from previous years.	The Energy Responsibility Plan Template can be accessed from the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources
3/7 Propose a Sustainable Campus Fund project	To fulfil this criteria, a member of your department should submit a proposal to the Sustainable Campus Fund. Start by registering your interest on the SRS Department website: https://www.ed.ac.uk/about/sustainability/staff/go-zero-carbon-by-2040/sustainable-campus-fund	By 18th Oct, upload evidence to the platform that your department submitted a proposal to the Sustainable Campus Fund in 2019 . Acceptable evidence would be a copy of an email confirmation received from the SRS Department.	The Sustainable Campus Fund is an internal fund that provides financing to parties within the University for implementing energy efficiency, renewable energy, and other sustainability projects that generate cost savings. The fund is delivered by the SRS Department in partnership with Estates. Anyone at the University – staff and students – can propose projects for the fund. Once a project is proposed, SRS will advise and support the development of the project before submitting it to the Utilities Working Group for approval:

SILVER Energy Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes			
Name	What to do	How you will be assessed	Further information and resources
			https://www.ed.ac.uk/about/sustainability/staff/go-zero-carbon-by-2040/sustainable-campus-fund
4/7 Run an energy saving initiative	<p>To fulfil this criteria, your department should organize an initiative, competition, campaign or activity to engage staff (and students, if you wish) in saving energy (sending emails is not sufficient).</p> <p>Here are some ideas:</p> <ul style="list-style-type: none"> • Run a contest for people in the building to propose energy saving ideas, and take forward the winning suggestion • Run a campaign about a particular issue identified during energy walkarounds (SRS can help your team develop communications materials) 	<p>By 18th Oct, upload evidence to the platform that your department ran an energy saving initiative in 2019, or select ‘discuss in audit’.</p> <p>‘Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person.</p>	
5/7 Attend an Energy Coordinator event	<p>To fulfill this criteria, your department’s Energy Coordinator should attend at least one of the SRS Department’s events for Energy Coordinators.</p> <p>An event will take place in summer 2019. This will be promoted to Coordinators in advance, so do make sure they are registered on the platform by then.</p>	<p>By 18th Oct, upload evidence to the platform that your department’s Energy Coordinator attended an event in 2019.</p> <p>Acceptable evidence would be copy of the post-event email the Coordinator received from the SRS Department</p>	
6/7 Write a case study	<p>To fulfill this criteria, write a case study about an impactful or innovative action your department has taken to promote energy saving.</p> <p>Please use the Silver Team Case Study Template provided.</p>	<p>By 18th Oct, upload the case study to the platform.</p>	<p>The Silver Team Case Study template can be accessed from the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</p>
7/7 Got a better idea?	<p>Does your department’s approach to energy saving go above and beyond the actions listed here? You can submit additional activities or initiatives under the ‘Got</p>	<p>By 18th Oct, upload evidence to the platform about the activities or initiatives that your team is putting forward, or select ‘discuss in audit’. The activities</p>	<p>Unsure whether an activity or initiative is applicable? Just ask!</p>

SILVER Energy Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes

Name	What to do	How you will be assessed	Further information and resources
	a better idea?’ criteria. This will count as 1 of your 10 required silver actions.	described can be ongoing, but they should have taken place in 2019 . ‘Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person.	

Theme 5: Purchasing

BRONZE Purchasing Criteria – To receive a silver 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 in 2019 . 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: www.ed.ac.uk/about/sustainability/themes/fair-trade

SILVER Purchasing Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes

Name	What to do	How you will be assessed	Further information and resources
1/8 Purchase more sustainable options	<p>To fulfil this criteria, your department should show that it regularly buys at least two 'more sustainable' products that have a lower impact than conventional options. Approved University suppliers should be used wherever possible.</p> <p>This could include recycled, FSC certified, fairly traded or organic items. Examples include ecological cleaning products, 100% recycled paper, organic cotton uniforms, etc.</p>	By 18th Oct, select the 'discuss in audit' option on the platform. Your auditors will ask for more information during the audit.	Office Depot offers a range of more sustainable options, from recycled paper to biodegradable pens and Fairtrade teabags.
2/8 Participate in the Stationary Buying Initiative	To fulfil this criteria, your department should participate in the Procurement Office's Stationary Buying Initiative.	By 18th Oct, upload evidence to the platform that your department participates in the Stationary Buying Initiative. Returning teams can use the 'transfer evidence' function to submit relevant files from previous years.	<p>The Stationary Buying Initiative asks stationery buyers to work together to coordinate their ordering activities on a geographical basis. By placing orders at an agreed time, buyers help minimise the number of deliveries made.</p> <p>The initiative is a collaboration between Office Depot and the University's Procurement Office. It aims to reduce the CO2 emissions of both organisations by cutting the number of purchase orders raised and the resulting deliveries.</p> <p>For more information about the Initiative and a list of buyers in your area, see the Procurement Office website: www.ed.ac.uk/procurement/buying/commodity-info/stationery</p>
3/8 Streamline purchasing	To fulfill this criteria, you should demonstrate that purchasing is streamlined across your department, in order to reduce unnecessary orders and deliveries. This should include many of the following measures:	By 18th Oct, either upload evidence to the platform that purchasing is streamlined, or select 'discuss in audit' and add a comment describing the various measures in place. Your auditor will ask for more	

SILVER Purchasing Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes

Name	What to do	How you will be assessed	Further information and resources
	<ul style="list-style-type: none"> • Avoiding placing small orders (less than £30) unless absolutely necessary • Keeping an inventory of items already in stock, to reduce duplication and over-ordering • Consolidating orders between teams into one larger order, to reduce duplication and deliveries • Ordering less frequently 	<p>information during the audit. Returning teams can use the ‘transfer evidence’ function to submit relevant files from previous years.</p>	
<p>4/8 Run a responsible purchasing initiative</p>	<p>To fulfil this criteria, your department should organize an initiative, competition, campaign or activity to engage staff (and students, if you wish) in responsible purchasing practices (sending emails is not sufficient).</p> <p>Here are some ideas:</p> <ul style="list-style-type: none"> • Run an activity during Fairtrade Fortnight • Organise a fair trade coffee break • Hold a fair trade bake sale • Organise an event about sustainable purchasing 	<p>By 18th Oct, upload evidence to the platform that your department ran a responsible purchasing initiative in 2019.</p>	
<p>5/8 Avoid purchasing through reuse</p>	<p>To fulfill this criteria, your department should avoid at least one large-scale purchase through reuse or by sourcing secondhand items.</p> <p>Here are some ideas:</p> <ul style="list-style-type: none"> • Source secondhand furniture from the Furniture Office • Reupholster or repurpose existing furniture • Computing Officers can claim secondhand PCs and other IT equipment on Warp It 	<p>By 18th Oct, upload evidence to the platform that your department avoided at least one large-scale purchase through reuse in 2019, or select ‘discuss in audit’.</p> <p>‘Discuss in audit’ can be used in cases where it will be easier to show the auditor your evidence in person.</p>	<p>Warp It is open to all staff and PhD students at the University. It provides a means for equipment, office consumables and other items to be advertised, exchanged or sold between departments, saving time and resources.</p> <p>Warp It registration is via the Waste and Recycling website: www.ed.ac.uk/estates/waste-recycling/reuse-exchange/warpit-login</p> <p>Instructions for Computing Officers to list and claim IT equipment on Warp It are on the SRS Department website:</p>

SILVER Purchasing Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes			
Name	What to do	How you will be assessed	Further information and resources
			www.ed.ac.uk/about/sustainability/themes/recycling/dispose-of-an-old-computer
6/8 Complete the Modern Slavery Training course	To fulfil this criteria, at least 3 members of your department should complete the SRS Modern Slavery Training course.	By 18th Oct, upload evidence to the platform showing that at least 3 staff members or students in your department have completed the Modern Slavery online training. Returning teams can use the 'transfer evidence' function to submit relevant files from previous years. Acceptable evidence would be a screenshot of the completed course, or email confirming the training has been completed.	The Modern Slavery online course provides an introduction to what modern slavery is and how can we spot the risks 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: https://www.ed.ac.uk/about/sustainability/staff/buy-fairly/learn-about-modern-slavery
7/8 Write a case study	To fulfill this criteria, write a case study about an impactful or innovative action your department has taken around responsible purchasing. Please use the Silver Team Case Study Template provided.	By 18th Oct, upload the case study to the platform.	The Silver Team Case Study template can be accessed from the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources
8/8 Got a better idea?	Does your department's approach to purchasing go above and beyond the actions listed here? You can submit additional activities or initiatives under the 'Got a better idea?' criteria. This will count as 1 of your 10 required silver actions.	By 18th Oct, upload evidence to the platform about the activities or initiatives that your team is putting forward, or select 'discuss in audit'. The activities described can be ongoing, but they should have taken place in 2019 . 'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person.	Unsure whether an activity or initiative is applicable? Just ask!

Theme 6: Health and Wellbeing

BRONZE Health and Wellbeing Criteria – To receive a silver 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: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</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: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources</p>

SILVER Health and Wellbeing Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes			
Name	What to do	How you will be assessed	Further information and resources
1/6 Organise a Bring and Share lunch	To fulfil this criterion, your department should organise at least one Bring and Share Lunch with an emphasis on healthy food.	By 18th Oct, upload evidence to the platform that your department organized a Bring and Share Lunch in 2019 .	
2/6 Run an initiative to promote physical activity	To fulfill this criteria, your department should organize an initiative, competition, campaign or activity to engage staff (and students, if you wish) in physical activity (sending emails is not sufficient). Here are some ideas: <ul style="list-style-type: none"> • Have walking or standing meetings • Provide standing desks • Organise a regular exercise group at lunch or after work 	By 18th Oct, upload evidence to the platform that your department ran an initiative to promote physical activity in 2019 , 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.	The Healthy University Project website has lots of information and ideas about how to be more physically active: www.ed.ac.uk/sport-exercise/healthy-university Cancer Prevention Scotland have developed a useful Healthy Meeting Checklist: www.cancerpreventionscotland.org.uk/what-we-do/healthy-meetings/
3/6 Run an initiative to promote healthy eating	To fulfill this criteria, your department should organize an initiative, competition, campaign or activity to engage staff (and students, if you wish) in healthy eating (sending emails is not sufficient). Here are some ideas: <ul style="list-style-type: none"> • Organise a healthy recipe exchange • Purchase fruit or other healthy snacks • If your department has vending machines, ensure healthy options are included 	By 18th Oct, upload evidence to the platform that your department ran an initiative to promote healthy eating in 2019 , 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.	Healthy eating advice is available from NHS Lothian: www.nhslothian.scot.nhs.uk/HealthInformation/HealthAwareness/Pages/HealthyEating.aspx
4/6 Grow your own	To fulfil this criterion, your department should either start or have an active growing project involving staff and students	By 18th Oct, upload evidence to the platform that your department started or had an active growing project in 2019 , or select 'discuss in audit'.	

SILVER Health and Wellbeing Criteria – To receive a silver award your department must fulfil 10 or more silver criteria across at least 4 themes			
Name	What to do	How you will be assessed	Further information and resources
	Growing projects typically incorporate planter boxes, raised beds, in-ground plots and/or fruit trees.	'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person.	
5/6 Write a case study	To fulfill this criteria, write a case study about an impactful or innovative action your department has taken around health and wellbeing. Please use the Silver Team Case Study Template provided.	By 18th Oct, upload the case study to the platform.	The Silver Team Case Study template can be accessed from the Resources page of the platform: http://edinburgh.cerebro.org.uk/index.php?page=esa-resources
6/6 Got a better idea?	Does your department's approach to health and wellbeing go above and beyond the actions listed here? You can submit additional activities or initiatives under the 'Got a better idea?' criteria. This will count as 1 of your 10 required silver actions.	By 18th Oct, upload evidence to the platform about the activities or initiatives that your team is putting forward, or select 'discuss in audit'. The activities described can be ongoing, but they should have taken place in 2019 . 'Discuss in audit' can be used in cases where it will be easier to show the auditor your evidence in person.	Unsure whether an activity or initiative is applicable? Just ask!