



UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING of the Sustainable Laboratories Steering Group held in Room 1.07 at the Main Library on Monday 19 March 2018.

- Members:** Dave Gorman, (Convener), Director of Social Responsibility and Sustainability
Andrew Arnott, SRS Projects Coordinator - Labs
Graham Bell, Depute Director - Estate Development
Michelle Brown, Head of SRS Programmes
Martin Crawford, Controls Manager
Joanne Dunne, Early Stage Researcher
Grant Ferguson, Head of Estates Operations
Kate Fitzpatrick, Waste & Recycling Manager
Val Gordon Technical Officer, Institute for Education, Teaching & Leadership
David Gray, Head of the School of Biological Sciences
Sharon Hannah, Bioquarter Campus Operations Manager
Yuner Huang, Early Stage Researcher
Angela Ingram, Service Manager, IGMM
David Jack, Energy Manager
Andy Kordiak, Equipment Procurement Manager, CMVM
Julia Laidlaw, Estate Development Manager, Bioquarter
Sandra Lawrie, Technical Services & Estates Manager, School of Biological Sciences
Chris Litwiniuk, SRS Engagement Manager
Guy Lloyd-Jones, Forbes Chair of Organic Chemistry
Robert MacGregor, AECOM & Estates
Stewart McKay, Technical Services Manager, IGMM
Brian McTier, Easter Bush Campus Facilities and Services Manager
Colin Miller, Roslin Procurement Manager
Lee Murphy, Genetics Core Manager
Janet Philp, Joint Unions Liaison Committee
Candice Schmid, Occupational Hygiene and Projects Manager
Matthew Sharp, Operations Manager CBS
- Apologies:** Graham Bell; Martin Crawford; Grant Ferguson; Kate Fitzpatrick, Val Gordon; David Gray; Sharon Hannah; Angela Ingram, Andy Kordiak; Julia Laidlaw; Sandra Lawrie; Robert MacGregor; Janet Philp

1 Minute

The Convener welcomed attendees to the tenth meeting of the Group.

The minute of the meeting held on 15 January 2018 was approved as a correct record.

Actions Carried Forward

Action – RM to send SM current Estates guidelines on air changes.

Action – AK to circulate updated lab equipment re-use/re-sale procedure draft.

Action – DJ to share current controls programme schedule with AA.

2 Gap analysis in lab engagement

This paper had been requested following previous discussion of varying levels of engagement across different lab locations. It provided figures and analysis, based on

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distribution of awards teams and energy coordinators, to help identify areas where engagement was lacking. Widespread engagement was important for six of SLSG's seven outcome objectives.

Analysis showed 43 lab buildings (defined in Appendix 1), 26 of which had an energy coordinator (60% coverage). One aim of the Group was to have a lab-based energy coordinator in each building, and further work was needed to identify where these coordinators were based. 14 buildings participated in the Awards (33% coverage), though not all teams covered whole buildings.

The table showed areas where further action was required. Buildings highlighted in red had no energy coordinator and no awards team. Those in orange had one of the two. Next steps included further data gathering to identify lab-based energy coordinators, identifying key contacts, arranging meetings and agreeing future activities.

Action – All members with contacts in targeted areas to help promote participation.

Members felt the paper provided a helpful baseline, and that lab engagement was progressing well overall, though the School of Engineering should be targeted for closer working on lab sustainability.

Action – MB to follow up with Engineering on Energy Coordinators.

Action – AA to include building numbers to help with inclusion of energy data.

SLSG noted that Engineering labs in Sanderson, AGB and William Rankine were under the same lab manager and should not be considered separately. Their situation was more complex than for Schools with more consolidated building stock.

3 Freezer replacement fund review

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Uptake was currently low and the intention was to reduce the fund, but an initial check with the Group was needed to ensure that the criteria were not excessively tight. Members noted that nearly all freezers available now were A-rated, and that funding would need to be nearer to 100% of costs to motivate replacement. It may be better to approach this as a one-off campaign, if the financial and carbon savings stacked up. Estimated energy cost savings should be substantial.

SLSG agreed to reduce the fund to £10K and explore launching a wider replacement campaign, following assessment of cost to carbon saving, and future compliance and maintenance issues.

4 SLSG Programme Plan progress update

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The SRS Project Coordinator – Labs reported on progress against the agreed 3 Year Programme Plan. The Gantt chart on p.25 showed timelines for all actions, with those not due for completion in grey. There were none at red status, and only three at amber. There had been no action as yet on sharing good management processes. This would be in a better position once the equipment flowchart had been finalised.

Engaging with lab users on development of lab design guidelines was slightly delayed. The labs section was relatively complete, but the overall Estates guidelines project - updating T46 Sustainability Strategy and applying it retrospectively to the Usher Institute project - was at amber, looking at completion in Q4 of 2017/18. The final version would come to the Group once available.

Action – AA to resend the labs section to the Group.

Recruitment of paid interns to carry out freezer audits over the summer was delayed. This project was on a larger scale than expected, with it taking two interns a week to audit one freezer. Plans would be broken down to focus on key labs and freezers. If the interns were recruited through internal University systems, the role would need to be enhanced to include a broader portfolio of tasks and responsibilities, providing a more valuable experience for the intern.

Action – AA to put together a proposal to share with the Group.

5 Sustainable Lab Ventilation Policy consultation update

The policy, which was broadly supported, was still going through consultations, and would come back to the Group for review before going on to Health & Safety Committee and Estates Management Group.

6 Sustainable Cold Storage consultation update

The guidelines were still out for consultation, but had met with widespread support, with a few details still to be tweaked. The Project Coordinator – Labs would bring it back to the Group in due course.

7 Lab contributions to Sustainable Campus Fund projects

The Head of SRS Programmes updated SLSG on the fund, approved by Estates Committee nearly two years ago as an internal investment vehicle for sustainability projects generating cost and carbon savings. 44 lab-related projects had been approved and allocated financing, including fume cupboard replacements, helium recovery, lighting, equipment and micro-projects. The labs element represented 45% of funding allocated (approx. £413K), over 50% of annual cost savings, and over 60% of annual carbon savings.

The Scottish Funding Council had committed additional financing, particularly for solar projects. Financing through the campus fund was still available if members were aware of any further opportunities. A request had been made for additional funding to help identify opportunities. There was one potential project looking at ventilation at Joseph Black, arising from recommendations in the KJ Tait report, offering savings of £160K p.a. The proposal would be circulated to the Group for review before going on to the Utilities Working Group.

Action – YH to pass on to AA details of potential savings in the waste space from Engineering projects.

8 Lab equipment re-use/re-sale procedure consultation update

This item was carried forward to the next meeting on 21st May.

Action – CM to follow up with AK on progress.

9 Polystyrene waste avoidance

The Roslin Procurement Manager updated members on progress. The key was avoiding polystyrene coming on site in the first place. 25% of landfill volume was polystyrene waste. Using SciQuest to consolidate orders had been extended campus-wide. The Campus Facilities and Services Manager was looking into the energy implications of polystyrene chippers, to reduce the overall volume. Some suppliers offered mail-back programmes. Discussions were ongoing with a void fill company based in Penicuik to take Roslin's polystyrene waste. A supplier conference was planned for this year to discuss sustainability issues with key users. The Sustainable Public Procurement Prioritisation Tool (SPPPT) for labs would be redone this

summer, offering a further opportunity to look at packaging. Work was ongoing with Sharon Hannah at Little France to introduce the order consolidation process.

Action – MB to follow up with BM on a possible case study around engaging with suppliers to reduce polystyrene packaging.

This discussion was felt to be timely as UoE's Waste Policy was currently being reviewed, and there was increased awareness and interest in plastic waste. The Group would think further about how to usefully contribute, as well as assessing the environmental and energy impact of alternatives.

10 Sustainability Awards Ceremony

This year's event would be held on 29th March, with lunch from 12.30pm, the ceremony running 1-3pm, and workshops being held for an hour afterwards. All were welcome to attend.

11 Technician Commitment

SLSG noted that Val Gordon had been seconded for 10 hours a week to work with HR to develop a plan to achieve the requirements of the four strands of the Commitment. Val was working with the Technicians Support Steering Group and IAD to develop and submit a plan for Year 1 by September, as well as another covering Years 2 & 3. UoE was to set its own goals and self-report. The aim was to set sensible, achievable, impactful goals. A first draft had been developed and would be reviewed by the Technicians Group this week.