



**Sustainable Laboratories Steering Group (SLSG)**

**Monday 27<sup>th</sup> May 2019, 2.30pm**

**2.01 Geography, Old Infirmary**

**AGENDA**

- 1 Minute** **A**  
To approve the minute of the previous meeting on 28 January 2019 and raise any matters arising
- 2 Sustainable Campus Fund Projects** **B**  
To note and discuss a paper from the Engagement Manager
- 3 Sustainable Labs Programme Plan with RAG Status Update** **C**  
To note and discuss a report from the Engagement Manager
- 4 Summer Internship Proposals** **D**  
To note and discuss a paper from the Engagement Manager on aims, scope and tasks for the CSE and Freezer internships
- 5 Lab Procurement - Equipment Re-use/Re-sale Process** **Verbal**  
To receive an update from the Laboratory & Medical Equipment & Consumables Team Manager
- 6 Technician Commitment update** **Verbal**  
To receive an update from Laboratory Technician Val Gordon
- 7 LILEE Distribution Project – Next Phase** **Verbal**  
To receive an update from the Design Informatics Research Software Engineer
- 8 Lab Plastics Overview** **Verbal**  
To receive an update from the Engagement Manager on aims, scope and methodology
- 9 Ashworth Energy Monitoring Project Proposal** **Verbal**  
To receive an update from the Engagement Manager
- 10 HRB Update On Longer Term Impact** **Verbal**  
To receive an update from the Engagement Manager
- 11 Lab Awards Update** **Verbal**  
To receive an update from the Engagement Manager
- 12 Any Other Business** **Verbal**  
To consider any other matters from Group members.

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**MINUTE OF A MEETING** of the Sustainable Laboratories Steering Group held in Room 2.01, Geography, Old Infirmary on 28 January 2019.

**Members:** Gorman Dave, (Convener), Director of Social Responsibility and Sustainability  
Michelle Brown, Head of SRS Programmes  
Chris Litwiniuk, Engagement Manager  
Andrew Arnott, SRS Projects Coordinator - Labs  
Lee Murphy, Genetics Core Manager  
David Gray, Head of the School of Biological Sciences  
David Jack, Energy Manager  
Robert MacGregor, Energy Engineer, Estates  
Stewart McKay, Technical Services Manager, IGMM  
Candice Schmid, Occupational Hygiene and Projects Manager  
Valerie Gordon, Laboratory Technician  
Sharon Hannah, Bioquarter Campus Operations Manager  
Rachael Barton, Engagement Co-ordinator, Labs & Awards  
Janet Philip, Joint Unions Liaison Committee  
Matthew Sharp, BVS Deputy Director - Business  
Kate Fitzpatrick, Waste & Recycling Manager  
Guy Lloyd-Jones, Forbes Chair of Organic Chemistry  
Yuner Huang, Early Stage Researcher

**Guests:** Alistair Souter for item 2, Tom Reynolds for Yunier Huang

**Apologies:** Robert MacGregor, Chris Litwiniuk; Kate Fitzpatrick;

**1 Minute**

The Convener welcomed attendees to the latest meeting of the group. The minute of the meeting held on 9 October 2018 was approved as a correct record. There were no matters arising not covered on the agenda or in post-meeting notes.

A

**2 Sustainability Awards: Labs**

The group heard a presentation from Alistair Souter, a Psychology PhD intern working with SRS to map out the Sustainability Awards in terms of its successes and provide recommendations for potential areas of improvement.

The study found that most participants felt that the awards were relevant. Looking forward, almost all said they would continue participating with the awards.

Some frustration was noted over building design or age constraints as some buildings made achievements harder to reach.

There were some suggestions from participants:

1. Provide an award for continued service e.g. following 5 years.
2. Address perceptions from some heads of labs that the awards was not a productive use of technicians' time, as the University is focussed on publications.

B

3. A need for senior staff to promote awards more and highlight the relevance.
4. Sustainable travel not in the labs awards and this was felt could be improved.
5. More focus on students.

The group congratulated AS on a report well done.

SLSG agreed a focus group would be a good idea to establish what the issues were for technicians and get their view point, particularly in areas of unintended consequences e.g. waste water issue, repair versus buying new and general H&S. Question of whether sustainability award could that be in their annual reviews or part a half day training annually as CPD training.

**Actions:** RB/AA to liaise with VG to put together ideas and plan to set up focus groups/workshops for technicians.

All agreed it would be a good idea to advertise award receivers on student accommodation websites so that when a student is applying for a particular accommodation, a choice can be made to reside in a more sustainable location.

**Action:** AA to liaise with SRS Communications Team for advice on how to get communications working better within Schools, so that all departments are aware of who is winning what in each department. E.g. could Chair email 'congratulations' to Heads of Schools if they win an award?

Concern that although WARPIT still useful, there was a risk that the old unsustainable equipment get continually recirculated. The group agreed that an area of study of where is the tipping point from being more sustainable using items with embedded emissions versus buying something new. This would be a piece of technical work.

The group agreed to commit to the report's recommendations and take them forward.

### 3 **Hugh Robson Energy Engagement and Monitoring Project**

**C**

SLSG received the results from an energy engagement project. Following a behavioural change intervention, overall energy had increased by 11% over the engagement period, however for individuals it had reduced by 8% per person. The group discussed the agreed there were confounding issues, including that it can take time for cultural change to take place. A follow up engagement/workshop would provide a comparison. The Ashworth building could be the next building for an engagement intervention as it had been studied 6 years ago and would provide a baseline.

Switch off checks were also proposed i.e. switch off fully rather than leave on standby.

DJ could provide whole building data, to understand how heat load changed as well as plug in devices if this was wanted.

### 4 **Sustainable Campus Fund update**

**D**

The group heard that over the previous quarter, there was notable good interest in labs following the technicians' event.

The SCF supported a number of freezer applications with an approximate 70% success rate for labs projects. Annual savings of about 1600 tonnes of carbon and around 2% of total emissions, a notable impact.

The team were working with on some lab projects, including a freezer farm which would host people's freezers with an aim is to get the worst performing freezers in the worst ventilated areas to move into a farm. The project from BMcT at Roslin had been paused for a few years was now progressing. Designs had been completed,

however as figures have changed over the years they would need to be recalculated before being submitted again. Cost thought to be around £800 per year, however privately costs go up and beyond £6000.

The group discussed ideas around offering some space on a trial as well as suggestions to speak to estates to not allow archiving on site.

**Action:** DG/CL Explore suggestion with Estates on whether to archive freezer items.

**Action:** CL to send Val on the information about good engagement from managers.

## 5 Programme Plan update

E

SLSG received an overview on planned objectives. All on track apart from item 1, which was postponed last year. The intention was to complete 2 buildings in summer 2019 as a priority and communications had begun with a contact in Chemistry teaching, with potential to expand to Biology teaching. E.g. identify supply chain issues.

CS offered advice and assistance from health and safety

**Action:** CS to share information with AA what had been achieved previously.

**Action:** AA to provide 1 page for the next SLSG meeting on his project ideas.

AA reminded the group that the next SLSG plan would need to start at the end of the current year.

The group discussed areas around ambition and how the university sets itself ahead of the curve. Members discussed zero plastic ideas and the circular economy.

Hazardous waste, which had doubled last year from the year before was a concern. The Chair agreed a technical level study would be useful.

**Action:** DG/AA to explore technical study options as an SRS led project.

## VERBAL UPDATES

## 6 Roslin Freezer Farm and SCF potential

This item had already been discussed together with a discussion around data for samples that degrade.

**Action:** AA to look out a paper on sample degradation and distribute to the group.

## 7 Ventilation and Cold Storage policies

The group heard that both policies went to the SSAG in the autumn and have been approved.

**Action:** AA to distribute both policies together with best practise guide.

*Post minute note:*

The action was completed on 28<sup>th</sup> January following the meeting

## 8 Technician Commitment event update

The group heard that the event was a great success with 360 people in attendance at McEwan hall, including the Principal. Following event evaluations, 82% rated it as 4 out of 5. People reported that the most technicians got out of it was meeting other technicians with half intending to attend the next TechNet meeting. Lack of time and career progression were the biggest barriers to development and training to

overcome. Career progression would be included as an upcoming agenda item, together with the aim for it to be included in the new university's strategic plan.

There was widespread coverage of launch event:

Fantastic 'front page' coverage of yesterday's Technician Commitment conference:

<https://www.ed.ac.uk/news/2018/principal-pledges-support-to-technical-staff>

Also video footage:

<https://twitter.com/EdinburghUni/status/1070607852329406464>

And the TSSG's Sarah McCafferty's blog:

<https://twitter.com/ScienceSaz/status/1070718834326323202>

Key objectives laid out in the action plan which can be seen on the technicians website:

<https://www.ed.ac.uk/technicians>

### **Any other business**

Lab sticker samples were distributed around the group for feedback from the group. The SRS Communications team confirmed the stickers were of good quality and a good choice and a member of the group had also bought and used them for some time. The costs were estimated at £1-£1.50 for each one and would be purchased by SRS. All approved of the purchase.

Discussion around waste and the circular economy heard that SMcK, Safety manager went to a conference where the University of York explained that all their plastic waste is being recycled. The Chair hoped to have an intern investigate the circular economy and options for a circular economy centre or hub at the university.

The group were reminded there would be an S-labs conference coming up on 2<sup>nd</sup> and 3<sup>rd</sup> of April 2019 at the University of Birmingham.



## Sustainable Labs Steering Group

27<sup>th</sup> May 2019

### SLSG Programme Plan update (February 2019 – May 2019)

#### Description of paper

This document is intended to give an update on progress against the objectives of the 2017-20 Sustainable Laboratories Steering Group Programme, which was drawn up to provide a structured approach to improving sustainability within laboratories at the University of Edinburgh over that time period, with a view to achieving wider University goals such as the Zero by 2040 target within the Climate Strategy. A Gantt Chart using a traffic-light colouring system (Red/Amber/Green) has been used to communicate quickly and clearly the progress which has been or is being made. In general this is taken to mean: green = on track, amber = delayed or problematic, red = objective is in danger of not being met, and grey = action scheduled for future work. Further details on the progress against each individual action is included within a table. This document will be updated prior to each meeting of the Sustainable Laboratories Steering Group.

The purpose of this report is to report against progress in relation to activities with further thought on monitoring of outputs and outcomes to be considered. The outcome objectives of the 3 year plan are noted below:

#### Action requested

SLSG is asked to note the progress described in this paper and provide any advice or guidance for further improvement.

#### Background and context

At the October 2017 meeting of the SLSG this 2017-2020 programme plan was presented and approved. This report notes the progress against this 3-year plan.

#### Outcome objectives:


1. 10% reduction in energy consumption.
2. Lab equipment reuse and sharing increased
3. Reduced consumption of materials, especially hazardous materials.
4. Enable culture of sustainable working through provision of support and training for lab technicians.
5. Adoption and use of sustainable building design guidelines (incorporating labs) and Soft Landings or similar approach.
6. 100% of labs covered by Edinburgh Sustainability Awards teams
7. By 2020 every building with labs will have an energy coordinator who is lab-based.



RAG Progress Reporting



## Communications and Engagement

Activity	Associated Outcome	Colleagues supporting	Comments	RAG
<b>Promote use of the Sustainable Campus Fund</b>	<ol style="list-style-type: none"> <li>10% reduction in energy consumption</li> <li>3. Reduced consumption of materials, especially hazardous materials</li> </ol>	<ul style="list-style-type: none"> <li>Robert MacGregor</li> <li>Energy Office</li> <li>Estates Small Works Team</li> </ul>	<ul style="list-style-type: none"> <li>Emails sent promoting the fund</li> <li>Verbal communications with colleagues, including via Sustainability Awards teams</li> <li>40% of funded SCF projects are lab projects</li> </ul>	
<b>Develop further sustainability communications materials for use by non-SRS staff including persuasive body of evidence to influence academics and lab users, as well as lists of recommended items of lab equipment (based on verified sustainability credentials)</b>	<ol style="list-style-type: none"> <li>10% reduction in energy consumption.</li> <li>Lab equipment reuse and sharing increased</li> <li>Reduced consumption of materials, especially hazardous materials.</li> <li>6. 100% of labs covered by Edinburgh Sustainability Awards teams</li> <li>7. By 2020 every building with labs will have an energy coordinator who is lab-based.</li> </ol>	<ul style="list-style-type: none"> <li>Lab Users</li> </ul>	<ul style="list-style-type: none"> <li>Research (living labs) into effective communication methods (e.g. energy monitoring) will feed into this</li> <li>Work to develop processes for equipment re-sale/re-use will also feed into this</li> <li>A project investigating lab plastic use has commenced in April. The key activities are to research best practice for reducing single-use lab plastics and create an action plan, guidance, and improved communications on this subject</li> </ul>	
<b>Work with lab users/building managers to make use of improved energy data (when available) – e.g.</b>	<ol style="list-style-type: none"> <li>10% reduction in energy consumption</li> </ol>	<ul style="list-style-type: none"> <li>Energy Office</li> <li>Lab Users</li> </ul>	<ul style="list-style-type: none"> <li>Improved data has not yet been made available, but this is not yet considered to be delayed</li> <li>Where short term localised energy monitoring projects have been undertaken (e.g. HRB, IGMM and Roger Land) the energy data has</li> </ul>	



Activity	Associated Outcome	Colleagues supporting	Comments	RAG
<b>communicating the data, setting targets</b>			<ul style="list-style-type: none"> <li>been a useful communication and engagement tool</li> <li>A new energy monitoring project has been proposed for labs within Ashworth and is under development.</li> </ul>	
<b>Recognition of good practice via awards and/or other communications.</b>	<ol style="list-style-type: none"> <li>10% reduction in energy consumption.</li> <li>Lab equipment reuse and sharing increased</li> <li>Reduced consumption of materials, especially hazardous materials.</li> <li>100% of labs covered by Edinburgh Sustainability Awards teams</li> </ol>	<ul style="list-style-type: none"> <li>Lab Users</li> </ul>	<ul style="list-style-type: none"> <li>Nine teams actively took part in the Lab Awards in 2018-2019, with four teams taking a break year and remaining accredited from 2017</li> <li>21 Buildings have lab awards teams (although not all teams cover a whole building) equating to around 45% of lab buildings participating or partially participating in the lab awards</li> <li>The Sustainability Awards Celebration took place at the end of March to celebrate the achievements of award teams</li> <li>Recruitment of teams for the 2019-2020 Awards are underway. Three teams have signed up to actively participate this year, with nine teams from 2018 remaining accredited</li> <li>Pilot of LEAF tool in the School of Chemistry is underway and due for completion by the end of May</li> </ul>	
<b>Regular communications between SRS and SLSG/lab users (e.g. newsletter or emails)</b>			<ul style="list-style-type: none"> <li>Established communications via Technicians' Group</li> <li>Regular communications via contacts lists, e.g. lab and/or building managers</li> <li>All SLSG are encouraged to sign up to SRS newsletter for departmental news and events</li> </ul>	
<b>SLSG meetings (strategic direction, project support and</b>		<ul style="list-style-type: none"> <li>SLSG members</li> </ul>	<ul style="list-style-type: none"> <li>Suitable scheduling of meetings is taking place</li> <li>Attendance is good</li> </ul>	

Activity	Associated Outcome	Colleagues supporting	Comments	RAG
progress reporting)				
<b>Share good management processes – e.g. equipment sharing</b>	2. Lab equipment reuse and sharing increased	<ul style="list-style-type: none"> <li>• Lab Users</li> <li>• SRS Comms</li> <li>• Waste Dept</li> <li>• Procurement Dept.</li> </ul>	<ul style="list-style-type: none"> <li>• No specific promotion of this has taken place yet</li> <li>• Guidance on ventilation and cold storage good practice has been disseminated</li> <li>• Lab waste clarification and equipment re-sale/re-use guidance is ongoing - Advice from Legal is to ask for approval from the Policy and Resources Committee for this “Procedure” (i.e. not a “Policy”)</li> </ul>	
<b>Peer learning of sustainable labs best practices (via awards, workshops, campus meetings) – including recruitment of awards teams and energy coordinators.</b>	<ol style="list-style-type: none"> <li>1. 10% reduction in energy consumption.</li> <li>2. Lab equipment reuse and sharing increased</li> <li>3. Reduced consumption of materials, especially hazardous materials.</li> <li>6. 100% of labs covered by Edinburgh Sustainability Awards teams</li> <li>7. By 2020 every building with labs will have an energy coordinator who is lab-based.</li> </ol>	<ul style="list-style-type: none"> <li>• Lab Users</li> </ul>	<ul style="list-style-type: none"> <li>• The 2019-2020 Award were launched in April, with team recruitment in progress</li> <li>• A Welcome workshop was held in May for teams new to the Awards to facilitate sharing of best practice</li> <li>• A dedicated Yammer group has been created to encourage communication between teams</li> <li>• Ongoing support and encouragement to confirmed and prospective teams is taking place</li> <li>• Some awards teams are recruiting additional teams</li> <li>• C.60% of lab buildings have an energy coordinator based on recent analysis, however it is currently unknown if these energy coordinators are lab based</li> </ul>	
<b>Encourage and support organisation of a prestigious conference over video conferencing,</b>		<ul style="list-style-type: none"> <li>• Lab Users</li> <li>• Academics</li> <li>• Funders</li> </ul>	<ul style="list-style-type: none"> <li>• No specific action has been taken on this yet</li> <li>• Potential to harmonise/merge with work on Business Travel pilots being conducted by SRS</li> <li>• Proposed for 2019-20 academic year</li> </ul>	

Activity	Associated Outcome	Colleagues supporting	Comments	RAG
potentially with support from The Wellcome Trust				

## Utilities, Waste and Carbon

Activity	Associated Outcome	Colleagues supporting	Comments	RAG
Support implementation of ventilation improvements in labs	1. 10% reduction in energy consumption.	<ul style="list-style-type: none"> <li>Health and Safety</li> <li>Energy Office</li> <li>Estates small works team</li> </ul>	<ul style="list-style-type: none"> <li>Fume cupboards in 2 labs in Joseph Black Building are currently being converted to VAV with motion sensor controls for the sash. If this pilot project proves successful it is hoped further labs (Chemistry or otherwise) could follow.</li> <li>Feasibility work assessed Wind Responsive Ventilation – reported in March 2018. Proposal is £1m cost and 8 year payback. Current proposal is to split into phases to reduce disruption and incorporate into the above noted major refurb at Chemistry</li> <li>Still, many practical projects are in development/implementation phases (e.g. Demand Based Ventilation, fume cupboard upgrades, ensuring efficient new fume cupboards in new labs, chemical store upgrades)</li> <li>Guidance notes were approved by May 2018 SLSG meeting and were published in January</li> </ul>	

Activity	Associated Outcome	Colleagues supporting	Comments	RAG
<b>Develop targets of kWh/m2 for various space use categories</b>	5. Adoption and use of sustainable building design guidelines (incorporating labs) and Soft Landings or similar approach.	<ul style="list-style-type: none"> <li>• Estates Development</li> <li>• Estates Operations</li> <li>• Contractors (Cundalls and Henry Gun-Why)</li> </ul>	<ul style="list-style-type: none"> <li>• Due for action 2019-20</li> </ul>	
<b>BMS/HVAC control sense checks programme extended to further lab spaces (incorporating checks of biohazard category activities)</b>	1. 10% reduction in energy consumption.	<ul style="list-style-type: none"> <li>• Energy Office (controls)</li> <li>• Lab Users</li> </ul>	<ul style="list-style-type: none"> <li>• Scheduled for action each summer 2018, 2019 and 2020.</li> <li>• No action taken yet – SLSG to suggest best building(s) to investigate</li> <li>• Two buildings will be considered for 2019, as one was unable to be completed in 2018. Possible buildings to be checked are under discussion</li> </ul>	
<b>Engage with lab users on development and publication of labs design guidelines</b>	5. Adoption and use of sustainable building design guidelines (incorporating labs) and Soft Landings or similar approach.	<ul style="list-style-type: none"> <li>• Lab Users</li> </ul>	<ul style="list-style-type: none"> <li>• A draft of the Edinburgh Standard was trialed on the Easter Bush Centre Building in September 2018. The trial allowed the Estates group to develop an alternative design and model the impacts</li> <li>• The new design standard (currently working name t46) is being prepared for wider use. An intern may be employed to make the tool more user friendly</li> </ul>	

## Living Labs projects

Activity	Associated Outcome	Colleagues supporting	Comments	RAG
<b>Recruitment and implementation of student (paid) interns for freezer inventories and/or other laborious semi-skilled work.</b>	<ol style="list-style-type: none"> <li>1. 10% reduction in energy consumption.</li> <li>2. Lab equipment reuse and sharing increased</li> <li>3. Reduced consumption of materials, especially hazardous materials.</li> </ol>	<ul style="list-style-type: none"> <li>• Lab Users</li> </ul>	<ul style="list-style-type: none"> <li>• Funding for a further internship to take place in summer 2019 had been approved</li> <li>• A Job Description/TOR has been created with the role to be advertised in May/June</li> </ul>	
<b>Support lab-based 'living lab' sustainability projects (DNA, lighting, freezers)</b>	<ol style="list-style-type: none"> <li>1. 10% reduction in energy consumption.</li> <li>2. Lab equipment reuse and sharing increased</li> <li>3. Reduced consumption of materials, especially hazardous materials.</li> </ol>	<ul style="list-style-type: none"> <li>• Lab Users</li> <li>• Estates</li> </ul>	<ul style="list-style-type: none"> <li>• Scheduled for action each summer 2018, 2019 and 2020</li> <li>• Discussions have started around DNA storage</li> <li>• Long-term cold storage project (-60, -70 and -80) is ongoing (expected publication 2020)</li> <li>• Energy efficient equipment replacements (SCF) are being monitored for actual energy performance</li> <li>• An intern is being recruited over summer 2019 to support improvements in freezer and sample management</li> </ul>	
<b>Hazardous chemical substitution opportunities identification.</b>	<ol style="list-style-type: none"> <li>3. Reduced consumption of materials, especially hazardous materials.</li> </ol>	<ul style="list-style-type: none"> <li>• Lab Users</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary meetings and conversations have been held with key individuals in Chemistry teaching, Chemistry research, and Chemistry health and safety. Materials and web links regarding possible avenues for investigation have been shared. While Andrew is acting Engagement Manager, SRS work on this project will be paused temporarily, to be picked up again in October 2019.</li> </ul>	

## Technical Staff

Activity	Associated Outcome	Colleagues supporting	Comments	RAG
<b>Work with Technicians' Support Steering Group to improve CPD, career development and community cohesion of technical staff.</b>	4. Enable culture of sustainable working through provision of support and training for lab technicians.	<ul style="list-style-type: none"> <li>• Technical Staff</li> <li>• Technical Managers</li> <li>• IAD</li> <li>• HR</li> <li>• Academics</li> </ul>	<ul style="list-style-type: none"> <li>• University of Edinburgh has signed up to the Technician Commitment</li> <li>• The TSSG is working with Val Gordon (seconded to work on Technician Commitment for 10h/wk) to develop and implement an Action Plan incorporating a website, events, CPD, Professional Registration, newsletters, emails</li> <li>• Follow on Technet events have taken place at QMRI (February), the Informatics Forum (March) and KB (Engineering) (April). SRS contributed talks at the first two events</li> <li>• An update report on progress against the Implementation Plan is being produced for People Committee.</li> </ul>	

## Funders

Activity	Associated Outcome	Colleagues supporting	Comments	RAG
<b>Work with funding bodies to influence their</b>	<ol style="list-style-type: none"> <li>1. 10% reduction in energy consumption.</li> <li>2. Lab equipment reuse and sharing increased</li> </ol>	<ul style="list-style-type: none"> <li>• Lab Users</li> </ul>	<ul style="list-style-type: none"> <li>• SRS department personnel are involved in discussions with Wellcome Trust on a bilateral and multilateral (via the UK-wide Lab Efficiency Action Network) basis</li> </ul>	

Activity	Associated Outcome	Colleagues supporting	Comments	RAG
<b>approach to sustainability.</b>	<ul style="list-style-type: none"> <li>3. Reduced consumption of materials, especially hazardous materials.</li> <li>4. Enable culture of sustainable working through provision of support and training for lab technicians.</li> <li>5. Adoption and use of sustainable building design guidelines (incorporating labs) and Soft Landings or similar approach.</li> </ul>			



### **Resource implications**

No resource implications are related to reporting on progress against this plan. Implementation of the plan will have wider resource implications, which have been detailed elsewhere.

### **Risk Management**

No risks associated with reporting on progress against this plan. No items on the plan are currently at risk of failure (red graded).

### **Equality & Diversity**

No foreseen impacts.

### **Next steps/implications**

A further progress report will be provided at the next SLSC meeting by the SRS Project Coordinator – Labs (or appropriate substitute). During that time further actions will be taken towards the outcome objectives of the plan.

### **Consultation**

This document has been reviewed by:

Director – SRS

Head of Programmes – SRS

Engagement Manager – SRS

### **Further information**

#### Author

Rachael Barton      SRS Projects Coordinator  
Department for Social Responsibility and Sustainability  
May 2019

#### Presenter

Andrew Arnott      (Acting) Engagement Manager  
Department for Social Responsibility and Sustainability  
May 2019

### **Freedom of Information**

This is an open paper.





**Sustainable Labs Steering Group**

**27<sup>th</sup> May 2019**

**Summer Internships**

**Description of paper**

This paper describes two proposed internships which will be hosted within SRS over summer 2019. One internship will assist labs with freezer maintenance and sample inventorying, and the other will focus on mapping sustainability within the College of Science and Engineering.

**Action requested**

The SLSG is asked to provide comment and suggestions for these projects and highlight any support that could be offered in data collection.

Suggestions for which labs would be suitable and willing to host a Freezer intern are specifically requested.

**Recommendation**

It is recommended that both internships are carried out within SRS over the summer of 2019. The internship within CSE should be offered for 12 weeks and the Freezer internship should be 8 weeks in length.

SRS would work alongside Schools within CSE and volunteer host labs to deliver the internships.

**Background and context**

CSE and SRS are recruiting a summer intern to map the impact of college related SRS activities. This project will look to identify current sustainability policies, practices, performance and engagement at the college level, with further actions being proposed. The 12 week internship will be hosted within SRS but the intern will work closely with key contacts within CSE and be partially located in the College office at KB.

Ultra Low Temperature (ULT) freezers are ubiquitous and necessary in life-science research, but consume a large amount of energy in order to maintain samples at a safe temperature. This project will involve working in partnership with University of Edinburgh research lab staff to improve the energy efficiency of their cold storage practices. A key objective of the project will also be to identify samples which would be suitable for transfer to long-term storage or for disposal.

This internship will build on the findings of the Freezer internship of 2018.

**Discussion**

A job description for each internship has been created, reviewed and approved by SRS, with input from the CSE Registrar for the CSE Sustainability Assistant role.

Please refer to Appendix A and B for the job descriptions and objectives of the CSE Sustainability Assistant and Freezer internship respectively.

### **Resource implications**

The CSE Sustainability Assistant will be funded by CSE, with line management provided through SRS. The internship will cost £6,192, and no additional resources are expected for this placement.

The Freezer internship will be resourced through the existing budget of the Department for Social Responsibility and Sustainability, at a cost of £4,128 – no additional resources are expected to be required.

### **Risk Management**

The Freezer internship will potentially involve working in freezers containing biological or clinical samples. To manage any risks associated with handling such samples, host labs will be asked to identify the types of samples in the freezers being reviewed and to state if any vaccinations or handling protocols are required.

### **Equality & Diversity**

Some of the tasks which are essential to the project require manual work. Reasonable adjustments may be required in line with UoE policies, procedures and legislation.

### **Next steps/implications**

Carry out the proposed internships and regularly feedback on its impact and findings to the SLSG. On conclusion of the projects, any recommendations relevant to the Sustainable Labs project will be considered.

### **Consultation**

This document has been reviewed by:

Director – SRS

Head of Programmes – SRS

Engagement Manager – SRS

### **Further information**

#### Author

Rachael Barton      SRS Projects Coordinator  
Department for Social Responsibility and Sustainability  
May 2019

#### Presenter

Andrew Arnott      (Acting) Engagement Manager  
Department for Social Responsibility and Sustainability  
May 2019

## Freedom of Information

This is an open paper.

## Appendix A

**CSE Sustainability Assistant** (Summer 2019), Job Description / Terms of Reference

Note: this document is based on the Bright Green Placement job spec template.

<b>Company Name:</b>	The University of Edinburgh's Department for Social Responsibility and Sustainability (and Edinburgh University Students' Association)	<b>Supervisor Contact:</b>	Rachael Barton
<b>Address:</b>	The Boilerhouse SRS Department High School Yards	<b>Supervisor Position:</b>	Project Coordinator
		<b>Telephone:</b>	0131 650 4064
<b>Project Start Date: (approx.)</b>	Flexible, ideally on or before 24 <sup>th</sup> June 2019	<b>Email:</b>	Rachael.Barton@ed.ac.uk
<b>Length of placement: (8-12 weeks)</b>	12 weeks full time	<b>Number of Employees:</b>	C10,000 FTE
<b>Nature of Business:</b>	The University of Edinburgh is a center of academic excellence. As a truly global university, rooted in Scotland's capital city, we make a significant, sustainable and socially responsible contribution to the world.	<b>Title of Placement: (e.g. Waste/Recycling Researcher)</b>	College of Science and Engineering Sustainability Assistant

<p><b>Project Description</b> (Background, key tasks, etc.)</p>	<p><b>The College of Science and Engineering (CSE) is one of three academic Colleges at the University of Edinburgh. With more than 2,700 staff and over 8,000 students, CSE is also one of the largest science and engineering groupings in the UK.</b></p> <p><b>The Department for Social Responsibility and Sustainability (SRS) supports the University to understand risks and opportunities across SRS issues and the development of responses and delivers and facilitates programmes to catalyse action and collaboration. The Department works with staff and students for new ways to tackle some of the most difficult challenges our world will ever face.</b></p> <p>CSE and the Department for SRS are recruiting a summer intern to map the impact of college related SRS activities (programmes and policies) and support further relevant actions. A practical and tangible output will be a College specific sustainability report.</p>
<p><b>Objectives</b></p> <p><b>Desired Outcomes &amp; Deliverables</b></p>	<p>This will include:</p> <ol style="list-style-type: none"> <li>1. Review available data focusing on the scope of the College across: <ul style="list-style-type: none"> <li>Energy</li> <li>Travel; Waste and the College specific carbon footprint</li> </ul> </li> <li>2. Review and summarise specific initiatives (policies, programmes and other initiatives) at the College which align with commitments for: <ul style="list-style-type: none"> <li>- Zero carbon</li> <li>- Zero waste</li> <li>- Community engagement</li> <li>- SRS in supply chains</li> <li>- SRS in learning, teaching and research</li> </ul> <p>Where possible, show alignment vis a vis the global Sustainable Development Goals</p> </li> <li>3. Map participation and key contacts across schools in relation to: Student Engagement Projects, Living Labs and other SRS-related projects</li> <li>4. Provide a summary (4 page) College-specific sustainability report using visuals and infographics to show current performance</li> <li>5. Provide recommendations for potential next steps</li> </ol> <p>The Sustainability Assistant will be based from both the College Office (Kings Buildings) and in the University's Department for Social Responsibility and Sustainability (High School Yards).</p> <p>Key tasks will include:</p> <ul style="list-style-type: none"> <li>• Desk-based research and data analysis.</li> <li>• Interviews and meetings with key stakeholders.</li> <li>• Report writing.</li> </ul>

<p><b><i>Student skills requested</i></b></p> <p>e.g. own transport, IT skills etc.</p>	<p>This internship will interest someone with a passion for social responsibility and sustainability</p> <p>The ideal candidate will possess the following skills:</p> <ul style="list-style-type: none"> <li>• Good knowledge of social responsibility and sustainability issues</li> <li>• Strong communication skills, confidence in engaging with diverse stakeholders.</li> <li>• Good IT skills are essential, with sound knowledge of Microsoft Office, in particular Excel and Word, and Windows.</li> <li>• Good research and analytical skills are essential.</li> <li>• Confidence to work independently.</li> <li>• Willing to work in a team and assist colleagues to identify creative solutions to problems.</li> </ul>
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## Appendix B

### Freezer Internship (Summer 2019), Job Description / Terms of Reference

<b>Company Name:</b>	University of Edinburgh – Department for Social Responsibility and Sustainability		Rachael Barton
<b>Address:</b>	The Boilerhouse High School Yards Edinburgh EH1 1LT	<b>Supervisor Position:</b>	SRS Project Coordinator
		<b>Telephone:</b>	0131 650 4064
<b>Project Start Date:</b> (approx)	20/06/2019	<b>Email:</b>	<a href="mailto:Rachael.barton@ed.ac.uk">Rachael.barton@ed.ac.uk</a>
<b>Interview Date:</b> (approx.)	01/07/2019	<b>Number of Employees:</b>	10000
<b>Length of placement:</b> (8-12 weeks)	8 weeks	<b>Title of Placement:</b> (e.g. Waste/Recycling Researcher)	Cold Storage Sustainability Facilitator
<b>Hours:</b> Full-time, part-time, flexible.	Full-time		

<b>About the host organisation</b>	<p>The University of Edinburgh is committed to making a significant, sustainable and socially responsible contribution to Scotland, the UK and the world. To achieve this the University is working towards embedding sustainability across operations, research, learning and teaching.</p> <p>The University's Department for Social Responsibility and Sustainability (SRS) is seeking to recruit a Cold Storage Sustainability Facilitator, to assist our life science research laboratories to undertake vital work to improve the efficiency of storing samples.</p> <p>Storage of life science samples and other materials at very low temperatures has a substantial energy impact and this work will help to ensure that the University of Edinburgh maximizes opportunities to reduce this energy consumption.</p>
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<p><b>The project, tasks and desired outcomes</b></p> <p>(Background, key tasks, etc)</p>	<p>Ultra Low Temperature (ULT) freezers are ubiquitous and necessary in life-science research, but consume a large amount of energy in order to maintain samples at a safe temperature. This project will involve working in partnership with University of Edinburgh research lab staff to improve the energy efficiency of their cold storage practices. Training will be provided. Further details below:</p> <ol style="list-style-type: none"> <li>1. Carry out freezer maintenance actions agreed with lab users.</li> <li>2. Carry out audit of samples stored in freezers and provide recommendations to lab users on best practice (training will be provided).</li> <li>3. Work with lab users to identify samples suitable for disposal or transfer to long term archive storage and report progress to the host laboratories and SRS.</li> <li>4. Report to SRS on the types of samples transferred or disposed of and the reasons.</li> <li>5. Develop communication plan and materials on best lab practice around ULT freezers, including a good practice guide and a template for recording sample information.</li> <li>6. Provide recommendation and business case on the project.</li> </ol>
<p><b>Person specification</b></p> <p>e.g. degree type, own transport, IT skills etc</p>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Accuracy and attention to detail,</li> <li>2. Good numerical skills and ability to analyse numerical data,</li> <li>3. Report writing skills,</li> <li>4. Ability to work on your own with minimal supervision,</li> <li>5. Ability to work as part of a small team,</li> <li>6. Experience of working or studying within a laboratory setting involving use of ULT freezers</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>7. Working knowledge of Microsoft Excel and Microsoft Word,</li> <li>8. Understanding of sustainability practices, especially in a lab setting,</li> <li>9. Personal commitment to sustainability</li> </ol>