



The Complete Package for EMS support in the HE sector

“Helping higher education institutions embed environmental management by equipping them with the skills and tools necessary to implement a robust and effective Environmental Management System”

HEFCE 2010



About EcoCampus

EcoCampus Programme and Award Scheme

EcoCampus will help you to improve your institution’s environmental performance in logical steps, using a phased environmental management system (EMS) approach.

EcoCampus offers a flexible approach, with recognition of your progress through awards. Institutions will develop an EMS through the achievement of four stages:

- Planning (Bronze)
- Implementing (Silver)
- Operating (Gold)
- Checking and Correcting (Platinum)

The Platinum Award is equivalent to the international standard ISO 14001.

Why the HE Sector?

Educational institutions have a significant impact on the environment. They also have a pivotal role to play in encouraging sustainable development in the wider community.

EcoCampus provides a framework to embed environmental best practice. This should also assist with meeting sector and regulatory compliance, such as the legal requirements of the Carbon Reduction Commitment Energy Efficiency Scheme (CRCEES).

EcoCampus can be used to help implement an institution-wide reduction strategy incorporating all elements of operation or to assist with specific energy consumption and carbon emission reduction initiatives.

“EcoCampus has been the best motivator for improving environmental management. It has helped us continually improve our environmental performance ...and has allowed us to track progress and celebrate success at each stage”

Bath Spa University



What EcoCampus provides:

- A flexible approach to implementing an Environmental Management System (EMS).
- A nationally recognised award scheme for the HE Sector.
- Training workshops to help you to implement the scheme.
- Networks to discuss best practice and exchange ideas.
- Comprehensive guides and manuals.
- Software tools to assist with operation of the management system.
- Consultancy support including one to one sessions.
- External audit delivered in partnership with UKAS accredited EMS certification body NQA.

Benefits of the EcoCampus scheme

EcoCampus can help your institution:

- Translate your corporate values and commitments into mainstream management practice.
- Provide a framework to manage both sector and regulatory compliance.
- Evidence that action is being taken to reduce the impact of your operations, products and services.
- Improve your corporate image giving you a competitive advantage.
- Save costs in major areas such as resource efficiency.
- Address sustainable development and climate change.
- Receive acknowledgement and recognition for your activities undertaken.

The ‘plan, do, check, act’ cycle forms the basis of management system standards and is widely accepted as the vehicle for delivering continual improvement. EcoCampus enables institutions to systematically improve their environmental and sustainability performance through this process.

EcoCampus is a national environmental management system (EMS) and award scheme for the higher and further education sectors.

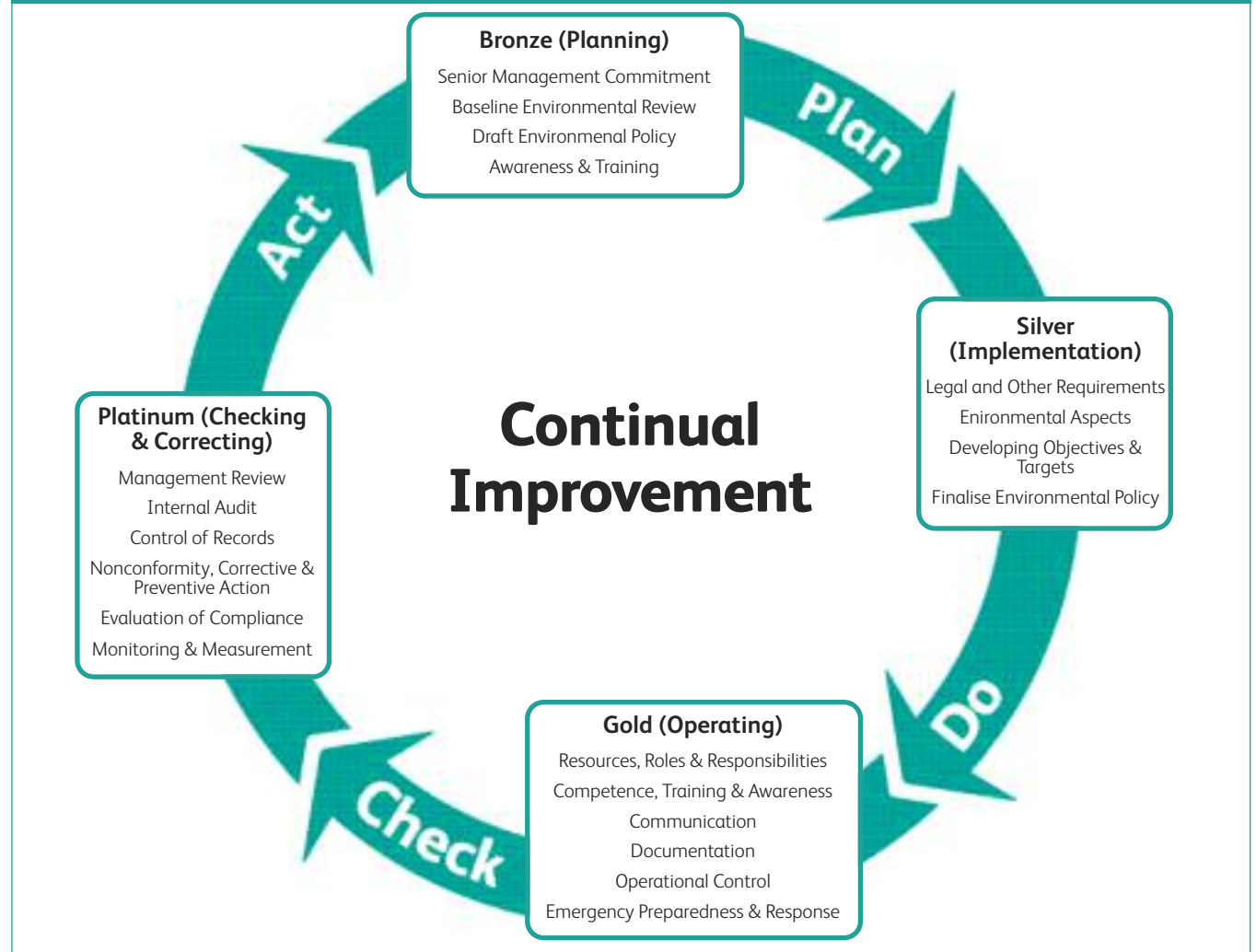
The scheme enables universities to systematically identify, evaluate, manage and improve their environmental performance and practices.

EcoCampus was launched by HEFCE in 2005 and has since attracted nearly 30% of the HE sector.

EcoCampus provides the means to perform well in external reporting and benchmarking indices, such as 'Universities That Count' and the People and Planet Green League. Five of the top ten institutions in the 2010 Green League; Nottingham Trent, Aston University, University of Bradford, University of Hertfordshire and Oxford Brookes, are all actively involved in the current EcoCampus programme.

EcoCampus is recognised in HEFCE's Sustainable Development Strategy (2009/03) as an EMS designed specifically for the HE sector; identified as a source of support in the new 'A Guide to Good Practice — Carbon Management Strategies and Plans' (2010/02) and acknowledged by the Estate Management Statistics in collection of property performance data for higher education institutions.

EcoCampus Cycle of Continual Improvement



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This leaflet can be disposed of by recycling, and is fully bio-gradable.



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The Complete Package to implementing an Environmental Management System (EMS)



Scheme Network

Institutions that embark on the EcoCampus programme will join a cohort group when initially starting out on the programme. This provides great access to networking and knowledge sharing with other institutions that may be facing similar issues around environmental management in the higher education sector.

Implementation Guides

EcoCampus has been designed to equip institutions with the necessary tools and guides to systematically establish and secure positive environmental outcomes. A plethora of generic supporting documents and templates are available to assist institutions to put in place a suitable EMS framework to meet their needs. These include the EcoCampus implementation checklist, roles and responsibilities and training templates, draft procedures, EMS manual and a generic aspects and impacts guidance template.

Training Programme

Institutions that enter into the EcoCampus scheme will be provided with a bi-monthly programme of training workshops. Workshops will include guidance on the requirements of each EcoCampus stage, EMS theory and best practice, practical exercises and support on how to use the various software applications, developed to assist with implementation and operation of the management system.

One to One Sessions

EcoCampus provides a flexible approach to EMS implementation. Although the workshop programme provides a structure to work towards, institutions are not required to progress and submit for audit within any pre-determined timescales. To support this flexibility, one to one sessions are available from our base at Nottingham Trent University or through video / telephone conferencing to discuss EMS related issues and queries.

Independent Audit

EcoCampus provides institutions with a practical tool to help them manage and improve environmental performance. An independent audit adds reliability to this process, whilst assuring stakeholders and enhancing the institution's reputation. External audit is undertaken by the EcoCampus team at bronze and silver stage, and a UKAS accredited EMS certification body (NQA) at gold and platinum stage.

Awards

Following successful audit, an institution participating in the scheme will be awarded a framed certificate of the EcoCampus stage that has been achieved. Institutions will also be added to the EcoCampus register which can be found on the website. The register outlines institutional performance in the scheme, the EcoCampus stage completed and the date attained.

Carbon

Carbon management is a key aspect of an institution's environmental performance. Carbon reduction programmes can operate effectively within the EcoCampus EMS plan-do-check-act framework. EcoCampus participants will also have the option of exclusive access to discounted carbon management software. The carbon manager application enables institutions to measure, monitor, manage and report on their carbon footprint in line with the requirements of the CRC energy efficiency scheme, the GHG protocol and the international standard ISO 14064.

Significance Calculator

As part of implementing an EMS, institutions are required to identify and evaluate their environmental aspects (elements of the institution's activities and services that can interact with the environment). Assessing the significance of the identified environmental aspects (and associated impacts) is necessary to determine where control or improvement is needed and to set priorities for management action.

The EcoCampus significance calculator provides a risk-based approach to scoring an institution's identified aspects and impacts over normal, abnormal and emergency conditions. A significance score is determined by considering how an environmental aspect will impact on certain variables. Aspects are scored on a seven-point scale and users can output their ranked aspects and impacts in a register which will help shape the institution's objectives and targets.

EMS Manager

A fundamental component of the EMS process is establishing objectives and targets. Objectives and targets set specific goals for improved environmental performance, and thus the framework for the environmental management programme. They also provide the standards against which performance (i.e. success and achievement) can be measured / progress monitored. Institutions will develop objectives, targets and programmes at the silver award stage.

The EcoCampus EMS Manager application is designed to help institutions manage their objectives, targets and programmes in a consistent and structured manner. In addition, the framework provides users with a tool to schedule internal audits at planned intervals – a requirement of the EcoCampus platinum stage. EMS Manager allows tasks to be assigned to staff that have responsibility for the achievement of environmental objectives; Environmental managers can easily monitor progress and produce graphical representation of performance in the form of a Gantt chart.

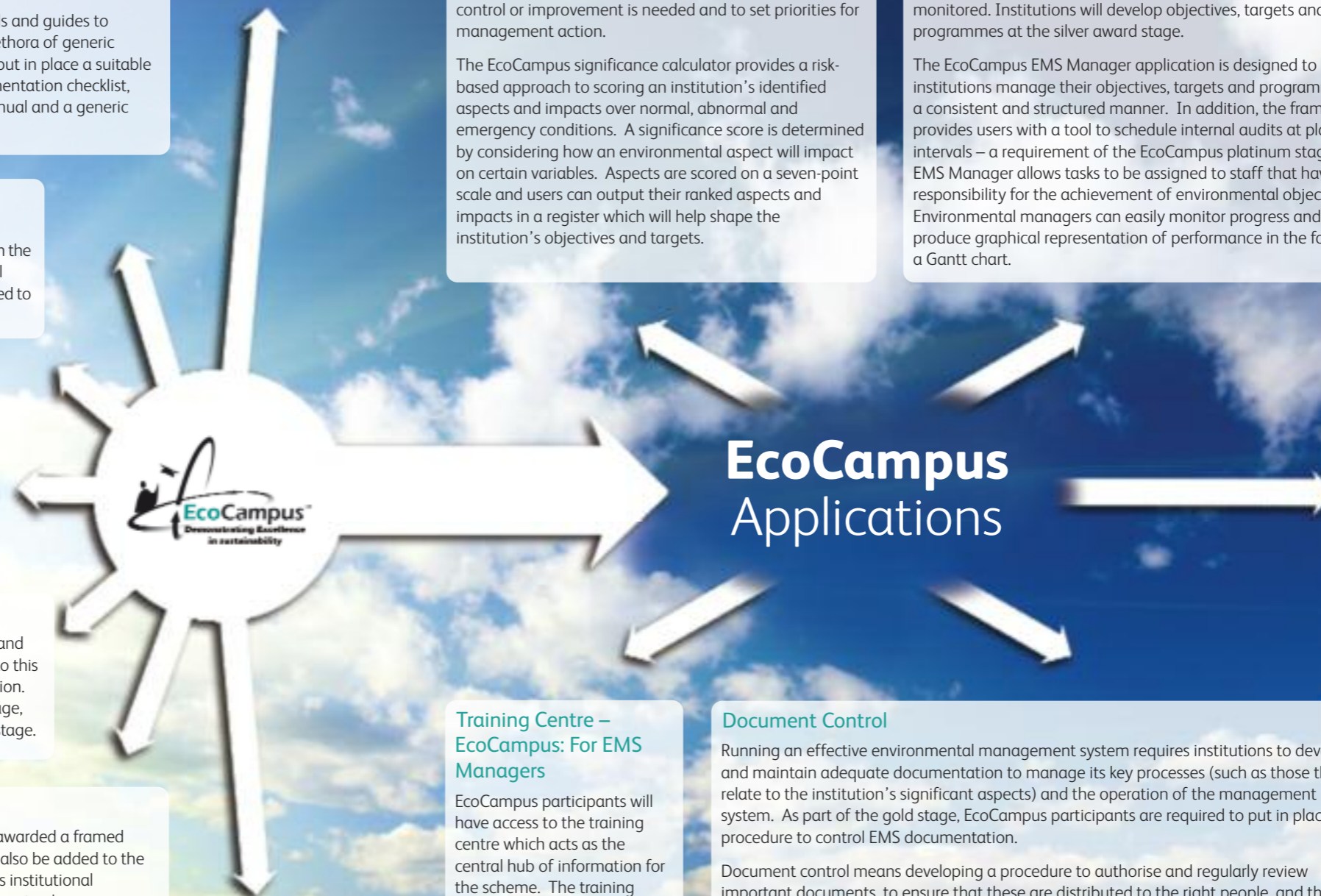
Environmental Review

The initial environmental review is a crucial step in developing a robust environmental management system and will be undertaken at the bronze stage of EcoCampus. The review aims to establish the organisation's current position on environmental matters and existing management practice.

To assist institutions when undertaking their baseline review, the EcoCampus Environmental Review application helps to evaluate the current level of environmental performance across a number of management areas, including:

- Policy
- Construction and Refurbishment
- Community Involvement
- Emissions and Discharges
- Energy and Water
- Health, Welfare and Safety
- Environmental Management Systems
- Sustainable Procurement
- Transport
- Waste Management

Upon reviewing each management area, institutions will be provided with an action plan. These outputs will aid institutions in identifying areas for further management and improvement and will help with the identification of environmental aspects undertaken as part of the silver stage.



EcoCampus Applications

Training Centre – EcoCampus: For EMS Managers

EcoCampus participants will have access to the training centre which acts as the central hub of information for the scheme. The training centre uses the Moodle e-learning software platform to provide access to training courses, EMS implementation guides and tools, software manuals, workshop presentations and useful websites.

Document Control

Running an effective environmental management system requires institutions to develop and maintain adequate documentation to manage its key processes (such as those that relate to the institution's significant aspects) and the operation of the management system. As part of the gold stage, EcoCampus participants are required to put in place a procedure to control EMS documentation.

Document control means developing a procedure to authorise and regularly review important documents, to ensure that these are distributed to the right people, and that obsolete documents are removed from circulation. The EcoCampus document control application provides a sophisticated tool for meeting these requirements allowing users to store documents including forms and records in a logical and efficient way.

Access is provided for EMS managers (administrators) who can 'check-in / check-out' documentation (e.g EMS Manual, Environmental Policy, EMS Procedures). Any amendments made to the documentation are automatically saved, version controlled and old documents archived. Restricted access to the system is provided for staff users where documents can be viewed and downloaded.