



STUDENTS AWARDS AGENCY FOR SCOTLAND

SAAS Environmental Report 2008

This report details SAAS performance measured against our environmental policy targets up until 2008.

SAAS Environmental Policy

SAAS's Environmental Policy is to ensure that we make continuous improvement in reducing the impact of our operations on the environment. Our policy is consistent with the Government's strategic objective to create a Greener Scotland. The actions we take to implement our policy will help achieve National Outcome 14 to "reduce the local and global impact of our consumption and production". We measure, monitor and report on the achievement of our objectives and targets annually. Details of our policy are made available to staff and the general public on our staff intranet and our website.

Targets

Our targets in the Agency's corporate plan are to:-

- reduce the amount of energy we use for heating, hot water and lighting by 1% each year between now and 2009;
- reduce further the use and storage of paper;
- reduce travel (particularly to Glasgow) by using our video-conferencing equipment as much as possible; and
- review our environmental policy every two years.

New targets we have developed during 2007 – 2008 will be to:

- minimise our consumption of natural resources, including water and other raw materials;
- reduce the amount of waste we produce by encouraging recycling and minimising the amount of material sent to landfill sites;
- purchase products and services having regard to their environmental impact;
- minimise our greenhouse gas emissions;
- maintain as part of our overall environmental policy, an effective travel plan which will seek to reduce the number of business journeys we make, encourage the use of public transport and promote the health benefits of cycling and walking.

The Agency made a significant step towards meeting some of these targets by achieving ISO 14001 accreditation on 29 July 2008.

Table 1 Building Details

	Floor Area (m2)	Additional Minor Occupiers	Total SAAS Staff As at 31 March 2008	Other Minor Occupiers	Total Occupying Staff
Gyleview House	4448.5	SERCo (Cleaning Staff)	150	5	155

Table 2 Utilities comparison Table 2004/05 to 2007/08

	2004/05		2005/06		2006/07		2007/08	
	(kWh)	CO2 (Tonnes)	(kWh)	CO2 (Tonnes)	(kWh)	CO2 (Tonnes)	(kWh)	CO2
Electricity	326380	169.72	352950	161.30	319335	137.31	360230	154.90
Gas	278521	52.92	295490	56.14	252519	47.98	242785	46.13
Total	604901	222.64	648440	217.44	571854	185.29	603015	201.03
Water (m3)	2447		1783		1263		2189	

Note: From August 2005, the figure used to calculate CO2 emissions is kwh multiplied by 0.43 then divided by 1000 to give result in tonnes (previous figure was 0.52). This is the figure used by DEFRA and The Carbon Trust.

Gas Usage

We have been successful in reducing gas consumption which is now 13% below its 2004-2005 level. We installed new, energy efficient gas boilers in November 2006. Heating is switched on for less time each working day and is reduced to 'frost protection' level at weekends and over Christmas when the office is closed.

Electricity Usage

Through SG procurement, we purchase 100% of the electricity required to run our building from "green" sources. Electricity consumption has increased due to a number of new servers and air conditioning units we installed in June 2007. However, the increase would have been greater had it not been for measures we have taken to keep consumption down in other ways.

Our Environmental Team have raised awareness of power usage by running a "switch off" campaign for all electrical equipment. We have timers on photocopiers to ensure they are switched off in the evening and at weekends. We have energy efficient lighting and movement sensors to switch off lights in areas not being used. We reconditioned office windows in 2007 to reduce heat loss. Without risk to our ICT equipment, we have been able to increase the minimum temperature in server rooms by 3 degrees centigrade so as to reduce power consumption by air conditioning units.

Water Usage

Water usage increased in 2007-2008 due partly to taps being left running (on one occasion over an entire weekend). We have installed sensor operated taps to prevent such wastage in future.

While out with the period of this report, it is worth noting that a combination of the new taps, smaller cisterns and more efficient urinal fittings has cut water usage in the first quarter of 2008 by an astonishing 85%.

Table 3 Paper usage 2005/06 to 2007/08

Year	2005/06	2006/07	2007/08
Total reams purchased	3775	3475	3625
Amount purchased +/-		-300	+150
Recycled reams	3435 (91%)	3330 (96%)	3300 (91%)
Virgin reams	340 (9%)	145 (4%)	325(9%)
Paper use per person (based on approx 150 staff)	25.16 Reams per year	23.16 Reams per year	24.17 Reams per year

The Agency's use of paper has decreased dramatically over the last few years due to a number of major systems changes we have made, including taking applications over the Internet. We calculate that for every 1% of applications that are made electronically, we save 126 reams of paper. In 2006-2007, 63% of applications were made online (7,938 reams) and we estimate an overall saving of 14,427 reams (roughly 7.25 million sheets of paper) since we first introduced online applications in 2002.

In addition, we have progressively been replacing the printed version of our Guide to Student Support with CD-ROMS and information on our website. In 2003-2004 we were able to stop having to send acknowledgement letters to applicants by increasing the speed with which we could process applications. We discontinued the practice of sending copies of award letters to parents in 2005-2006. This action has saved around another 14,500 reams of paper over the last 4 - 5 years (roughly 15 million sheets of paper in all).

All the white paper we buy nowadays is made from 100% recycled materials and printers are set to print double sided automatically. We centralised paper and stationery ordering in 2006 to minimise the number of deliveries made to Gyleview House and to ensure that we buy environmentally friendly products wherever possible.

**Table 4 Total waste comparison
2005/06(figures shown for part year only) to 2007/08**

Year	2005/06 (Part year only – 1 July 05 to 31 March 2006)	2006/07 (1 April 2006 to 31 March 2007)	2007/08 (1 April 2007 to 31 March 2008)
	Metric tonnes	Metric tonnes	Metric Tonnes
Total waste recorded	42.540	67.290	58.300
Recycled	33.620 (89%)	58.847(87.45%)	52.471(90.00%)
Landfill	8.920 (11%)	8.443(12.55%)	5.829 (10.00%)
Total waste per person (based on approx 150 staff)	0.283	0.448	0.389

A new skip, installed in February 2006, allows us to recycle paper, cardboard, plastic, cans etc. We installed new recycling containers for paper, plastic and tins throughout Gyleview House in August 2006 to reduce waste sent to landfill. We also recycle toner cartridges through our stationery contractor.

Biodiversity

The Agency's landscape contractor uses native plants produced in Scotland and recycles 90-100% of green waste – nothing goes to landfill. Biodegradable systemic herbicides are used rather than pesticides. We have also installed birdhouses in trees in the area surrounding the office to encourage birds to nest locally.

Travel

In 2007-2008 the Agency issued 328 train tickets and 323 bus tickets to staff attending meetings or training events out with the office and travelling by public transport.

During 2007-2008 the Agency's video conference facilities were used twice for Finance meetings saving 8 journeys between Edinburgh and Glasgow. We are about to train more staff on the video equipment to increase its usage.

During 2006-2007 the Agency installed additional bike racks which are currently being used regularly by up to 10 staff. We arrange 'Bike Doctor' maintenance sessions each year to encourage staff to use their bikes for commuting or leisure. We promoted the SG interest free bike loans throughout the year and during "bike to work" week. We have put up a notice board giving information on local cycle paths and free cycle maps of surrounding areas. We gained a Cycle Friendly Employer Award in May 2007. We also sponsored staff who took part in the Glasgow to Edinburgh Pedal for Scotland event in September 2007.

Our staff intranet provides information on travel issues and notice boards give details about local bus and train services etc. We include relevant travel information in induction packs for new staff. We are currently in the process of developing a travel plan with the aims of helping reduce further the number of business journeys we make, encouraging the use of public transport and promoting the health benefits of cycling and walking.

Communication

The Environmental Team provide updates on progress against our environmental targets at annual staff away days and our environmental policy is part of induction training for all new staff. The environmental notice board is kept up to date with relevant notices, leaflets etc. We publish high level details of our environmental performance in our annual reports and corporate plans.

SAAS Environmental Team
September 2008