

Scottish Building Standards Agency (SBSA) Environmental Policy

SBSA is committed to the continual improvement of its environmental performance recognising the contribution that this will make to the sustainable development agenda in Scotland.

Recognising our role as the Agency dedicated to improving the standard of buildings in Scotland within a framework of sustainability, we will reduce the environmental impact of our operations and promote resource efficiency.

Senior managers recognise their contribution and the role of all staff in delivering this policy.

To deliver this policy within our internal operations we will:

- **Comply with all relevant legislation and the principles of the “Greening Government” policy.**
- **Adopt and promote more energy efficient practices.**
- **Reduce our consumption of natural resources.**
- **Recognise that waste disposal has an environmental impact and cost and therefore seek to prevent it where possible.**
- **Reduce our use of substances harmful to the environment.**
- **Promote and support more sustainable forms of transport and seek alternatives to travel where possible.**
- **Seek ways of conserving and enhancing local biodiversity.**
- **Provide all the necessary resources for the effective delivery of this policy.**
- **Openly measure, audit, review and report on our progress.**

SCOTTISH BUILDING STANDARDS AGENCY
ENVIRONMENTAL MANAGEMENT PROGRAMMES – 2006/2007
ENERGY

OBJECTIVE (Greening Government Policy)	TARGET (SBSA wide)	METHOD OF ACHIEVEMENT
<ul style="list-style-type: none"> • USE ENERGY EFFICIENTLY TO MINIMISE GREENHOUSE GAS EMISSIONS 	<ul style="list-style-type: none"> • Establish an accurate baseline figure for energy consumption in Kwatt hours per head (then CO₂) by 1 August 2006. • To establish a reduction target on 1 August 2006 to be no less than 5% but reliant on baseline figure • To move towards independent metering of electricity by 1 October 2006 	<ul style="list-style-type: none"> • Check bills and make relevant calculations • Analysis of baseline data • Review of energy using operations • Discussions with landlord and HMIE • Commission supplier to install meter
<ul style="list-style-type: none"> • ESTABLISH A TARGET AND MONITORING SYSTEM FOR ENERGY USAGE IN THE OFFICE BUILDING 	<ul style="list-style-type: none"> • Hold discussions with HMIE to start a project for establishing this system by 1st Oct 2006 	<ul style="list-style-type: none"> • Search out information on basic systems • Organise meeting with HMIE Corporate Director for preliminary discussion

SCOTTISH BUILDING STANDARDS AGENCY
ENVIRONMENTAL MANAGEMENT PROGRAMMES – 2006/2007
RESOURCE USE - WASTE

OBJECTIVE (Greening Government Policy)	TARGET (SBSA wide)	METHOD OF ACHIEVEMENT
<ul style="list-style-type: none"> • USE RESOURCES MORE EFFICIENTLY 	<ul style="list-style-type: none"> • Establish our baseline use of paper (reams per head) by 1 August. • Set a reduction target by 1 September • Establish baseline use of toner cartridges (per head) by 1 August • Set reduction target by 1 September 	<ul style="list-style-type: none"> • Collect figures from Corporate team • Do necessary calculations
<ul style="list-style-type: none"> • MINIMISE WASTE BY REDUCTION, REUSE, REPAIR AND RECYCLING METHODS 	<ul style="list-style-type: none"> • Establish by 1 May an accurate baseline figure for various fractions of waste materials generated within the office e.g. paper, tin, plastic, glass, cardboard • Establish pilot waste segregation scheme for office from 1 August 2006 	<ul style="list-style-type: none"> • Questionnaire to all staff • Cleaning supervisor to monitor current paper waste recycling activity • Establish labelled and/or colour coded bin system • Establish appropriate areas for storage and handling • Liaison with appropriate contractors for pick-up and final disposal

**SCOTTISH BUILDING STANDARDS AGENCY
ENVIRONMENTAL MANAGEMENT PROGRAMME – 2006/2007**

TRAVEL

<p align="center">OBJECTIVE (Greening Government Policy)</p>	<p align="center">TARGET (SBSA wide)</p>	<p align="center">METHOD OF ACHIEVEMENT</p>
<ul style="list-style-type: none"> • TO REDUCE THE NEED TO TRAVEL 	<ul style="list-style-type: none"> • Establish current transport usage by staff by 1 August 2006 • Establish an “ethos” of the adoption of more sustainable forms of travel from 1 May 2006 • Provide information to staff and visitors on accessible public transport by 1 Sept 2006 • Explore current use of video conferencing (with HMIE) and investigate possible increase in usage by 1 July 2006 	<ul style="list-style-type: none"> • Issue questionnaire to all staff • Assess results • Update the “how to find us” details on web site and in e-mailed version and promote public transport where possible • Promote car sharing • Promote more walking and use of bicycles (where appropriate)

**SCOTTISH BUILDING STANDARDS AGENCY
ENVIRONMENTAL MANAGEMENT PROGRAMME – 2006/2007
SPECIFIC PARTS OF THE ENVIRONMENT**

<p style="text-align: center;">OBJECTIVE (Greening Government Policy)</p>	<p style="text-align: center;">TARGET (SBSA wide)</p>	<p style="text-align: center;">METHOD OF ACHIEVEMENT</p>
<ul style="list-style-type: none"> • TO CONSERVE AND ENHANCE BIODIVERSITY 	<ul style="list-style-type: none"> • To determine ways in which we can conserve and enhance biodiversity by 1 October 2006 	<ul style="list-style-type: none"> • Raise awareness about biodiversity in general (start April 2006) • Organise a “learning at work day” focusing on biodiversity issues (e.g. with external support from BCTV) in May 2006 • Organise a lunchtime seminar with West Lothian Council Biodiversity Officer by 1 Nov 2006