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London Sustainability Exchange



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[www.lsx.org.uk](http://www.lsx.org.uk)

# green guide

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# Introduction

This briefing was prepared as part of a Government Office for London seminar run by London Sustainability Exchange, on Community Action 2020. It is also available at [www.lsx.org.uk](http://www.lsx.org.uk). It aims to provide a quick and easy reference for voluntary and community sector organisations on resources they can use to help put sustainable development into practice. It should be read in conjunction with the Community Action 2020 leaflet and background information at [www.sustainable-development.gov.uk](http://www.sustainable-development.gov.uk).

Each section of the briefing contains signposting for London-based organisations to useful information such as contact details for suppliers, links to support organisations and on-line guidance, as well as overviews on some of the issues to be considered when thinking about environmental management.

The briefing is divided into the following six sections:

**Office Recycling:** setting up an office recycling scheme, service providers and links to web based information resources

**Purchasing:** why purchasing is important to environmental management, criteria to consider when making new purchases, eco-labeling, sustainable procurement guidance, ethical and environmental products on the web

**Energy:** Free advice service and online resources

**Catering:** Questions you should ask, food assurance schemes, list of London-based caterers

**Transport:** London-based courier and taxi services, green transport plans and other web links

**Basic Environmental Management Systems (EMS):** what is an EMS, accreditation schemes setting up a basic EMS, writing an environmental policy, setting targets and communication

## Acknowledgements

London Sustainability Exchange would like to thank the following organisations for their contribution to the content in this briefing:



[www.cen.org.uk](http://www.cen.org.uk)



[www.wastewatch.org.uk](http://www.wastewatch.org.uk)



[www.heps.org.uk](http://www.heps.org.uk)



[www.londonfoodlink.org](http://www.londonfoodlink.org)

Is this briefing helpful for you? We welcome your comments and suggestions. Please email us at London Sustainability Exchange at [info@lsx.org.uk](mailto:info@lsx.org.uk) with any feedback. Thank you.

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**January 2006**

**DISCLAIMER:** The suggestions, information and links in this document are provided in good faith and are for general information purposes only. The document should not be treated as providing professional advice. References on this document to specific organisations should not be interpreted as endorsements.

While we have aimed to exercise care in gathering information for the document, London Sustainability Exchange accepts no responsibility for any misleading or inaccurate information found on the document or those it links to or for any adverse consequences or loss arising from the suggestions and information.

We do, however, aim to amend any errors brought to our attention as soon as possible. If you think anything on our document is incorrect, or have any suggestions for improvement, please contact us and let us know.

# Office Waste Recycling

## Setting up an Office Recycling Scheme

Recycling collectors operating in the London area include 'not-for-profit' community businesses, as well as more commercial recycling concerns. A list of recycling collectors operating in London is given on the following pages. They are categorised according to the services they provide to smaller organisations, as follows:

- **Computers and Electronic Equipment:** Refurbishers and recyclers that collect unwanted electronics for refurbishment and resale/redistribution (often to schools and charities) and/or for recycling components.
- **Confidential Waste and Security Shredders:** Offer data destruction services, often through the shredding and recycling of confidential papers.
- **Office Furniture Schemes and Merchants:** Collect or purchase office furniture and fittings for resale/redistribution.
- **Paper/General Office Waste Collectors:** Collect office waste materials for recycling.
- **Scrapstores and Resource Centres:** Collect clean, reusable material for education, play and art/craft activities.
- **Toner Cartridge / Mobile Telephones Collectors:** Charities, businesses or brokers involved in the collection of toner cartridges (for laser printers, photocopiers and plain paper fax machines) that are remanufactured for resale and/or the collection of mobile telephones.

**IMPORTANT NOTE:** Some of the organisations listed will charge for their services, and some will not. This is entirely dependent on the type of waste material collected; the quantity and quality of material available; and the type of organisation undertaking the collection. Please contact a number of organisations operating in your area to compare charges made and services provided.

## Web Resources



### Wastewatch

Waste Watch is a national organisation promoting and encouraging action on the waste reduction, reuse and recycling. The Wastewatch website provides useful information on recycling a wide variety of materials.

[www.wastewatch.org.uk](http://www.wastewatch.org.uk)



### National Recycling Directory

A searchable database providing contact information for businesses in the Greater London area who recycle a range of office-based materials.

<http://nt.oneworld.org/wastewatch/public/index.cfm>



### Rethink Rubbish

Advice for individuals about what they can practically do at work to reduce, re-use and recycle office waste.

[www.rethinkrubbish.com](http://www.rethinkrubbish.com)

### The Wastebook

Directory produced by Luton Friends of the Earth giving an introduction to recycling and sustainable waste management as well as details of organisations dealing with specific waste types in London and the South East.

[www.recycle.mcmail.com](http://www.recycle.mcmail.com)

### Envirowise



Envirowise is a government-funded programme offering free, independent advice on practical ways to minimise waste and increase profit, helping companies in the UK become more competitive, whilst improving their environmental performance, by reducing waste at source.

Envirowise helpline: Monday to Friday from 10am- 5pm Tel: **0800 585 794**

[www.envirowise.gov.uk](http://www.envirowise.gov.uk)

# Office Recycling In London

	Computers and elect. equipment	Confid - ential Waste	Office Furniture Schemes	Paper General Office Waste	Scrap- Stores & Resource Centres	Toner Carts. & Mobile
<b>New Leaf Recycling Limited</b> Office 4, 88 Bushy Road, LONDON SW20 0JH Tel: 020 8944 6866 Fax: 020 8944 9644 Web: <a href="http://www.newleaf-uk.com">www.newleaf-uk.com</a> Areas: South & West London, North Surrey	✓	✓	✓	✓		✓
<b>Recycle IT</b> Unit 16 London House, Business Centre, Thames Road, CRAYFORD, DA1 4SL Tel: 01322 434 000 Fax: 01322 434 001 Web: <a href="http://www.recycle-it-online.co.uk">www.recycle-it-online.co.uk</a> Areas: Within the M25	✓					
<b>Computer Aid International</b> Unit 114, Belgravia Workshop, 159 Marlborough Road, LONDON N19 4NFTel:0207 2810091 Fax:020 72725476 Web: <a href="http://www.computer-aid.org">www.computer-aid.org</a> Areas: Within the M25	✓				✓	
<b>North London ITEC</b> Hitech House, 193 The Broadway, Barnet, LONDON W9 7DD Tel:020 8202 4646/ 0870 770 4646 Fax: 020 8457 4949 Web: <a href="http://www.nlitec.com">www.nlitec.com</a> Areas: London-wide	✓					
<b>Green-works</b> Tower Building, 11 York Road, LONDON SE1 7NX. Tel: 0845 230 2 231 Fax: 020 7981 0441 Web: <a href="http://www.green-works.co.uk">http://www.green-works.co.uk</a> Areas: London-wide			✓			
<b>Data Shred Ltd</b> Unit B, Corporation Wharf, Bradfield Road, Silvertown LONDON E16 2AX Tel: 020 7473 0201 Fax: 020 7476 2548 Email: <a href="mailto:datashred@bwpm.freeserve.co.uk">datashred@bwpm.freeserve.co.uk</a> Areas: London and Home Counties		✓		✓		
<b>Security Shredding</b> 55 New Lydenburg Street, Charlton LONDON SE7 8ND Tel: 020 8858 7799 Fax: 020 8858 1324 Areas: UK wide		✓		✓		
<b>Greener World Limited</b> Suite 005, Charles House, Bridge Road, SOUTHALL, Middlesex UB2 4BD Tel: 020 8571 0100 Fax: 020 8843 0500 Web: <a href="http://www.greenerworld.com">www.greenerworld.com</a> Areas: Within M25		✓		✓		✓
<b>OFFERS</b> (Office Furniture Fittings and Equipment Recycling Scheme) 7/9 Brandon Street, LONDON, SE17 1MA Tel: 020 7703 5222 Fax: 020 7252 7766 Web: <a href="http://www.crispej.org.uk/waste/offers/index.htm">www.crispej.org.uk/waste/offers/index.htm</a> Areas: London-wide	✓		✓			

This information has been modified from the Wastewatch document "Office Recycling in London".

View the full document at:

[http://www.wasteonline.org.uk/resources/InformationSheets/OfficeRecyclingInLondon.htm#\\_Paper/General\\_Office\\_Waste\\_Collecto](http://www.wasteonline.org.uk/resources/InformationSheets/OfficeRecyclingInLondon.htm#_Paper/General_Office_Waste_Collecto)

# Office Recycling In London (cont.)

	Computers and elect. equipment	Confid - ential Waste	Office Furniture Schemes	Paper General Office Waste	Scrap- Stores & Resource Centres	Toner Cartr. & Mobile s
<b>London Recycling Limited</b> 4D North Crescent, Cody Road E16 4TG Tel: 020 7511 8000 Fax: 020 7511 3785 Web: <a href="http://www.london-recycling.co.uk">www.london-recycling.co.uk</a>		✓		✓		✓
<b>Local Paper for London</b> Bed ZED Centre, Helios Road, Wallington Surrey SM6 7BZ Tel: 020 8404 4884 Fax: 020 8404 4893 <a href="http://www.bioregional.com/programme_projects/pap_fibres_prog/lp4london/londonpaper.htm">http://www.bioregional.com/programme_projects/pap_fibres_prog/lp4london/londonpaper.htm</a>				✓		
<b>Pulp Faction</b> 19 Church Road, LONDON N8 9QL Tel: 020 8374 0184 Fax: 020 8374 2917 Web: <a href="http://www.pulpfaction.com">www.pulpfaction.com</a> Areas: Mainly City & West End				✓		
<b>Paper Round</b> 128 Great Guildford Business Centre, 30 Great Guildford Street, LONDON SE1 0HS Tel: 020 7620 3131 Fax: 020 7620 4141 Web: <a href="http://www.paper-round.co.uk">www.paper-round.co.uk</a> Areas: Within the M25		✓		✓		✓
<b>Forest Recycling Project</b> 2c Bakers Avenue, Walthamstow, E17 9AW Tel: 020 8539 3856 Web: <a href="http://www.forest-recycling.freeserve.co.uk">www.forest-recycling.freeserve.co.uk</a> Areas: Waltham Forest and surrounding area.		✓		✓		✓
<b>Kids Scrap Bank</b> Gwenneth Rickus Site, Brenfield Road, LONDON NW10 8HE Tel: 020 8965 5718 Fax: 0208 965 5718 Web: <a href="http://www.come.to/kidsscrapbank">www.come.to/kidsscrapbank</a> Areas: London-wide					✓	
<b>Scope</b> 6 Market Road, LONDON N7 9PW Tel: 020 7619 7234 Fax: 020 7619 7380 Web: <a href="http://www.scope.org.uk/recycling">www.scope.org.uk/recycling</a> Areas: London-wide	✓				✓	✓
<b>Office Green</b> Orchard House, 10-11 Portland Commercial Estate, Ripple Road, Essex IG11 0TW Tel: 0800 833 480 Fax: 020 8592 9982 Web: <a href="http://www.officegreen.co.uk">www.officegreen.co.uk</a> Areas: UK						✓
<b>UK Cartridge Recycling Association (UKCRA)</b> 19B School Road, Sale, Manchester M33 7XX Tel: 01706 525050 Fax: 01706 647440, Web: <a href="http://www.ukcra.com">www.ukcra.com</a> Areas: UK wide						✓

This information has been modified from the Wastewatch document "Office Recycling in London":  
[http://www.wasteonline.org.uk/resources/InformationSheets/OfficeRecyclingInLondon.htm#\\_Paper/General\\_Office\\_Waste\\_Collecto](http://www.wasteonline.org.uk/resources/InformationSheets/OfficeRecyclingInLondon.htm#_Paper/General_Office_Waste_Collecto)

## Recycling Containers

If your materials collector does not provide containers then the following suppliers may be useful:

### Suppliers of Containers for Office Recycling

<b>Name</b>	<b>Phone</b>	<b>Web</b>
Bin Systems Ltd	0177 2796688	<a href="http://www.binsystems.co.uk">www.binsystems.co.uk</a>
Peter Ridley Waste Systems	0172 866 3395	<a href="http://www.peterridley.co.uk">www.peterridley.co.uk</a>
Straight Recycling Systems	0113 245 2244	<a href="http://www.straight.co.uk">www.straight.co.uk</a>
Wybone	0122 674 4010	<a href="http://www.wybone.co.uk">www.wybone.co.uk</a>

Manufacturers of recycling containers are often happy to send free catalogues of their products on request. It is advisable to collect a few catalogues to compare designs and prices.

Recycling containers may be placed at work stations and in central locations i.e. lunch and printing areas, mail or photocopying rooms. They should be accessible to all staff and clearly marked.

# Purchasing

We can effectively minimise the environmental and social impacts of the purchases our organisation makes by looking at what each product is made of, where it comes from and who has made them, and deciding whether we need to make the purchase at all.

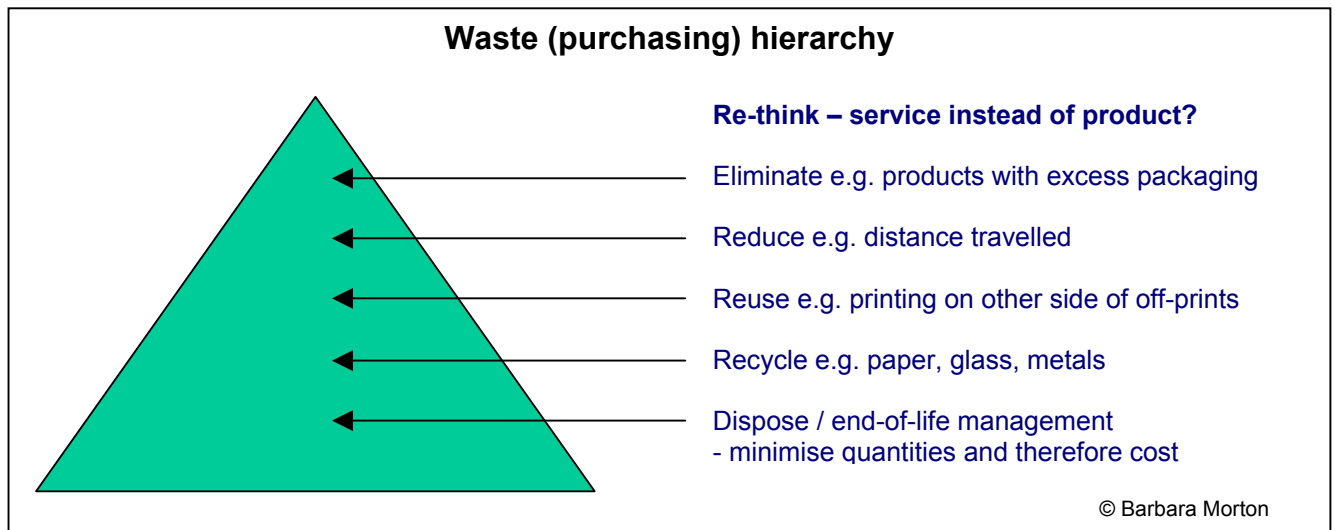
Products such as computers, stationery, vehicles and furniture have impacts throughout their life cycle, as do services such as waste management, water and energy. They may occur in the early stages of a product's life (e.g. through mining the raw materials or cutting down trees), or after we've finished using it (e.g. when it is sitting in a landfill site or being burned in an incinerator). Some of these impacts include the damage to health and the environment caused by exhaust fumes from our cars, or the workers who barely receive a living wage in exchange for providing us with cheap electrical goods or designer clothes.

By taking such factors into consideration at early stages of the procurement process, we can make better choices about what goods or services are purchased, from whom and how often. There are a number of organisational reasons why it makes sense to practice sustainability when purchasing:

- Cost savings (e.g. through energy efficient and water saving devices)
- Legislative compliance
- Identifying surplus products or opportunities to use resources more efficiently
- Protecting reputation
- Staff satisfaction

## Making Purchasing Decisions

When making purchasing decisions it is helpful to consider the principles of the familiar waste hierarchy, namely: eliminate, reduce, reuse, recycle, and dispose (or 'end-of-life management'). In the case of questioning the need to be served, a useful starting point for this hierarchy is to 're-think' the purchase.



## Key questions to ask when making purchasing decisions

- Do we need this product (or service)?
- Can the need be met in another way?
- Is a suitable product available elsewhere in the organisation?
- Can the requirement be met by renting or sharing, rather than purchasing?
- Is the quantity requested essential?
- Is the specification currently used the correct one for the purpose?
- Can the product serve a useful purpose after its initial use?

## Criteria to consider when determining potential impacts of goods and services

- **Fit for the purpose and provide value for money.** Ensure that the product does the right job for all potential users, including groups with specialist needs where appropriate.
- **Biodegradability.** Some products may be suitable for composting. Where that is the case, ensure that the materials can break down speedily and safely.
- **Design for disassembly.** When products are made up of thousands of different types of materials, particularly plastics and metals, it helps if they are designed to be easily taken apart so that the materials can be recycled. This is particularly relevant to electrical products.
- **Minimum use of virgin and non-renewable materials.** Wherever possible, use recycled or re-used materials.
- **Resource, energy and water efficiency.** Seek equipment that is energy efficient, such as Energy Star rated products. Also check that your product does not have a 'knock-on' effect of using more resources, e.g. specifying paper towels over hand-driers may increase the volume of paper waste.
- **Fault controls to prevent unnecessary waste.** When specifying equipment, such as boilers, ensure that you specify metering and monitoring equipment. Whilst it might increase acquisition costs it will alert you to inefficient use and enable you to reduce running costs, spills or waste problems.
- **Health and safety standards.** Evaluate appropriate products with a qualified health and safety officer. Examples include electrical equipment, vehicles, cleaning chemicals and furniture.
- **Local production.** Sourcing your purchases from local suppliers means that the economic benefits can be felt in the communities in which you live and work.
- **Maximum durability, reparability, reusability, recyclability and upgradability.** Seek quality, long-life products, that will survive being mistreated, that can be repaired, reused and ultimately, recycled. Seek products that enable you to upgrade them and improve performance over time rather than having to buy new equipment to do the same job.
- **Minimum packaging.** Most products are bought with excessive levels of packaging, either to add cosmetic value, or to enable the product to survive poor handling. Packaging has to be disposed of once it has performed its task, and in most cases the cost of disposal falls to the customer, not the supplier.
- **Maximum use of post-consumer materials.** There are many grades of recycled materials. Where possible seek materials that have been used once and are being reused to perform a repeat or new function, rather than materials that have been reused from a manufacturing process waste which has never been used by the consumer.
- **Ethically sourced.** Seek to ensure that the products you buy meet recognised fair trade standards wherever possible.

## Examples of criteria for key purchases

- **Cleaning materials:** Favour biodegradable, non-toxic
- **Decorating materials:** Favour organic paints
- **Energy:** Favour renewable, efficiency
- **Equipment** (e.g. computers): Favour energy efficient products, clean manufacturing processes
- **Food:** Favour organic, local, fair trade
- **Furniture:** If wooden, favour forest stewardship council (FSC) certified
- **Paper:** Favour recycled, chlorine free
- **Vehicles:** Favour three-way catalytic converters, fuel-efficiency

## Symbols to Look Out For – Eco-Labelling Can Help

Simple graphic indicators are often used by suppliers to show buyers that their products have been certified as meeting a particular set of environmental standards. Such symbols can become widely recognised as ‘seals of approval’ for products and suppliers. However, whilst eco-labels are a useful tool, make sure you know what they mean and – more importantly – what they don’t. Quite often they can be misleading and a plethora of competing eco-labels, each of which mean something slightly different, have emerged over time.

You should also remember that many products meet, or even exceed, the standards set by established eco-labels, even though the manufacturers are not putting an eco-label on their products and packaging. Achieving standards set by eco-labels is not a cheap business. It often requires rigorous testing, external verification and ongoing tests. Until consumers demand accurate environmental information and labelling, many eco-labels will remain voluntary.

A number of the most relevant eco-labels are shown in **Appendix One**. Watch out for suppliers who invent their own – they are sometimes not rigorously audited, checked or credible.

## Procurement Guidance on the Web

The UK Government’s ‘*Green Guide for Buyers*’ contains action sheets and best practice guidance for procurement within government departments. However there are several broken links which can make the site frustrating to navigate but all of the action sheets were currently available at the time of writing and are worthwhile to review as many they provide valuable information and signposting to other resources.

[www.sustainable-development.gov.uk/sdig/improving/partf/greenbuy/](http://www.sustainable-development.gov.uk/sdig/improving/partf/greenbuy/)

- Asbestos (Action sheet)
- Batteries (Action sheet)
- Biodegradable Substances (Action sheet)
- Climate Change (Action sheet)
- Construction
- Energy Efficiency (Action sheet)
- Hazardous Substances (Action sheet)
- Horticulture (Action sheet)
- IT - Green Guide
- Noise (Action sheet)
- Office Equipment Guide
- Ozone Depleting Substances (Action sheet)
- Paper (Action sheet)
- Pesticides and Artificial Fertilisers (Action sheet)
- Solvents (Action sheet)
- Stationery (Action sheet)
- Timber
- Transport (Action sheet)
- Waste & Litter (Action sheet)
- Waste Guide
- Water (Action sheet)
- Wood (Action sheet)

**Source:** Morton, B, Nolan, A and Street, P (2002) ‘Sustainable Purchasing Guidance’ *Forum for the Future - Higher Education Partnership (HEPS)*

## Products for Green and Ethical Consumers

A number of websites provide a signposting service for green and/or ethical products and services. There are also numerous companies dedicated to the sale of green or ethical consumer products and/or companies. Some of these are shown below.

<b>Create Tottenham Ltd</b>	Create is a Community Recycling and Training organisation which recycles and refurbishes electrical appliances for resale.  <a href="http://www.createuk.com/">http://www.createuk.com/</a>
<b>Green Stationery Company</b>	On-line catalogue of the Green Stationery Company with the ability to search products and purchase on-line.  <a href="http://www.greenstat.co.uk">www.greenstat.co.uk</a>
<b>UK Recycled Products Guide</b>	Online guide to products available in the UK which contain recycled materials.  <a href="http://www.recycledproducts.org.uk">www.recycledproducts.org.uk</a>
<b>Green Consumer Guide</b>	Provides links to environmentally friendly products and services in various categories such as energy efficiency, waste and office supplies.  <a href="http://www.greenconsumerguide.com">www.greenconsumerguide.com</a>
<b>Ethical Junction</b>	Portal site for ethical services and products in the UK.  <a href="http://www.ethical-junction.org">www.ethical-junction.org</a>
<b>Ethical Consumer</b>	Website of the Ethical Consumer Research Association (ECRA). Provides information on the social and environmental impacts of companies and their products.  <a href="http://www.ethicalconsumer.org">www.ethicalconsumer.org</a>
<b>Responsible Shopper</b>	US-based Website providing information on the ethical performance of over 350 companies. Allows searches by company, brand or category of product.  <a href="http://www.responsibleshopper.com">www.responsibleshopper.com</a>
<b>Sustainable Office Forum</b>	Membership organisation offering practical advice and assistance in developing a sustainable office practices.  <a href="http://www.tsof.org.uk">www.tsof.org.uk</a>
<b>Green Works</b>	Green Works is a supplier of recycled and reused office furniture.  <a href="http://www.greenworks.co.uk">www.greenworks.co.uk</a>

# Energy

Managing energy use can be a difficult task for smaller organisations as often the time or money needed to invest in energy savings projects is limited, despite potential cost savings. Experience shows that energy bills can often be reduced by 10 to 20% using a variety of techniques, many of which are easy to implement and involve little or no expenditure<sup>1</sup>. There are a number of free energy advice services and online resources which can make taking those first steps much easier.

In general you should aim to specify energy efficient light bulbs and office equipment (see 'Web Resources' below) and encourage staff to turn off lights and shared office equipment when not in use. If you are not restricted by the terms of your rental agreement you may be able to install energy efficient light fittings with reflectors, motion sensors which automatically switch off lights in empty rooms or change to a green energy tariff (see 'Web Resources' below).

## Energy Advice Services

Action Energy is a government-backed initiative providing free, practical and impartial help and advice on implementing energy efficiency measures.

FREE services specially created to help small organisations include:

- Free telephone advice through the Helpline - **0800 58 57 94** - on how your organisation can save money on energy.
- Web-based information specifically designed for small organisations, including straightforward advice on saving energy costs.
- On-site Energy surveys provided by a local small business adviser
- Interest free loans to fund energy saving projects. Loans of £5,000 to £50,000 repayable over up to four years can help you get your energy savings up and running - and the repayments can be made from the savings you achieve.
- Publications - detailing simple, practical, easy to implement ideas, many of which are no cost or low-cost.

Action Energy brings you these services in partnership with the Energy Savings Trust through their local Energy Efficiency Advice Centres.

## Contact Action Energy

Helpline: 0800 58 57 94      by email: [help@actionenergy.org.uk](mailto:help@actionenergy.org.uk)  
Website: [www.actionenergy.org.uk](http://www.actionenergy.org.uk)

## Web Resources

### Green Energy Tariffs

A green energy tariff means the energy your organisation uses is supplied from renewable sources such as solar, wind and wave power. Friends of the Earth produce a green electricity league table which ranks suppliers on criteria based on the Office of Gas and Electricity Markets (OFGEM) guidelines.

[www.foe.org.uk/campaigns/climate/press\\_for\\_change/choose\\_green\\_energy/](http://www.foe.org.uk/campaigns/climate/press_for_change/choose_green_energy/)

### Buying New Office Equipment

Provides information on purchasing energy efficient office equipment and how to assess and monitor its energy use.

[www.energy-efficiency.gov.uk/document/eebpp\\_gpg276/](http://www.energy-efficiency.gov.uk/document/eebpp_gpg276/)

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<sup>1</sup> [www.actionenergy.org.uk](http://www.actionenergy.org.uk)

# Catering

There are a number of criteria that can be applied to the catering services you use or the food products your organisation purchases. Ask:

- Do you use organic produce and products?
- Do you use seasonal produce from local producers?
- Do you use fair-traded products?
- Do you avoid using genetically modified products?
- Do you promote healthy eating through, for example, vegetarian / low fat options?
- Do you buy food products that are certified under any assurance schemes? Which ones?

## Food Assurance Schemes

### British Farm Standard – Red Tractor



British Farm Standard is about ensuring that farmers and growers are producing food to meet a set of agreed standards of good agricultural practice that are checked regularly by trained inspectors. Over 78,000 UK farmers and growers are committed to the standard which cover the beef and lamb, pork, poultry, dairy, vegetables, cereals and oilseeds sectors.

[www.littleredtractor.org.uk](http://www.littleredtractor.org.uk)

### Lion Quality Mark



The Lion Quality mark on eggshells and egg boxes means that the eggs have been produced to the high standard of food safety. These include compulsory vaccination against Salmonella of all pullets destined for Lion egg-producing flocks, improved traceability of eggs and a "best-before" date stamped on the shell and pack which shows that they are fresher than required by law, and on-farm and packing station hygiene controls.

[www.britegg.co.uk](http://www.britegg.co.uk)

### Freedom Food



Freedom Food was set up by the RSPCA with the purpose of raising standards of farm animal welfare across the country. The standard, developed with guidance from scientific experts and livestock specialists, are designed to be implemented on both large commercial and smaller scale farms covering both indoor and outdoor systems. This helps to provide real welfare improvements for as many as possible of the 860 million farm animals reared for food each year in the UK.

[www.freedomfood.org.uk](http://www.freedomfood.org.uk)

### Soil Association Organic Standard



The Soil Association is a campaigning and certification organisation for organic food and farming. The Soil Association's organic symbol indicates that the food has been produced and processed to strict and rigorous environmental and animal welfare standards.

[www.soilassociation.org.uk](http://www.soilassociation.org.uk)

### The Fair Trade mark



Where producers receive a fair price for their produce, particularly coffee, tea, cotton and other commodities.

[www.fairtrade.org.uk](http://www.fairtrade.org.uk)

## London-Based Caterers

### **Fresh – The Organic Café**

Unit 3A, Westwood Business Centre  
98 Victoria Rd  
London NW10 6 NB

Tel: 0870 744 3737  
Fax: 0870 744 3737  
Web: [www.fresh-go-organic.com](http://www.fresh-go-organic.com)

### **Dame Colet House**

Ben Jonson Road,  
Tower Hamlets E1 RN8

Tel: 0207 790 9077

### **Glamour Morsels**

56b Marquis Rd,  
Camden NW1 9UB

Office :0207 602 21 55  
Mobile: 079 4717 6130  
Web: [www.glamourmorsels.com](http://www.glamourmorsels.com)

### **Food for Thought**

31 Neal St  
Covent Garden, WC2H 9PR

Office :0207 836 9072  
Catering : 0207 836 0239  
Fax: 0207 379 1249

### **Mange Tout**

38 Melgund Rd, N5 1PT

Tel: 0207 609 0640

### **Gannet's Café**

Hornbeam Environmental Centre  
458 Hoe St  
Walthamstow, E17 9AH

Tel: 0208 558 6880

### **Leon's Vegetarian Catering**

132b London Rd  
Brentwood  
Essex, CM14 4NS

Tel: 0127 721 8661  
Web: [www.leonlewis.co.uk](http://www.leonlewis.co.uk)

### **Applejacks**

255 Eversholt St  
Camden  
NW1 1BA

Tel: 0207 387 0641

### **Squire's Catering**

Unit 13 Canonbury Yard  
190 New North Road,  
N1 7BJ

Tel: 0207 359 8741  
Fax: 0207 3540858  
Web: [www.squirescatering.co.uk](http://www.squirescatering.co.uk)

### **Fiestasofia**

150 Winston Rd  
Stoke Newington  
N16 9LJ

Tel: 0207 254 4201  
Web: [www.fiestasofia.co.uk](http://www.fiestasofia.co.uk)

### **Limoncello**

Unit 2A Huntingdon Estates  
Ebor St  
E1 6JU

Tel: 0207 729 9790  
Fax: 0207 729 9788  
Web: [www.limoncellocatering.co.uk](http://www.limoncellocatering.co.uk)

The information in this section was taken from the London Food Link report: 'Serving up Sustainability: A Survey of Caterers in London' (2002). All of the above caterers meet at least one of the criteria from page 12.

# Transport

In general think about providing shower facilities and bike lock-ups at the office and offering interest free loans to employees who wish to cycle to and from work. If employees are travelling between sites then encourage cycling and walking rather than car use. Consider implementing a green travel plan to address issues such as these in an integrated way (see 'Other Resources' below).

## Couriers

**DHL London** DHL London operates a fleet LPG vans, as well as two electric vehicles and six Quadra cycles around London.

Tel: 0870 110 0300 Web: [www.dhl.co.uk](http://www.dhl.co.uk)

**Zero** Zero operates a fleet of delivery and freight-bearing cycles in Central London and offers a restricted intercity service.

Tel: 0207 7486 0379 Mob: 07711908955 Web: [www.zeroisbest.com](http://www.zeroisbest.com)

## Taxi Services

**Capital City Chauffeurs** Capital City Chauffeurs operate a 24-hour chauffeur service with a fleet of LPG and electric powered vehicles.

Tel: 0870 240 4041 Fax: 0207 394 8300

Web: [www.capitalcitychauffeurs.com/1024/home.shtml](http://www.capitalcitychauffeurs.com/1024/home.shtml)

**Bug Bugs** Bug Bugs run a rickshaw service mainly in the Central London area such as Soho and Covent Garden. Tel: 0207 620 0500 Fax: 0207 928 8504

Web: [www.bugbugs.co.uk](http://www.bugbugs.co.uk)

## Other Resources

**London Cycling Campaign** The LCC provide free cycling maps of Greater London and offer a range of membership services such a free third party insurance, discounts in cycle shops across London and cycling related legal advice Tel: 0207 928 7220  
[www.lcc.org.uk](http://www.lcc.org.uk)

**Green Travel Plans** The Department for Transport have developed a guide on producing a green travel plan for your organisation. Includes links to other useful resources  
[www.local-transport.dft.gov.uk/travelplans](http://www.local-transport.dft.gov.uk/travelplans)

**Transport for London Travel Information Line** The Transport for London Travel Information Line can let you know the current status of transport services and travel advisors can give advice on how best to reach your destination in London. Tel: 0207 222 1234

Email: [travelinfo@tfl.gov.uk](mailto:travelinfo@tfl.gov.uk)

**London Car Share** Free online services for matching people offering and requiring car sharing across London and the home counties.

<http://www.liftshare.com/> <http://www.shareajourney.com/>

**Drivelectric** London-based company providing advice and consultancy on electric vehicles.

[www.drivelectric.com](http://www.drivelectric.com)

# Basic Environmental Management Systems

## What is an Environmental Management System?

An Environmental Management System (EMS) is a tool which allows organisations to assess and manage their environmental impacts in a structured and integrated way. It is a cyclical process where an organisation first commits to an environmental policy (see below) establishes environmental targets and objectives and then implements a plan of action to achieve these. The targets are then evaluated and modified if necessary. Management sets new targets and the cycle repeats leading to continuous improvement.

## Accreditation Schemes

There are two main EMS accreditation schemes organisations can register with, both of which require that the practices of the organisation comply with a defined set of environmental standards and management procedures:

### ISO 14001



ISO 14001 is the standard for an environmental management system within the 14000 series of environmental standards developed by the International Standards Organisation. ISO 14001 is the standard which an organisation will use to establish its own EMS and integrate it into its overall business activity.

[www.iso14000.com](http://www.iso14000.com)

### Eco-Management and Audit Scheme (EMAS)



Established by the European Union EMAS is a voluntary environmental management scheme for organisations operating in the European Union and the European Economic Area. ISO 14001 was recently incorporated as the management system element of EMAS, although EMAS goes further than ISO 14001 in requiring, for example, that a public environmental report is published.

<http://europa.eu.int/comm/environment/emas/>

Whilst implementing an EMS through a formal accreditation process is commendable, it is possible to apply many of the basic principles of these systems to your own organisation, without spending excessive amounts of time or money.

## Setting up a basic EMS

Before you can start writing an environmental policy you will need to identify the broad environmental impacts of your organisation. These may come from your:

- **Energy Use:** heating and cooling the office, lighting and powering office equipment
- **Water Use:** bathroom / shower facilities, kitchens
- **Waste Production:** paper and organic waste, disposal of office stationery / equipment
- **Commuting / Business Trips:** vehicle emissions
- **Procurement Process:** office equipment, food and drink, cleaning products, stationery
- **Publications:** type of paper, printing techniques, disposal of end product
- **Partners:** what steps are they taking to minimise their environmental impacts?
- **Suppliers:** what steps are they taking to minimise their environmental impacts?

You should decide as part of this process what your most significant impacts are and how you could take steps to reduce them and include this information in your environmental policy.

### ***Writing an Environmental Policy***

A good environmental policy should:

- Be short, about a page in length
- Contain only a simple list of specific environmental impacts, no need for too much detail
- Set the framework by which you intend to minimise and control your impact on the environment
- List specific components of that framework
- Contain a personal statement by the board outlining personal commitment and responsibility
- Be signed and dated by the board or a board member
- Contain a commitment to comply with environmental legislation
- Contain a commitment to very broad ways of reducing environmental impacts such as waste minimisation, pollution prevention and energy efficiency
- Describe your company in a couple of sentences

Make sure you engage with staff when identifying impacts and drafting your environmental policy. Their participation and commitment is essential in achieving the objectives of the policy so developing a sense of ownership at an early stage is important to maintain motivation levels.

Ensure all staff are aware of the environmental policy by sending it via email and posting it in communal areas and include the policy in your employment pack for new employees. You will find a sample environmental policy in **Appendix Two**.

### ***Target Setting, Collecting Data and Evaluation***

Once you have identified your major impacts you need to set reduction targets to work towards. Setting your targets low at first with is a good idea to get a feel for the process, you can always set more ambitious targets later.

To set targets you will need to collect data on your resource use on a monthly basis. This can either be done directly, by taking readings from various meters in the workplace, or from monthly bill statements sent by utility providers. Usually such data is measured in the following units:

- **Water:** cubic meters (m<sup>3</sup>)
- **Electricity:** kilowatt hours (kwh)
- **Gas:** cubic meters (m<sup>3</sup>) but you utility bill may use a conversion factor to convert this to kilowatts/hour.
- **Organic / Paper Waste:** kilograms (kg)

Initially your targets should aim for a general downward trend in monthly resource use. Once you have collected enough data you can set reduction targets based on the previous years average resource use. Your environmental policy should be evaluated at regular intervals and new targets set where necessary.

### ***Communicating with Staff***

If you have used a spreadsheet program to record your resource use data, use it to chart your progress. Display the charts prominently in communal areas around the office so that staff can see how their efforts are having an impact (see **Appendix Three** for an example).

You will need to ensure that staff are aware of the systems and processes you have put in place through training and information provision. For example, make sure staff know what can and cannot be recycled and provide guidelines on what actions staff members can take to reduce their resource use.

# Appendix One: Eco-Labels



## The Mobius Loop

The internationally recognised recycling symbol is the 3 chasing arrows icon. Each arrow represents an aspect of a successful recycling programme: collection, remanufacturing / reprocessing into a new product, and finally purchase by the consumer.



## The European Eco-label

This scheme was launched to avoid proliferation of separate national schemes. Award of the label signals that the item meets 'rigorous environmental criteria and proper fitness of use', but it does not necessarily mean that a product contains any recycled content. Products featuring the Eco-label should become more widespread as manufacturers apply to be allowed to use the label on products that comply with the appropriate criteria, which are based on detailed life cycle analysis. For more information visit: <http://europa.eu.int/comm/environment/ecolabel/>



## The Blue Angel

This scheme is administered by the German Quality Control Institute, and has been established since 1979. It covers a wide range of consumer products from wallpaper to tyres. Currently, over 4,000 products from various manufacturers carry this widely recognised label. For recycled paper to qualify for the mark, it must be made of 100% waste paper (tolerance 5%), and contain at least 51% low grade or medium grade scrap and wastes. For more information visit:

<http://www.blauer-engel.de/englisch/portal/portal.htm>



## The Nordic Swan

This label was introduced by the Nordic Council of Ministers in 1989, to encourage production methods that create the minimum environmental impact. It covers fine papers and soft tissue grades, but does not necessarily imply that the product contains any recycled fibre. For more information visit: <http://www.svanen.nu/Eng/default.asp>



## NAPM Recycled Mark

This mark is awarded to those papers which contain a minimum of 75% genuine waste. Genuine waste is defined as: Converters' waste - paper which has left the mill and has become waste during a converting process such as cutting or slitting to meet a specific commercial order. Printers' waste - printed or unprinted waste collected from a printing operation (trimmings, overs or rejects). Domestic or Office waste - collected from homes and offices, printed or unprinted.



## TCO Label

The Swedish Confederation of Professional Employees currently offers TCO labels for information technology products. The labels address the life cycle or 'cradle to grave' approach to the manufacturing process where it bans such chemicals as chlorofluorocarbons (CFCs) and certain chlorinated solvents. It also limits low-frequency electrical and magnetic emissions.

For more information visit: [http://www.tco.se/TCO\\_english-index.asp](http://www.tco.se/TCO_english-index.asp)

## ISO 14001

## ISO 14001

A supplier operating an environmental management system may seek certification to ISO 14001. This standard specifies the requirements for an environmental management system in terms of an organisation's environmental commitment to a policy, compliance with applicable legislation and regulations and to continual improvement in its overall performance. For more information visit: [www.iso14000.com](http://www.iso14000.com)

## Marine Stewardship Council (MSC)



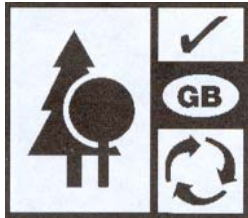
The MSC has developed an international environmental standard for fisheries management through an extensive two-year stakeholder consultation. This standard is based on the FAO Code of Conduct for Responsible Fisheries. The MSC rewards good fishing practice with an eco-label. This recognises responsible fishery management practices and provides consumers with the opportunity to make purchasing choices in support of sustainable fisheries. For more information visit: [www.msc.org](http://www.msc.org)

## Fair Trade Federation (FTF)



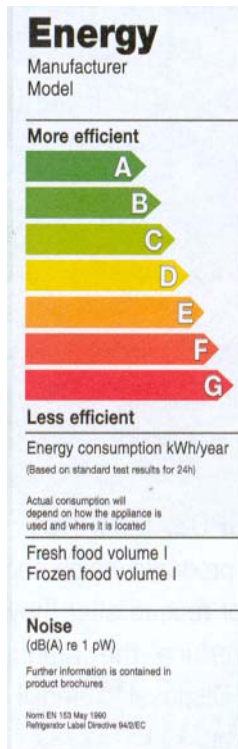
FTF is an association of fair trade wholesalers, retailers, and producers whose members are committed to providing fair wages and good employment opportunities to economically disadvantaged artisans and farmers worldwide. FTF also acts as a clearinghouse for information on fair trade and provides resources and networking opportunities for its members. By adhering to social criteria and environmental principles, Fair Trade Organisations (FTOs) foster a more equitable and sustainable system of production and trade that benefits people and their communities. For more information visit: [www.fairtradefederation.com](http://www.fairtradefederation.com)

## Forestry Industry Committee of Great Britain (FICGB) Woodmark



This mark is used to indicate to timber specifiers and consumers that a wood product is derived from British grown timber, which has been felled in accordance with a standard defined by regulations implemented by the Forestry Authority. For more information visit: [www.forestry.gov.uk](http://www.forestry.gov.uk)

## EC Energy Label



By law, the EC Energy Label must be displayed on all white goods such as fridges, freezers and washing machines. The label also provides an assessment of the product's energy efficiency, as well as giving an estimate of electricity and water consumption on standard settings, performance, noise levels and whether the product has gained an ecolabel. The label identifies the most energy efficient models on a scale of A-G, A being the most efficient.

## The Soil Association Organic Symbol



This is one of the UK's most recognisable trademarks for organic produce. When used on food packaging, it tells the consumer that product is certified to the highest organic standards and provides reassurance of organic authenticity. Farmers, growers, processors and retailers value the Organic Symbol as it embodies high professional standards of production, handling, storage and sale. For more information visit: [www.soilassociation.org](http://www.soilassociation.org)



### The Energy Efficiency logo

The Energy Efficiency logo has been introduced by the Energy Savings Trust, an independent government funded body, to identify products and services which save or use less energy. This label is used to promote energy saving appliances.



### UKCRA (United Kingdom Cartridge Recyclers Association)

UKCRA provide environmental alternatives to imported toner cartridges, by establishing standards for toner cartridge recycling and supplying details of companies that conform to those standards. If a remanufactured/recycled product contains the UKCRA symbol, they can be 100% sure it is produced by a member company of UKCRA and the guarantee that symbol supports. For more information visit: [www.ukcra.com](http://www.ukcra.com)



### Forestry Stewardship Council Logo

The Forest Stewardship Council evaluates, accredits and monitors certification organisations which inspect forest operations and grant labels certifying that timber has been produced from well-managed forests. Once certified, timber and timber-based products originating from that forest or woodland are eligible to carry the FSC Trademark. For more information visit: [www.fscoax.org](http://www.fscoax.org)



### EPA Energy Star

The Energy Star® Office Equipment Program is a self-certification program dedicated to reducing energy consumption. It was developed in 1992 by the US environmental Protection Agency to reduce energy wasted during idle periods by personal computers, printers, fax machines, copiers and scanners. Machines with this logo should power down after a period of not being used, and then power up when used again. For more information visit: [www.energystar.gov](http://www.energystar.gov)

# Appendix Two: Sample Environmental Policy

## FORUM FOR THE FUTURE ENVIRONMENTAL POLICY

### STATEMENT

Our mission is to accelerate the building of a sustainable way of life, taking a positive, solutions-oriented approach. Our Environment Policy, together with our Health and Safety Policy and our Values Statement, express the Forum's commitment to achieving this aim within our own organisation.

Through managing the environmental impacts of our own business, we aim to inspire our partners, and encourage them to reduce their own adverse environmental impacts.

### IMPACTS

Our most significant adverse environmental impacts are:

- Emissions to atmosphere from the use of carbon based energy in offices and fuel in transport
- Consumption of resources by our use of energy, raw materials, office supplies and furniture
- Production of waste materials
- The environmental performance of our suppliers

### OBJECTIVES

- Establish carbon neutral operations through improved energy efficiency, purchase of renewable energy supply and carbon sequestration
- Minimise resource consumption, and purchase goods which have the least environmental impact throughout their lifecycle
- Reduce waste at source wherever practicable, and re-use and recycle remaining waste
- Assess, and make purchasing decisions on the basis of, product and supplier environmental performance
- Comply with relevant legislative and regulatory requirements, applying the best available techniques
- Continue and further develop our commitment to best practice, to awareness of current developments and to technical excellence to ensure our advice has maximum positive impact

### COMMITMENT

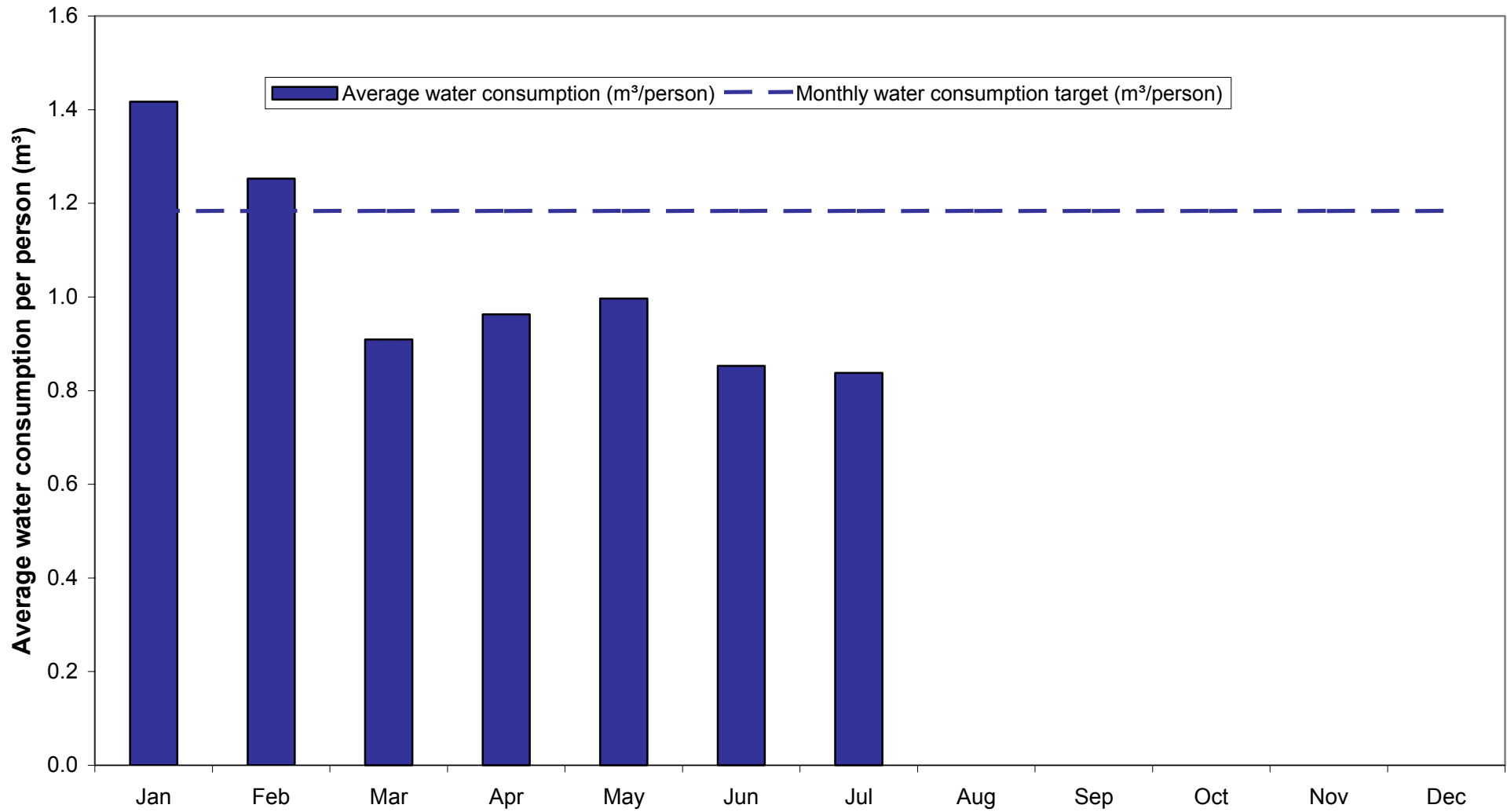
To deliver this Policy, Forum for the Future makes the following commitments for all four of the organisation's sites:

- Continually improve our environmental performance, including prevention of pollution
- Achieve and maintain ISO 14001 certification
- Use our resources, including research, development and capital to meet this commitment in a manner that reinforces our activities
- Measure our progress in pursuing this Policy and report annually to our stakeholders

**Signed:**

**Dated:** 6th March 2001

# Appendix Three: Sample Resource Use Chart





London Sustainability Exchange

London Sustainability Exchange, Overseas House, 19-23 Ironmonger Row, London EC1V 3QN

t: 0207 324 3636 f: 0207 324 3634 e: [info@lsx.org.uk](mailto:info@lsx.org.uk) w: [www.lsx.org.uk](http://www.lsx.org.uk)