

# Environmental Audit: Data Collection

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In each area consider: **W**aste, **P**ollution potential, **T**Ransport & travel, **E**lectricity, **S**ubstance use & storage, **R**esources including **W**Ater and **P**aper, **T**emperature, **B**IODiversity, **N**uisance, **O**il (heating), **F**-gases.

Date:

Auditor:

Location	Issue	Finding	Action	priority

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## Waste:

- Separation / segregation
- Bins?
- Signs?
- Necessary wastes?
- Haz wastes (batteries, oils, fluorescent tubes, contaminated rags etc)?
- Wastes for special treatment, inc batteries, tyres, plasterboard, WEEE, clinical
- Estates staff awareness
- Wood taken by staff

## Water pollution

- Disposal to drain
  - o Consent / permit
- Activities
  - o Power washer & Car wash

## Transport & travel

- Provision for non-car
- Promotion of non-car
- Policy displayed
- Car share facilities
- Commuting & work-related

## Substance storage

- Signs & inventory
- Shelving suitable
- Bunding / drains
- Spill response
- Authorised users (pesticides)

## Oil

- Bulk storage
- Drums
- Spill response

## Paper and other resources

- Risk of damage or signs of mis-use

## Electricity

- Lighting level
- Light switches
- Light fitting cleanliness
- T12 lights
- Lights left on?
- PC – left on?
- Printing – energy saving device?
- Kettles: furring / condition
- OHP – left on
- Energy efficiency sign / poster
- Display energy cert

## Contaminated Land

- Records
- Signs / suspicion

## Water

- Taps left on
- Water saving systems

## Heating

- Local heaters / coolers
- Boilers

## F-gases

- Gases in A/C & fridge units
- Maintenance

## Biodiversity

- Biodiversity plan?

## Nuisance

- Complaints?

## Teaching

- Signs that env issues incorporated (student work etc)

## Packaging

- Note all

El

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CL

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H2O

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He

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F

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Bio

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N

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Ed

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Actions: \* = further action(s) required by auditor, eg research

Priority: NC = non-conformance; X = non-compliance; Also H/M/L and completion date

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## General questions

Question	Findings
Do any departments design 'energy using products'?	
Energy performance certificate for buildings constructed since 2008?	
Energy use (wrt CRC threshold)	
Completed CRC notifications	
Compliance with nitrate zones and other agricultural requirements?	
Waste Transfer Notes and Hazardous Waste Consignment Notes completed accurately, including codes, held securely, and audited?	
Only licensed companies used?	
Transport of waste materials between College sites - WTNs used. Prep for law change in 2013	
Transport of hazardous wastes between sites - Consignment note used; precautions taken?	
College hold Haz Waste Producer's Licence?	
Site waste management plans - produced for all construction projects exceeding £300,000?	
SWMP requirements known by those who may issue construction contracts exceeding £300,000	
F-gases management plan?	
Are any discharges (including from sewerage works) governed by a permit or consent?	
Are areas of land classified as 'contaminated' recorded, with Site Managers aware?	