INTRODUCTION
This report covers the work of the Environmental Co-ordinator, but also includes information from others throughout the University. The Environmental Co-ordinator is now part of the Directorate of Estates and Facilities, but continues to be physically based in BMS which gives a useful perspective on the academic side of Brookes. Work continues to cover all facets of University operations.

ENVIRONMENTAL FORUM AND RELATED MATTERS
The Environmental Forum continues to meet twice each term. During the past year the topics for discussion or report have included curriculum greening, EcoCampus, the Green Commuter Plan, expansion of recycling, the Walk to Work initiative. A presentation was given by Lucy Nichol (SoP) on local food production in Oxfordshire. Ian King (Director of Estates) gave a presentation on the work being undertaken by Estates and Facilities and the environmental approach which is developing where possible. Meetings were chaired by Andrew Moore (Estates), Mike Newell (Brookes Admin Forum), Howard Colley (Pro VC) Martin Haigh (SSL), Ian King (Estates). Communication continues via email and On Stream.

- The Co-ordinator is now a member of the Health Safety Welfare and Environment Committee.
- A launch of the Walk to Work initiative in November 2000 was organised by Health Promotion and Environmental Co-ordinator in order to publicise the work to the general public.
- A presentation was given to the BMS Non-Teaching Staff Forum in November 2000.
- The Environmental Co-ordinator is a member of the Health Promoting University steering group.

EcoCampus
Brookes is a pilot institution for the new EcoCampus environmental accreditation scheme.
- Three network meeting have been attended by the Co-ordinator. Prof John Glasson and Nick Adams (SU President) each attended one.
- Training days on software and audit methodology are to take place in January 2002 based at Nottingham Trent University
The scheme has been altered slightly over the year. Progress by Going for Green (now ENCAMS) is slow, partly due to staff changes.

A Brookes EcoCampus steering group has been set up, which met in October 2001.

Work towards gaining awards for seven out of the current eight themes will proceed at varying rates depending on existing infrastructure and previous achievements. Working groups have been agreed and some have already met. Others will meet soon.

A meeting is planned with the Universities of Portsmouth and Plymouth and our auditor to explore common ground and problems. Many other EcoCampus pilots are situated in the north so this will act as support for the southern institutions.

Mary Webb represents the views of HE institutions on the main EcoCampus Steering Group.

External work

The Co-ordinator remains Association Secretary for the Environmental Association for Universities and Colleges and is a regular contributor to Earth, the EAUC newsletter.

Mary Webb was co-editor of the first EAUC publication “A Practical Guide to Waste Management for Universities and Colleges” and was also responsible for organising design, printing and distribution. The Guide has been well received with a mention in the Guardian, promotion by Universities UK, the Association of Colleges and the Universities Safety Association, and sales to local authorities as well as FHE institutions for both practical use and as a teaching aid.

A workshop on the Walk to Work scheme was held by Anna Hinton and Mary Webb at the EAUC conference “The Sustainability Challenge for Further and Higher Education” at Birmingham University in March 2001.

A presentation on Brookes Green Commuter Plan was given at “Sustaining the Green Revolution in the FE Sector” held at Wigan and Leigh College in October 2001.

Brookes is represented by Mary Webb on the EAUC Transport Working Group which meets twice a year to network and promote green travel initiatives in FHE. A Practical Guide on this topic is planned.

Brookes is represented by Mary Webb and Mike Newell at the Oxford Local Transport Forum, the Headington Integrated Transport Strategy (HITS) and HAMATS, the Headington and Marston Area Transport Strategy group headed by the County Council.

Targets for 2001

- Begin to develop a more formal approach to environmental management through EcoCampus.
  
  Work has started through the Steering Group and Working Groups.

- Continue to increase contact with Harcourt Hill and Wheatley Campuses
  
  Membership of the Wheatley and Harcourt Hill User Groups is a means to increase contact.

  An Environmental Surgery was held at Wheatley campus in October 2001.

- Increase opportunities to speak to Schools and Directorates as a means of raising staff awareness by Environmental Co-ordinator visits to each School Board or
WASTE AND RECYCLING

Paper for recycling is still collected by CROP who charge £820 p/a.

- A total of 15.52 tonnes of paper was collected for recycling between October 2000 and September 2001 inclusive. The total weight collected this year has increased by 6.9 tonnes even though recycling at Wheatley and Harcourt Hill had not yet started. These figures are provided by CROP.
- The City Council Green Box Recycling Scheme started in September 2001 in Morrell, Cheney, Paul Kent, Crescent, Wheatley and Harcourt Hill Halls of Residence. At this point it is too early to give any detailed information but the scheme appears to be going well.
- Cans are collected for recycling in food outlets run by Catering Services on all three campuses. Plastic drink cups are collected at Gipsy Lane. See www.brookes.ac.uk/services/catering
- Mobile phones are collected for recycling to raise funds for the Children’s Critical Care initiative at the John Radcliffe Hospital.
- Schools and Departments are increasingly using electronic means of communication. Examples from teaching include lecture notes and handouts being placed on web sites or sent by email, use of laptops and PowerPoint for lectures and notes, assignments being accepted and marked on-line. On the administrative side agendas, minutes and papers are sent electronically or placed on the Intranet. The use of video data projection at School Board meetings reduces the need for printed papers.

However this use of electronic communication can have the effect of transferring the production of printed papers to the end-user. This results in papers being printed single-sided rather than double-sided and also in extra cost for students. This problem needs to be addressed.

- A survey of copy users indicates that less individual copies are being made, but that more work is going to the Print Room. As the Print Room double-sides printing by default this should result in less paper use.
- A survey of special and other non-household waste throughout the University was done during the summer 2001. The findings indicate that there is a good standard of legal compliance. Issues to be addressed include: drawing up University-wide procedures for managing special waste; investigating a joint or central disposal method for special waste to reduce costs; setting up a system for re-use/recycling of materials such as wood, furniture, computers.

**Targets/achieved 2001**

- Continue to increase paper recycling at all campuses combined with greater use of recycled paper products.  
  *Recycling figures demonstrate an increase in volumes recycled.*
- Introduce can recycling where possible  
  *Can recycling was introduced at the end of September in food halls on all three campuses*
• Continue to work towards more general waste minimisation/recycling throughout the University
  Continuing
• Provide full recycling facilities at Halls of Residence in Oxford depending on availability of services from the City Council. This is partially achieved and will extend to all halls when suitable equipment and vehicles are available to the City Council.

**Targets for 2002**

• Continue to develop more recycling opportunities throughout the University for a greater range of materials.
• Draw up special waste procedures documentation and disposal routes.
• Continue to encourage waste minimisation throughout the University.
• Work on the Waste theme for the pilot EcoCampus award.

**ENERGY AND WATER**

The Energy Efficiency Officer is currently involved with reviewing the Combined Heat and Power unit (CHP) at Harcourt Hill. A Trend BMS (Building Management System) is being installed. This will link all the University’s heating plant and the CHP to give better energy efficiency. It will also protect electrical supply in the event of a power failure.

• A heating and ventilation control system is being installed at Harcourt swimming pool, which will link into the sites Building Management System. On completion of this work, a minimum annual saving of £12,000 is expected.
• More efficient boilers have been installed at Wheatley.
• Trace heated hot water systems have been installed at Cotuit Hall which reduce heat loss in water pipes, thus are cost as well as energy efficient. Another new energy efficient water heating system uses Stokvista Ecoconplate heat exchangers.
• Air conditioning units are compliant with EU regulations and are environmentally friendly.
• On-going improvements to lighting and heating throughout the University
• At the start of this academic year all Brookes registered landlords received an offer of low-energy light bulbs and information on a free assessment for energy efficiency in their properties.
• A microbial system for grease digestion is successfully used to deal with wastewater from Catering Services, thus eliminating the need for chemicals to stop odours or treat grease build-up.
• A bio-remediation system is currently on trial in male urinals in the Training Restaurant and is working well. Problems have occurred at other trial sites with incorrect use of cleansers and inappropriate disposal of liquid waste by students. However when these problems are solved, its use will be extended to other parts of the University, thus saving a large volume of water as well as eliminating the need for chemical cleansers.

**Targets for 2000**

• Use data from energy management system to help raise awareness of energy use and link to a campaign for reduction. The management system has not yet been able to produce this type of data.
• Encourage new energy contract with a renewable energy provider. This could reduce our Climate Change Levy tax payments.
   *The latest contract for electricity was purchased through a local consortium which gave a lower price.*
• To continue to increase use of environmental assessment criteria on capital new build projects.
   *The Director of Estates and Facilities is aware of this issue.*

**Targets 2001**

• Continue work on the above targets.

**PURCHASING**

During the past year the Purchasing staff have been very involved in setting up the new computerised finance system which has resulted in little progress being made on environmental issues.

• Purchasing will be one of the EcoCampus themes. The Purchasing Manager is a member of the Brookes EcoCampus steering group.
• The new stationery supplier, Guilbert, has a wide range of “environmentally friendly” products, which are available through special orders. Less stock is being held in Stores as a result of the dispersal of users to other campuses, so that special orders will be more frequent in the future.
• SUPC are working with the supplier to produce a new section in the Guilbert catalogue which will list all the environmentally friendly products together to make ordering easier.

**Targets/achieved 2001**

• Training for purchasing staff through attendance of a seminar in January 2001
   *The Purchasing Officer and the Environmental Co-ordinator attended a seminar held at the University of Hertfordshire organised jointly by SUPC and EAUC.*
• Implementation of the new finance system will reduce administration costs and paper use.
   *At present, the system is still in its early days but it is hoped that within a few months, costs and paper use will be reduced.*
• Continue to liaise with the Purchasing officers when appropriate.
   *This continued when possible during the year.*

**Targets for 2002**

• Continue to work with Purchasing through the EcoCampus award scheme

**TRANSPORT**

The Green Commuter Plan, launched in November 1999, is now at the end of its second year. Progress has been continuous.

• The number of parking permits issued for Headington Campuses has fallen from 783 in 2000 to 658 in 2001 a reduction of 125, although this is partially explained by the move of CMS to Wheatley.
• A map for visitors to Brookes has been designed to encourage the use of public transport. This project received a grant from Oxfordshire County Council.
Targets /achieved 2001

- Roll on the Green Commuter Plan into Year 2 Action Plan
- Continue to develop the link between walking and health.
  Anna Hinton, Student Health Visitor and the Environmental Co-ordinator ran a
  workshop on Walking to Work at the annual EAUC conference held at the
  University of Birmingham April 2001. This generated much interest.
  Further development is dependent on new staff involvement.
- Continue to communicate travel information throughout the University.
  The Travel to Work web-site has been redesigned and now includes a new car-
  share scheme on Brookes Intranet. It is now maintained by the Environmental Co-
  ordinator so allowing rapid update of information.
  A stall during 2001 Enrolment week provided travel information for new students.
  Students were able to ask for advice as well as pick up printed information. This
  will continue in the future.
- Continuous publicity and encouragement for changes in travel behaviour.
  A cycling proficiency course was organised in July 2001. It was attended by two
  members of staff.
  Regular articles are written for On Stream and O.B.Scene.

Targets for 2002

- Continue to work on the Green Commuter Plan including:
  a staff and student travel survey
  inter-site bus usage and needs survey
  new parking charge and management decisions
  new car share scheme
- Continue progress on health and travel links
- Continue information dissemination

AWARENESS

The profile of environmental issues has continued to rise over the past year.
Increasingly staff make contact with the co-ordinator to ask questions or to make
suggestions. Students also make contact, more usually in relation to coursework
needs.
- A new Brookes and Environment booklet has been produced. It is used at
  awareness raising events throughout the year, given to new staff at induction and
  used to provide general environmental information about Brookes, both internally
  and externally.
- New staff-specific information has been produced which is included in all
  welcome packs for new staff by Personnel.
- Articles are regularly written for On Stream and OBScene; topics have included
  waste minimisation and recycling, transport and cycling information.

Targets/achieved 2001

- To develop a staff specific Brookes environmental information booklet to be
  given to all new staff in welcome packs via Personnel.
  This has been produced in a newsletter format and will be included in all welcome
  packs for new staff.
• To develop a student specific environmental information booklet for all new students to be distributed at enrolment via Krys Daniels. 

3,000 updated “Brookes and the Environment” booklets were distributed to all new students during enrolment.

• Continue to improve web-based information on all aspects of environmental work at Brookes.

*The Environment web site is now maintained by the Environmental Co-ordinator and can now be updated easily. It now includes Environmental Forum meeting reports and an expanded links section. It attracts many hits from all over the world.*

**Targets 2002**

• Hold Environment Week Term 2, 2002

• Via EcoCampus, continue to raise awareness through staff training on various themes.

• Continue to update and improve information for internal users.

**TEACHING**

Following discussion at Environmental Forum meetings a questionnaire was sent to all module leaders by Pro VC Howard Colley to establish the amount and type of environment-related teaching at Brookes.

The results indicated that of those who replied (137 modules), about 50 modules devote up to 10% of teaching to environment issues. These appear to be unspecialised modules, whereas 14 specialised modules devote 100% of their time to such topics.

The survey will be sent again to allow another opportunity for staff to respond.

**Targets/achieved 2001**

• To continue to explore ways to “green” the curriculum within the confines of the present modular system.

*Ideas were discussed at an Environmental Forum meeting in January 2001. However these may now be superseded by the change to semesters*

• To organise a general discussion meeting in Term 3 to explore ideas on how this might be progressed.

*These issues were discussed in October 2001 and will be linked into the redesign of modules for semesterisation.*

**Targets 2002**

• An open forum/discussion during Environment Week.

• Input into semesterisation module redesign to ensure a level of environmental/sustainability teaching to improve individual responsibility and to relate to employment needs.

• Work on EcoCampus theme.

**SUMMARY**

This year has seen a positive improvement in environmental management and interest throughout the University.

All who have contributed to this should be congratulated for their efforts.