

## 1 Purpose

This procedure describes the actions and responsibilities associated with monitoring, measurement and reporting of key parameters associated with activities and operations of the University Environmental Management Systems, in order that its performance in relation to significant aspects can be adequately tracked and reported to key stakeholders and regulatory compliance assured.

## 2 Scope

The Scope of the Environmental Management System Certification includes the Wheatley, the Harcourt Hill and Headington Campus, as well as our Brookes owned Halls of Residence. Construction, demolition and refurbishment sites where legal responsibility for the area has been handed over to contractor/s (usually surrounded by an area of hoarding) are excluded from the scope of certification.

This procedure covers the monitoring and measurement of the following key criteria:

Criteria	Measurement Parameter
Estate Management Statistics (EM Stats)	<ul style="list-style-type: none"> <li>• <i>Energy and Carbon</i> <ul style="list-style-type: none"> <li>○ <i>Energy consumption (by fuel type, res, non-res)</i></li> <li>○ <i>CO2 emissions (by fuel type, res, non-res)</i></li> <li>○ <i>Scope 3 CO2 emissions from water and waste</i></li> <li>○ <i>Scope 3 CO2 emissions from staff/student commuting and air travel, and business travel</i></li> <li>○ <i>Energy generated on site (CHP and PV)</i></li> <li>○ <i>Participation in CRC</i></li> </ul> </li> <li>• <i>Water –</i> <ul style="list-style-type: none"> <li>○ <i>Water consumption (res, non-res)</i></li> <li>○ <i>Rainwater harvesting</i></li> <li>○ <i>Effluent</i></li> </ul> </li> <li>• <i>Legislative compliance costs</i></li> <li>• <i>Waste generated – Residual, Recycling, Food waste, Hazardous, WEEE &amp; clinical waste.</i></li> <li>• <i>Policies, Strategies and Action Plans publicly available (eg Carbon, Waste, Travel, Biodiversity etc)</i></li> <li>• <i>Transport-</i> <ul style="list-style-type: none"> <li>○ <i>car parking spaces</i></li> <li>○ <i>cycle spaces</i></li> <li>○ <i>travel plan</i></li> </ul> </li> <li>• <i>FTE Staff Nos. – Environment</i></li> </ul>
Other statistics	<i>% Fairtrade products</i>
Achievement of O&T and MPs	<i>Results of progress monitoring</i>
Operational Control (including legal compliance)	<i>Results of internal and external audits</i>  <i>Data in relation to waste, water etc (anything not included above under the stats)</i>

	<i>Monitoring of complaints etc</i> <i>Monitoring of non-compliance procedure processes</i>
Emergencies and incidents	<i>No of incidents/accidents</i> <i>No of "near misses"</i>

### 3 References

- Legal register
- Environmental Strategies
- Environmental Action Plans
- Annual EMS report
- Non-conformance / Observation Register

### 4 Definitions

<b>Employee</b>	All persons who are employed full time, part time or temporarily on University, including both direct employees, and outside Contractors
<b>FDD</b>	Faculties/ Directorates/ Departments
<b>HESA</b>	Higher Education Statistics Agency
<b>O&amp;T &amp; MP</b>	Objectives, Targets and Management Programmes
<b>Responsible People</b>	Key managers and communicators within FDD and student accommodation responsible for disseminating information about the EMS to staff and collection data or information for the Environmental Sustainability Manager.
<b>Stakeholder</b>	All persons with legitimate interest in the performance of the University, including but not exclusive to: employees, students and other customers, neighbours, regulators, grant-making bodies, non-governmental organisations, the media and any other interested parties.

## 5 Responsibility

The Finance & Business Manager collates the environmental management statistics and HESA Estates Management Statistics Report.

- 5.1** The Sustainable Travel Manager is responsible for collecting and analysis of transport data
- 5.2** The Energy and Carbon Reduction Manager is responsible for collection of energy and carbon related data
- 5.3** The Environmental Sustainability Assistant is responsible for collating the Waste, Water, Biodiversity and Sustainable Food data.
- 5.4** The Environmental Sustainability Manager (or delegate) is responsible for the overall monitoring programme and for collecting and collating data as outlined in the procedure below, from the responsible persons; before evaluating and reporting it to the nominated dissemination routes as outlined in Section 6.6 and 6.7.

## 6 Procedure

### 6.1 Defining the required monitoring and reporting

- 6.1.1** The Environmental Sustainability Manager (or delegate) will periodically review the monitoring and measurement programme to determine whether additional monitoring is required. Where additional monitoring is identified the manager will co-ordinate the necessary action and will update this procedure to reflect any changes.
- 6.1.2** The current programme, its status and success, and any major planned changes will be reported within the formal Management Review to the Estates and Campus Services Senior Leadership Team then for approval by the Vice Chancellors Group.

### 6.2 Estates Management Statistics

- 6.2.1** Estates Management Statistics are reported annually by HESA. The approach to monitoring and reporting is defined on the HESA website. The methodology for how Environmental Management System and HESA Estates Management Statistics Report data is collected, the timing of collection, the process of verification, how it is passed to the Finance & Business Manager, and, subsequently verified are outlined in the [EN010W1 Preparation of EMS and HESA Statistical Reports](#).

#### Primary data for EM Stats -

##### **A) Energy and Carbon**

- 6.2.2** The energy and carbon primary data is collected by the Energy and Carbon Reduction Manager. The results are passed to the Finance & Business Manager.

##### **B) Waste Management**

- 6.2.3** The following waste primary data is received by the Environmental Sustainability Assistant from the relevant waste contractor –
  - **Residual Waste** – contractor’s annual report of weights sent for incineration.
  - **Food Waste** - contractor’s annual report of weights sent for anaerobic digestion.
  - **Recycling Waste** - contractor’s annual report of weights of all materials recycled.
  - **Hazardous Waste** - contractor’s annual report of weights of all materials.

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- **WEEE Waste** - contractor's annual report of weights of all materials.

Once the data has been checked by the Environmental Sustainability Manager it is forwarded to the Finance & Business Manager for incorporation in the EM Stats.

### **C) Water**

**6.2.4** Water data is collected by the Environmental Sustainability Assistant via OBU's water suppliers. The results are passed to the Finance & Business Manager.

### **D) Transportation**

**6.2.5** General transportation use associated with the University is monitored via the biannual survey which is managed by the Transport Team. This aims to identify and assess the different methods used on University business and to commute to the University.

**6.2.6** Primary data on the fuel consumed in vehicles owned and operated by the University and its FDDs is reported through the financial system and can be accessed directly by the Finance & Business Manager

## **6.3 Other Performance Statistics**

### **Achievement of Compliance and Operational Control**

**6.3.1** Compliance and operational control is monitored via the compliance evaluation, internal and external audit processes, in accordance with procedures [EN011SP](#), [EN012SP](#) procedure [EN013SP](#)

**6.3.2** Where complaints are made that relate to operational control, these are also taken into account by the Environmental Sustainability Manager (or delegate).

### **Emergencies and Incidents**

**6.3.3** Emergencies and incidents are monitored via incident reports issued in accordance with procedure [EN009SP - Emergency preparedness & response](#). The incidences are report via the form [OBUHSN-11app2](#).

## **6.4 Accounting and analysis of environmental performance data**

**6.4.1** All environmental management and performance data is reviewed and approved by the Environmental Sustainability Manager (or delegate) before use in decision making, development of Objectives and Targets and/or information reporting etc.

## **6.5 Reporting of environmental performance**

**6.5.1** Data on the Institutional environmental performance is reported by the Environmental Sustainability Manager (or delegate) to –

- Senior Leadership Team (SLT) at their regular meetings and within the formal management review for VCG.
- HEFCE via submission of the Annual Estate Management Statistics Report to HESA
- Stakeholders via the annual Sustainability Report

## **6.6 Reporting of Abnormal incidents**

**6.6.1** Abnormal incidents in relation to operational control, O&Ts, MPs and operational performance will be monitored and reported as outlined in 6.3.

**6.6.2** The Environmental Sustainability Manager (or delegate) will evaluate reports arising from 6.3.2 and 6.3.4 and will determine the need to report incident(s) to the proper authorities. The Environmental Sustainability Manager (or delegate) will also invoke procedure [EN013SP - non-conformity, corrective and preventive action](#) where appropriate.

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**6.6.3** Where normal or routine monitoring data identifies that legal limits are (or are about to be) exceeded, the Environmental Sustainability Manager (or delegate) may invoke procedure [EN013SP - non-conformity, corrective and preventive action](#) where appropriate.

## 6.7 Non-conformances and corrective actions

**6.7.1** Where monitoring indicates that performance is outside legal limits, that a problem is occurring or that performance targets are not being met, the Environmental Sustainability Manager (or delegate) will liaise with the Management Representative and Senior Management and will initiate Non-conformance action in accordance with procedure [EN013SP - non-conformity, corrective and preventive action](#)

## 7 Impacts and actions required in relation to Non-Conformance

**7.1** Failure to apply this procedure may result in:

- a failure to maintain proper monitoring as required by certification to ISO14001 means that it is not possible to demonstrate that the Campus is in compliance with its system and/or that it is meeting the performance expected by stakeholders and/or defined by the Senior Management Team. When formally certified to ISO14001, this might affect the Campus' ability to retain certification.
- Failure to comply with this procedure may be identified in a number of different ways – both formal and informal - but will be addressed using procedure [EN013SP - non-conformity, corrective and preventive action](#).

## 8 Records and Related Documents

Ref No.	Title	Storage custodian	Retention Period
EN003D1	<a href="#">Objective and Targets</a>	Environmental Sustainability Mngr	3 year
	HESA EMR for each year	Environmental Sustainability Mngr	3 year
	Environmental performance reports to Senior Management	Environmental Sustainability Mngr	3 year
	<a href="#">Annual Sustainability Report</a>	Environmental Sustainability Mngr	3 year
	Electronic copies of data files/ spreadsheets for each year	Environmental Sustainability Mngr	3 years
	<a href="#">Annual waste and recycling reports from</a>	Environmental Sustainability	3 year

Ref No.	Title	Storage custodian	Retention Period
	<a href="#">contractors</a>	Mngr	

## 9 Custodian and Review Panel

The author of this procedure is: Environmental Sustainability Manager  
 The owner of this procedures is: Environmental Sustainability Manager  
 This procedure was reviewed by: Environmental Sustainability Assistant

## 10 Change history

Version 1.0	New procedure issued 07/03/2012
Version 2.0	New procedure issued 26/04/2012
Version 3.0	New procedure issued 20/06/2012
Version 4.0	New procedure issued 03/06/2013
Version 5.0	New procedure issued 01/05/2014
Version 6.0	New procedure issued 01/06/2018
Version 7.0	New procedure issued 01/09/2019