



Environmental Review, Monitoring and Measuring Procedure

1.0 Purpose

The purpose of this procedure is to define a regular process of monitoring and measurement for the operations and activities on site that can have a significant impact on the environment and updating the Environmental Review.

2.0 Scope

Information will be recorded to cover performance, operational controls and conformance to legislative requirements and the company's objectives and targets.

3.0 Responsibility

The Environmental Manager will have overall responsibility for ensuring that the College's Environmental Aspects, progress towards achieving Objectives and Targets and the effectiveness of pollution prevention measures are monitored and measured.

The Environmental Manager will also be allocated day to day responsibility for ensuring specific activities within the Environmental Management System (EMS) are monitored and measured.

4.0 Procedure

4.1 Environmental Review

NPTC Group will undertake an Environmental Review in accordance with the requirements of the Green Dragon Environmental Standard.

The Environmental Review shall be revised and updated (or where appropriate) annually to reflect any changes in the operations of NPTC Group which may change the college's impact on the environment.

4.2 Objectives and Targets

The Environmental Manager and a member of senior staff will allocate responsibilities to staff members and students for each Objective. Expertise, experience and training will be taken into account when allocating responsibilities.

Progress towards meeting the Objectives and Targets will be reviewed at a date agreed by the senior management and the person allocated the responsibility for the control and monitoring of the specific objective and target.

If any problems are identified then appropriate action will be agreed between the two parties.

4.3 Legal Compliance

Documented environmental legislation compliance checks will be undertaken as part of normal working practices.

If a non-conformance is identified, responsibility and a timescales for corrective action will be allocated immediately to an appropriately skilled employee.

The college will keep a Register of Environmental Legislation which will be reviewed annually and updated as necessary.

The College has signed up with NetRegs for regular environmental legislation updates.

4.4 Energy and Water Consumption

An allocated member of staff will be responsible for electricity, gas and water consumption - where electronic meters are not recording consumption a meter readings will be taken.

These readings should be inputted into appropriate Energy and Water monitoring sheets.

For the purpose of carbon data collection use of the 'Carbon Conversion Factors Tables' tables within the Green Dragon Standard will be used.

These monitoring records must be retained for a period of at least 3 years in a manner that ensures they remain legible and easily accessible.

4.5 Transport (Direct)

It is the responsibility of the Environmental Manager to record all transport mileage and fuel consumption undertaken by staff either using their personal vehicles or college vehicles.

It will be the responsibility of the Environmental Manager to record the journeys undertaken by public transport, flying or cycling.

Travel data will be inputted into appropriate Transport Monitoring spread sheet.

For the purpose of carbon data collection use of the 'Carbon Conversion Factors Tables' tables within the Green Dragon Standard will be used.

4.6 Waste Monitoring

Volumes or weights of waste disposed by NPTC will be recorded and whether the waste is sent for landfill, reused or recycled will be detailed. Waste disposal records (waste transfer notes/consignment notes) are to be retained by senior management at NPTC Group.

Waste Transfer Notes are to be archived for a minimum of 2 years and Waste Consignment Notes for a minimum of 3.

Waste Monitoring Data will be inputted into appropriate waste monitoring sheets.

4.7 Carbon Dioxide Data Collection

Energy, transport and waste emissions collated shall be reported on an annual basis within either the Environmental Statement or Environmental Report and endorsed by senior management. The information will be made publically available.

The following conversion factors are to be used when calculating NPTC Group's carbon emissions:

Electricity: $\text{Tonne CO}_2 = (\text{unit (kWh)} \times 0.5246) / 1000$

Gas: $\text{Tonne CO}_2 = (\text{unit (kWh)} \times 0.1836) / 1000$

Diesel: $\text{Tonne CO}_2 = (\text{liters} \times 2.5813) / 1000$

Petrol: $\text{Tonne CO}_2 = (\text{liters} \times 2.1833) / 1000$

4.8 System Effectiveness

A Sustainability Group has been established to help give direction and support to the Environmental Manager in developing and maintaining the Environmental Management System and related documentation.

Regular staff meetings are held in which all staff will be able to air all concerns, queries and feedback about the effectiveness of the EMS.

Depending on the issues raised and their importance/urgency, the staff should inform the Environmental Manager at the first available opportunity or wait until the next meeting to discuss it further.

If the matter raised constitutes a Non-Conformance then a Non-Conformance should be raised and corrective action implemented.

5.0 Associated Documents

- Objectives and Targets*
- Data monitoring sheets*
- Environmental Review*