

**Environmental Action Plan for Stockholm
University
2014 and 2015**

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1 Introduction

Stockholm University works to ensure that environmental concerns are taken into account in all activities, and that environmental issues are an active part of everyday work. The motto of the University's environmental work is that it should be easy to be environmentally friendly.

The aim of the environmental action plan, with its environmental goals and actions, is to reduce the University's environmental impact. The environmental action plan covers a period of two years and contains five goal areas related to some of the significant environmental aspects. The goals are related to electricity use, travel-free meetings, training, reuse, and environmentally safe laboratories.

The departments (or equivalent), the Environmental Council, the environmental coordinators, and the environmental officer are responsible for implementing the measures. The implementation will be followed up twice a year.

The results of the environmental work will be presented to the Swedish Environmental Protection Agency and the Ministry of Education in February.

In March, the Senior Management Team will review the environmental work of the past year and decide on possible improvement.

2 Goals and measures

The environmental goals and the measures to be implemented are described below. A final date for implementing the measures is also specified, along with who is responsible and how the goals should be followed up. Environmental indicators have been set for most of the goals. The indicators are related to, for example, the number of full-time equivalent employees and students each year.

| Environmental goal – Electricity use |
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| <p>Stockholm University's electricity use should not increase per full-time equivalent employee or student, compared to 2012.</p> <p><i>Total electricity use in 2012: 32,475,755 kWh.</i></p> <p><i>Electricity use per full-time equivalent employee in 2012: 7,490 kWh.</i></p> <p><i>Electricity use per full-time equivalent student in 2012: 1,103 kWh.</i></p> |

Measures

The Environmental Coordination Unit will investigate the need for and possibility of installing more motion sensors and replacing light fixtures.

The Environmental Coordination Unit, assisted by the Estates Unit, will investigate the possibility of separating the cost of electricity from the rent.

The Environmental Coordination Unit will investigate incentives to reduce the use of electricity and heating/cooling systems in buildings where the University leases premises with "cold rent".

In 2014, the department (or equivalent) will monitor the current electricity use, with respect to equipment and user behaviour, in accordance with the instructions for electricity inventory. The results will be presented to the faculty's (or equivalent) environmental coordinator by 15 November 2014.

The department (or equivalent) will implement at least one energy-efficiency measure in 2015.

IT Services will implement measures to increase the energy efficiency of the University's activities and the IT products in their service catalogue.

Responsible for implementation

The head of department (or equivalent)
The Environmental Council

Follow-up

A complete follow-up will be carried out in January/February, and a simpler one in May/June.

Follow-up questions

Has the department (or equivalent) taken inventory of the electricity use in 2014?

What energy-efficiency measures has the department (or equivalent) implemented?

How many KWh electricity per full-time equivalent employee and student has the University used in 2014 and 2015, respectively?

Has the department (or equivalent) imposed requirements for energy efficiency in the purchase/procurement of office equipment, appliances, or other electronic equipment?

Environmental indicator

KWh used per full-time equivalent employee and student each year.

Significant environmental aspect

Energy consumption.

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| Environmental goal – Travel-free meetings |
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| Stockholm University should not increase the carbon dioxide emissions from air travel per full-time equivalent employee compared to 2012. |
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| <i>Total carbon dioxide emissions from air travel in 2012: 3,275,777 kg</i> |
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| <i>Carbon dioxide emissions from air travel per full-time equivalent employee in 2012: 755.5 kg</i> |
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Measures

The Environmental Coordination Unit will investigate whether it is possible to implement a climate compensation programme at the University.

The Environmental Coordination Unit, assisted by the Finance Office and the Human Resources Office, will review the booking procedures for business travel at the University and, if necessary, propose measures for improvement.

The Environmental Coordination Unit will provide training in Adobe Connect.

The department (or equivalent) will survey travel habits and investigate what kind of meetings could be replaced by travel-free meetings in 2014. This will be done in accordance with the instructions for surveying travel habits. The results will be presented to the faculty's (or equivalent) environmental coordinator by 15 December 2014.

The department (or equivalent) will implement at least one measure by 1 May 2015 to help achieve the goal.

Responsible for implementation

The head of department (or equivalent)
The Environmental Council

Follow-up

A complete follow-up of how well the University has achieved the goal will be carried out annually in January/February. A simpler follow-up will be carried out in May/June.

Follow-up questions

Has the University increased its carbon dioxide emissions from air travel per full-time equivalent employee since 2012?

What measures has the department (or equivalent) implemented to help reach the goal?

To what extent has the department (or equivalent) replaced travel with web meetings or video conferencing?

Significant environmental aspect

Travel and transport.

Environmental indicator

Carbon dioxide emissions in kg per full-time equivalent employee and year for air travel.

Number of users of Adobe Connect, compared to the number of full-time equivalent employees.

Number of meeting minutes in Adobe Connect per user and year.

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| Environmental goal – Education |
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| In accordance with the Higher Education Act, Stockholm University should promote training programmes with elements of sustainable development. |
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| <i>The term sustainable development refers to the broad definition in Chapter 1, Section 5 of the Higher Education Act.</i> |
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Measures

The Environmental Council will coordinate the following efforts:

Conduct the 2013 survey. Follow up the results in writing and give feedback to the activities in order to problematise the definition of the term sustainable development.

Propose working methods to ensure the quality of the sustainability perspective in training programmes wherever possible.

The Environmental Council will present the results to the Senior Management Team by 1 October 2015.

Responsible for implementation

The Environmental Council

Follow-up

A complete follow-up of how well the University has achieved the goal will be carried out annually in January/February. A simpler follow-up will be carried out in May/June.

Follow-up questions

How is the sustainability perspective in training programmes promoted to students?

Significant environmental aspect

Education

Environmental indicator

None set.

Environmental goal – Reuse

Stockholm University should increase the reuse of furniture and other equipment.

Measures

The Environmental Coordination Unit will create an internal donation/trading site by 1 February 2015.

Responsible for implementation

The Environmental Council

Follow-up

A complete follow-up of how well the University has achieved the goal will be carried out annually in January/February. A simpler follow-up will be carried out in May/June.

Follow-up questions

Has the reuse of furniture and other appliances increased?

Significant environmental aspect

Material use

Environmental indicator

None set.

Environmental goal – Environmentally safe laboratories

Stockholm University should have an action plan for working towards environmentally safe laboratories by 1 July 2015.

Measures

The environmental coordinator, assisted by an appointed reference group, will monitor compliance with the University's chemical policy.

The environmental coordinator, assisted by an appointed reference group, will develop an action plan for working towards environmentally safe laboratories.

Responsible for implementation

The Environmental Council

Follow-up

A complete follow-up of how well the University has achieved the goal will be carried out annually in January/February. A simpler follow-up will be carried out in May/June.

Follow-up questions

Has the University developed an action plan for working towards environmentally safe laboratories?

Significant environmental aspect

Chemical management.

Environmental indicator

None set.

3 General instructions for environmental work

3.1 Organisation and responsibilities

The environmental work is coordinated and planned by the University's Environmental Council, which proposes improvement measures to the Senior Management Team. The Environmental Coordination Unit, which comprises the University's and the faculties' environmental coordinators, has the overall responsibility for the environmental work and provides support to the departments (or equivalent). The environmental representatives at the departments (or equivalent) coordinate the practical environmental work. All employees are responsible for complying with the University's environmental policy and procedures.

The University's distribution of responsibilities for environmental work is primarily governed by the delegation policy.

3.2 Procedures and guidelines on "Miljöwebben"

Procedures and guidelines for environmental work are available on the University's environmental website, www.su.se/miljo. The website contains instructions on how to take inventory of electricity use, questions for a travel habit survey, and guidelines for developing local environmental action plans.

3.3 Student participation in environmental work

The students are involved in the University's environmental work. The student union has two representatives on the University's Environmental Council and takes part in making decisions related to the environmental work. In addition, the student union runs an environmental network that proposes various measures for improvement of the University's environmental work.

3.4 Laws and regulations

The laws and regulations that regulate the University's environmental work are:

- Higher Education Act (1992:1 434).
- Environmental Code (1998:808) and associated regulations.
- Ordinance (2009:907) on environmental management in government agencies.
- Ordinance (2009:893) on energy-efficiency measures for government agencies.
- Ordinance (2009:1) on environmental and road safety requirements for government agency cars and car travel.
- Ordinance (2001:847) on environmental requirements in the procurement of cars and certain public transport services.

3.5 Follow-up

A complete follow-up of Stockholm University's environmental work will be carried out in January/February, and a simpler one in May/June. The University will present the results of its environmental work to the following authorities:

- The Swedish Environmental Protection Agency and the Ministry of Education, in accordance with Appendix 2 of the Ordinance (2009:907) on environmental management in government agencies.
- The Swedish Transport Agency, in accordance with the Ordinance (2009:1) on environmental and road safety requirements for government agency cars and car travel.

- The Swedish Energy Agency, in accordance with the Ordinance (2009:893) on energy-efficiency measures for government agencies.
- The Stockholm Environment and Health Administration, in accordance with the Ordinance (1998:901) on self-inspection.

As of 2014, a report of the year's environmental work will be prepared and made available in electronic form on the University's environmental website.

Appendix 1 - Environmental Policy for Stockholm University

Stockholm University, located in the world's only national city park, is the largest university in Sweden. The University conducts internationally prominent research and education related to the environment in natural science, social science, and interdisciplinary disciplines. The goal is to be a leader in education and research on the environment and sustainable development.

In order to highlight and work systematically to reduce its direct and indirect negative impact on the environment, Stockholm University works on the basis of the established environmental management system standards ISO 14001 (2004) and EMAS, which involves a commitment to continually improve its environmental performance.

In order to increase positive effects on the environment, Stockholm University should create awareness of and dedication to environmental issues within academia and the surrounding community.

In its efforts to constantly improve, Stockholm University should:

- Work to ensure that aspects relating to the environment and sustainable development are considered in all decisions, regardless of level or area.
- Actively collaborate with students, the student union, the community, and other stakeholders on issues affecting the environment and where the environmental work can be improved.
- Ensure that sufficient resources are allocated to the continuous improvement of environmental performance, and that these resources are used in the most effective manner.
- Continuously review measures to reduce the use of natural resources and reduce air, land, and water pollution directly or indirectly caused by the University's activities.
- Without exception, follow the laws and minimum requirements placed on all activities and, wherever possible, follow higher standards.
- Ensure that all employees, regardless of the type of employment, are aware of the meaning of systematic environmental work and receive relevant training in these issues.
- Ensure that this policy is the basis of the University's environmental goals; that it is communicated to all employees and easily accessible to the public and other stakeholders, such as students and partners; and that it is continuously revised by Stockholm University's management to accurately reflect the environmental goals and aspirations.

The environmental policy is in effect until 1 September 2015.

Adopted by the Vice-Chancellor on 3 September 2009, and revised on 23 September 2009.