Green Impact is back for 2020/21!
A guide for Green Impact teams

All actions relating to Green Impact 2020/21 must be undertaken in line with the latest government advice on COVID-19.

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How to access the workbook?
Ready to get started? You can create a new team, or join an existing one, by logging into the Cambridge Green Impact online workbook here. New users will need a 'Registration Code' which is 71.

If you’re not sure whether there’s already a Green Impact team in your department or College you can have a look at the options in the drop-down menu when you register and/or contact greenimpactteam@admin.cam.ac.uk. You can also view the 2019/20 winners online.

What’s changed this year?
This year we have opened up Excellence projects to teams who have achieved Silver for one year or more, introduced a new Working From Home tab, and more. See full details below.

New Working From Home tab
Purpose: A set of working from home actions has been created to support teams who cannot complete all actions in the standard workbook due to COVID-19 restrictions.
Eligibility: All departmental and College teams. Teams completing the Labs tab cannot use this option.
Requirements: The process outlined below must be used when making use of the Working From Home option.

- For teams working towards their Bronze, Silver, Gold or Platinum departmental or College award, you have the option to swap out non-mandatory criteria for actions from the Working From Home (WFH) tab.
- We have not set a limit on the number of actions that you can swap out but the expectation is that the WFH option is only used where COVID-19 restrictions have made meeting the standard criteria needed to reach your award level unsafe, impractical or impossible.
- For teams going for Gold and Platinum, it is still expected that you complete the mandatory aspects of these awards – if this is not going to be possible please get in touch with greenimpactteam@admin.cam.ac.uk so we can discuss a way forward.
- It is likely that this option will be best suited to Bronze or Silver level teams as, when you get to Gold, the points per action increase. This may mean that if you’re substituting a large number of heavily-weighted standard actions, you may find your team having to complete an unmanageable number of WFH actions. In this instance, we would suggest Gold teams consider the Excellence option below.

If you are refreshing any actions and/or evidence from last year’s submission, please do not substitute these for a WFH action. For further information on refreshing actions, see either the departmental award thresholds or the college award thresholds.

How to successfully use the Working From Home option
1) Identify the action in the standard workbook (i.e. Bronze-Gold) that you cannot complete.
2) Mark the action as N/A and use the comment box to explain why you were unable to meet the action and which WFH actions you have completed in its place e.g. 'Due to COVID-19 we are working from home and unable to access our buildings. We have completed WFH001, 002 and 003 instead.'
3) Open up the Working From Home tab in the workbook. When choosing which WFH actions to complete it’s important to keep in mind the following:
   - You must complete an equivalent or greater number of points to the original action. For example, if you cannot complete Bronze action B010 which is worth 5 points, you
would need to complete 5 or more points from the WFH tab. This will mean completing more than one action.

- You can choose whichever WFH actions you would like. Even if your original action is focused on energy, you can complete a WFH action on procurement, biodiversity, water etc. The topic does not matter, the total number of points, does.

4) When meeting a WFH action, evidence should be uploaded to the WFH workbook as per usual i.e. using the comment box and upload files feature. Once you are happy you have completed the WFH actions necessary to replace your action, mark them as done in the WFH workbook.

5) At the end of the Green Impact year, you will submit both your standard (Bronze-Gold) workbook and your WFH workbook. The auditors will assess both submissions, and providing you have complete the process outlined above, you will still be eligible for your standard Green Impact award e.g. Bronze Colleges, Bronze departmental etc.

For teams going for a Lab award, it is not possible to substitute WFH actions. Many lab actions are related to the processes, methods and equipment within a lab which do not translate to WFH actions. If Labs are struggling to meet the standard criteria please contact greenimpactteam@admin.cam.ac.uk for support.

Excellence projects are now open to teams who have achieved Silver

Purpose: Instead of the standard workbook actions, this is the option of completing a seven-month project focusing on a single topic of the team’s choice.

Eligibility: Any departmental, lab or College teams who have achieved Silver for one year or more are eligible to take part in Excellence.

Requirements: The four project planning/reporting stages outlined in the Excellence tab must be completed by the deadlines set. You must also notify greenimpactteam@admin.cam.ac.uk when you have completed each stage. Please note that these deadlines differ from the usual Green Impact year.

- This option may be best suited to teams who:
  - are at limited capacity or do not have many staff back in buildings; or
  - have already identified areas for improvement in previous Green Impact years;
  - work well with a single-topic focus;
  - do not have the capacity to take part in in-person or remote audits – unlike the usual Green Impact process, Excellence projects are assessed by an internal judging panel rather than an audit.

- Full details of what an Excellence project should cover, including how it will be judged, can be found in our Excellence Team Briefing document. The Sustainability Team are also on hand to help you refine your project ideas.

- You can view the 2019/20 Excellence award-winners on the Sustainability Team website.

- The deadlines for Excellence teams are as follows:
  - Submitted project title: 27 November 2020
  - Uploaded a project plan: 18 December 2020
  - Completed a project update: 12 February 2021
  - Submitted a project report: 7 May 2021

The documents above can also be found on our guidance page.
If you took part in 2019/20 and didn’t manage to complete all your actions

Auditors will be looking for missed actions to be addressed as best as possible this year. If teams are still unable to complete the missed action(s), please complete the appropriate number of Working Home actions instead, following the process outlined above.

For example, if you missed Silver action S010 last year and are going for Gold this year, you would migrate over last year’s evidence. You would then either:

- Mark S010 as n/a if you are unable to complete it and then follow the WFH process outlined above; OR
- Mark S010 as done and upload the evidence as usual.

Altered criteria, points and numbering in the standard workbook

A number of minor edits to the wording of the criteria have been made throughout the workbook and new actions have been added in. See below for a more detailed breakdown of which criteria have changed. Points for each action have been refreshed as have the point thresholds for each award.

Note: wherever new criteria have been added into the workbook or old criteria have been deleted, this may have changed criteria numbers. Keep this in mind when migrating actions from the previous year (see guidance below).

How to use evidence from previous years

If your team took part in previous years, you can transfer evidence and actions from previous years’ workbooks to this year’s. For full details see the workbook user guide at www.environment.admin.cam.ac.uk/guidance.

This is of particular use as we ask that teams who have completed the Bronze, Silver or Gold levels the last time that they took part in Green Impact, to refresh the evidence provided. For further information on refreshing actions, see either the departmental award thresholds or the college award thresholds.

How many points do we need to achieve our award level?

Departmental teams

If you are a department, institution or building completing the departmental tabs (Bronze, Silver and Gold) the scoring levels are:

- Bronze – complete all the actions in the Bronze tab.
- Silver – complete all the actions in the Bronze AND Silver tabs.
- Gold – complete all Bronze and Silver actions AND achieve 130 points from the Gold tab, including all of the mandatory requirements.
- Platinum – complete all Bronze and Silver actions AND achieve 250 points from the Gold tab, including all of the mandatory requirements.

Remember to carefully read the Working From Home section to find out how you can swap criteria in the above workbooks for Working From Home actions!

- Usually, we ask teams that achieved Bronze, Silver or Gold the last time they completed Green Impact, to refresh their evidence provided, particularly as it is a requirement for many actions that they were completed within the last 6/12 months. Where possible, we still expect teams to do this (see below for a summary of
actions to focus on). If you are refreshing any actions from last year’s workbook, please do not swap these for a WFH action.

- We recognise, however, that we are in exceptional circumstances and if this is not possible we ask that teams let their auditors know why actions from previous years, and the evidence provided, could not be refreshed.

Lab teams

If you are a **lab team completing the Labs tab** the scoring levels are:

- Bronze – 80 points
- Silver – 140 points
- Gold – 200 points
- Platinum – 330 points

- Lab teams cannot substitute standard criteria for Working From Home actions. However, if your lab has an office/departmental aspect then you are welcome to complete actions in either the departmental tabs (Bronze, Silver, Gold) or the Labs tab, or both. For example, you could be working towards a Bronze departmental award and a Gold Lab award.
- Teams who have achieved Silver in the past are also eligible to take part in Excellence.

College teams

If you are a **College team completing the Colleges tab** the scoring levels are:

- Bronze – 68 points
- Silver – 141 points
- Gold – 214 points
- Platinum – 380 points

*Remember to read the Working From Home section to find out how you can swap criteria in the College workbook for Working From Home actions!*  

**Going for Silver or Gold? Here’s a quick guide to which Bronze actions need refreshing**

*Remember that you cannot swap any actions that you are refreshing from a previous submission for a working from home action. If you cannot refresh an action due to COVID-19 restrictions, please just add a note in the comments box to let your auditors know.*

The **Bronze** criteria have been re-ordered as follows:

**Unchanged criteria:**
- B001-B018 are in the same place

**Changed criteria:**
- B019 is a new action, replacing last year’s B019
- B020 is a new action

**Actions which need refreshing:**
- **B001** –This criteria ideally needs refreshing with a more recent set of minutes.
• **B002** – This criteria states ‘within the last 12 months’ so should be completed. Note however that implementing one of the ideas is not required within the last 12 months.

• **B003** – Share two photos from this year with the Sustainability Team.

• **B004** – Upload some evidence of communication this year (note Gold G008 could fulfil this criteria).

• **B005** – Upload evidence of involvement (although note that Silver criterion S004 or Gold criteria G032, G054 or G067 could fulfil this requirement).

• **B006** – This doesn’t need refreshing, although be aware that auditors may ask to speak to new members of staff.

• **B007** – This criteria should be completed again. See [http://www.environment.admin.cam.ac.uk/top-tips](http://www.environment.admin.cam.ac.uk/top-tips) for inspiration!

• **B008** – No update required assuming system still in place (however keep an eye out for new posters on [www.environment.admin.cam.ac.uk/posters](http://www.environment.admin.cam.ac.uk/posters)).

• **B009** – No update required assuming stickers and posters are still in place (it is best practice however to replace these on a reasonably regular basis).

• **B010** – No update required assuming no change to light switches.

• **B011** – Update required, however this criteria could link to completing G056–75.

• **B012** – Update required, however this could link to Silver S013 or Gold G048/50.

• **B013** – Update required, however this could link to Silver S013 or Gold G048/50.

• **B014** – No update required assuming ongoing awareness.

• **B015** – No update required assuming system still in place.

• **B016** – This criteria states ‘within the last 12 months’ however this criteria only needs updating if new units have been installed.

• **B017** – No update required assuming policy still actively practiced.

• **B018** – No update required assuming no change to settings.

• **B019** – The text in this action is new and has replaced last year’s B019 so new evidence and action is required. If this action is not relevant to your department, please select ‘N/A’.

• **B020** – This is a new action for 2020/21 so new evidence and action is required.

*Note change to criteria number/content from last year’s workbook.

**Going for Gold? Here’s a quick guide to which Silver actions need refreshing**

*Remember that you cannot swap any actions that you are refreshing from a previous submission for a working from home action. If you cannot refresh an action due to COVID-19 restrictions, please just add a note in the comments box to let your auditors know.*

The order of the Silver actions are unchanged, the points for each action and the wording of some actions has been altered however.

• **S001** – No update required assuming no change to EEC.

• **S002** – No update required as this criteria is not time-limited, however we would encourage continual engagement with students.

• **S003** – No update required assuming no change to senior management involvement.

• **S004** – Update required, however note that Gold criteria G011, 32, 34, 54, or 67 could help fulfil this requirement.

• **S005** – Needs updating, however note that this could be an update to the audit OR implementation of an action.

• **S006** – No update required assuming no change to heater use.

• **S007** – No update required.

• **S008** – No update required assuming practice still active.
• **S009** – No update required, however best practice would be to review whether any new equipment is in place.
• **S010** – No update strictly required, although it is recommended that regular checks are carried out/staff updated.
• **S011** – No update required assuming no change to policy.
• **S012** – Update required.
• **S013** – No update required assuming practice is ongoing.
• **S014** – No update required assuming target met.
• **S015** – Update required, if applicable.
• **S016** – No update required assuming labels still in place.
• **S017** – No update required, assuming no change to water provision.

### Changes to Gold criteria

Altered numbering for Gold criteria:

- **G001-6** numbering remains the same
- **G007** - New action
- **G008-25** numbering remains the same
- **G026** - New action
- **G027** – previously G028
- **G028** – previously G029
- **G029** – previously G030
- **G030** – previously G031
- **G031** – previously G032
- **G032** – previously G033
- **G033** – previously G034
- **G034** – previously G035
- **G035** – previously G036
- **G036** – previously G037
- **G037** – previously G038
- **G038** – previously G039
- **G039** – previously G040
- **G040** – previously G041
- **G041** – previously G042
- **G042** – previously G043
- **G043** – previously G044
- **G044** – previously G045
- **G045** – previously G046
- **G046** – previously G047
- **G047** – previously G048
- **G048** – previously G049
- **G050** – previously G051
- **G051** – New action
- **G052** – previously G053
- **G053** – previously G054
- **G054** – previously G055
- **G056** – previously G057

- **G057** – previously G058
- **G058** – New action
- **G059** – previously G061
- **G060** – previously G062
- **G061** – previously G063
- **G062** – previously G064
- **G063** – previously G065
- **G064** – previously G066
- **G065** – previously G067
- **G066** – previously G068
- **G067** – previously G069
- **G068** – previously G070
- **G069** – previously G071
- **G070** – previously G072
- **G071** – previously G073
- **G072** – previously G074
- **G073** – previously G075
- **G074** – previously G077
- **G075** – previously G078
- **G076** – previously G079
- **G077** – previously G079
- **G078** – previously G080
- **G079** – previously G081
- **G080** – previously G082
- **G081** – previously G083
- **G082** – previously G084
- **G083** – previously G086
- **G084** – previously G087
- **G085** – previously G088
- **G086** – previously G089
- **G087** – previously G090
Much of the wording in our Gold actions has been updated to reflect new standards or ideas for meeting actions so we recommend re-reading not just the criteria but also the *why are we asking* and *how you will be audited* tabs before migrating evidence or getting started on the action.

- In particular, some actions (such as G005, G084) have specific mention of how the action should be undertaken in relation to COVID-19 so require close attention.
- Some Gold criteria have also had their points slightly increased or reduced, some (including G050) are worth up to 15 points. This means the total number of available actions in the Gold workbook has increased slightly to 484. The threshold for reaching Gold and Platinum remains the same as last year.

### Changes to Colleges criteria

Altered numbering for Colleges criteria:

- **CT001–CT079** numbering remains the same
- **CT080** – New action
- **CT081** – New action
- **CT082** – New action
- **CT083** – previously CT080
- **CT084** – previously CT081
- **CT085** – previously CT082
- **CT086** – previously CT083
- **CT087** – previously CT084
- **CT088** – previously CT085
- **CT089** – previously CT086
- **CT090** – previously CT087
- **CT091** – previously CT088
- **CT092** – previously CT090
- **CT093** – previously CT091
- **CT094** – previously CT092
- **CT095** – previously CT093
- **CT096** – New action
- **CT097** – New action
- **CT098** – previously CT094
- **CT099** – previously CT095
- **CT100** – New action

Several College criteria have had wording changes. We recommend re-reading not just the criteria but also the *why are we asking* and *how you will be audited* tabs before migrating evidence or getting started on the action.

- Due to a review of points allocated to each action, and the introduction of new actions, the available points in the Colleges tab has increased from 447 to 504. The point thresholds for each award level have been adjusted to reflect this.

### Changes to Labs criteria

Altered numbering for Labs criteria:

- **L001–L033** numbering remains the same
- **L034** – New action
- **L035** – New action
- **L036** – New action
- **L037** – previously L034
- **L038** – previously L035
- **L039** – previously L036
- **L040** – previously L037
- **L041** – previously L038
- **L042** – previously L039
- **L043** – previously L040
- **L041** – previously L038
- **L042** – previously L039
- **L043** – previously L040
- **L045** – previously L042
- **L046** – previously L043
- **L047** – previously L044
- **L048** – previously L045
- **L049** – previously L046
- **L050** – previously L047
- **L051** – previously L048
- **L052** – previously L049
- **L053** – previously L050
The Labs tab has been kept largely the same, albeit with updates to the wording of a number of criteria and the introduction of three new criteria. To reflect the increased number of points available in the Labs tab, the point thresholds for each award level have been adjusted to reflect this.

**Changing the membership of your team**

Any new members of your team need to register themselves using the code 71. To remove members of your team who are no longer involved, email greenimpact@admin.cam.ac.uk with their details.

**2020 deadlines**

- Launch: 2 November 2020
- Submit toolkits by: 23 April 2021
- Audits: w/c 3 May 2021
- Awards ceremony: TBC

**This year’s event calendar**

- Spotlight on Waste – Lent term
- Spotlight on Travel and Transport – Easter term
- Spotlight on Biodiversity – Summer 2021

Final dates will be advertised via Greenlines and on the Yammer group for Green Impact teams and EECs.

**What support is available?**

- The University’s Sustainability Team will be working closely with SOS-UK to provide tailored sessions and workshops for Green Impact teams throughout the year. Keep an eye on our Greenlines newsletter or the Yammer group for the latest news and opportunities.
- Email greenimpact@admin.cam.ac.uk with any questions.

**Downloading and/or printing the workbook**

Remember that there is a printer symbol in the top right-hand corner on each of the criteria pages. This lists the criteria in a print-friendly format, although of course we recommend you only print if absolutely necessary! There’s also an option to download an excel copy of the workbook.
Will the 2020/21 audits be virtual?

We will not know until nearer the time whether the audits will be conducted remotely again. We would suggest that where possible, safe and practical, teams gather as much evidence as possible without turning this into a huge admin task! Usually, auditors walk through your buildings with you but, in case this won’t be possible, we encourage you to take photos of those things you would normally rely on showing an auditor in-person.

As in 2019/20, auditors will be fully briefed on the situation and will be understanding of the constraints faced by each team.