



Spotlight On Energy Month – February 2019

Staff guidance document

The University spends a massive £2,059 on energy every hour! Over the year this equates to over £18 million. Much of this expense is spent on necessary experiments, heating and lights...but how much of this do you think is wasted?

Studies suggest between 10% – 20%¹ of energy consumption can be saved through user behaviour and engagement campaigns. And while the Environment and Energy Section (E&E) does seek to implement renewable and efficiency measures, cutting wasted energy is equally important.

Our hope is for Spotlight on Energy Month to raise the profile of broader environmental issues within the University, providing staff and students with opportunities to participate on a practical, easily grasped level, and to make the effects of their actions evident. Together, we can:

- Help reduce carbon emissions.
- Help save departments' money through the [Energy and Carbon Reduction Project](#).
- Prove that our actions make a difference.
- Set an example to our peers and be a global leader in sustainability.

In this document we've set out some simple ways you can improve your performance, engage your colleagues and have some fun along the way! We'd love to hear how you get on - send us your pictures or write-ups detailing activities you take to environment@admin.cam.ac.uk or post on social media and tag us!

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Calculate your carbon footprint!

Your footprint is a way of showing your carbon emissions, compared to other people and other countries. It's your impression on the planet.

<http://footprint.wwf.org.uk/>



¹ Gurdon Institute, Cambridge: <http://www.gurdon.cam.ac.uk/files/green/gurdon-behavioural-change.pdf>; Carbon Trust, Low Carbon Behaviour Change: <http://www.carbontrust.com/media/434481/ctc827-low-carbon-behaviour-change.pdf>; Global Action Plan, Changing Environmental Behaviour: A review from evidence from Global Action Plan: http://www.academia.edu/293188/Changing_Environmental_Behaviour_A_Review_of_Evidence_from_Global_Action_Plan



Know your building

In order to save energy in your building, you could organise a **site tour of your building** to get to know your building and how you can adjust temperature and lighting in different areas, how heating and cooling systems work, alongside providing data (where this exists).

View your energy data

SystemsLink: Use the SystemsLink Online Energy Reporting System to view your energy data online and submit meter readings.

User guide available on our website [here](#).

Carry out a basic energy audit

An energy audit of your office or building can help identify areas where energy is being wasted and where improvements can be made.

A checklist energy audit template is available to download [here](#).

Make a lighting & equipment responsibility plan

This will help to formalise who in your department or building is responsible for switching off equipment, helping to cut energy use outside of working hours. This template document can be adapted for your own use, and will help meet one of the requirements under Green Impact.

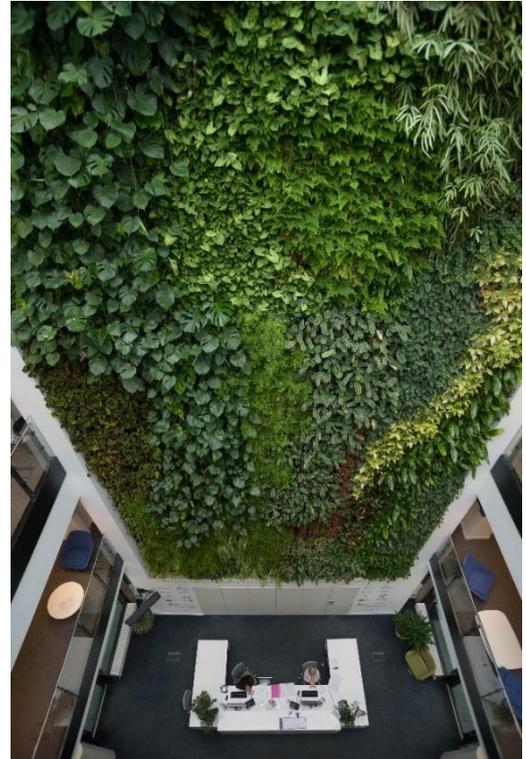
A lighting & equipment responsibility plan template is available [here](#).

Office IT switch off

Guidance for reducing the amount of energy consumed by the IT equipment we use at work can be found [here](#).

Key steps include:

- Shutting down PCs when leaving work.
- Turning computer monitors off when leaving desk.
- Setting up automatic sleep mode during office hours after 10 minutes of inactivity.
- Use shared printers that automatically go to sleep after one hour of inactivity.
- Think carefully when buying a new server as they are the most energy intensive.





Green Labs

Reducing the environmental impact of your lab work, without compromising your research, is a difficult ask.

Scientific research is energy and resource intensive. Research uses more energy per m² than any other activity in the University, consumes large volumes of treated water and chemicals, and produces huge amounts of complicated waste.

The Green Labs initiative is here to help! Find all information [here](#).



- Establish who controls what.
- Interrogate the Building Management System (BMS).
- Zone your lab space and centralise your services.
- Make the most of refurbishment.
- Make use of SystemsLink.
- Ensure building managers are part of the Building Manager's Network



- Keep track of your chemicals through ChemInventory System. It can be set up to promote sharing between groups (through visibility of others' stocks and contact details).
- Reduce (hazardous) chemical usage



- Audit Ultra Low Temperature Freezers to get maximum efficiency.
- Shut the sash on fume cupboards/ hoods.
- Share Equipment with [University's Equipment Sharing Project](#).
- Equipment disposal: [Warplt](#) or [UniGreenScheme](#).
- Put socket loggers on different equipment to find what uses most in your space – *and then pass the data onto E&E to build a uni-wide picture!*



- Utilise returns policies for chemicals and supplies companies.
- Return or sustainably dispose of polystyrene shipping boxes.



- Reduce water usage by upgrading from a lab water bath filled with water to the same bath but filled with beads not water.
- Tackle water leaks.
- Monitor the water meter.



Overcoming barriers

Barriers to behaviour change can be split into two categories: ability barriers, such as “I don’t know where the plug is”; and motivators, for example “It’s not my job”.

Ability barriers	Motivator barriers
Where people lack the skills, permission, knowledge or equipment to do something.	Motivator barriers are barriers to someone’s desire or enthusiasm to act in a certain way.

Steps to eliminate ability barriers:

- Labelling switches with green, orange and red stickers to show people what they can and can’t turn off – request these from E&E.
- Label switches so people know what they are switching on, or off.
- Where possible, move plugs to make them visible.
- Speak to your building’s computer officer, or to lab technicians, to agree on acceptable reboot time on equipment.
- Speak to your computer officer, or lab technicians, to see if systems do update overnight, and can this be changed?

Stickers available from E&E:





Events

Short, sharp bursts of activity are the most effective way to encourage people to change their behaviours.

- *Make it interactive* - Are there any activities that you could include, e.g. having guests sign pledges promising specific behaviour changes or a short quiz?
- *Killer facts!* Do you have some catchy one-liners? Arm yourself with some facts and figures from our resource bank online.
- *Freebies* – Can you offer any freebies? Offering free coffee and cakes is proven to increase attendance at such events.
- *Special guests* – Do you want to invite a member of the Environment and Energy Section to attend to give some connection to the wider University?
- *Photos* – take plenty! People are much more likely to get engaged or stay engaged when they have been pictured being engaged.
- *Be accessible.* Stay on your feet and avoid barriers such as tables between you and your audience.
- *Sign-up sheets.* Prepare sheets to collect email addresses and make a mailing list. This gives you an opportunity for further dialogue with those interested.



Case study:
Thermal
Thursday at
CRUK-CI in
2016.



Case study: the Pathology Department held a green event in 2018 to raise awareness of the Cambridge Green Challenge.

Events to look out for:

Thermal Thursday 28 February

Watt Wednesdays

[Data training for EECs and GI teams](#)

[Green Labs workshop](#)

Energy quiz