

# **GREENING GOVERNMENT**

## **POLICY**

The Crown Office and Procurator Fiscal Service Greening Government Policy is to ensure continuous environmental improvement by reducing the impact of our operations on the environment.

We aim to:

- Implement environmental best practice for all activities
- Implement controls to measure water and energy consumption and use energy efficiently to minimise greenhouse emissions
- Make best use of resources
- Minimise waste by reduction, reuse, repair and recycling methods
- Purchase of product and services with regard to their environmental impact

## **OBJECTIVES AND TARGETS FOR THE FUTURE**

### **WATER**

Objective: to conserve water

Target: implement recording methods to monitor water consumption in selected offices by end of 2003

### **PAPER**

Objective: to conserve paper

Target:

- Increase the use of recycled paper for general use to 60% by end of 2003 and to 70% by end of 2004
- Reduce the amount of paper purchased annually for general in-house daily use by 10% by end of 2004

To achieve our objective:

- Promote the reduced use of paper e.g. by double-sided printing and copying, using waste paper as scrap before recycling and maximising the use of alternative technologies and electronic media

To achieve our Targets we will use the facilities available from our contractor – Glenmore Lomond who can provide management information on quantities and volumes.

## **ENERGY**

Objective: use energy efficiently to minimise greenhouse gas emissions

Target: implement recording methods to monitor consumption in selected offices by end of 2003

To achieve our objective:

- Maintain our plant and machinery to ensure optimum efficiency
- Encourage staff to save energy by raising their awareness in the workplace and at home
- Procure electricity from renewable sources, whenever competitive. This is possible as we are part of SE contract.

## **WASTE**

Objective: minimise waste by reduction, reuse, repair and recycling methods

Target: implement recording methods to monitor amount of waste paper produced and recycled

To achieve our objective:

- Encourage staff to practise the “4R’s” i.e. Reduce, Re-use, Repair and Recycle
- Maintain records of baseline information locally for levels of recycled waste generated by all targeted buildings
- Continue to use central contracts and our arrangements to recycle or re-use waste paper, cardboard, toner cartridges, furniture, fluorescent tubes, personal computers, monitors, keyboards, printers, mobile/desk telephones, fax machines and other miscellaneous office equipment
- Encourage staff, manufacturers, suppliers and contractors to minimise the volume of packaging used and to recover and recycle packaging where practicable
- Process all waste in accordance with legal requirements and best practice

To achieve our Target we will use the facilities available from our contractor – Smith Anderson who can provide management information on quantities and volumes.

## **TRAVEL**

Objective: to reduce the need for travel to minimise greenhouse gas emissions, to contribute to improvements in air quality and reduce congestion

Target: to be developed

To achieve our objective:

- Prohibit the idling of vehicles or other engines on our sites
- Continue to offer interest free purchasing advances for annual travel tickets
- Assess the possibility of introducing video conferencing facilities and touchdown centres.

## **HAZARDOUS SUBSTANCES**

Objective: reduce our use of hazardous and polluting substances and ensure safe disposal

To achieve our objective:

- Minimise the use of hazardous substances and ensure that where they must be used they are stored, used and disposed of in accordance with legislation and best practice. Guidance within Health and Safety Manual.
- Encourage the use of building materials, furnishings etc which are low emitters of potentially hazardous substances
- Smoking Policy in place

## Update on Policy – May 2008

Since introducing the Policy we have introduced the undernoted initiatives:

- Video Conference facilities within majority of offices - reducing need for travel to meetings
- All new photocopiers have a duplex facility (double sided copying)
- A variety of Posters were issued to offices detailing the consequence of e.g. leaving machinery switched on, leaving lights on.
- PCs go into energy saving mode when unused
- Duplex computer printers now in all offices
- Each January staff are made aware of options available to recycle used Christmas Cards
- Computer disks and tapes are recycled through a specialist company
- Redundant mobile phones are recycled by sending them to charity organisation
- Redundant desktop computers have been sent to charity organisations and overseas (Malawi) for recycling
- As far as possible, redundant furniture/cabinets are sent to charity organisations for recycling. If this is not possible it is sent to recycling companies for destruction rather than land fill sites

## Future

- to continue to look at how as a Department we can contribute to sustainable development
- investigate possibility of installing water meters into as many offices as possible

## Performance Figures

- recycling waste paper - during 2007 a total of 176,00 tonnes of waste paper was processed for recycling
- our waste paper recycling company have advised that during 2007 we saved 1,156 trees
- use of recycled paper for everyday general use - 86% of paper used for general use is recycled paper