

Environmental Management System 8.1.20 Accessing Sustainable Labs Fund

Issued: February 2021

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Review date:	Feb-22
Clause Ref:	Ecocampus and ISO14001(2015)
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Accessing Sustainable Labs Fund

1 Purpose

The University has committed to reducing its carbon emissions with zero carbon from Scope 1 and 2 emissions by 2040, accompanied by challenging Scope 3 targets. In order for us to achieve this we need to review and improve the way we operate, including in our laboratories and workshops.

This procedure details how laboratories at Swansea University can access funds to increase the sustainability of their space. In turn supporting the University in reducing its environmental impact.

2 Definitions

Laboratory: An area used for teaching/research with specialist equipment, for the purposes of this document this also includes workshops.

Laboratory Efficiency Action Framework ‘LEAF’: Tool utilised by the University’s Sustainable Labs programme, developed and administrated by UCL.

Payback: Period that the money received from the LEAF fund is repaid due to energy savings.

3 Responsibilities

Sustainability Team	<p>The Sustainability Team shall:</p> <ul style="list-style-type: none"> • Administer the Sustainable Labs fund • Support individuals/groups requesting funds • Assess and provide feedback on applications • Undertake periodic inspections to ensure the funds are being used in an appropriate manner
Laboratory Group	<p>The Laboratory Group shall:</p> <ul style="list-style-type: none"> • Actively participate in ‘LEAF’ • Complete the form • Attend any meetings regarding their application • If awarded, provide monitoring reports and any other information, as required by the Sustainability Team

4 Related Documents

- **8.1.16 Specialist Equipment Removal and Sales:** Procedure for selling your equipment for reuse by external groups via University contracted company

5 Process

Figure 1 shows the process for obtaining funds from the Sustainable Labs Fund. Further information is provided in Sections 5.1 to 5.5.

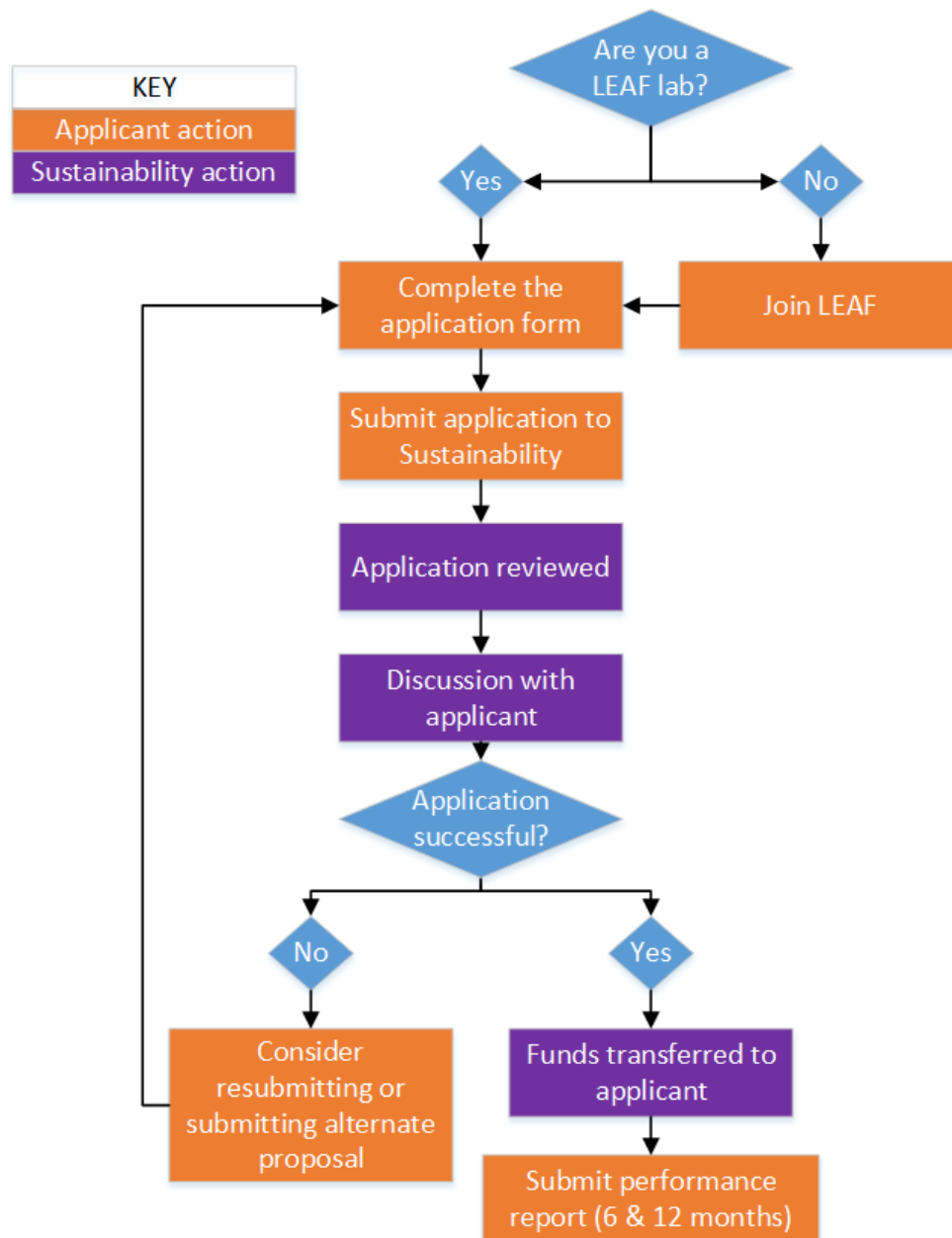


Figure 1: Process

5.1 Join LEAF

In order for any group to apply for funding your lab will need to participate in LEAF, see Section 5.4 for more information.

5.2 Complete the form

In order for your proposal to be assessed, you will be required to complete our form. This is accessible from our Sustainable Laboratories website, or the [link here](#)¹.

For you to be able to complete the form you will need to include:

- LEAF lab name, current award you are working for and your details
- Name of your proposal
- Fund amount you are requesting
- Brief summary of how the money would be spent
- Details of payback period and associated calculations
- Agreeing you will complete the monitoring reports if funds are awarded

For some ideas of potential projects, see Section 5.5.

5.3 Allocation of funds

If allocated, funds will be transferred through to the appropriate grant code (agreed upon award). Evidence of how the money is spent is required within two months. In addition you will be required to report on the performance of your proposal at:

- Six months after award
- 12 months after award

5.3.1 Equipment

If equipment is purchased with the fund, the following **must** be adhered to:

- Any equipment purchased to be added to University asset register and not removed from campus
- If new equipment is purchased resulting in older redundant equipment, the owner should utilise '[8.1.16 Specialist Equipment Removal and Sales](#)' to reduce waste, even if it can only be used for parts

5.4 Who is eligible for funding?

Any lab operated by Swansea University that is actively participating in our 'Laboratory Efficiency Assessment Framework' or 'LEAF' scheme. The application can be completed by students or staff, however, where a student completes the application they will need laboratory support from staff.

If you would like to join 'LEAF' further information is available on [our website](#), or see contact details in Section 6.

¹ On-line form:

https://forms.office.com/Pages/ResponsePage.aspx?id=LrXKu76f1kOi859mxD3yaFjxWZ18fbhEmyJb_wHdtx5UOEE3WENTREZKUDg1TU0xUIVCUEtJU0ZPMi4u

5.5 What can I access the fund for?

Groups are welcome to submit any funding ideas that would improve the sustainability of their space. The fund can be accessed for:

- **Upgrading to efficient equipment and reduce energy use:** Groups from across the University can apply for money to upgrade their equipment, with up to 25% covered by the fund. Applicants are required to show that the payback from the energy efficiency would cover the initial costs within five years.
- **Investing in ideas:** If you are trying to reduce your impact we can provide some funds to allow you to trial the idea e.g. reducing single use plastics through purchasing reusable items.

In addition, some example projects are detailed in Table 1.

Table 1: Project ideas

Equipment	Water
<ul style="list-style-type: none"> • Replacing equipment with a more energy efficient model • Timers to switch off outside of work hours e.g. after 5pm and weekends • Replacing drying cabinets that are inefficient 	<ul style="list-style-type: none"> • Systems that use less water e.g. recirculating or water-less
Waste	Other
<ul style="list-style-type: none"> • Reusable items to reduce single use plastics e.g. glass or higher grade plastic • Set-up a lab based recycling scheme with external provider through the Waste & Recycling Officer 	<ul style="list-style-type: none"> • Communal materials to be shared so multiple items aren't purchased • Communication materials e.g. posters and adverts to raise awareness with all lab users

6 Contact information

If you would like further information or support you can contact:

- sustainability@swansea.ac.uk

7 Effects and Actions on Non Conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements of EcoCampus and the ISO 14001:2015 standard.

Departure from this procedure is addressed in the procedure **10.1 Nonconformity and Corrective Action**

8 Version Control

Date	Version	Update
10-Feb-21	0	New document
