



THE NATIONAL
ARCHIVES OF SCOTLAND

DEFINING MOMENTS IN HISTORY

**Sustainable Development
and
Environmental Policy Document**

**For Financial Years
2009 – 2010 and 2010 - 2011**

SUMMARY

1. This Policy Document describes what the National Archives of Scotland (NAS) are doing to reduce our impact on the environment. It concentrates on the period the 1st of April 2009 to 31 March 2011.

2. Here is a statement of our aims:-

We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable

Reducing our consumption of energy, water, paper and other resources

Reducing waste by re-using and recycling and by using refurbished and recycled products and materials

Where feasible buying goods and services which are derived from natural and sustainable sources and which are manufactured and delivered in an environmentally responsible way

Continuing to invest in converting records to digital format to allow greater access while helping to preserve the originals and reduce the need to create paper copies for customers.

Travelling in an environmentally friendly way

Phasing out ozone-depleting substances and reducing environmentally damaging emissions

Ensuring our buildings are designed, constructed, refurbished and managed to achieve a good standard of environmental performance.

Establishing targets for monitoring our use of resource and the environmental impact of our operations

Meeting all relevant statutory regulations and official codes of practice

Working towards achieving a recognised quality standard ISO 14001

Involving staff in working within and strengthening, this policy and achieving our targets

**George MacKenzie
Keeper of the Records**

INTRODUCTION

3. NAS is part of the devolved Scottish Administration. The mission of the NAS is to preserve, protect and promote the nation’s records; to provide the best possible inclusive and accessible archive that educates, informs and engages the people of Scotland and the world. We have around 160 staff full-time equivalent staff, based in 3 offices in Edinburgh. Our main impact on the environment is through the way we run these buildings and the way we handle and disseminate information about the records of Scotland.

4. In the Foreword to the UK Framework for Sustainable Development ‘One Future – Different Paths’ (March 2005), the then First Minister said:-

‘We did not care enough in the past about our environment and our planet’s scarce resources. Now we have to tackle the problems we have inherited, and learn to stop causing new ones. This is not just about the environment: it is about people and quality of life. Government must lead but all of us must act now. We must all be prepared to change the way we lead our lives and leave a better legacy for those who come after us.’

5. On the 30th June 2009 the Scottish Parliament Holyrood Committee published a Climate Change Delivery Plan which set set out a vision for Scotland’s Energy future. The Plan sets out what all of us need to do now, and in the medium and long term, to achieve the Scottish Government’s ambitious emissions reduction targets.

6. This document sets out NAS’s commitments to help achieve these targets, what we already do to minimise our impact on the environment and the improvements which we intend to make. It applies to all parts of the Department and, through the procurement process, to our suppliers. It depends for its success on the behaviour of every member of staff, in deciding what resources to use to carry out their work and in identifying new opportunities to improve our environmental friendliness. Ideas for new approaches, or information about environmentally-unfriendly practices, should be passed to our accommodation officer.

7. Obviously, the goals of this policy cannot be pursued regardless of cost and other considerations. For example, extracts (certified copies) are printed on non-recycled paper because they are intended to have a long life, and this may also need to apply to any file papers which we need to keep permanently. We also have a duty to the taxpayer to ensure that we do not spend a disproportionate amount of time or money to gain a small environmental advantage. We need to balance cost, practicality and environmental friendliness.

RESOURCE CONSUMPTION

We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practical and economically viable

Reducing our consumption of energy, water, paper and other resources.

Energy

8. We already:-

- run our buildings in a way which minimises energy consumption, without compromising professional standards; this is the most economical means of preserving our collections for future generations;
- buy equipment from the Government's energy technology list, which is rated best for energy efficiency under the European eco-labelling systems;
- buy electricity under the Scottish Government contract, which is 100% renewable energy (meaning that for every unit of electricity used, another unit is generated from a renewable source); of this 80% comes from Climate Change Levy-Exempt Renewable Sources with the remaining 20% coming from Non-Exempt Renewable Sources such as large-scale hydro-electric plant;
- monitor the energy we consume and take corrective action if necessary;
- set targets (see Annex) for reducing energy consumption by between 5% and 7% in the current calendar year.

9. Our next steps are to:-

- Hold a poster competition to promote simple measures for improving the environment such as turning off unnecessary lights, computers and other equipment when not in use;
- monitor the consumption targets and take corrective action if they are not achieved;
- work towards keeping our energy efficiency accreditation with the Carbon Trust.
- Invest capital funding in providing improved energy efficient lighting within the store rooms at West Register House.
- Provide energy efficient lighting to the main corridor of Thomas Thomson House
- Work with our ICT colleagues to reduce the amount of mechanical cooling required within server rooms and where appropriate ascertain if passive cooling can be considered

Water

10. We already:-

- meter water consumption at GRH, WRH and TTH;
- specify water-efficient appliances (for instance for the new toilets in the Scottish Family History Centre);
- repair damaged pipework, dripping taps etc promptly;
- monitor the temperature of the hot water, to avoid wasteful over-heating.

11. Our next steps are to:-

- use the new meters to check consumption against the Government guideline for water usage per person per year (7.7 cubic metres) and take action if consumption is higher;

Paper

12. We already:-

- use the internet and email, rather than paper documents, as the main means of communicating and disseminating information;
- encourage the re-use of envelopes and of paper which has been printed on one side;
- purchase some recycled paper for general office printing;
- ensure that recycled paper is chlorine free (manufactured using non-chlorine bleach);
- monitor paper use (in calendar year 2005, we bought 776 boxes, or 3,880 reams);
- set targets for reducing the amount of paper we buy to 650 boxes, or 3,250 reams in 2009-10 and 600 boxes, or 3,000 reams in 2010-11.

13. Our next steps are to:-

- encourage staff to reduce the amount of paper used (eg by not printing routine or insignificant emails);
- increase the amount of recycled paper we purchase;
- continue to increase the volume of material which can be accessed electronically

REDUCING WASTE

We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable:

Reducing waste by re-using and recycling and by using refurbished and recycled products and materials.

Re-using and recycling

14. We already:-

- collect and recycle all waste paper and cardboard;
- recycle toner/ink cartridges, light tubes and some batteries;
- arrange for our surplus mobile phones, IT equipment and furniture to be reconditioned (and reused by charities etc) or recycled.

15. Our next steps are to:-

- Re-tender the waste disposal contract to ensure more recycling is included;
- plan recycling of food waste etc, from the new ScotlandsPeople Centre café;
- monitor the amount of non-recyclable waste we produce, and set targets for reductions.
- Provide bins for recycling at all 3 sites and ensure separation of waste

Using refurbished/recycled products

16. We already refurbish and reuse furniture and transfer mobile phones and IT equipment to new users. We have not identified further steps to take at this stage.

BUYING GOODS AND SERVICES IN AN ENVIRONMENTALLY RESPONSIBLE WAY

We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable

Where feasible buying goods and services which are derived from natural and sustainable sources and which are manufactured and delivered in an environmentally responsible way

17. We already:-

- use a number of standard framework contracts (through Scottish Government and the Office of Government Commerce) to obtain environmentally-friendly materials such as paper (96% from recycled stocks), other stationery items (1334 products available) and computers (Dell, our main supplier, follows environmentally-friendly policies);
- specify environmentally-friendly products (such as wood products certified by the Forest Stewardship Council);
- have a sustainable development notice to suppliers on our standard contracts as follows:

“Suppliers are requested to satisfy themselves that no product will be supplied or used which will endanger the health of the consumers or others, will cause significant damage to the environment during manufacture, use, or disposal, which consumes a disproportionate amount of energy during manufacture, use, or disposal, which causes unnecessary waste because of over-packaging or because of an unusually short shelf life, or which contains materials derived from threatened species or threatened environments.”
- seek evidence that suppliers have in place appropriate environmental management policies and practices, and that they can substantiate claims about environmentally preferable products;
- give preference (when other things are equal) to suppliers who can demonstrate that the goods and services they offer are environmentally advantageous;
- use e-procurement methods (eg the Government procurement card or the EASEbuy system) for low value routine purchases, to reduce the number of paper transactions.

18. Our next steps are to:

- set targets for increasing the use of e-procurement for low value routine purchases;
- encourage the specification of the use of renewable or recycled materials in tenders where it is practical and economically viable to do so;
- remain alert to new environmentally-friendly opportunities for procurement.

TRAVELLING IN AN ENVIRONMENTALLY FRIENDLY WAY

We aim to achieve continuous improvement in our environmental performance by taking the following action where practicable and economically viable:

Travelling in an environmentally friendly way

19. We do not have major travelling requirements in carrying out our business and our travel is mostly directed to attending conferences and meetings to keep in touch with wider archive issues and on visits to local archives around Scotland. That is important work, which sometimes takes priority over the desirability of avoiding travel for environmental reasons. Nonetheless, we already:-

- encourage the use of public transport rather than car/taxi, for instance by bulk buying of bus tickets for business travel within Edinburgh and rail tickets for journeys between Edinburgh & Glasgow;
- reduce the need for our customers to travel to visit our search rooms, by continually making more of our finding aids and images of records available on the Internet.
- have recently installed videoconferencing facilities to reduce our overall travel requirements;
- encourage taxi/car sharing;
- encourage travel by rail rather than air, to London in particular;
- participate in the Scottish Government 'carbon emissions levy' on airline/car hire bookings made through Carlson Wagonlits;
- provide bicycle storage and loans for bicycle purchase to encourage the use of bicycles rather than cars or taxis;
- encourage the use of hotels accredited under VisitScotland's Green Tourism Business Scheme.

20. Our next steps are to:-

- give further encouragement to choosing the most environmentally-friendly travel option;
- make more records and services available remotely, so that more people can use the records more often in an entirely sustainable way;
- consider electric/LPG options when the NAS van is due for replacement.

OZONE-DEPLETING SUBSTANCES AND ENVIRONMENTALLY-DAMAGING EMISSIONS

We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable

Phasing out ozone-depleting substances and environmentally damaging emissions

21. We already:-

- buy environmentally-friendly cleaning materials for our cleaning staff;
- ensure that hazardous substances are stored, used and disposed of in accordance with best practice and legislation;
- minimise the use of solvents when procuring paint and similar products;
- service refrigeration and air-conditioning equipment regularly, in compliance with professional codes of practice.

22. NAS is not a significant user of ozone-depleting substances or producer of environmentally-damaging emissions and we have not identified any extra steps which we should be taking.

BUILDINGS WITH A GOOD STANDARD OF ENVIRONMENTAL PERFORMANCE

We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable

Ensuring our buildings are designed, constructed and refurbished and managed to achieve a good standard of environmental performance

23. We already:-

- ensure that our buildings are properly maintained and free from environmental hazards;
- have specified the creation of the ScotlandsPeople Centre in compliance with best practice (e.g. consultants and contractors adhering to 'Green Code for Architecture'; waste management in line with DTI 2004 guidance);
- ensure natural ventilation for our offices, installing comfort cooling/fans only when essential.

We have not identified any further steps we should be taking.

TARGETS AND MONITORING

We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable

Establishing targets for monitoring our use of resources and the environmental impact of our operations

24. We already:-

- are committed to achieving the targets for 2009-10 set out in the Annex;
- monitor our energy use and environmental impact in the ways described above;
- compare our performance with generally-recognised benchmarks and standards.

25. Our next steps are to:-

- seek views from staff on further ways to minimise our environmental impact;
- report annually to the NAS Management Board on the achievement of our sustainable development targets;
- set targets for 2009-10 and 2010-11.

MEETING REGULATIONS AND OFFICIAL CODES OF PRACTICE

We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable

Meeting all relevant statutory regulations and official codes of practice.

26. NAS, like other public bodies, is subject to a duty under the Nature Conservation (Scotland) Act 2004, to further the conservation of biodiversity. This Policy Document describes how that obligation is being fulfilled. In disposing of electrical waste, we follow the relevant European Directive. There are many other official codes of practice, particularly in building construction and maintenance, which we follow whenever relevant.

INVOLVING STAFF

We aim to achieve continuous improvement in our environmental performance by taking the following action whenever practicable and economically viable

Involving staff in working within, and strengthening this policy and achieving our targets.

27. Every member of staff daily takes decisions which have an environmental impact – decisions on how to get to and from work, decisions on whether to open a window or switch on a light, decisions which have an impact on the amount of paper we use. We want to do more to harness the effort of all NAS staff, together with our colleagues in GROS with whom we already work closely in a number of areas, without creating ‘information overload’. We have already set-up a joint GROS/NAS “Environmental Guardians” working group to involve volunteers from key parts of both organisations to identify what more we can do to reduce our environmental footprint. We will:-

- Arrange an information seminar in each building, addressed by the Carbon Trust, to give an external perspective on the importance of environmental sustainability and the part we can play in it;
- Put a weekly 'sustainability tip' in the 'Headline News' page on *the Oracle*, our Intranet.

National Archives of Scotland
June 2009

ENERGY TARGETS

Description	Existing figure based on 2008 energy consumption	Target 2009 - 2010	Target 2010 2011																		
ISO 14001		Work to wards achieving ISO standard	Work to wards achieving ISO standard																		
	<table border="1"> <tr> <td>General Register House</td> <td></td> </tr> <tr> <td>Gas</td> <td>N/A</td> </tr> <tr> <td>Electricity</td> <td>217KgCO2/annum/m2</td> </tr> <tr> <td>West Register House</td> <td></td> </tr> <tr> <td>Gas</td> <td>15KgCO2/annum/m2</td> </tr> <tr> <td>Electricity</td> <td>117KgCO2/annum/m2</td> </tr> <tr> <td>Thomas Thomson House</td> <td></td> </tr> <tr> <td>Gas</td> <td>40KgCO2/annum/m2</td> </tr> <tr> <td>Electricity</td> <td>85KgCO2/annum/m2</td> </tr> </table>	General Register House		Gas	N/A	Electricity	217KgCO2/annum/m2	West Register House		Gas	15KgCO2/annum/m2	Electricity	117KgCO2/annum/m2	Thomas Thomson House		Gas	40KgCO2/annum/m2	Electricity	85KgCO2/annum/m2	Reduction of: 2% 2% 2% 2%	Reduction of: 2% 1% 2% 2%
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Energy efficiency accreditation; Seek to retain accreditation with the Carbon Trust			Retain Energy efficiency Accreditation																		
Water consumption		Ensure consumption is less than current Government guideline for water usage per person per year (7.7 cubic metres)	Ensure consumption is less than current Government guideline for water usage per person per year (7.7 cubic metres)																		
Paper consumption		700 boxes, or 3,500 reams																			

Description	Existing figure Based on 2008 energy consumption	Target 2009 - 2010	Target 2010 - 2011
Reducing waste		Monitor the amount of non-recyclable waste we produce, and set targets for reductions	
Procurement		Set targets for increasing the use of e-procurement alternatives for low value routine purchases	