

University of Lapland's
**ENVIRONMENTAL
PROGRAMME**



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1. INTRODUCTION

The previous environmental programs of the University of Lapland are from 1998 and 2006. Their intentions were to clarify management of environmental issues, strengthen actions of environmental responsibility and improve the university's profile as a university of sustainability. After 1998 there has been progress concerning environmental issues, yet subjects to be improved upon do still remain. The endeavour of Green Office is to tackle these subjects by activating the people of the university, staff and students, to participate in the environmental work led by the Green Office team.

In the spring of 2016, the University of Lapland started a project whose goal was to create the means of earning the WWF Green Office diploma and logo for the university's main campus, and thus new practical procedures and instructions for the entire ecosystem of the university. Green Office environmental management system pushes to decrease environmental strain and, in the process, reduce expenses. The system enables environmental aspects to be implemented in

various functions of the university in order to enhance management of environmental issues and to improve sustainability. The Green Office logo is a token of the university's environmental proficiency.

WWF's Green Office is an environmental management system provided for offices such as small and large businesses or enterprises, government administrations, and organisations, which all can benefit from the system in numerous ways. A university can be interpreted as one large office. Therefore, subsequent mentions of "Office" refer specifically to the University of Lapland.

This environmental programme has been developed by the University of Lapland's Green Office team in collaboration with a third party consultant. The programme is designed to meet the WWF Green Office criteria and the procedures displayed in the programme are identical to those annually reported to WWF. This programme is updated in unison with the WWF Office inspections that are carried out in three year cycles.

2. GREEN OFFICE

University of Lapland signed a collaboration contract with WWF on the 30th of March 2016. Later in the summer, a third party consultant from Ramboll Finland Oy was brought on board to coordinate the Green Office project and the creation of the environmental programme. In the following autumn the Green Office team was assembled for pushing forward the project's practical execution and for bringing Green Office into the midst of staff and students. The team is introduced in chapter 3.

The acquisition phase of Green Office consists of determining environmental principles, setting concrete goals, defining procedures and responsibilities, and the practical execution of the programme, which includes among others publicity, education and organizing events. This phase concludes with an Office inspection by WWF, which is due spring 2017. Earning the Green Office logo requires fulfilling the set

criteria, which would grant the Office with the Green Office diploma and the right of use for the logo. The criteria are described in chapter 7.

After gaining the logo, the successive procedures aim at a consistent improvement in environmental issues. WWF will repeat its inspection after every three years, which will determine whether the Office is permitted to retain the logo's right of use. Green Office demands active monitoring and updating of the environmental programme and its procedures, and also annual reporting of the programme's results to WWF.

The university has applied for the right of use of the Green Office logo for its main campus. Green Office coverage may be expanded to include also other university facilities in the future. However, the proposed general instructions ("green tips") are meant as a guide for the entire university and they can be applied to any facility.

3. ORGANIZATION

The primary responsibility for coordinating the university's environmental procedures is held by the Property and Procurement Services. There is no single person in charge but a group of individuals who manage environmental issues in addition to their other responsibilities.

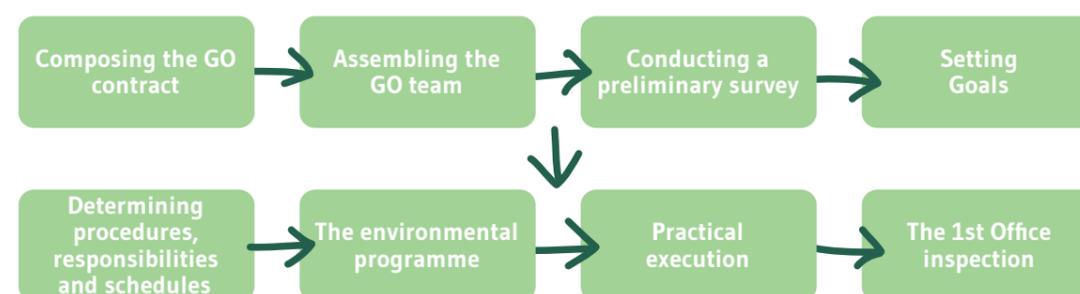
Contact people responsible for hazardous waste have been appointed to the units and faculties that produce such waste. They supervise that the collection of hazardous waste abides given instructions and they guide university staff when necessary. Information about the contact people, waste and recycling are available in a separate waste guide.

The Green Office contact person (Hanne Alajoutsijärvi, Property and Procurement Services) and the Green Office team oversee the university's Green Office action. The team (key members highlighted) comprises the staff, students and stakeholders of the University of Lapland's main campus. The team is responsible for executing the Green Office project. The team also looks after e.g. the motivation of the personnel, relaying information, collecting feedback and maintaining efforts in continuous improvements even after obtaining the GO logo.

Schedule:

- The contract 3/2016
- GO-team 10/2016
- Preliminary layout 11/2016
- Principles 11/2016
- Goals 11/2016
- Procedures 11–12/2016
- A draft of the programme 12/2016
- The finished programme 02/2017
- Inspection 3/2017

Obtaining the Green Office diploma



Continuous action



The Green Office team representatives 2016–2017:

Property and Procurement Services
 Property and Procurement Services
 Property and Procurement Services
 Property and Procurement Services
 Ramboll Finland Oy
 ICT Services
 Communications
 Property manager
 Language Centre
 Student Services
 Internationalisation Services & UArctic
 Library
 Faculty of Law
 Faculty of Education
 Faculty of Art
 Faculty of Social Sciences
 LYY, Student Union of the University
 Lyhty
 Kosmos Buran
 TAO
 Artikla
 Jalot Villit
 Remburssi
 SOL Palvelut Oy
 YTHS
 Café Meidän Lovisa, Lapin Lyyli Oy
 Fazer Amica

Hanne Alajoutsijärvi
 Eija Ruokamo
 Asta Sinervä
 Siiri Hirsiaho
 Johanna Korhikoski
 Lisbeth Jacobson
 Olli Tiuraniemi
 Juha Aavikko
 Riikka Tiuraniemi
 Paula Perttunen
 Lauri Herva / Jenni Sjöman
 Paula Kangasniemi
 Kaisa-Maria Kimmel
 Mari Maasilta
 Leila Lipiäinen
 Sirpa Hast-Uusitalo
 Elisa Luukinen / Asta Alatossava
 Jemina Kela / Tommi Isopoussu
 Essi Huovinen
 Veronica Koskinen
 Aki Salmela / Veli-Matti Tikkanen
 Joonas Katajisto
 Juho Malkavaara
 Henna Tervaniemi
 Sirpa Torvinen
 Henna Kokko
 Kaisu-Leena Tervo

The updated list of Green Office team representatives can be found through intranet and the university website.



4. PREVIOUS ENVIRONMENTAL PROGRAMMES

University of Lapland has had two earlier environmental programmes. The 1998 programme was one of the first university level environmental programmes in Finland. Its development was initiated with the rector's appointment of a voluntary environmental group in December 1995. Its purpose was to form a proposition for the contents of an environmental programme. Later in April 1996, the rector appointed an environmental steering committee to enforce the propositions. After a set of environment reviews, and surveys in environment pedagogy and research, Jukka Jokimäki (PhD) and Marja-Liisa Kaisanlahti (BA) composed the programme with the support of the steering committee. The committee approved the report on September 29th 1998.

The second environmental programme saw light in 2006. Its development started in 2004 with the forming of another environmental group. Its tasks were to renew the curriculum of environmental studies, create and follow the development of a dedicated research programme, and update the university's existing environmental programme. The last

mentioned included reviews similar to the previous programme and also a comparative summary of reviews commissioned in other universities. The results of these reviews were used to estimate the success rate in achieving the goals set by the 1998 programme. The 2006 programme was composed by Jarno Valkonen (PhD), Jukka Jokimäki (PhD) and Leena Suopajarvi (PhD). Students participated in carrying out the environmental reviews. The University of Lapland administration has not officially approved the programme of 2006.

Even though a history of environmental programmes exists, only one of them has been approved, and the proposed procedures have been executed only partially. Also the programmes haven't been implemented among staff and students, which has resulted in actions or plans to remain widely unknown.

As in 2006, the next step of this programme is to review the goals and proposed procedures of the previous programmes, and to evaluate their performance. Some goals were met in 2006, and the Green Office project attempts to complete as many remaining goals as possible.

The goals and proposed procedures of the 1998 environmental programme

1. Appointing the position of the coordinator of environment

Partially achieved (2006)

Jukka Jokimäki (PhD, The Arctic Centre) has acted as the environmental coordinator since 1997, and in 2004 Jarno Valkonen (PhD, Faculty of Sos. Sc.) was appointed as the coordinator of the curriculum of environment studies and as the environment supervisor of the University of Lapland staff. These appointments are no longer in effect. Currently Jarno Valkonen supervises the Faculty of Social Sciences' curriculum of environment studies.

2. Forming an environmental information service unit

In progress

An environmental information service unit hasn't been formed but there's still a need for it despite the fact that information retrieval has developed, and digital services and databases have increased since 1998. Environmental research has been included in the university's strategy, and forming the Arctic information center is one of the procedures in the strategy's implementation program.

3. Improving the state of environmental issues

In progress (-2017)

3.1. The university staff and students should be informed of their possibilities in improving the environment. This could be achieved by e.g. composing an environmental guide for the staff and students. The student union is already preparing one for the students. An environmental coordinator could improve publicity. In addition, the coordinator could also manage educating individuals both within and outside the university.

The publicity of environmental issues has been amplified by the Green Office project and the GO team members. An internal publicity plan exists and an external one will be created once the Green Office logo has been attained. After this step, the aforementioned publicity plans will remain effective. An environmental programme will be created as a part of Green Office which includes, among others, the university's general instructions ("green tips"), which are distributed via internal publicity networks. After attaining the logo, the programme will be published on the university website.

3.2. The distribution of responsibilities for environmental issues needs to be clarified and the staff must be informed of the selected trustees. For example, the staff must know who hazardous materials should be delivered to.

The most recent environmental programme will include a list of Green Office representatives. In addition, a waste guide will be created for the university, which will showcase the university specific protocols, general recycling instructions and contact information of trustees and other responsible entities.

3.3. The university is obligated to monitor its environmental impact by commissioning reviews regularly, in order to tell the effectiveness of applied procedures.

Green Office includes an Office inspection by WWF, which is conducted in by a WWF inspector every three years. The inspection checks and evaluates various segments: the environmental management system, environmental consciousness, energy, transportation of personnel and cargo, procurements, waste and recycling, water, biodiversity and people.

3.4. The environment reviews should incorporate other property in addition to the university main campus and Arktikum. The next review should involve the Faculty of Art.

For the time being, the Green Office logo will affect only the main campus. However, all procedures can be applied in all units and facilities. Eventually, the Green Office logo's coverage may be expanded to cover more property.

3.5. The university should approach the owners and users of the facilities it rents out for efficient and immaculate waste disposal and energy usage. When signing new rental agreements, it should be ensured that the tenants, such as other organizations, adhere to the university's approved environmental principles.

During the acquisition phase of the Green Office logo, the principle suppliers and service providers have been contacted and the eco-friendliness of their products or possibilities to offer more eco-friendly products have been discussed.

3.6. When planning new procurements, the university should take into account an environmental perspective. A "green" procurement matrix should be developed for the university, which would help to evaluate the eco-friendliness of products and services. The green procurement matrix could be co-developed by the university's environmental coordinator and representatives of the university's administrative, planning and financial services.

Procurements have been discussed with the Property and Procurements Services, and an environmental perspective will be added to the procurement guidelines. Some procurements are already eco-friendly, and for the remaining ones the acknowledgement of their environmental impact will be improved upon. The same approach has been applied to service providers and their products.

3.7. To reduce energy consumption, a detailed energy review should be conducted in the university main campus.

SYK has a contract with Granlund Oy about the University of Lapland's energy management procedures. These include the assessment of the present situation (finished in 2011) and the programming of energy efficiency enhancements (began in 2011) in all areas (heat, water, power). Corrections in energy-saving methods have been made since 2016.

3.8. The waste disposal at Arktikum must be improved. Work spaces need to be equipped with paper recycling bins. The restaurants need to start separating biological waste.

The waste disposal at Arktikum is run by the real estate company (Lapin isännöintiyhtiö) and the waste disposal has been improved since the previous environmental programme. The Green Office general instructions can be utilised also at Arktikum.

3.9. Recycling bins have to have clear markings that dictate what sort of waste is appropriate for each bin. This can be devised by either colour coding the bins or using text. Also foreigners should be able to recycle their waste properly. The staff should be encouraged to use e-mail and educated in the use of copy machines and managing e-mail attachment files.

L&T (the national partner of SYK) has carried out a waste report at the university during spring 2015, which led to improvements such as increasing the amount of waste bins. Green Office governs the creation of the university waste guide, and aims at improving both recyclability and bin markings.

4. Emphasise environmental research in the University of Lapland	Achieved (2006)
<i>There has been effort to add more emphasis on environmental research. For example, it has been profiled as a focal point of the Faculty of Social Sciences' development strategy. There is also a doctoral programme in Northern Cultures and Sustainable Natural Resource Politics.</i>	
5. Development of environmental pedagogy in the University of Lapland	Achieved (2006)
<i>Environmental pedagogy has been actively developed since 2004, though at the moment the development work has stalled.</i>	
6. Improving the environmental image of the university	In progress (-2017)
<i>An environmental segment (titled "Green Office") will be added to the university website. It will address environmental topics and hand out eco-friendly tips.</i>	
7. Increasing environmental collaboration	In progress
<i>There's been an attempt to improve environmental collaboration but the development work has been project-based and thus not very far-reaching. A better result would be achieved with organized activity and steered resources so that the responsibility for development work wouldn't be limited to certain individuals or projects.</i>	
8. Environmental reporting in the University of Lapland	In progress (2017 →)
<i>WWF Green Office requires annual reports of the progress and procedures that the university has taken to accomplish its goals. In addition, before each WWF inspection a progress summary of the last three years needs to be compiled. The Green Office team participates in reporting, which also includes arranging an environmental survey once every three years. The survey exposes changes in opinions and environmental consciousness, and also provides direct feedback.</i>	
9. Designing the University of Lapland's environmental strategy	Partially achieved (2006)
<i>The University of Lapland's strategy incorporates an approach towards environmental issues. Sustainable development, law and justice are focal points of the University of Lapland's strategy 2025.</i>	
10. Commitment in managing environmental issues	Achieved (2006)
<i>The collaboration contract with WWF requires commitment and continuous effort to improve environmental issues in order to gain and retain the Green Office logo.</i>	

The goals and proposed procedures of the 2006 environmental programme

1. The University of Lapland must pursue recognition as a prominent organization of environmental expertise within its area of operations. Such recognition calls for increasing investment in environment pedagogy and research. The university's environmental group's status as an active group of experts must be secured and the curriculum of environment studies must be solidified.	In progress
<i>Research of the environment has improved. The environment curriculum is a minor programme that hasn't been invested with the personnel resources or time for further development. Furthermore the environmental group has ceased to exist.</i>	
2. The university's administrative units, staff and other parties operating in the university facilities must commit to the goals of the environmental programme. This would mean for example the development of a "green" procurement matrix that enables the evaluation of the eco-friendliness of products and service providers. In addition, when signing new rental agreements, it should be ensured that the tenants adhere to the environmental principles approved by the university.	In progress (-2017)
<i>An environmental segment will be added to the procurement guidelines. Procurements will be verified through Green Office and switched for eco-friendlier options if possible (unless already done). Eco-friendliness has been discussed with the university's suppliers and service providers.</i>	
3. The distribution of responsibilities over environmental issues must be clarified and the staff must be informed of the selected trustees. The staff must know, who is responsible for which environmental field.	In progress (-2017)
<i>The current environmental programme will include a list of Green Office team members, who will function as messengers when addressing environmental issues. The upcoming waste guide will contain the necessary contact information.</i>	
4. An environmental audit must be conducted regularly every four years, in order to improve monitoring. The audits cannot be assigned to students.	In progress (2017 →)
<i>WWF inspects Green Offices every three years and performs an inspection comparable to an audit.</i>	
5. The university's actions for improving sustainability must be reported annually.	In progress (2017 →)
<i>Green Office requires annual progress reports of the set goals and procedures and their accomplishment to WWF. In addition, before each WWF inspection a progress summary of the last three years needs to be compiled. The Green Office team participates in reporting.</i>	

6. The environmental impact of the University of Lapland must be minimized for example by drawing attention to energy and paper consumption. The university has to start following the amount of environmental stress it causes. A target level and monitoring indicators need to be set.

In progress (2017 →)

Environmental goals that reduce energy (heat and power) and water consumption, and the amount of combustible and landfill waste, have been set for the university. The target level in all areas is a 5 % reduction by the end of 2019. A similar, specific number has not been set for paper consumption, yet several means that aim at reducing the amount will be taken. These means are registered as Green Office procedures and, as so, they're effectiveness will be monitored. The proper disposal of paper copies will also gain attention. Furthermore, the university will install public display monitors that provide consumption data for the users themselves.

7. An environmental guide that instructs in eco-friendly activity must be composed for the staff and students of the University of Lapland. The guide should also be easily available for anyone, for example, on the university website. In practice this means that funding should be reserved for printing the environmental guide of the 1998 environmental programme.

In progress (-2017)

General instructions, so called "green tips", will be attached to the environmental programme. They can also be utilised as a separate, independent body. The aim is to share eco-friendly advice both at university and at home. The programme will be distributed digitally, which saves both paper and funds. If necessary, the programme can be printed.

8. The staff and students of the University of Lapland need to be instructed and educated regularly about environmental issues, whose visibility in general should be improved. In practice this could mean, for example, that environmental topics could be integrated into orientating studies, an environmental theme day could be organised regularly, or a staff member or a student could be annually honoured for pro-environment activity. In addition the programme and other environmental matters should be visible on the university website, bulletins and annual reports. The staff's pro-environment activity should be supported by, for example, offering economic driving lessons or by arranging adequate shower rooms for commuters that travel by bike or foot.

In progress (2017 →)

The Green Office team members are designated with the implementation of environmental issues all around the university. They also act as exemplary figures for their own units/faculties/student associations. Green Office offers guidelines and environmental themed info sessions/lessons for both students and staff. At minimum, environmental issues are displayed according to the publicity plan, and environmental seminars/courses are also possible. More extensive environmental campaigns are intended to be held twice a year (spring/autumn), in an attempt to encourage university people to participate and to make eco-friendly decisions in their everyday university life. Publicity and campaigns aid in improving the environmental consciousness and attitude towards the environment. The fundamental idea of Green Office is that the university staff and students would gladly and voluntarily commit themselves to improve the environment.

9. The university needs to direct funds towards achieving these goals.

In progress

The university has directed recourses for carrying out the procedures, which should also generate savings.





5. ENVIRONMENTAL PRINCIPLES

As a part of building the Green Office environmental management system, the Green Office team has produced the following environmental principles for the University of Lapland. They function as guidelines for future environmental work:

- The environment will be taken into account in all activity.
- The arctic and northern environment will be acknowledged in teaching and research. The intention is to achieve the educational and research goals with diminished material and energy consumption.
- Identifying the environmental impact produced and finding means to soften it without compromising work or study conditions.
- Developing a flexible and comfortable campus environment that is safe and pleasant for studying, teaching and researching.
- Informing students and staff of environmental issues and attempting to increase knowledge of the environment and motivation to make eco-friendly decisions.

6. ENVIRONMENTAL GOALS

University of Lapland's main environmental goals:

1. Objective: Decrease energy consumption

The set goal: By the end of 2019, energy consumption (power, heat) is reduced 5 % from the level of 2016.

Indicator: Power/heat consumption kWh/person/year

2. Objective: Decrease water consumption

The set goal: By the end of 2019, water consumption is reduced 5 % from the level of 2016.

Indicator: Water consumption litres/person/year

3. Objective: Decrease combustible and landfill waste

The set goal: By the end of 2019, the amount of combustible and landfill waste is reduced 5 % from the level of 2016.

Indicator: Amount of waste kg/person/year

The set environmental goals apply to the university main building. Its progress is to be reported to WWF annually.



7. PROCEDURES

WWF Green Office environmental programme has nine categories for procedures, which are 1) Execution and coordination, 2) Energy, 3) Travelling and transportation, 4) Procurements, 5) Food, 6) Waste and recycling, 7) Water, 8) Biodiversity and 9) People. Some of the categorised procedures are also part of the Green Office criteria that the university needs to fulfill in order to gain the right of use for the Green Office logo. Such criteria are:

- Appointing a Green Office contact person.
- The assembling and upkeep of a Green Office team.
- Creation and maintenance of an environmental programme.
- The choosing of indicators for the Office and defining numeral goals for them.
- Compose an internal publicity plan.
- Check and activate the energy-saving options for electronic office equipment.
- Instruct personnel to save energy, e.g. turn off monitors, computers and other devices when not in use.
- Procurement guidelines are updated and upheld.
- Follow waste legislation and recycle when possible.
- Replace disposable tableware with reusable ones.

7.1 Execution and coordination

Execution and maintenance

Appointing a Green Office contact person	Appointing a Green Office contact person
The assembling and upkeep of a Green Office team	A Green Office team has been assembled and a commitment to keep it operation has been taken (a continuous procedure). The GO-team meets about 4 times a year, and key members more frequently if necessary.
The choosing of indicators for the Office and defining numeral goals for them.	Measurable indicators, the goals, have been set in autumn 2016. These are the reductions in energy (electricity/heat) and water consumption, and in the amount of combustible/landfill waste. Values of the year 2016 has been set as the baseline. All goals are revised during the updating of the programme after every three years (a continuous procedure).
Creation and maintenance of an environmental programme	An environmental programme (including principles, goals, procedures) will be created for 2017-2020. The programme will be updated after every 3 years before the Office inspection (continuous procedure). A summary of procedure progress, publicity actions and goal accomplishment will be formed with the same schedule. The initial GO-programme was composed by an environmental consultant with the support of the central team members. The GO-team will take responsibility for further updating the programme.
The environmental teams meeting frequency and the contents of the meetings are defined	The Green Office team's meetings have been scheduled both in the internal publicity plan and in the team's own yearly plan, which also includes the outline of contents for each meeting. The team meets four times a year and in addition, key members when necessary (a continuous procedure). The schedule for each year is discussed in the first meeting of that year.
Validating the environmental principles	The proposed environmental principles need to be validated, and signed by the rector and the director of administration.

Publicity

Composing an internal environmental publicity plan	The internal publicity plan has been composed and is in effect during 2017–2020. The plan has been divided into two phases: acquiring the GO logo and maintaining it. The latter phase lasts from spring 2017 till spring 2020, after which the plan will be updated. This procedure is repeated every 3 years (continuous).
Collecting environment related initiatives and improvement proposals from the personnel	In the autumn of 2016 an environmental survey was conducted (approx. 20 questions) as part of the acquisition phase of the GO logo that resulted in 319 answers. The survey will be repeated after every 3 years (continuous procedure) for feedback and fresh ideas that could be utilised when updating the programme. Constant feedback is also collected through other channels (website/intranet/Ulapalla). Attempts will be made at strengthening staff motivation to propose environmental initiatives.
Informing the public about environmental issues	An environmental segment will be published on the university website and, as a continuous procedure, Green Office and other environmental subjects are shared through intranet, digital display monitors and social media (Ulapalla-channel). When the opportunity arrives and depending on the subject, other channels can also be utilised. As according to the publicity plan both students and staff will be contacted, but through different channels. Also various publicity events will be arranged for students and/or staff. During the acquisition phase of the GO logo, both shorter and longer courses will be held that discuss Green Office. Everyone will be informed of the environmental programme and its accompanying waste guide.
Instructions concerning environmental issues will be developed for the Office	General instructions (“green tips”) that affect the entire university and educate both students and staff to acknowledge the environmental aspect in everyday activity, will be developed.
Making an external publicity plan	After attaining the GO logo and its right of use, an external publicity plan will be made. The plan will be in effect till 2020, after which it will be updated together with the internal publicity plan, in accordance with the 3 year cycle.
Sharing real time consumption data for the user base	The university’s consumption data (e.g. power/heat/water/ carbon footprint) will be shared on the display monitors that will be installed in the university; one to the entrance of the F department, another to the main entrance (A–E departments). This arrangement should also be reflected in the contents of the shared information. Later on, shared information is intended to be visualised, for example, with animations, at which point students are encouraged to participate in the designing process.

Education and motivation

Sharing environmental information in office meetings and other suitable events	During the acquisition phase of the Green Office logo, coffee room info sessions/lessons are held for the staff that educate of Green Office and environmental related topics as well as collect feedback and ideas for improvements. After attaining the logo, the GO contact persons share information either by e-mail or in unit/faculty meetings. The central team members will compile brief info packages for the contact people to resort to while sharing information.
Sharing Green Office tips for the Office personnel	Green Office themed information will be placed in the intranet and, when possible or necessary, WWF’s Green Office newsletter could be relayed to staff and students. When sharing tips, WWF’s own material will be central, yet original brochures, ads etc. will be in use. The display monitors will be utilised heavily in everyday communication. These procedures are continuous.
Organising an environment themed educational event	An environment themed seminar open to both students and staff will be organised (annually if possible). The student union and the faculties are expected to cooperate with the arrangements.
Sharing environmental information during the Riemupiiirakka event	Green Office and environment themed info sessions/lessons are to be held during the Riemupiiirakka -event, organised by the Student Union of the University of Lapland for the board members of each student association. The event is held every spring and autumn. The procedure is continuous.

7.2 Energy

The Office building

Revising the state and settings of the Office's heating and air conditioning systems.	During maintenance the air conditioning (machines and system) is modernised and automated to increase energy efficiency. The entire heating system will be cleaned and adjusted to correspond to the needs of each segment of the building. The heat exchangers will be replaced in summer 2017. The procedures are partially continuous.
Optimising the settings for air conditioning according to working hours	The running times of the air conditioning will be optimised according to the hours of use in each facility (user feedback and the type and time of facility usage are monitored actively). Carbon dioxide sensors are installed to control the need of air conditioning. The procedures are partially continuous.
Energy efficiency is stressed during maintenance	Energy efficient decisions and changes are done during facility maintenance. The procedure is continuous.

Lighting

Timers and/or motion sensor will be installed for lighting control	Changes will be made to the control schemes of corridor and entrance lighting (light and motion sensors, and the integration into the building automation system). 1st floor ready, 2nd floor in summer 2017 (A-E departments). The F department is already updated.
Optimising Office lighting to stay on only during work time	Corridor and entrance lighting will be optimised. The office, class room and bathroom facilities are kept under manual control. The F department is already equipped with sensors (=optimised).
Reminding personnel to switch off lights when not needed	A contest could be arranged for students to come up with ideas for, for example, to "turn off the lights" stickers. The winning sticker will be used in public spaces (class rooms, toilets) to remind staff/students to switch off the lights. A reminder will also be included in the general instructions (green tips). In addition light usage can be brought up during campaigns and other events (Earth Hour or Energy-Savings Week).

Replacing fluorescent / incandescent lamps with energy efficient replacements	During indoor lamp maintenance old lamps are replaced with LEDs (LAY). Outdoor lights have already been converted (SYK). A procedure for the time being until all lamps have been updated.
Participating in the Earth hour event	Participating in the Earth Hour event (continuous procedure). When possible the event could be connected to a university campaign or happening.
Participating in the Energy Savings Week	Participating in the Energy-Savings Week (continuous procedure). When possible the event could be connected to a university campaign or happening.

Office appliances

Revising and activating energy-saving settings in electronic office appliances.	The energy-saving settings on computers in particular, as well as those on all-in-one-printers and other electronic appliances, need to be checked and, if not already in use, activated.
Instructing the personnel to save energy and turn off idle monitors, computers and other devices	Energy-saving is included in the general instructions (green tips) of the environmental programme, and they are publicly available through the intranet and university website. The staff and students will gain additional guidance during spring 2017.
Replacing desktop computers with laptops during appliance upgrades.	Computers have a life cycle of approximately 5 years. All desktop computers will be switched to laptops when the need of a replacement occurs, if it is possible. The procedure is executed until every desktop computer is decommissioned.
Instructing the personnel to save energy and turn off idle monitors, computers and other devices	As a continuous procedure, staff and students are reminded of the tips in the environmental programme, which are brought up, for example, during various campaigns.
Maintaining the appliances and developing the skill levels of the personnel	Guides and training will be provided for e.g. printing or using digital systems and signatures, as a method to reduce paper consumption and limit the use of printing machines.

7.3 Travelling and transportation

Business travels

<p>Planning a travel initiative</p>	<p>An initiative will be presented to the travel management for economic travelling. Train transportation is preferred to flying.</p>
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Commuting/car pooling

<p>Encouraging the personnel to commute by cycling</p>	<p>The benefits of commuting by cycling are emphasised, for example, via publicity. Regular checks need to be made to ensure that there are enough bike parking spots and locker rooms to enable cycling as a choice of commuting. Improvement proposals for cycling are taken into consideration during the environment survey conducted after every 3 years.</p>
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<p>Developing and realising a policy to increase remote work and improve home offices</p>	<p>Working remotely is possible with the superior's permission. The guidelines will be upheld and improved. The possibility of remote work is also secured by providing technical support. A continuous procedure.</p>
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7.4 Procurement

Procurement guidelines

<p>Developing and upholding guidelines for procurements</p>	<p>General procurement guidelines and small purchase procedures exist and are updated when necessary. Acknowledging an environmental perspective will be added to the guidelines. The current suppliers and service providers (Amica, Lovisa, SOL, ISS, Lapin Systema Oy) have been contacted, and the eco-friendliness of their products and services has been discussed for determining the best possible option. Also the University Print has been approached.</p>
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Office supplies

<p>Office supplies that are certified as environmentally friendly or are produced from recycled materials are preferred</p>	<p>Lapin Systema Oy is the supplier for office supplies. The current range of products is revised and modified to be eco-friendlier. When possible, pre-existing products will be replaced with similar type of products that are certified as environmentally friendly.</p>
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Paper

<p>Developing a recycling system for books, magazines, reports etc. to avoid unnecessary copies</p>	<p>A trade spot for books and magazines will be realised and the students and staff will be informed of it. An old, out of commission bookshelf will function as the trade spot.</p>
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<p>The personnel will be instructed in saving paper and they will be given tips for utilising a digital working environment</p>	<p>Double-sided printing is the preferred default setting. Enforcing this practice requires a great deal of publicity. The ICT Services will produce the instructions for one-/double-sided printing, so that anyone can change their settings.</p>
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Furniture

<p>Office furniture will be recycled when they become obsolete</p>	<p>A collection point will be arranged for obsolete furniture. From there students and staff members can recover the items they want for their own use, free of charge. The facility service personnel with help from the GO team manage the collecting of furniture and keeping the point tidy. Methods that enable the most efficient recycling of furniture/appliances/other items are in development.</p>
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Building management / other service providers

<p>The service providers need to be negotiated with in order to plan the most environmentally sound forms of services</p>	<p>The university's service providers (Amica, Lovisa, SOL, ISS, Lapin Systema Oy) and their products/services have been screened during the acquisition phase of the Green Office logo. Eco-friendliness has been improved when possible, for example by figuring out ways to decrease the use of disposable cups in the restaurant.</p>
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<p>Decreasing the use of garbage bags</p>	<p>Garbage bags are intended to be emptied during cleaning and placed back for reuse. The personnel will be instructed, for example, to throw food waste into the break room bins, so that the bags in the Office wouldn't need constant changing.</p>
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7.5 Food

Food

Applying for the Fairtrade University status	Supporting Fairtrade will be continued by applying for the Fairtrade University status. Required actions would include among others participating in the Fairtrade Week and abiding to the criteria set by Fairtrade. The project is endorsed by the GO team, which comprises both staff and student members. The Student Union will plan a strategy to advance Fairtrade support in the university, and also take charge for applying for the Fairtrade University status and undertake necessary reporting.
Organising events/campaigns to increase food knowledge	Together with the GO team, the restaurants regularly organise events/campaigns about biowaste monitoring, food loss, Fairtrade, ethical choices etc.
Promoting a vegetable diet and alternatives for dairy products	Keeping a vegetarian option on the menu (Petronella/Felli) and offering a salad option as a meal (Lovisa). Alternatives for dairy products are taken into consideration, for example, as coffee milk or snacks (yoghurt etc.).

7.6 Waste and recycling

Material usage and waste production

Replacing disposable tableware with reusable ones.	The disposable tableware in staff quarters/events will be replaced with reusable ones. People will be encouraged to choose reusable cups in the restaurants, in order to decrease the usage of disposable cups.
Products that are environmentally friendly and use less packaging material are preferred, as well as bulk purchasing.	These matters will be discussed with the suppliers. Office supply orders are already concentrated.

Sorting and recycling

Waste legislation will be followed and recycling will be exercised when possible	Recycling instructions, which abide the waste disposal regulations of Rovaniemi, will be composed and made publicly available (e.g. intranet), and the GO team updates them when necessary. The instructions will also acknowledge hazardous waste, and as so, the people in charge for managing hazardous waste will participate both during the composing and updating of the instructions.
Appropriate recycling bins will be provided for different waste types	The university corridors will be equipped with sorters for improved recycling. The possibilities to sort different waste types will also be improved in staff break rooms. User feedback will be gathered to evaluate whether the amount of outdoor waste sheds is sufficient.
Appropriate recycling/disposal of hazardous or electronic waste.	Managing hazardous waste will be included in the recycling instructions. Both hazardous and electronic waste need to be handled appropriately. Electronic waste is mainly managed by the IT. Hazardous material can be produced, for example, in the Faculty of Art, where teachers supervise the handling of hazardous waste during the courses they hold. The instructions will be combined with the work safety regulations.
Providing guidance near the recycling points and/or otherwise available for the personnel	Appropriate signs for different waste types will be provided for sorters, break rooms and outdoor waste sheds. In addition, publicly available (for example via intranet) instructions will be composed. These instructions can be restated when publishing waste information or during relevant campaigns. The GO team updates the instructions when necessary.
Monitoring the quality of restaurant biowaste	Actions will be taken to improve the quality of biowaste produced in restaurants and when returning dishes. All unsuitable trash need to be separated from the actual biowaste, in order to classify the accumulated waste as biowaste and enable the use of biodegradable bags. To fix the problem, more effort needs to be put into instructing and informing restaurant customers about biowaste. The procedure is continuous.
Collecting winter clothing and tableware for new exchange students	Winter clothing and tableware will be collected for the exchange students that arrive in the beginning of the year. The collection will be organised in a pop-up fashion and in cooperation with the university's Internationalisation Services, who distributes the clothes and tableware to the exchange students.
Arranging a collection point for art materials	A collection point will be arranged for materials (such as newspapers) that could be utilised during the courses held in the Faculty of Art or in student projects. The collection point will be placed in the Faculty of Art, whose personnel will also be in charge of its management. The university will provide the shelf space. Brief instructions will be provided for the use of the collection point.



7.7 Water

Water

Appliances that conserve water are preferred during repairs

A commitment will be made that during repairs, water fixtures (toilets, faucets, showers etc.) that conserve water are a priority replacement option.

7.8 Biodiversity

Biodiversity

MSC or ASC certified fish products are preferred

The restaurants are following WWF's recommendations for fish procurements and do not prepare endangered species listed on the seafood Red List.

7.9 People

People

Monitoring Office air quality

Office air quality will be monitored after maintenance. Inspections are conducted after 3 months, a year and 5 years.

Monitoring Office temperatures

Office temperatures will be monitored after maintenance. Inspections are conducted after 3 months, a year and 5 years.

Providing the personnel with a feedback channel that can be used to express a wish or submit suggestions, initiatives etc.

A feedback channel will be created on the intranet and on the university website that enables the staff/students to submit initiatives or feedback. Also other parties can submit environmental questions via the website. The feedback will be directed to the organisation's email address (greenoffice@ulapland.fi). A survey has been conducted during the acquisition phase of the Green Office logo, and each facility has been visited and informed of Green Office, providing possibilities to give feedback.

Conducting an environmental survey

An environmental survey will be conducted once every three years in the autumn prior to the WWF Office inspection. The survey will be used to collect feedback about environmental issues and to review the consumption behaviour of the staff and students. The answers will be composed into a brief report that will be made publicly available through the intranet. The procedure is continuous.

Annually participating in one exercise campaign/ event

The project will participate in a singular exercise event (e.g. Women's Fun Run) or campaign (e.g. the exercise campaign of the city of Rovaniemi, a milerun). The personnel will be encouraged to choose everyday actions that invoke exercise.



8. MONITORING AND REPORTING

The Green Office team functions as the enforcer of the Green Office procedures, and therefore is also responsible for maintaining constant improvement efforts. The team meets regularly to secure the continuation of the project and to propel forward its operations. The meeting recurrence is set beforehand, and is dictated by the spring and autumn terms, which also determine the occurrence of university campaigns and events.

The key team formed by the key members is in charge of the university's own monitoring activity and of reporting Green Office information to WWF. The key team is also responsible for collecting consumption data and sharing it, for example, via the display monitors that will be installed in the university lobbies. In addition to consumption data, users can follow how the consumption rate is trending.

The indicators define which consumption data will be reported to WWF. The goals for reducing consumption are set for three years, after which new goals will be defined. Furthermore the completed procedures that comprise the University of Lapland's environmental programme are reported to the WWF through the extranet (Compass). After every three years the procedures and goals are updated and published for the university staff and students. The programme will also be published on the university website and on the intranet.

When updating the programme, a report will be composed of the environmental procedures and their results covering each three year cycle. This includes relevant consumption data. If possible, the results of the regularly conducted environmental survey will be attached to the report, but they can also be comprised separately.

The GREEN TIPS

9.1 Energy

Conserving energy means reductions in the use of power, heat, fuel and warm water. Energy can be conserved in various ways, for example, by making energy usage more efficient, trimming unnecessary consumption and minimizing power and heat loss. In addition, conserving energy is beneficial both financially and environmentally.

Lighting

- Turn off the lights, if you are the last one to leave the room, especially for the night.
- Use natural light by opening the window blinds and directing the light so that it doesn't bother working.
- Only use artificial light when it is necessary.
- Report lamps that have burned out to the property maintenance.

Computers and monitors

- It is recommended to shut down the computer, monitor and any other appliance that is not in use for the next 15 minutes or longer.
- Enable the automatic power-saving functions on your computer. This can reduce the power consumption of the display by 50-80%. Turn the display off completely if you're absent for a long period of time. (Screen saver = 85 W, power-saving "sleep" mode = 0-2 W, power off = 0 W)
- Activate the power-saving functions also on the computers found in meeting rooms, class-rooms and group work rooms.

Energy production is responsible for 80% of all carbon dioxide emissions. Carbon dioxide CO₂ has a crucial role in global warming and thus climate change. The carbon dioxide emissions produced by power and energy consumption can be assessed with the Climate Calculator at www.ilmastolaskuri.fi/en.

Other appliances

- Shut down the video projector after each class/meeting and always when it is not in use.
- Cluster copy and printing tasks to give the printing machine a chance to enable its automatic power-saving mode.
- Detach your phone charger and other appliances from the power sockets when they are not in use.
- Turn off the coffee maker after the brewing is complete.
- The use of a water boiler is preferred when heating water.
- Start the dishwasher only when it is full.
- Report broken appliances to the property maintenance, helpdesk or facility service personnel.
- Use stairs instead of elevators, especially when moving only one floor up or down.

Heating

- Adjust the temperature of the work space to a suitable degree. Lowering the temperature with just one degree can have a substantial affect on power consumption.
- Do not place furniture or curtains in front of a radiator.
- Report temperature anomalies to the property maintenance.
- Ventilate rooms with a cross-draught, do not keep the window open the whole time. If the windows are constantly open, the air conditioning system does not operate correctly.

9.2 Water

Clean water has never been scarce in Finland, so limiting water consumption hasn't always been an important issue. However, water consumption deserves attention. Especially avoiding unnecessary use of heated and purified water can ease the strain put on the environment. Keeping the water running for no reason should be avoided at all times.

- Do not keep the water running! If there's no cold water, fill a water jug and place it in the refrigerator. Report taste and temperature anomalies to the property maintenance.
- Adjust the faucet appropriately, a small flow of water is usually sufficient.
- Wash and rinse dishes in the sink, not under running water.
- Start the dishwasher only when it is full. Economic or quick wash programs should be sufficient for coffee cups, plates and spoons.
- Report leaking faucets and toilet seats to the property maintenance as soon as possible.
- Do not waste water. Turn off the shower for the duration of applying shampoo or soap.
- Only use the toilet for its proper purpose. Trash does not belong in the toilet and can cause various problems and expenses.

The average amount of water consumption in Finland is about 90-270 litres of water per resident. The average daily consumption rate is 155 litres of which showering uses up 60 litres, the toilet 40 litres, the kitchen 35 litres and washing clothes 20 litres. For example a five minute shower consumes an average of 60 litres of water depending on the type of water fixtures in use. Therefore water consumption does deserve a fair amount of attention. Information about water consumption and many other topics can be found at the Motiva website (www.motiva.fi).



9.3 Paper

The everyday life of the university consumes a large quantity of paper, whether for teaching, research or administrative purposes. Anyone can take part in reducing paper consumption by evaluating what type of content needs to be displayed on paper and in what form.

Tulostaminen

- Print and copy only when it is justified.
- If possible, print in black-and-white and to both sides of the paper, for example, when printing drafts for proofreading.
- Try to fit several pages onto one sheet of paper.
- Using a smaller text size enables a larger amount of content per page.
- Utilise the preview function and avoid unnecessary prints.
- Can the participants of a meeting, class or some other occasion share the same copy with each other?
- Utilise redundant or incorrect prints in other ways such as scrap paper.



How can I and my organisation help to reduce the ecological foot print of paper manufacturing?

- **Reduce excessive paper consumption**
- **Recycle all paper waste**
- **Switch to a paper grade that is manufactured from recovered fibre**
- **Switch to a paper grade that is manufactured from sustainably produced fibre**
- **Buy paper from producers that have committed themselves to conserve the environment and provide transparency in their actions.**

Read more from the WWF Guide to Buying Paper (http://wwf.panda.org/how_you_can_help/live_green/fsc/save_paper/paper_toolbox/the_wwf_guide_to_buying_paper/)



Items eligible for paper recycling: newsprint, brochures, envelopes and other paper mail, copy paper (also coloured), notebooks, drawing paper, books (without covers) and phone books.

Digital materials/archives

- Utilise a digital environment as efficiently as possible - it is not necessary to print or copy everything.
- Utilise digital signatures.
- Switch to digital communication.
- Send meeting and seminar invitations and other information in a digital form. This type of an eco-friendly message is proven to be received positively and it can improve the university's reputation as an environmentally conscious entity.
- Favour digital materials and only use paper under special circumstances. Save to-be-printed Power Point shows as a pdf-file that allows multiple pages on one sheet and dismisses any unnecessary images and colours.
- Request course assignments to be returned digitally. Resort to paper only under special circumstances, and even then demand double-sided prints.
- Enable digital exams.
- Encourage students to use a laptop computer for reviewing lecture material and for making notes.
- Pursue paper-free meetings and inform the participants of this practice. Bring your laptop to the meetings.
- Favour video projectors and whiteboard over flip charts.
- Favour digital books and articles.
- Borrow course literature from the library instead of buying or copying. If the books run out, prefer scanning instead of copying.
- Switch newspaper or paper magazines to digital subscriptions.

Printing (press)

- Choose paper that is manufactured from recovered fibre when ordering products from the printing press. Otherwise choose a product that has been certified as environmentally friendly.
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9.4 Waste and recycling

In terms of quantity, paper waste is the most produced waste type at the university. Other waste types include energy waste, biowaste, cardboard, obsolete and broken appliances and furniture, and hazardous waste.

- Are you sure there are enough facility sorting possibilities? Are there sufficient instruction near the sorting point?
 - **Break room:** biowaste, energy waste, cardboard metal, glass
 - **Office:** energy waste, recyclable paper, paper to be destroyed
 - **Classrooms:** energy waste
 - **Lobbies/corridors:** biowaste, energy waste, cardboard
 - **Special facilities:** Appropriate to the waste types produced
- Concentrate the disposal of biowaste to break rooms, in order to reduce plastic bag usage in the Office.
- Are there sufficient waste disposal instructions and sorting possibilities in the work environments that produce various sorts of waste such as hazardous waste? Make sure that everyone that uses the facility knows how to correctly handle and recycle all the waste that is produced.
- In case of doubt, resort to the waste guide available on the intranet. If the matter involves hazardous waste, contact the appointed trustees who will guide you in managing such waste.
- Collect batteries etc. and recycle them.
- Drink coffee or tea from a reusable cup.
- Use the same coffee or tea cup repeatedly and resort to the dishwasher only when necessary.

Aim at preventing waste production as your priority. Make recycling secondary whether treating waste "as is" or as a material. Waste sorting is not rocket science. Anyone who is willing, can do it. The question remains: Are you?

- Pack your snacks/lunch in reusable containers and avoid disposable packages such as plastic bags.
- Submit the newsprints and books that you don't need anymore (at the office or home) to the trade point, and let others enjoy them too.
- Recycle usable material. Be stingy.
- Cardboard boxes can be reused for shipments and storing. Recycle unused cardboard.
- Decrease biowaste by taking a portion of food that is suitable for you. Do not throw inappropriate trash such as candy wrappers into the biowaste bin.



Avoid buying plastic bags. In 2016 an agreement was made to reduce plastic bag consumption, based on the EU packaging waste directive that aims to decrease the usage of lightweight plastic carrier bags and to prevent plastic pollution. Finnish consumers are reasonable users of plastic bags, but consumption can always be reduced even more, with voluntary efforts. Read more at kassi-info.fi (Finnish website).



9.5 Travelling and transportation

Traffic is one factor that affects climate change, since fuel combustion releases carbon dioxide (the most notable greenhouse gas) into the air. Road traffic and especially personal vehicles are responsible for most of the pollution produced by traffic. It isn't always necessary to travel by car, instead maybe it's possible to walk to your destination.

- Gain some discreet exercise and go to work by bike. If you think that the locker room, shower or storage facilities are inadequate, notify the Green Office team of the issue.
- Participate in a milerun or another exercise event and try to encourage others to come along.
- Try to utilise car pool or public transportation possibilities.
- If you do drive, review instructions for economic driving. www.motiva.fi/en/transport
- It is not required to travel to every meeting. Utilise available video conference rooms or use Lync/Skype applications on your own computer.
- When travelling to a large event, encourage participants to prefer train transportation to flying or public transportation in general. Attach public transportation timetables and route instructions to the invitation/announcement.
- Can lectures be organised in a virtual learning environment?
- Can visiting lecturers give their presentations through a video connection?
- Arrange and offer accommodation for visiting researchers, lecturers and other guests, in order to reduce back and forth travelling.



The hierarchy of transportation:

1. The best case scenario doesn't involve any travelling, or just walking and cycling.
2. The next best method is to use a train, a tram car or the subway.
3. The third best alternative is car pooling or bus transportation.
4. A personal vehicle should be used only when necessary.
5. The worst option is air transportation.

More information can be found on the website for The Finnish Association for Nature Conservation (Finnish).

9.6 Facilities

Maximising facility use efficiency is an environmentally friendly gesture that benefits the attempt to reduce energy consumption. This does not mean crowding every square foot available, but to assess the utilisation degree of each facility and finding methods to improve it.

- Improving facility use efficiency is the best way to conserve the environment and expenses. Evaluate your working methods and office attendance - do you need your own office or could you share a space with another person?
- Meeting and group work rooms should be put into common use.



Keeping the work environment in good order makes it easier, faster and more comfortable to work. Unused space attracts accumulation of redundant paper and unnecessary stuff. It is your own responsibility to maintain order around your work station.



9.7 Procurements

Procurements are essential in improving material efficiency and reducing the strain on the environment. The choosing of raw materials, appliances, products, services and forms of energy are considered procurements.

- Only acquire what you truly need.
- Abide to the procurement guidelines' environmental instructions when carrying out your own orders.
- Can additional procurements be avoided by sharing existing equipment?
- Appropriate use and regular maintenance prolong the life of equipment.
- Can the chemicals that are used for teaching or research purposes be replaced by more eco-friendly alternatives?
- Take into account the eco-friendliness (environmental certifications) or energy efficiency of equipment and appliances when ordering procurements. Also evaluate maintenance possibilities and spare part availability.
- Create and manage an inventory of available materials and only order new additions when necessary.

Catering

- Favor organic, vegetarian and local food.
- Oversee that the tableware used in meetings/events are reusable, and that sugar, milk or any other products are not individually packaged.



Energy Star is a voluntary international standard for energy efficiency. The IT equipment qualified to carry the Energy Star logo must have a power management system that features an automatic power-saving mode. More information at www.energystar.gov