

DRAFT
NEW INTERNATIONALIST
ENVIRONMENTAL ACTION PLAN 2008

INTRODUCTION

New Internationalist (NI) is an independent trust, working as a not-for-profit co-operative publishing organisation, operating from offices in Oxford. Our principal activity is the production of a monthly magazine, books and other publications. We also produce a gift catalogue for Amnesty International - UK.

NI recognises that its operations have an effect on the local, regional and global environment. We aim to reduce the environmental impact of our business and to operate in a responsible manner. We are committed to continuous improvements in environmental performance and the prevention of pollution using regulations, laws and codes of practice which are regarded as setting the minimum standards of environmental performance. As part of our continuing drive for improvement we have developed an Environmental Policy and an Environmental Action Plan, which will enable us to set the targets by which our efforts towards sustainable environmental improvement can be measured and monitored on a regular basis. We also recognise that many of the initiatives we have put in place make sound business sense and are cost-effective. A Space and Environment Group (SpEG) has been set up to be responsible for ensuring that the Environmental Policy and the Environmental Action Plan are implemented. However, all co-operative members agree that they have a responsibility in their area to ensure that the aims and objectives are met.

AIMS AND OBJECTIVES FOR 2008

The Environmental Action Plan is updated each year; the aims and objectives for 2008 are:

- make base-line calculations based on 2007/08 readings for electricity, water, gas and paper use to determine the starting point from which to measure progress;
- establish a monitoring and recording system and make regular reports to the NI co-operative;
- use consumption and cost figures to make comparisons with buildings and businesses of a similar size;
- investigate funding for environmental improvement;
- further expand measures for saving water and energy for heating.

DETAILED PLAN

Water

Water saving measures currently in place are:

- water saving mechanisms in each toilet;
- ensuring taps are completely turned off in toilets and sink area;
- taps are not left running when washing up;
- a bowl is used when washing up;
- rainwater is collected in a water butt for watering indoor and outdoor plants.

Aim for 2008

The water supply for the business is not metered. Arrangements will be made for a meter to be installed so that consumption of water can be monitored and checks for leaks can be made.

Heating

Heating is provided by a gas boiler. To reduce heating costs and emissions the co-op has agreed the following measures:

- all radiators are fitted with controllable thermostatic valves so that they can be switched off or turned down according to individual need;
- radiators are kept clear to ensure optimum flow of heat into the room;
- a 7-day timer is fitted to the boiler to ensure the heating system is switched off at night and at weekends;
- all areas are heated to a temperature of between 19-21°, the recommended temperature for areas where sedentary work is carried out;
- hot water to sinks is provided by a modern energy-saving water heating unit that can also be incorporated into a solar heating system at a later date;
- windows are kept closed when the heating is on or the heating is turned down to cool the room;
- thermostats are kept clear of anything that may stop them accurately measuring the temperature in the room e.g. books, cupboards;
- thermostats are turned down at the end of the day.

Aim for 2008

To prevent heat loss from the top floor the roof space will be insulated with environmentally friendly insulation material.

Electricity

The electricity supplier for the NI building in Oxford is Good Energy, which is the only UK supplier that supplies only 100% renewable electricity.

To reduce electricity costs and emissions the co-op has agreed the following measures:

- all areas lit with low energy CAT2 lighting or long-life energy efficient light bulbs;
- lights are only on in areas that are being used and task lighting is used wherever available;
- stickers and posters are prominently displayed to act as reminders;
- light switches are labelled so it is clear which areas they control;
- lights and computers are turned off at the end of the day;
- computer monitors and printers are switched off when not in use during the day and at the end of the day;
- all screens go into power-saving mode if unused for more than 20 minutes;
- the cleaning company is aware of our aim to reduce electricity use, and only turn on lights in the areas they are working on;
- the office uses a combined fax, printer and photocopier with energy saving features;
- power adaptors, transformers and chargers that are not being used are switched off;
- the use of personal electric heaters is limited to short periods of time (30 minutes) and then switched off;
- hot water is heated during the day only;
- window blinds are drawn up and windows are kept clean to allow maximum use of natural daylight;
- skylights have been adapted to open to provide ventilation in the summer;
- old or broken domestic equipment e.g. fridges and kettles are replaced with A-rated energy efficient models.

Paper

To reduce the volume of paper used at the NI office and to reduce the amount of waste sent to landfill the co-op has agreed the following measures:

- documents are photocopied in double-sided format;
- draft copies are only produced if unavoidable, are printed in double-sided format and then recycled;
- electronic communication is used where possible to reduce printing and faxing;
- paper that has been printed on one side is used for printing out emails (if absolutely necessary), printing in draft or for message pads;
- reminder posters and stickers are prominently displayed near printers and the photocopier;
- over-production of marketing and publicity material is avoided by reviewing distribution lists and regularly updating databases;
- junk mail and unwanted publications are cancelled and/or recycled;
- envelopes and packaging are re-used wherever possible;
- waste paper is shredded and used as packaging material;
- paper collection boxes are available throughout the building;
- paper, plastic bottles, cans and cardboard waste are collected weekly for recycling;
- Tetra-pak cartons are collected, packed and sent for recycling;
- CDs and DVDs are collected, packed and sent for recycling;
- glass bottles and jars are taken home by staff to be disposed of in domestic waste recycling schemes;
- a compost bin is provided for organic waste;
- batteries are collected in the office and disposed of safely at a local recycling centre. Rechargeable batteries are used whenever possible and standard batteries are also recharged to extend their use before being disposed of safely.
- printer and toner cartridges are collected and returned to the manufacturer for recycling.
- unwanted computer hardware is offered to other organisations or educational agencies. Broken and un-useable computer equipment is taken for safe disposal at a local waste disposal depot.