



Eco-Active States

Annual Report
2012

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1. Introduction

This is the first annual summary report on the progress of the implementation of the Eco-Active States (EAS) programme in the States of Jersey (SoJ). This report has been prepared by the Eco-Active States project officer with additional input from officers in other departments.

In April 2011, the Corporate Management Board of the States of Jersey (CMB) formally approved the implementation of the Eco-Active States programme.

Eco-Active States is an environmental management programme that helps departments to manage the environmental impact of their day to day operations through a structured programme.

This report covers the States of Jersey environmental performance for the period April 2011 to December 2012. It reports on the implementation of Eco-Active States across the first 33 business units to be accredited to the EAS programme, from within the ten ministerial and eight non-ministerial bodies that make up the States of Jersey administration.

EAS has senior level commitment and support. The Chief Officer of each department has been given the responsibility of implementing the programme with the help of a nominated departmental Environmental Champion or ECO scheme. All ECOs are supported by a part time Eco-Active States Project Officer based in the Department of the Environment and supported by the corporate transformation board.

2. Scope

This report covers the States of Jersey (SoJ), responsible for the administration of the Island. The SoJ consists of ten departments and eight non-ministerial bodies. The departments are:-

- Chief Minister's;
- Economic Development;
- Education, Sport and Culture;
- Environment;
- Health and Social Services;
- Home Affairs;
- Housing;
- Social Security;
- Transport and Technical Services;
- Treasury and Resources.

The non-ministerial bodies include:-

- The Bailiff's Chamber;
- Data Protection;
- Government House;
- Judicial Greffe and Viscounts Office;
- Law Officers;
- Official Analyst;
- Probation and After Care;
- the States Greffe.

As at 30 June 2012, the States of Jersey had 6,770 employees (fte) and was responsible for administering 364 sites out of a total number of 1135 sites that are owned by the States of Jersey.

This report covers the progress made in 33 business units from implementation in April 2011 to December 2012, as follows:-

Department	Business units included in 2012	Business units to be included in 2013 (not covered by this report)
Chief Minister's	All activities	
Economic Development	Jersey Airport Jersey Tourism – accredited through the Green Tourism Business Scheme.	Harbours - due to the merger with the Airport under the newly formed Ports. EAS to be extended to Harbours in 2013. Corporate management - due to relocation of offices EAS will be extended in 2013.
Education, Sport and Culture	Jersey Arts Centre and St. James' Centre; Jersey Library; 6 sports centres; 5 youth centres; central administration; the Bridge Community Centre; Outdoors Programme. Schools are managed under separate Eco-Active Schools.	Highlands College is to start implementing an environmental management system in 2013.
Environment	Planning and Building Control at South Hill; Environment at Howard Davis Farm; the Meteorological Office at Jersey Airport and Marine Resources at La Collete.	
Health and Social Services	The General Hospital including Catering Services and Day Surgery Unit; Maison le Pape; the Ambulance Service; Laundry and Sterile Services.	Le Bas Centre; Overdale; The Limes and Sandybrook Residential Homes; Westmount Centre Orchard House; Westaway Court and the Crematorium to be included during 2013.
Home Affairs	Customs and Immigration; Home Affairs Exec. and Superintendent Registrar; Fire and Rescue Service; States of Jersey Police and the SoJ Prison Service. Jersey Field Squadron operates under a separate environmental management plan through the Ministry of Defence.	
Housing	All activities	
Non-Ministerial Depts.	Bailiff's Chamber; Data Protection; Judicial Greffe including Viscounts and the Magistrates Court; Law Officers; Official Analyst; Probation and after care; States Greffe.	Government House to be included in 2013.
Social Security	All activities	
Transport and Technical Services	Cleaning Services; Liquid and Solid Waste; Recycling Centre; Parks and Gardens; Parking Control; Driving Vehicle Standards (DVS); Roads.	The abattoir – to be included in 2013.
Treasury and Resources	All activities	

3. Eco-Active States commitment

The SoJ corporate management board adopted the Eco-Active States commitment on February 16 2011, a copy is included below. All departments are required to display a copy of the commitment in their office, and to ensure that all their staff are aware of the requirements within it.

The States of Jersey is committed to reducing the environmental impacts caused by the day to day operations of our services and activities.

We will work to reduce the negative environmental impact of States of Jersey departments by following these principles:

We will comply with the requirements of environmental legislation and approved codes of practice

We will aim to improve environmental performance

We will reduce pollution, emissions and waste arising from our activities

We will reduce the use of all raw materials, energy and supplies

We will raise awareness, encourage participation and train employees in environmental matters

We will encourage similar environmental standards from all suppliers and contractors

We will assist customers and clients to use products and services in an environmentally-sensitive way

We will liaise with the local community

We will participate in discussions about environmental issues

Corporate Management Board

States of Jersey

Date: February 16th 2011

4. Legal Compliance

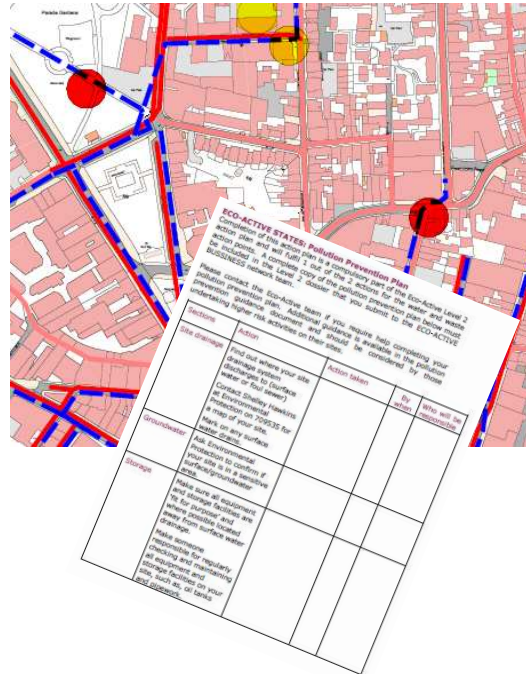
All departments must demonstrate that they are complying with relevant environmental legislation. For all relevant legislation, details must be provided as to how the department ensures legal compliance both now and in the future.

Pollution Prevention Plans

Waste and water legislation is applicable to all service areas. To ensure compliance with these laws and to help minimise the risk of a pollution incident occurring from a states owned site, departments have to complete pollution prevention plans for all their sites.

Pollution prevention plans have been completed by the following departments and service areas:- Chief Ministers department and Treasury and Resources department for Cyril le Marquand House; Home Affairs Executive; Howard Davis Farm; Inspectors portakabins at the harbour and the Norman le Brocq boat; Jersey Library, Education, Sport and Culture Central Administration; six youth centres; the Bridge Community Centre; Fort Regent; Driving and Vehicle Standards (DVS); States Chambers and Probation and after care. All schools are being asked to submit plans as part of the Eco-Active Schools programme.

Site investigations have been carried out at Warwick Farm; Highlands College; Maritime House; Magistrates Court; Morier House; Liberty Wharf; Jubilee Wharf and the Fire Service. Plans are waiting to be finalised.



To raise awareness and increase levels of understanding of the legislation, the environmental protection team organized three 'Pollution Prevention and Waste Management Planning' training days in 2012. These were attended by school caretakers, departmental ECOs and site managers

5. Staff Involvement

EAS is fully supported by the SoJ corporate management board. Senior managers within each department have been given the responsibility of delivering the scheme working with their nominated environmental champion (ECO).

Each department and business unit has a nominated ECO who is the first point of contact for all communications. Their role is to ensure information about Eco-Active States is cascaded effectively throughout their department and to coordinate the completion of documentation. ECOs are encouraged to set up departmental green teams to involve more staff across the different business units in their department.

An EAS project team has been formed with the lead officers from the SoJ on five priority areas that affect all departments; energy, waste, water, transport and procurement. The EAS project team develops corporate action on these issues and provides advice and support to the ECOs. EAS Project Team meetings are held on a quarterly basis.

Quarterly meetings of the ECO network take place to share experiences and provide information to help ECOs implement actions to engage staff in their departments. One-to-one meetings are held with individual ECOs on an ongoing basis. Support is offered to help implement environmental actions and to monitor progress with regard to the completion of Environmental Action Plans for 2012. ECOs organise their own departmental staff awareness programme working with their green team and building user groups.

Changing behaviour is an important element of Eco-Active States. To assist ECOs with the challenge of motivating staff to contribute to environmental improvements through behavioural change, the Environment Council delivered a seminar on 7 March 2012 to provide ECOs with ideas to help initiate staff behavioural change in their departments.

Communications

To increase environmental awareness, a rolling environmental communication programme has been developed, based on the five priority areas of procurement, water, travel, energy and waste. The programme uses two Eco-Active heroes to communicate key messages.

It is the role of the ECO to cascade the communications materials within their

departments. To support the campaigns, site visits have also taken place to see how drinking water is treated at Jersey Water; to understand the sewer system at the Cavern; to gain first-hand experience of waste management at the Energy from Waste Plant; a visit to the Jersey Electricity power plant to gain an understanding of the challenges of ensuring a constant electricity supply for the Island and to Jersey Airport to hear about their LED lighting project and effective pollution management through use of reed beds.

Over the past 18 months a series of awareness events have taken place including:- an awareness campaign of the environmental benefits of the managed print project in the States of Jersey; a Fairtrade tasting session to promote the renewed commitment of the Council of Ministers to support Jersey's Fairtrade Island status; pollution prevention training to ensure compliance with legislation, an energy and water saving roadshow taken around the departments to demonstrate and encourage quick win savings in energy and water use; in house cycling challenge and walk to work campaign.

Regular articles were posted on the intranet; and six articles were published in the internal newsletter, Changing States, together with communications via email sent to ECOs and Green Teams in support of the following international initiatives:

- Fairtrade fortnight which ran from 27 February
- UN International Water Day on 22 March
- Earth Hour on 31 March.
- Walk to work week from 14 May.
- Recycle for Jersey September.

6. Progress on 5 Priority Areas

The States of Jersey has a significant impact on the environment from both its day to day operations and its service specific activities. As all business activities have environmental impacts in the areas of procurement, water, energy, transport and waste, a number of corporate actions have been identified that all departments are required to implement.

This section outlines the environmental improvements that have taken place in each of these priority areas.

Procurement

In February 2012, the Council of Ministers renewed Jersey's commitment to Fairtrade Island status. A Chief Officers' circular was issued reminding all departments to purchase Fairtrade tea, coffee and sugar for use in meetings. A Fairtrade tasting session was held at Cyril le Marquand house and was visited by staff in the building, as well as the Chief Minister and Jacqui Mackay the National Co-ordinator of the non profit organisation Banana Link



In October 2012, the corporate management board approved the decision that departments should only use recycled paper. The implementation of a managed print



project will encourage departments to reduce paper use by only printing when necessary and printing double sided.

The introduction of the managed print programme provides departments with information about the amount of carbon dioxide emitted through copying and printing. It also provides information on the environmental savings made through energy and paper reduction. In a month, more than 6,200 sheets of paper were saved from printing in 27 sites where the new printers are located.

Water

Reducing water use and ensuring pollutants do not enter the water course are the two priority areas for this important area. The focus has been to look at ways of reducing usage and a requirement for the completion of site specific pollution prevention plans in order to reduce the risk of pollution occurring. A site visit to the Cavern at Snow Hill helped ECOs get a greater understanding of the Island's drainage network and show what an important

role the Cavern plays in preventing the release of sewage flooding onto Island beaches in heavy rain storms.



Transport

A number of actions were undertaken with the aim of promoting awareness of greener ways for staff to travel to and from work. Two campaigns were used to support the transport theme. Between 14 and 18 May 2012 employees were encouraged to sign up to a 'Walk to Work' website through the UK Charity Living Streets. More than 50 members of staff signed up to take part. At the end of the four days the Chief Minister's and Health and Social Services departments were nominated as the winners for walking the most miles and signing up the most staff. A total of 455 miles was walked in the four days.



The 'Back on your Bike' Challenge was aimed at anyone who may not have ridden a bike for a while or who felt nervous at the thought of riding on the roads around work. ECOs were asked

to sign up a group of staff and the Road Safety Officer agreed to lead a cycle ride on the roads around States Offices.

The Challenge was taken up by staff from the States Greffe, Chief Minister's Department and Law Draftsman and received very positive feedback.

Energy

The main focus for the energy theme was to raise awareness about using less energy at work through a 'Switch off and turn down' campaign. A summer roadshow went to various departments in 2011, promoting simple actions that can be adopted to help reduce energy use and encourage savings. The purpose of the presentation was to draw attention to the fact that there are more than 6,500 people employed by the States of Jersey and – 'if we all do our bit, together we can make a difference'.

In 2012, the presentation was uploaded onto the States Intranet site. During the energy themed months, weekly energy saving tips were advertised on the States Intranet and an energy saving quiz was run on the ECO-Active States site.

To further emphasize the importance of energy saving, ECOs were invited to attend a tour of the Jersey Energy Power Plant to get people thinking about the amount of work and effort that goes into getting electricity into our homes and offices.

Jersey Airport also hosted a seminar on the potential energy savings from use of LED lighting and a visit to their reed beds as part of their pollution prevention planning.

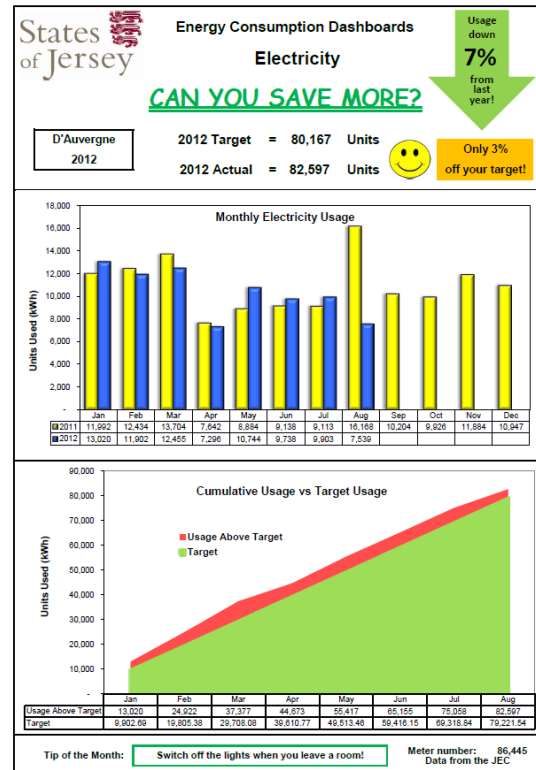


The EAS energy theme supports technical improvements being made in energy efficiency of States buildings, undertaken by Jersey Property Holdings (JPH), by encouraging staff behavioural change. In 2012 JPH concentrated on getting inverters for motors installed at Cyril le Marquand and Morier House, and Langford, Oakfield, Les Quennevais and Haut Valley sports centres. A review is in progress regarding the replacement of high energy spot bulbs with LED lighting in Grands Vaux, JADAT, Janvrin, JCG, Les Quennevais, Mont Nicole, St Clement, St Martin, St Saviour, Victoria College and Haut Vallee schools; Jersey Library, Customs and Immigration and Morier House. A further programme is being looked at for youth and sports centres.

In conjunction with the annual boiler maintenance checks, Property Holdings have carried out further work to monitor temperature settings on boilers. Work has continued to reduce the boiler temps in Cyril Le Marquand House by 2°C. Boiler temperatures can be changed centrally in those buildings which operate building management system (BMS). Boilers have also been replaced at the Fire Station and Rouge Bouillon School.

The energy dashboard is a monthly energy use report which presents the amount of energy being used by a building. After a trial run in 2011, the

Dashboards have been redesigned to provide baseline data for the past 12 months on 68 of the buildings that JPH monitor,



Waste

As part of 'Recycle for Jersey' week, which ran from 23 September 2012, ECOs were invited to a tour of the Energy from Waste Plant, composting site and aggregate plant at La Collette. One significant message from the tour was the importance of ensuring that waste such as batteries, metals and glass are recycled, not only for their environmental benefits but also due to the damage that they can cause to the incinerator. Battery collection cylinders have now been placed in public areas of all States buildings, sports centres and nurseries. 50 additional recycling points were added in September 2012.

A site visit to Reclamait, helped ECOs understand the types of paper and plastic products that can be recycled. The purpose of the visit was to dispel

myths surrounding the disposal of recycled materials in the Island and to show how these wastes are broken up and baled for shipment to various recycling plants both in the UK and France.

A significant amount of work has gone into improving recycling facilities within departments, increasing recycling opportunities with cleaning staff and site managers and promoting a greater understanding of the waste that is produced by departments through waste audits such as this one carried out for Transport and Technical Services at South Hill, December 2012



7. Departmental Update

This section provides an overview of the environmental performance of the ten departments and eight non-ministerial bodies for the period April 2011 to December 2012.

Chief Minister's and Treasury and Resources Departments

Chief Minister's status: Accredited May 2012

Treasury and Resources status: Accredited December 2011

During 2012, the Treasury ECO has spent time working with the ECOs from the Chief Minister's Department to get their department accredited and introducing the scheme to the newly appointed ECO of Economic Development. Green team members have been appointed for each floor of the building that these departments occupy.

One of the greatest environmental improvements has come from the introduction of a recycling scheme in the building. All floors can now recycle batteries, paper, plastic bottles, cans and cardboard. Bottles are collected via a relay scheme, set up by the Chief Minister's ECOs, from the top of Cyril Le Marquand House to the bottom every week.

To improve communication, regular emails are sent out by the ECOs to promote the Eco-Active themed months and posters have been distributed on each floor to promote the switch off / turn down message. With the introduction of managed print, further environmental savings have been realised with the reduction in paper use and energy. Energy monitors, or 'owls', are to be introduced within Cyril Le Marquand

House as an educational tool to show staff the energy demand of certain appliances and lighting. This is to tie in with a night time load study being carried out by Property Holdings on the building and ongoing work to reduce heating. The use of Fairtrade tea and coffee has been successfully rolled out.

It is hoped that a refurbishment of the bathrooms, programmed to start in 2013, will enable flow reducers to be added to the taps and showers. At the request of the ECOs, additional financial and environmental savings have been realised by replacing the paper towels with air forced hand dryers throughout the building.

The Chief Minister's department supported the Walk to Work Week and was the winning department by walking the furthest miles.



Economic Development Department

Status: Partially Accredited

Corporate Office

Due to the re-location of the Corporate Office to Cyril Le Marquand House in September 2102, the decision was made to wait until after the move before implementing Eco-Active States. This is to be made a priority for 2013.

Airport and Ports: Airport Accredited October 2011.

The Airport was accredited to Eco-Active States in July 2011. As a commercial enterprise, it is used to monitoring its energy and water use. It was one of the first departments to realise the benefits of reporting these figures to staff, as a way of promoting savings through behavioural change.

Understanding that communication is a key part of Eco-Active States, the Airport recently held a seminar for ECOs and site managers on the new LED lighting project and offered a visit to their reed beds for a further discussion on pollution prevention planning.

Significant changes have taken place recently in the department with the creation of the new Ports division. Jersey Airport is hoping to work with the former Harbours section to bring them on board with Eco-Active States and to re-launch a combined Green team.

All Airport tenants have their energy and water metered. To further reduce water consumption the airport is looking into ways of using grey water and as part of their pollution prevention

planning. All companies are expected to take adequate measures to minimise the risk of pollution from their activities. Companies who have more than three spills in 12 months are fined £1000. Water saving devices, such as push down and sensor taps and cisternisers are used in most public areas.

Interceptors collect nearly all of the runway runoff, filtering into two reed bed systems before being discharged to surface water. The Fire Service, are briefed on what to do, to minimise their environmental impacts on site.

A lot of work has been carried out on behalf of the engineering team to improve recycling. Facilities exist on the site to recycle office paper, newspaper, metals, bottles and cardboard. A compactor has been purchased and can be used by staff and tenants for cardboard and it is removed from the site twice a week. Within the Engineering Department electrical goods and light bulbs are also recycled and printing is black and white, and duplex.

Jersey Tourism: Accredited Sept 2011

Jersey Tourism received Eco-Active States accreditation by the fact it is also ready registered under the Green Tourism Business Scheme. They currently hold a silver award for the scheme.

Department of the Environment

Status: Accredited April 2011

Environmental savings this year have focused on energy and water usage. Looking at ways of monitoring usage to record future savings has been a main target for 2012. Green team representatives, who meet quarterly, receive and monitor all energy and water bills and the ECO reports usage on a quarterly basis to the Senior Management Team. The Green team has also invited other ECOs to use their meetings as a template for establishing their quarterly updates.

Simple savings that have taken place over the year have included a daily reduction in the length of time the building is heated at South Hill, the introduction of thermostats in offices to monitor heating patterns, the addition of timers on heating, water heaters and water coolers and the removal of electric fan heaters.

In addition high speed, low energy, hand driers have been installed which use up to 80% less energy than other driers and replaces paper towels and flush controls have been installed in toilets, saving three litres of water per flush.

The water cooler was switched to mains filtered water at South Hill and a walk around survey was carried out to look at ways of improving lighting at South Hill.

In regard to waste, the Green team has introduced recycling banks at South Hill and Howard Davis Farm and the department recycles batteries, glass, metals, plastic, paper, cardboard and bricks. The Department has been using recycled paper for

several years but moved from bleached recycled to natural white this year. Further, with the introduction of Managed Print there has been a noticeable reduction in the amount of paper being used, together with an increased control over print consumables, such as energy, paper and cartridges, bringing additional environmental benefits.

To reduce the risk of pollution from any Environment sites, Green team members attended a Pollution Prevention training morning with Environmental Protection.

Staff are encouraged to cycle to work and shower facilities are available for staff as well as bike parking. As part of the ECO-Active objective of promoting behavioural change, environmental initiatives and good housekeeping tips are sent out quarterly to all Planning and Environment staff.



Department of Education, Sport and Culture

Status: Partially Accredited:- Sports Centres, Jersey Library, Jersey Arts Centre, The Bridge, The Youth Service, Central Administration

Senior management team support has helped to promote behavioural changes in the Department, especially in regard to the switch off and turn down message. ECO clubs in each school deliver a similar message, these are now embedded into school culture.

The following business units are fully accredited to EAS; central administration, five sports centres, Jersey Arts and St James' Centre, Jersey Library, six youth centres and The Bridge Community Centre.

ESC are implementing the Eco-Active Schools programme and 32 Schools are working on a Sustainable School Plan. 14 schools are at bronze level of the internationally recognised 'Eco Schools' programme and another three schools have achieved the highest - Green Flag accreditation.



Energy saving is a key priority for ESC. Work is ongoing in a number of schools, Sports Centres and Youth Centres to replace spot lamps with LED lighting. Night time load studies have taken place to identify out of hours energy use. Thermostatic radiator valves (TRVs) and timers to help control the heating system have been installed in central administration. New water heaters and timers have also been installed at the Library. Sports centres have looked at ways of reducing the speed and power consumed by electrical motors used to drive pumps and air handling units.

In terms of pollution control, all schools and service areas are being tasked to complete a pollution prevention plan by the end of 2013.

Cleaning contract specifications have been reviewed and contractors are now required to use only eco products across ESC sites. The new mobile library will comply with new emission standards. The schools were keen to take part in the walk to school fortnight and Green Travel Day in May.

As a way of encouraging behaviour change the Arts Centre changed their waste storage area to a recycling store. Keen to promote best environmental practice throughout the whole department, recycling bins are even being looked at for St Aubin's fort.

In partnership with the Department of Environment, Highlands College are undertaking a preliminary review to identify management system standards appropriate for implementation at Highlands College, which are consistent with the States of Jersey Eco-Active principles.

Health and Social Services Department

Status: Partially Accredited

A substantial amount of work has been undertaken within the department to identify energy and water savings. Behavioural change has been a key area identified for possible savings and by getting accredited to the Eco-Active States Health and Social Services hope to be able to identify additional savings. During the next few months, the newly appointed EA Energy Manger will work with all service areas to identify current environmental performance and to put together an action plan for environmental improvements, particularly in regard to energy, water savings and the disposal of clinical waste. Congratulations can already be given to the Day Care service area, who are registered to the scheme through Eco-Active Business.

Over the past 12 months the department has been very keen to address the issue of waste. Due to the perseverance of a few individuals recycling bins have recently been provided for general paper waste. This has reduced paper being disposed of in either the general waste or the confidential waste stream. Additional recycling facilities have been introduced at the General Hospital for glass, plastic, metals and cardboard. A compactor has been purchased and in addition to reducing the volume of cardboard waste produced it will also be used to collect recyclable waste from other sites within the Department.

Throughout the Health Department, it is very encouraging that almost every service area approached at this early stage of the accreditation process has been happy to discuss the ideal way to

implement Eco-Active States. In some cases service areas, have already initiated certain environmental improvements.

Some of these areas include:

- The Ambulance Service: Staff have been recycling a variety of items including paper, cans and batteries, for the past six years.
- The Laundry Service: All machinery, lighting and computers are turned off at the end of the working day.
- Catering: Equipment is only turned on when needed.
- Sterile Services: All staff are made aware of the need to use packaging sparingly. They also use a local company to turn scrap paper into notepads.



Department of Home Affairs

Status: Partially Accredited

Customs & Immigration: Accredited October 2011

The green team ensure that lights and computers are switched off at night and that air conditioning units are operating at the correct temperature.

In 2013 include light activated sensors, LED lighting and improved air conditioning controls will be fitted.

Recycling facilities are available to recycle office paper, toner cartridges, batteries, cans, cardboard and glass. Managed Print will be introduced in 2013.

Home Affairs Exec / Superintendent Registrar: Accredited October 2011

Energy has been cut by not using air conditioning and switching off lights and computers at night.

A pollution prevention plan has been completed. Tap inserts have been installed to reduce water use.

A travel plan and waste audit have been completed. Office paper, toner cartridges and batteries are recycled from the site.

States of Jersey Police

The Police have cut energy use by reducing the number of printers by 50. An Eco-Active page has been included on the Police intranet. As part of their Eco-Active Travel plan the force has recruited two more pedal officers and two motorbikes.

Batteries, toner cartridges, cans, plastic bottles and cardboard can be recycled. Work is ongoing to look at what documents can be prepared doubled sided or sent out electronically for the courts.

A pollution prevention plan is to be completed for the site and officers attending road traffic accidents are reminded of the water pollution hotline number.

Fire and Rescue Service

The Fire Service has divided its environmental obligations into HQ and offsite operations. A site investigation was recently conducted at HQ to identify all pollution risks associated to the site and to look at appropriate prevention methods. In addition, the old boilers are being replaced.

States of Jersey Prison Service: Accredited December 2011

Energy use is monitored in the building. All lighting in the new building is to be LED and fitted with movement sensors. A building management system has also been incorporated into the new visitor centre.

Rainwater is harvested and in the new wing, prisoner cells have been fitted with water saving devices. A battery bank is provided and glass is separated out in the engineering yard.

There are spaces in the staff car park for cycles and motorbikes. Organic vegetables grown in the Prison Horticulture Department supplies the Prison kitchen.

Old pallet boards are used to make bird boxes for the Environment Department and garden baskets for sale by the Co-Operative Grand Marche Jersey. All the work is carried out by prisoners

Jersey Field Squadron: Accredited September 2011

The Field Squadron has been accredited to EAS under the Ministry of Defence's own environmental management plan monitored by 160 Brigade, based in Brecon in Wales.

Housing Department

Status: Accredited July 2011

Environmental savings are central to the department's operations, in their Social Housing Programme and in the day to day management of the office.

A waste audit has been completed. The bottled water system has been replaced with mains filtered water. Switching off lights and computers is part of office culture and staff are encouraged to think of ways of improving the department's environmental practices.

Housing has reduced its car fleet from 13 to seven, encouraging more staff to walk to sites in St Helier or car share. Within the office, facilities exist to recycle waste paper, batteries and toner cartridges.

The Department monitors its own energy and water usage. Work has also been undertaken with Jersey Water to meter individual Housing properties, to identify excessive usage or leakage. As part of an ongoing programme 60 bathrooms were replaced in 2012 including water saving taps and low capacity cisterns and baths.

By the end of 2012, 395 fossil fuelled heating systems will have been replaced with electric systems. In 2012, 265 properties had their loft insulation increased to 300mm and this will be rolled out to a further 96 properties in 2013. Properties without cavity wall insulation have been checked, using an endoscope, to see if they are suitable for cavity wall insulation. Internal thermal lining and secondary glazing was installed in five listed properties. Double glazing has been fitted in 16 properties and a recently tendered project will install

double glazing in an additional 48 properties by June 2013.

Housing promote behaviour change through 'Community News' magazine. Energy advice is distributed to states' Tenants. The department is sourcing new environmentally friendly products such as the energy efficient lift motors and recycled 'eco' sheeting for playgrounds. All contractors are required to submit details of their approach to environmental management and be registered, or in the process of registering, to Eco-Active Business.



Department of Social Security

Status: Accredited July 2011.

Social Security was one of the first Departments to become accredited to Eco-Active States. Savings have been made by reducing the number of water coolers in the building and where possible connecting them to the mains. Flow restrictors are present on some taps and the urinals are fitted with cisternisers. Energy and water saving posters are distributed around the building, encouraging staff to switch off and turn down.

LED lighting is being investigated as a way of reducing energy use. Further savings are being looked at by reinstating timers on vending machines and water dispensers and installing hand dryers.

A waste audit has been completed and recycling facilities have been provided. Toner cartridges are recycled with a percentage of profits being donated to charity. The Department makes every effort to recycle cans, plastic bottles, shredded paper and cardboard, as well as using recycled paper in areas where the paper is for internal use.



Department of Transport and Technical Services

Status: Partially accredited. Parking Control and Driving Vehicle Standards accredited in July 2011

TTS covers a wide range of operations over several different sites. EAS has been implemented on a site specific basis with a green team representative being nominated for each site. Driving Vehicle Standards and Car Parks were accredited to the scheme in July 2011.

TTS has carried out an extensive audit to help realise possible energy savings at Bellozanne. One of the more unusual savings highlighted by the audit was the potential for reducing energy consumption by painting the roof of the electrical station white. This helps to reflect the sun and thereby reduce cooling requirements. Lighting savings were also highlighted. Evening and night time lighting has been cut, and following a review, the workshop lighting is to be replaced with low energy light bulbs. At South Hill, more conventional energy savings have been realised by turning the heating off earlier in the day and switching the water heater and coolers off at a weekend. Reminders have been sent out to staff and improvements have been reported in staff behaviour with the switching off of lights and computers.

Parking Control, DVS and the South Hill office have carried out waste audits in their areas. Within the Department facilities exist for staff to recycle batteries, glass, metals, plastics, paper and cardboard. The Staff in Cleaning Services are also looking at ways of increasing recycling within the other departments that they clean as well as reducing unnecessary

wastage by trialling new products. Further savings have been made by reducing the number of cleaning products used by staff, ensuring that they are environmentally friendly and closely monitoring usage.

Environmental considerations are given a high priority in all major contracts involving the department and TTS was the first department to make it policy to use recycled paper.

TTS has a great responsibility to prevent pollution, completion of the pollution prevention plan as part of Eco-Active States accreditation has led to significant environmental improvements being made at a site.

The TTS offices have, for some years, been using recycled paper, recycling waste paper, batteries, aluminium cans and glass.

TTS improved their provision of bicycle parking by taking out the Director of Transport's parking space at the front of it's building at South Hill and replacing it with covered bicycle parking.



The Non-Ministerial Departments

Morier House: accredited October 2011.

Behavioural change has been the key focus. Switching off computers and lights at the end of the day is part of office culture. Morier House was also one of the first States Buildings to host the energy and water saving road show, to promote the benefits of 'switching off and turning down' to staff.

To further reduce energy savings, a lighting assessment has been carried out to see if it can be reduced without compromising users.

Recycling facilities for paper, cardboard, toner cartridges, batteries, cans and glass are provided.

The States Greffe was the first department to take up the Cycle Challenge this year, resulting in one participant saving for a bike of her own. Facilities are available for staff who wish to walk or cycle to work, a ground floor maintenance cupboard has been converted into a secure bike store.



Judicial Greffe: Accredited December 2012

Heating is a challenge in the States' buildings due to the age of the building, however heating timers have been adjusted to produce savings. Heating and lighting is checked every night by the Chief Usher and the policy is to switch off computers. The urinals have cisternisers and the refurbished bathrooms have flow reducers on taps. A request has been made to receive copies of water bills so that usage can be monitored and where possible stand alone water dispensers have been removed. With the help of the Chief Usher a pollution prevention plan has also been carried out for the States Building.

Cycle racks have been put up in the bike store. The introduction of Managed Print will enable recycled paper to be purchased. Fair-trade tea and coffee is bought by the Judicial Greffe and where possible environmental considerations are included in the commissioning and procurement of other goods and services.

Magistrates Building : In progress

Probation: Accredited December 2012

Property Holdings are undertaking a review of the building to identify energy and water savings. Paper is shredded and toner cartridges, batteries, cans and glass can be recycled from the building. Facilities are available for staff who wish to walk or cycle to work. Probation and TTS worked together to set up a vehicle sharing scheme that allows the Community Service Scheme to use TTS vans at weekends bringing both financial and environmental savings.

8. Eco-Active States 2013

As part of the continual environmental improvements required by Eco-Active States, Departments are expected to give an annual update of the progress made with their action plans and submit an environmental update of their targets for the year ahead.

In 2012, 13 updated action plans were submitted for 2013. These were:

- Treasury and Resources and Chief Minister's departments;
- Housing;
- Environment;
- Social Security;
- the Arts Centre,
- Fort Regent and Springfield Sports Centre and the Youth Service;
- States of Jersey Prison;
- Customs and Immigration;
- Home Affairs Executive and Superintendent Registrar;
- Driving Vehicle Standards and Parking Control for Transport and Technical Services.

The following actions will be implemented in 2013:-

1. All remaining departments are to be accredited up to Eco-Active States
2. Monitoring of environmental performance against key indicators.
3. Introduction of internal environmental auditing procedure
4. Continued promotion of environmental awareness using the five priority areas of procurement, water, transport, energy and waste.

The next EAS annual report will be produced in January 2014. If you have any comments please send them to:

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