

# Resource efficiency—Best practice checklist

## Energy

### Insulate and prevent heat loss

This can significantly reduce your energy bills and can be achieved by:

- *Loft insulation or insulation boards below a flat roof*
- *Cavity wall insulation or external cladding*
- *Double or triple glazing*
- *Insulation below floorboards*
- *Draft proofing*

<input type="checkbox"/>	<b>Not Applicable</b>
<input type="checkbox"/>	<b>Implemented</b>
<input type="checkbox"/>	<b>Will Investigate</b>

### Choose low carbon heating

Options include:

- *Electric heating - generate your own or purchase 100% renewable*
- *Use solar gain – heating from sunlight through south facing windows*
- *Solar thermal panels for water heating*

<input type="checkbox"/>	<b>Not Applicable</b>
<input type="checkbox"/>	<b>Implemented</b>
<input type="checkbox"/>	<b>Will Investigate</b>

### Get Help

[Resource Efficient Scotland: Simple steps to start saving energy](#)

[Carbon Trust: Buildings energy efficiency](#)

[InvestNI: Manage business energy and waste](#)

[GOV.UK: Energy efficient products](#)

[GOV.UK: Energy Technology List for ECA](#)

[NetRegs: Energy efficiency](#)

# Resource efficiency—Best practice checklist

## Energy cont.

### Generate your own power

Instead of buying all of your energy from suppliers, you can install renewables technology (also called micro generation and low-carbon technology) to generate your own:

- *Small scale hydro*
- *Solar photovoltaics*
- *Ground or air source heat pumps – run on electricity but return about 3 times the energy that they consume*
- *Wind turbines – check location*
- *Biomass boilers – if you have a local supply of wood or other fuel.*

<input type="checkbox"/>	<b>Not Applicable</b>
<input type="checkbox"/>	<b>Implemented</b>
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# Resource efficiency—Best practice checklist

## Water

### Measure your water use

Check meter readings regularly and record the data. Use this to identify patterns of water use. This also helps you identify leaks or taps that have been left on.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Install water saving devices

You can include a number of devices that will reduce your water consumption. Low flow taps, cistern hippos, hoses with nozzle guns and appliances that use less water. You can get tax relief on certain technologies through the ECA.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Get Help

[Resource Efficient Scotland: Green Champions Training](#)

[Consumer Council: Water Usage Calculator](#)

[InvestNI: Manage business energy and waste](#)

[GOV.UK: Water Technology Product List for ECA](#)

# Resource efficiency—Best practice checklist

## Construction materials & fixtures

### Ensure your designing, construction or retrofit project results in an energy efficient building

The best ways are to specify energy-efficient lighting and other fittings, improve insulation levels and increase airtightness

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Use recycled materials

Re-using materials avoids all the environmental impacts of new manufacture and is a basic principle of efficient resource use.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

## Get Help

[Carbon Trust: Buildings energy efficiency](#)

Resource Efficient Scotland: Search for surplus materials in your area [Construction Material Exchange](#)

[Preventing Waste in Construction](#)

# Resource efficiency—Best practice checklist

## Construction materials & fixtures Cont.

### Choose materials with recycled content or with low energy requirements

Many materials and components are now available that have recycled content. Try to go for recycled products made from renewable resources. These include concrete that uses fly ash aggregate (PFA), carpets made from recycled plastic bottles, insulation made from recycled paper and paints that contain post-consumer returns.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Not Applicable

Implemented

Will Investigate

### Get Help

Resource Efficient Scotland:  
[Construction sustainable procurement guide](#)

[BRE 'green guide' to the environmental impacts of building materials](#)

# Resource efficiency—Best practice checklist

## Waste

### Reduce the waste that you generate

Check your bins and identify the types of waste you produce. Think of ways of preventing the waste in the first place. For example replace disposable cups with reusable ones, limit printing etc.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Segregate and reuse or recycle

Segregate your waste so it can be recycled, check with your waste collection service how best to manage this. Choose an authorised waste collection service that will find re-use, and recycling options for a wide variety of materials.

***Organisations in Scotland and Northern Ireland are required to do this by law—See NetRegs: Duty of Care***

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Get Help

[Love Food Hate Waste: Save more pack](#)

[Resource Efficient Scotland: Improving Waste Management: A how-to guide for business groups](#)

[Resource Efficient Scotland: Reduce waste](#)

[NetRegs: Duty of Care - your waste responsibilities](#)

[Grants available from Resource Efficient Scotland: Waste Prevention Implementation Fund](#)

[InvestNI: Manage business energy and waste](#)

[Wrap NI –Waste Reduction](#)

# Resource efficiency—Best practice checklist

## Waste cont.

### Deal with hazardous/special waste

Try and avoid using products and materials that have hazardous properties – they will become hazardous/special waste at the end of their life. Where not possible e.g. printer cartridges, some light bulbs, used oil, then segregate and have it taken for treatment/recycling at an authorised facility.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Design products with re-use, recycling in mind

If you make products, think about what happens to them at the end of their life. Can they be refurbished? Can the parts be reused? Are they made of recyclable materials? Avoid making products that will end up in landfill.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

## Get Help

NetRegs: [Hazardous/special waste](#)

Zero Waste Scotland:

[Circular Economy Business Support Service](#)

[The Circular Economy Investment Fund](#)

[Design out waste in construction](#)

# Resource efficiency—Best practice checklist

## Enhance biodiversity

### Plan your grounds for wildlife

If you have grounds to maintain, check your local biodiversity plan to see if you can support it. This could mean creating suitable habitat for locally important species. The Scottish Wildlife Trust and Ulster Wildlife Trust can offer support and advice.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Buildings and property

If carrying out building works, or repairing or renovating property you must minimise your impacts on habitats and the local environment. Never disturb nesting birds and identify bat roosts in buildings. Measures to protect bats must be taken if work is planned on buildings with roosts. Contact Scottish Natural Heritage or DAERA NI for a licence to proceed.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Get Help

[Scottish Wildlife Trust](#)

[Ulster Wildlife](#)

[Biodiversity Scotland: Local Action Plans](#)

[DAERA NI : Biodiversity](#)

[NetRegs: Nature conservation](#)

[DAERA NI: Wildlife licensing](#)



# Resource efficiency—Best practice checklist

## Materials

### Packaging

If you order goods try to find suppliers who minimise packaging. You might be able to reuse packaging, if not then check they use recyclable materials.

If you package goods yourself, then use the minimum necessary and make sure it is re-usable or recyclable.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Waste Electronic and electrical equipment

All electrical and electronic equipment must be sent for recycling at the end of its life. You can find the take back scheme that the producer is part of that covers the cost of recycling.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Get Help

[NetRegs: Packaging](#)

[NetRegs: WEEE](#)

# Resource efficiency—Best practice checklist

## Transport

### Car parks

It is a requirement for large car parks, and good practice for small car parks, to have the drainage from the parking area drained through sustainable drainage systems. This traps pollutants and allows many to be broken down by natural processes.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Low emission vehicles

If you use transport you should make sure that you use vehicles with the lowest possible emissions. This can mean using hybrids, engines that are designed to be very fuel efficient, LPG, or electric vehicles. You can get advice from the Energy Saving Trust on a range of transport issues.

<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Implemented
<input type="checkbox"/>	Will Investigate

### Get Help

[NetRegs: Car parking](#)

[NetRegs: Reducing vehicle emissions](#)

[Energy Saving Trust Scotland: Transport](#)

# Resource efficiency—Best practice checklist

## Transport cont.

### Travel plans: for staff and for visitors

Find out how your staff or members travel to your site.

Can you make it easier for them to adopt active travel, such as cycling? Providing secure cycle racks and showers can make a difference.

Provide information about public transport options for travel to and from your site and make this available to staff, members and the general public.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Not Applicable**

**Implemented**

**Will Investigate**

### Get Help

[Indirect: active travel and sustainable transport](#)

[Traveline Scotland](#)

[NetRegs: Travel plans and green transport](#)

[Translink: Getting Around](#)

### Scottish Landfill Communities Fund applicants only—

Once you have completed checklist you will be able to download a certificate of completion which you should include with your funding application. This certificate provides you with the opportunity to include a written commitment to a implementing a RE measure(s) as part of your project work. You should state how this objective will be By doing this you will have demonstrated to your applying AB that you have met the RE eligibility criteria for SLFC funding