

# GUIDE OF GOOD ENVIRONMENTAL PRACTICES



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## Introduction

The environmental management criteria of the **Foundation for the Social Promotion of Culture** (Social Promotion) are reflected in this **Guide of Good Environmental Practices**.

Social Promotion meets all requirements of control and transparency in the exercise of its mission and has signed the **Code of Conduct** of NGOs of the Spanish NGOs Coordinator, pledging to promote “*a type of development respectful of the **environment**. Their actions should not adversely affect the environment and promote the conservation of the natural surroundings and the sustainable use of resources*”. In addition to complying with current environmental legislation and ensuring that the Foundation minimises the environmental impacts of the activities carried out.

Among the “**guiding principles**” of the Social Promotion activities are:

- **A model of development based on the person**, with special attention to education, engine of human wealth and social protagonist.
- **A co-responsibility with local partners**, maintaining a shared work strategy, understanding cooperation as an associated and participatory process.
- **A professionalised intervention model**, materialised in a serious, coherent and systematic work programme from headquarters and in various countries of action.

**Good Environmental Practices** are defined as those actions that seek to reduce the negative environmental impact caused by activities and processes through changes and improvements in the organisation and development of actions. The usefulness of the Good Practices is well proven and lies in its low cost and simplicity of implementation, as well as the fast results obtained.

Therefore, this Guide of Good Environmental Practices is the agglutinative document that collects **the institutional environmental management criteria** of Social Promotion, as recommended by the tool of indicators of transparency and good governance for social action NGOs. The implementation of Good Environmental Practices is assumed by the Foundation and understood as a whole, committing itself to continuous improvement in its application. From Social Promotion, this Guide and its implementation are considered as a tool to improve the transparency, competitiveness and integral development of the beneficiaries of the activities.



This Guide has been developed in **six lines of action**, as follows:

- Materials.
- Energy.
- Water.
- Waste.
- Transportation.
- Communications.

Each line of action will be developed below in an independent chapter.

*“This guide is intended to provide all employees of Social Promotion with basic notions about the **environmental management** of the entity, establishing office practices that impact on a reduction of **negative environmental impact** caused by the activities of the same. Although this impact could be perceived as low or insignificant, measures can always be taken to minimise it”*



## 1. Materials

The use of products is essential for the daily operation of an organisation. The Foundation is committed to the purchase, use, maintenance and recycling of material of **lower environmental, social and health impact**. In the first place, the identification of the materials that, directly or indirectly, are used in the office on a daily or frequent basis. These are the following:

- Desktop: Paper, inks and basic office supplies.
- Furniture: Tables, chairs, shelves, cabinets, separating and decorative elements.
- Electrical and electronic equipment: Desktop computers, laptops, telephones, printers, photocopiers, scanners and faxes.
- Cleaning products: Products to clean common areas, individual elements, kitchen, toilets, floors and windows.
- Air conditioning installations: HW (Hot Water), DHW (Domestic Hot Water), heating and air conditioning.
- Medical equipment: First aid kit.
- Food: Common products of daily consumption.

Taking into account the classification, below are established measures of good environmental practices to be applied:

- Promotion of **recycling and reuse practices**, promoting a sustainable environmental management that entails the principle of the 3 “R”: Reduce, Reuse and Recycle.
- Internal campaigns for **awareness-raising among staff**, raising awareness of the importance of responsible and sustainable consumption.
- **Work with donors and partners committed to respect the environment**. The Foundation encourages the introduction of environmental criteria in the activities and projects developed, as well as in the contracts signed with the donor and beneficiary entities.
- Choose **environmentally appropriate materials**, with criteria of choice that consider their environmental impact (for example, organic solvent-free adhesives or sustainable furniture).
- Aim for the purchase of **energy-efficient material** (in the case of computers, printers, photocopiers and fax machines) and **rechargeable, reusable or recyclable products** (such as ink cartridges, batteries, etc.).
- Minimise the **use of disposable or single use products**, prioritising those that are rechargeable.
- Prioritise the **use of environmentally-friendly cleaning products** for routine maintenance and cleaning of the office.



- Choice of **products that are free of toxic substances** that do not pollute the atmosphere or water resources and which do not become toxic or dangerous waste at the end of their useful lives (avoiding organ chlorine materials or those containing heavy metals such as mercury, lead, cadmium, arsenic and others).
- Prioritise the **use of recycled paper**, with recognised certifications such as Forest Stewardship Council (FSC), Der Blaue Engel (Blue Angel), Processed Chlorine Free (PCF), Totally Chlorine Free (TCF) and Heavy Metal Absence.



- **Gradual replacement of materials with a higher environmental impact**, to be replaced by products with an environmental quality certificate (due to their origin, composition, production processes that are more environmentally sustainable, waste products or their end-of-life management).
- **Optimisation of the current material used and consideration of the life cycle of the products**, following the manufacturer's instructions regarding conditions of use, dosage, recharge, optimal response times, expiration dates, etc.
- Verify **recycling processes for products and materials** prior to purchase.
- Promotion of **organic products and foodstuffs**, both for daily consumption in the office by employees at headquarters and in regular meetings with expatriates, partners and donors.

Product	Not recommended	Alternative
Filing cabinets and folders, covers, dossiers, binding material	Compound materials, PVC products	Products made from recycled paperboard, polypropylene or polyethylene
Markers and ballpoint pens, pencils, highlighters	Single-use product, of PVC, lacquered, based on organic solvents	Other plastics, recycled plastic, metal, wood, rechargeables, uncoated, aqueous bases, mechanical pencils, dry fluorescent pencils
Adhesive bars and universal glues	Products with organic solvents	Water-based products, rechargeable products
Correction tapes	Non-rechargeable tapes	Rechargeable products, recycled paper products
Adhesive tapes	PVC products	Polypropylene or cellulose acetate products

Source: Green Office of the Barcelona City Council



## 2. Energy

The **need for energy** is one of the crucial factors in determining the emission of greenhouse gases (GHG) and its consequences in phenomena such as global warming and **climate change**. For any institution, its daily consumption is essential when developing its own activities. Its indispensability, impact and use make energy a key factor in taking action and applying environmental practices that minimise its effects.

There are two types of energy consumption: direct and indirect. That is, **direct consumption** of electricity by lighting and use of electrical and electronic equipments, and **indirect consumption** of energy by the use of domestic hot water (DHW) and the air conditioning of the rooms.

Therefore, from Social Promotion we are committed to implementing and start up a series of measures of **energy efficiency and responsible consumption of electricity** that, ultimately and on a small scale, will reduce emissions and mitigate the effects of climate change. These dispositions are associated according to the process of obtaining the energy or according to the form of consumption of the same:

- Measures to **energy production**.
- Measures in **direct energy consumption**.
- Measures in **indirect energy consumption**.
- Measures when **reforming offices**.

Each of the above groups is described below.

### 2.1. Measures to energy production

The following measures of energy efficiency are considered in obtaining them:

- **Supporting energy consumption from renewable sources**, to meet the different energy needs of offices. In the current energy market there are several electric companies that guarantee the 100% renewable origin of the energy supplied.
- Although the development cooperation sector is excluded from the emissions trading established by the Kyoto Protocol, we at Social Ppromotion commit to setting an **annual target for energy consumption** and, if exceeded, to offset those CO<sub>2</sub> emissions with the flexibility mechanisms established by the Protocol. All this to help mitigate the **effects of climate change**.



## 2.2. Measures in direct energy consumption

In our offices there is a direct use of energy by the lighting and the handling of electronic and electrical equipment. Therefore, some measures to streamline the consumption of these elements are the following:

- Perform an **energy study** on the types of contracting, power required, most advantageous tariff and lighting mechanisms, taking into account the **electrical needs of the office**.
- Take advantage of **natural lighting and study light needs** in the different areas of the office and work places.
- **Turn off lighting in unoccupied spaces**, whether in meeting rooms or in empty offices, or in offices outside working hours.
- **Turn off unused electronic equipment**, avoiding the “standby” mode.
- To make better use of natural lighting, **use light colours on walls, ceilings and furniture**.
- Promote **lighting systems of low consumption and high performance and efficiency**, preferably with a European eco-label.
- **Installation of automatic control and regulation equipment**, such as timers or motion detectors in passageways (stairways or lobbies) to turn on the lights when necessary.
- Set **light dimmers** of electronic type of hourly control or by presence detector.
- **Keeping lamps, screens and windows clean** will increase the brightness without increasing power.
- Progressively replace **low efficient energy electrical and electronic equipment with more energy-efficient equipment** with Energy Star saving devices (for example, flat-panel monitors, which consume less energy and emit fewer radiations, and laptops, which are more energy efficient than tabletops).

*“Low-energy bulbs save up to 80% energy and last 8 times longer than incandescent bulbs”*

*“A laptop consumes on average 50 to 70% less energy than any desktop computer”*

*“An LCD monitor saves 37% of the operating power and 40% in standby mode”*

## 2.3. Measures in indirect energy consumption

Indirect energy consumption is due to air-conditioning and domestic hot water production (DHW). The systems of air-conditioning (hot and cold air conditioning) of the offices are one of the main elements in the energy





consumption. Social Promotion implements the following measures that encourage its streamlining and efficient consumption:

- Use **air-conditioning devices only when necessary** and where necessary, turning off air-conditioning or heating systems in unoccupied spaces.
- Promote the **replacement by equipment (of air-conditioning and DHW) of greater energy efficiency and less environmental impact**, preferably of the class A.
- Perform **operations to improve the operation and periodic reviews of the entire team**, in accordance with current legislation.
- Follow always the **operating instructions of the manufacturers and maintenance technicians**, and regularly clean the filters of the installation.
- **Zoning of the installations and automation of the air-conditioning equipment**, by means of the use of programmable thermostats and thermostatic valves in radiators that save energy by setting temperatures at different time intervals.
- Use **air-conditioning equipments in the optimum comfort ranges** for workers, following the current legislation that establishes an **operating temperature** in the offices of 23-25°C in summer and 21-23°C in winter (Royal Decree 1027/2007, by which approves the Regulation of Thermal Installations in Buildings, RITE).
- **Optimise the DHW temperature**, complying with current legislation (Royal Decree 865/2003, which establishes hygienic-sanitary criteria for the prevention and control of legionellosis).
- Avoid **energy dissipation and temperature losses** by closing doors and windows.

*“An **air-conditioning equipment** regulated one degree more in **winter** spends **10% more energy**, and an **air conditioner** regulated one degree less in **summer** spends **8% more energy**”*



## 2.4. Measures when reforming offices

In the case of works or reforms in the offices or the building, Social Promotion will take into account the following actions:



- Adaptation to the **conditions of the environment**, maximising the use of natural resources, natural lighting and ventilation.
- Improvement of the **thermal insulation of the building**, incorporating double glazing in the windows located in north, east and west oriented facades and installing sun blinds (blinds, awnings, non-transparent crystals) and natural ventilation systems (windows, air currents).
- Improvement of **DHW installations**, adjusting the level of thermal inertia and thermal insulation of the enclosures according to the orientation, climatology and meteorology of the area.
- Installation of **lighting systems of high performance and low consumption**, preferably with a European eco-label.
- Use of **highly energy efficient systems**, desirably of class A.
- Encourage the use of **boilers with lower emissions** of combustion gases.
- Zoning and installation of **automatic control and regulation systems**.
- Gradual replacement by **more energy-efficient computer equipments**, ie flat-screen monitors and laptops.

Energy class	Energy consumption	Qualification
<b>A</b>	<55%	Low power consumption
<b>B</b>	55-75%	
<b>C</b>	75-90%	
<b>D</b>	90-100%	Average energy consumption
<b>E</b>	100-110%	
<b>F</b>	110-125%	High energy consumption
<b>G</b>	>125%	

*Source: Energy Labelling of the European Commission*



### 3. Water

**Water resources** are indispensable for life, their quantity is limited and, many regions of the planet, present serious problems of scarcity and water stress. In the offices, the **water consumption** is mainly produced in the toilets, communal kitchen and cleaning of the spaces.

*“A faucet that loses one **drop per second** generates a wastage of **30 litres of water per day**”*

From SOCIAL PROMOTION we are aware of its rational use and we promote the following measures to seriously encourage their savings and efficient consumption:

- Implementation of **saving systems for drinking water consumption** in faucets and toilets, through the installation of timers, diffusers, flow reducers, counterweights or thermostatic taps.
- Improvement of the **insulation of water systems** (in storage tanks and hot water distribution pipes).
- Installation of **single-handle faucets** in the areas where hot and cold water is required, this entails savings of 50%.
- Immediately solve possible **leaks and water leaks in taps**, since a loss of one drop per second can generate a waste of 30 litres per day, ie 11 cubic metres per year.
- Awareness-raising of workers to avoid **throwing waste in toilet**.
- In offices of shared buildings, demand **individualised water metres** to control own consumption.
- Choice of **indoor plants with environmental criteria**, that favour water saving and that are adapted to the climatology of the environment.

*“A broken **toilet flush** can spend **150 litres of water a day**”*



*“The **toilet** is not a wastebasket, this helps to reduce water consumption, not to pollute **wastewater** and not to **contaminate rivers**”*



## 4. Waste

Waste generated in the office, which is not classified as dangerous, will require a treatment consisting of collection, transportation, recovery and total or partial elimination. This **waste management** process should be carried out without endangering human health and without using methods that could harm the environment, taking into account the current legislation (Law 22/2011, of waste and contaminated soils).

Social Promotion proposes the following practices to be taken into account in the sustainable management of waste produced in the activities carried out in the office:

- Establish an **inventory of waste classes** that are generated in the office, to consecutively design an appropriate selective collection system.
- Establish a **selective waste collection system in suitable and compartmentalised containers**: plastic and aluminium containers (yellow paper), paper and cardboard (blue), glass (green) and organic waste (brown or black).
- Promote the **awareness of employees in the proper separation** of waste, especially produced in the canteen of the office.
- Bet on the **purchase of bulk or compacted products**, and opt for materials with minimum packaging to minimise the volume of waste produced.
- Purchase products and other items that have the **identifying symbol of adhesion to an Integrated Waste Management System**, thus guaranteeing their recycling and subsequent waste recovery.
- Hire **authorised entities for waste management**, giving preference to managers who use recycling, reuse, recovery or transformation techniques, the latter being the destruction by incineration or landfill.
- **Reduction of the consumption of subscriptions and publications**, minimising the significant impact on the environment.
- **Adequate management of medicines and sanitary material from the first aid kit**, depositing them in SIGRE (Integrated System of Packaging Waste Management) points of the nearest pharmacy.



## 5. Transportation

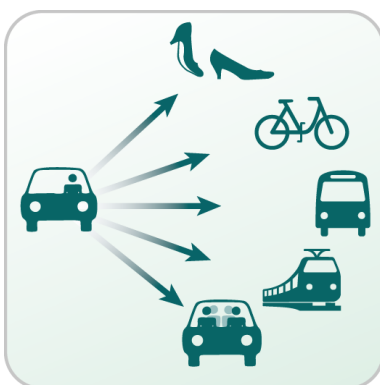
Air pollution is the **first environmental cause of death** in the European Union and will become the leading environmental cause of premature mortality in the world in the coming decades. **Urban air pollution** (mainly by NO<sub>2</sub> and ozone) is a serious problem in many large cities on the planet and road transport is the major cause of pollution in the face of the industry (manufacturing or energy production).

*“Road **traffic** is the cause of **70%** of **NO<sub>2</sub>** emissions (one of the most harmful pollutants) in cities and mainly affects the respiratory system”*

Within the transport the private vehicle is the main responsible of the current situation of the quality of the air, for that reason the direction and the board of trustees of Social Promotion commit to initiate the following actions:

- Promote the **use of alternative energies** of low pollution (hybrids) in vehicles used by the Foundation.
- Encourage the **use of public transport** (bus, subway, suburban train) by workers.
- Support to **share the private vehicle** among employees.
- Promote the **use of the bicycle** among employees.
- Support efficient **internal driving courses** for employees.

*“Transport uses about **40%** of the total **energy consumed**”*



## 6. Communications

The Foundation promotes measures of good environmental practices in relation to internal and external communication, which is reflected in the following actions:

- Raise awareness of the **reduction, when strictly necessary, when printing emails** received or sent.
- Promote a **system of internal communications** between workers making use of new technologies (intranet, e-mail, digital signature, social networks, etc.), minimising the communication printed by paper.
- Encourage **external communication through videoconferences**, for meetings, trainings, training sessions, etc., with expatriates, partners, donors or other entities.



*“**Videoconferencing** is a good solution to the problem of air pollution because CO<sub>2</sub>, NO<sub>2</sub> and ozone emissions would be **significantly reduced** and cities would become a more sustainable space to live”*



## Decalogue

Finally, the following is the decalogue of good environmental practices in daily life promoted by Social Promotion for its workers at headquarters, expatriates and partners:

### Decalogue of Good Environmental Practices in daily life

1	Reduce, reuse and recycle objects and materials as much as possible
2	Properly separate waste into its corresponding containers
3	Consume the necessary energy, without using up nor wasting
4	Use public transportation, minimise the use of private vehicles
5	Use the objects until the end of its life
6	Minimise noise to the maximum possible, as it causes noise pollution
7	Commitment to water saving measures
8	Do not use the toilet flush as a landfill to dispose of waste
9	Avoid using aggressive products with the environment
10	Hazardous waste must be managed by an authorised entity

*“Good environmental practices should not be seen as a catalog of things that can and cannot be done, reducing environmental care to the things that are in that catalog. It is mainly an **attitude**, manifested in multiple **actions**, depending on the **special circumstances** to each one, for example how and where we work or live” (E. Chuvieco and M. Burgui, 2016)*



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