



Guideline:

NPAs Green Office Tool

- Identifying positive and negative environmental impacts
- Map greenhouse gas emissions



Recycling in one of NPAs field offices in Lao PDR. Photo: Katherine Harrison



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1. Introductory Guidance for NPAs Green Tools

1.1 Introduction

NPA wants to ensure that environmental and climate impacts are considered within the scope of our programmes and activities as early as possible, in order to make a difference to both people and the environment. The green tools are a part of NPAs environmental management system to help identify and prioritise measures to reduce or prevent adverse impacts. There are two tools for NPAs international programmes:

1. Green Office Tool
2. Green Field Tool

The **Green Office Tool** is designed to help NPA offices assess their environmental impact. It considers baseline information like office location and local environmental issues, identifies impacts, assesses risks, and suggests mitigation measures. It offers a checklist for green office practices and assists in collecting data on fuel, electricity, water, and other emissions, enabling NPA to minimize their environmental footprint and foster sustainable workplaces. The Green Office Tool should mainly be completed for an office setting, not for a project or program.

The **Green Field Tool** is designed to support NPA staff in conducting environmental assessments of the areas NPA is working in, and identifying impacts which NPA (Mine Action) Field Operations may have on the environment.

This guideline is for the **Green Office Tool**.

1.2 Aim of the tool

The tool is aimed at identifying the adverse impacts and any benefits that NPA offices and programmes have on the natural physical environment, as well as the climate, and to inform decision making and planning.

The tool aims to identify measures to:

- mitigate (reduce, prevent, or eliminate) negative (adverse) impacts on climate and environment,
- highlight and raise awareness of environmental issues linked to NPAs offices and programmes
- ensure and document that measures are in place to minimise environmental impacts over time
- identify where environmental benefits or enhancement measures could be, or have been adopted
- identify opportunities and inform decision-making
- collect monitoring data to support NPAs carbon accounting system and benchmark progress



1.3 Scope of application

The **Green Office Tool** applies to office environments: head office, country offices, and field offices, etc. The tool can be distributed to and used by partners, national authorities, and other organizations, if so desired. It is recommended to complete the tool before opening an office, and then re-collecting (updating) the data once a year, concurrently with the request from head office on yearly updated monitoring data for the carbon accounting system.

There may be a need or requirement to collect data for the tool(s) more frequently. This might be for internal reasons, external (donor) reporting requirements, or due to change, as when activities or offices change, for instance if the environment is unstable and quickly changing, after a significant change in the natural, physical environment (such as a natural disaster), when there is a change in the relevant environment and climate regulatory framework, if the relevant stakeholders change, or if new risks emerge that should be accounted for.

1.4 Responsibility

The Country Director has the overall responsibility for ensuring that NPAs environmental and climate policy, and the environmental management system is known and implemented, including these tools.

A NPA staff member should be assigned responsibility for completing the assessments using the Green Office Tool, collecting monitoring data on a regular basis, storing the collected data, and reporting on the data collected. Ideally, this person should have some basic environmental and risk management knowledge.

The **Green Office Tool** will involve administrative resources such as finance and logistics.

The Green Office Tool reporting should be stored as excel files under the NPA Climate, Environment and Sustainability- site on Sharepoint, under country file and for respective year. Link to folder here: <https://npaid.sharepoint.com/sites/GLO-Climate-Environment-and-Sustainability/Green%20Office%20Tool/Forms/AllItems.aspx>

Please note that for the emission data collected, the programmes report on the total emissions for the year before, e.g. in 2023 the programmes report on emissions for 2022 and so on. The system for collecting and reporting on this data will improve in the future as we gain experience.



1.5 Format, structure and content of the tools

The tools exist in Excel format, but is also structured in this guideline document (the word guideline does not include risk matrix calculation). Green office tool structure and content:

- Background information
- Administrative information
- Environmental management policies and practices
- Policy context
- Stakeholders
- Impacts identification:
 - Office location
 - Water
 - Air
 - Land and animals
 - Energy
 - Procurement
 - Waste
- Risks to Climate and Environment
- Issues register
- Monitoring emission dashboard

Annexes:

- The Environmental Management Circle
- Risk Matrix
- Green Office Guide

2. Green Office Tool

2.1 Starting instructions

1. Read chapter 1: "Introductory Guidance for NPAs Green Tools" first (see above).
2. This Green Office Tool should be completed for offices and administrations (i.e. field offices, main office, etc.).
3. Conduct **one assessment per office**.
4. The data should be kept current. All changes and responses should be logged.
5. The data should be reported on **at least once a year** in concurrence with NPA Head Office reporting deadlines for providing monitoring data for carbon accounting system (step 5 in the tool).
6. The tool will support NPAs staff to identify risks to the environment and climate (Step 3). A risk is an event that may occur in the future and has either positive or negative consequences. Risks with negative consequences should be assessed (i.e., steps should be taken to prevent or reduce the likelihood of the risk occurring).



7. Issues are events that have occurred, including when identified risks actually occur, and should be logged in the issues register (Step 4).
8. This tool consists of the following steps:
 - a. Step 1: Background and context information
 - b. Step 2: Impact identification
 - c. Step 3: Risks
 - d. Step 4: Issues register
 - e. Step 5: Monitoring data

2.2 Step 1: Background and context information

BACKGROUND & CONTEXT INFORMATION	
Question	Instructions/descriptions
Administrative information	
Country	Please provide NPA [COUNTRY]
Programme	Please provide information about which NPA [programme] the form is filled in by. If filled in by both DHC and/or DMAD/several or country overall, state that here.
Other administrative information	If relevant, please provide any required administrative information for the office (project, program, department, etc.)
Number of office staff	
Donor(s)	If relevant, please provide information about donors connected to the operation of this office.
Geographic location (region, city, town, village, etc.)	Please provide the relevant geographic information for the location of this office (country, city, town, village, street address)
GIS coordinates	Please provide the geographic coordinates of the office location.
Name of staff preparing this tool	Please provide the name of the primary person who has completed this tool, or who is responsible for its completion.
Date for the preparation of tool	Please provide the date on which this Green Office Tool was completed.
Environmental management policies and practices	
Does NPA have a climate & environment policy?	Link to NPA climate and environment policy: https://www.npaid.org/about-us/ethics/environment-and-climate-change-commitments



Is NPAs climate & environment policy available, known and accessible to all staff?	Response options: yes or no
Does the NPA Programme and/or NPA office have a climate and environment strategy or action plan to operationalize the NPA climate & environment policy?	Response options: yes or no Please refer to Statement of Commitment/country policies or other plans with a link to SharePoint.
Does the NPA programme and/or NPA office have an environmental monitoring system?	Response options: yes or no
Is information on national/local climate & environmental regulations available and accessible to all NPA staff?	Response options: yes or no
Has an environmental focal point been appointed to the NPA programme and/or office?	Response options: yes or no. Also Please provide the name, title and contact details in the descriptions.
Is the NPA programme and/or office currently implementing any environment and/or climate change campaigns or initiatives?	Response options: yes or no. A campaign or initiative aim to raise awareness and promote action on environmental issues
Is the NPA programme and/or office currently implementing any environmental protection or climate change mitigation measures?	Response options: yes or no
Does the NPA programme management conduct any training or discussion about environment and/or climate change issues?	Response options: yes or no
Policy context	
Have the relevant national /regional / local environmental regulations (laws, policies) been reviewed?	Response options: yes or no Focus on the most important regulations pertaining to the operations of this office.
Have the relevant national /regional / local climate change regulations (laws, policies) been reviewed?	Response options: yes or no Focus on the most important regulations pertaining to the operations of this office.
Have any environment and/or climate change studies been conducted in the area of office location in the past 3 years?	Response options: yes or no Do an online search and ask relevant stakeholders and list the most important studies.
Stakeholders	



Has the programme and/or office conducted consultations with relevant national / local environment and climate change authorities?	Response options: yes or no
Has the programme and/or office conducted consultations with other relevant local stakeholders on environment and climate change issues (civil society, community members, companies, etc.)?	Response options: yes or no
Has the programme and/or office logged stakeholder expectations about environmental management?	Response options: yes or no
Are there any transboundary environmental issues to address - for example, when working close to international or regional borders?	Response options: yes or no
What are the environmental concerns highlighted from stakeholder consultation?	Provide details and provide any cross-regional specifics.

2.3 Step 2: Impact identification

In Step 2 impact identification, we want to identify the possible environmental impacts that the NPA offices could have on the environment, by looking at the potential aspects and what kind of change/impact it can have. Environmental aspects refers to an “element of an organization’s activities or products or services that interacts or can interact with the environment”. Environmental impact refers to “change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization’s environmental aspects” (ISO 14001:2015).

For each environmental aspect, there is the potential for an environmental impact, and any potential adverse impact should be identified as a risk and assessed in “Step 3”. An adverse risk to be assessed refers to a potential future event with negative consequences, such as environmental harm, that requires proactive measures to prevent its occurrence or minimize its impact. In the context of NPA's Green Office Tool, an adverse risk could be an environmental or climatic event, such as increased energy consumption or waste generation, that could negatively affect the organization's sustainability goals, or lead to pollution to water, air and soil. Mitigation measures might include implementing energy-savings, renewable energy or for example reduce fuel use.

IMPACT IDENTIFICATION	
Question	Instructions



Is the office located in an environmentally sensitive or protected area?	Response options: yes – within boundary, yes nearby <2 km, yes but >2-10 km, No – not within 10 km. If yes, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Are there any issues with local water quality in the area where the office is located?	Response options: yes or no. If yes, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Are there any issues with local water scarcity in the area where the office is located?	Response options: yes or no. If yes, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
What is the source of the office water supply for non-drinking water purposes (toilet, sink, vehicle washing, grounds maintenance, etc.)?	Response options: piped public water, bottled, lake/river, rainwater, well, other. If this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
What is the source of drinking water for the office?	Response options: piped public water, bottled, lake/river, rainwater, well, other. If this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
How is office waste (grey) water disposed of?	Response options: to public sewer, soakway/ground, drain/surface water, recycled/reused, septic tank, tinkered offsite, treated onsite, other. If this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
How is office sewage disposed of?	Response options: to public sewer, soakway/ground, drain/surface water, recycled/reused, septic tank, tinkered offsite and treated onsite. If this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Is there a problem with local air pollution?	Response options: yes or no. If yes, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Which office practices result in air pollution?	Response options: flying, driving, cooking, burning waste or vegetation, generator, machinery, smoking, use of aerosols or cleaning products, photocopies/printer. If this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
What is the main source of fuel for NPA vehicles (owned or leased)?	Response options: Petrol, diesel, hybrid, fully electric, biofuel. If this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).



How do office staff travel for work-related tasks?	Response options: air travel, driving own car or motorbike, drive in NPA vehicle, use public transportation, walk, cycle, other. If this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Is vegetation near to the office cut or removed for any reason?	Response options: yes or no. If yes, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
How is the cut/removed vegetation disposed of?	Response options: sent to landfill, composted, sold or donated to local communities, burned, other. If this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Do any office activities disturb the soil in the vicinity of the office, for instance construction or building work, gardening activities, vehicle parking, equipment storage, etc.?	Response options: yes or no. If yes, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Are there any wildlife or protected animal species near to the office?	Response options: yes or no. If yes, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Have there been human-wildlife conflicts near to the office in the past?	Response options: yes or no. If yes, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
What is the main source of power for office electricity?	Response options: grid electricity, generator, renewable, other. If this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
If a generator is used to power the office, what percentage of office energy use can be attributed to the generator?	Response options: less than 10%, 10-20%, 20-50%, 50-80%, 80-100%
Is an air conditioning unit used to cool the office?	Response options: yes or no. If yes, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
What is the source of heating for the office?	Response options: electric heaters, mains gas, LPG, wood burner, biomass boiler, coal-fired boiler, no heating, other. If this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Do office procurement processes include environmental criteria?	Response options: yes or no. If no, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Are suppliers environmentally certified (i.e. Fair Trade, ISO 14001, etc.)?	Response options: ISO14001 or similar, Fairtrade, Fair Labour Association, WFTO, other, none. If no, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 2).
How many suppliers are environmentally certified?	Response options: less than 10%, 10-20%, 20-50%, 50-80%, 80-100%



Name 3-4 major risk areas when purchasing from local suppliers in regards to responsible business conduct in procurement. Any risk of adverse negativ effects within human rights, working conditions or environment in the supply chain?	Response options: Open text. Identify 3-4 major risk areas and describe them. An example is if the office is buying local t-shirts. Are there risks that the cotton in the shirts they buy are coming from a producer who are in breach of human rights or decent workers conditions?
What type of solid waste sorting are there for office waste?	Response options: unsorted, glass, metal, plastic, paper, food/organic, toxic/hazardous, electronic, other. If this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Is office waste stored in a location that is secure, weatherproof and leak proof?	Response options: yes or no. If yes, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
Does the office permit use of single-use plastic and other disposable items?	Response options: yes or no. If yes, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).
If disposable items are used in the office, are they recycled?	Response options: yes or no. If no, and if this is considered an adverse environmental risk to be assessed, log it in the risk register (step 3).

2.4 Step 3: Risks to climate and environment

Risk assessment is a process by which the actual or potential risks posed by identified potential impacts are estimated. To estimate the significance of risk, two factors are considered:

- the 'likelihood' (or probability) of the impact occurring; and
- the 'magnitude' or 'severity' of the impact, if it occurs
- The following definitions of likelihood (or 'probability') can be used:

High - likely	• It is probable that an impact will occur. It is not inevitable, but possible in the short term and likely over the long term.
Medium - low likelihood	• Circumstances are possible under which an impact could occur. It is by no means certain that even over a longer period such an event would take place, and less likely in the short term.
Low - unlikely	• It is improbable that an impact would occur in the very long term.

Please see Annex II below for more info.

Instructions:



1. A risk is an event that may occur in the future and has either positive or negative consequences. Risks with negative (adverse) consequences should be assessed.
2. Please use available data and/or your best judgment to assess the likelihood of a risk occurring and the degree/severity of its possible impact.
3. The risk level should guide prioritization of addressing risks. Addressing risks with **both a high likelihood** of occurring and a **high impact** should be prioritized first.
4. Risk prevention/mitigation measures should either **prevent or reduce** the chance that the risk will occur.
5. Risk handling measures are to be implemented if the risk occurs. Materialized risks should be logged in the issue register.
6. The risk owner is the person responsible for addressing the risk should it materialize.

Risk description	Likelihood of occurring	Severity if impact occurs	Significance - Risk level (C*B)	Risk prevention/mitigation measures	With measures in place, what is the residual risk?	Risk owner
<i>Open text, input comes from Step 2, response to risk question (column D – Step 2)</i>	<i>Response options: unlikely, low likelihood, likely</i>	<i>Response options: mild, moderate, severe</i>	<i>Should be filled in automatically based on the risk matrix (step 2)</i>	<i>Refer to the green office guide for measures</i>	<i>Low, medium, high</i>	<i>Name</i>

2.5 Step 4: Issues register

Instructions:

1. Issues are events that have occurred, including risks identified in the previous section that have materialized.
2. Please log information about how the materialized risk/issue was addressed.
3. An "open" issue is one that being addressed and has not yet been resolved. A closed issue has been addressed/resolved.
4. The issue owner is the person responsible for addressing/resolving the issue.
5. Please use data, best judgment, and management input to determine the priority of the issue.



Date issue logged	Status	Priority	Issue description	Resolution date	Escalation to higher level of authority required?	Issue owner
	<i>Response options: Open or closed</i>	<i>Response options: Low, medium, or high</i>	<i>Open text</i>	<i>Date</i>	<i>Yes or no</i>	<i>Name</i>

2.6 Step 5: Monitoring data dashboard

There is a collective and urgent need for action to mitigate climate change. This is why NPA as an organisation also need to calculate our carbon footprint and identify the main sources of our emissions, in order to implement the most effective reduction measures. This monitoring will help our organisation understand which areas that contribute with the biggest greenhouse gas emissions and assess in which areas the organisation may have more margin of manoeuvre. With a global CO2-baseline, NPA globally and programme-wise can use these insights to identify carbon reduction initiatives and set targets.

Each office should fill out the monitoring data. The programme can use the office data to monitor progress and reductions on an office level. The scope of data required for the baseline-year (2022) is kept a bit limited but will most likely be expanded over the years.

Instructions:

1. Please note that the monitoring data is filled out for the previous year, e.g. in 2023 we are requesting the data for 2022.
2. Please specify which office/offices are included. The programme should have an overview of the office level data. If filled in by several offices or country overall, or a mix, please state that clearly where you insert data. This is to ensure that the data is as precise as possible, and to avoid any risk of double counting emissions.
3. The yellow fields are the fields where you are expected to insert the data. The correct unit for each line is stated to the left of the data field. If you for some reason do not have data for the unit asked for, please provide the data you have. An example is total electricity.



4. The “comment” field is where you can add any extra details or comments to the data or data requirements that you feel could potentially be of value to the overall quality of the monitoring.
5. We are sometimes asking for receipts (if accessible) to be attached to the data. The reason why we ask for this is that the quality of the data will score even higher when receipts are attached. That means that the data can be verified. However, if you do not have receipts accessible or will struggle to find it, it is more important that you do the actual reporting of the monitoring data. Priority is on providing the data.
6. If you experience issues or have questions regarding the form or data collection, please do not hesitate to contact our advisors. You can find all the contact information on the bottom of our page on sharepoint here: <https://npaid.sharepoint.com/sites/GLO-Climate-Environment-and-Sustainability> .

Area for data collection	Instructions	Example of answer
Energy		
Purchased electricity	<p>Unit: Number (kWh).</p> <ul style="list-style-type: none"> • Add total kWh used in 2022. • Important that it covers 12 months. <i>If the first bill e.g. covers 15 JAN – 15 FEB, then the last bill will have to cover 15 DEC – 15 JAN, so that 12 months are included.</i> • Minimum requirement: total kWh used for office. • If the number of kWh is not possible to access, please provide either kWA, total budget spent on electricity or other accessible units for electricity at the office. • Ideally, please also attach a list with all the receipts. This assures the best data quality. • If you have larger staff housing, you can consider also including this. It is not a requirement for this first year of monitoring, but if you think it is of a significance size, you are welcome to also include this information too (in that 	<p>Example of ideal answer:</p> <ul style="list-style-type: none"> • Total consumption - 11,177 kWh. • Attached all receipts for 12 months, dating from 15th January 2022 → 15th January 2023.



	case, please separate between office and housing in the reported numbers).	
Stationary combustion (fuel for generators and/or gas for cooking/heating).	<p>Unit: Number (litre).</p> <ul style="list-style-type: none"> • Add total number of litres fuel used for generators in 2022. • If possible, please also add the name/type/unit number of office generator(s) and attach consumption to each unit • If your office uses gas for cooking or heating, please provide the type of gas and a measured unit. 	<p>Example:</p> <ul style="list-style-type: none"> • 627 l diesel • Generator: Maracpo MP14E
Mobile combustion (fuel from all NPA vehicles, incl. mine detection machines)	<p>Unit: Number (litre).</p> <ul style="list-style-type: none"> • Add fuel type (petrol, diesel or biofuel) and total litre used in 2022. • Ideally, please also attach a list with all the receipts. This assures the best data quality. • If you have any electric vehicles please also add that in the comment field. 	<ul style="list-style-type: none"> • Diesel: 6032 l • Petrol: 112 l • Attached all receipts for all offices, dating from 1st January 2022 → 31st December 2022.
Biomass (wood) or coal used for energy	<ul style="list-style-type: none"> • Add fuel type in kg purchased for 2022. For some offices there might be nothing to report here, while others purchase a substantial amount. • If possible, please also add receipts. 	<p>Ideal answer:</p> <ul style="list-style-type: none"> • Purchased: 50 (bags) x 10kg (weight) = 500kg wood • Receipts added for all the purchases.
Fugitive emissions		
Emissions from the refrigeration and air conditioning appliances	<ul style="list-style-type: none"> • Attach a photo of label on your air conditions and/or water chillers at the office. Alternatively write down the model's name, serial number, year of manufacture and refrigerant gases of appliance. 	See folder here .
Travels (only those booked outside the NPA global travel agent (Bennett) – system)		



<p>Air travel, internationally (only add int. travel booked outside NPA global travel agent (Bennett prev. HRG). Bennett data is already captured at HO.</p>	<ul style="list-style-type: none"> • Attach a list of all travels undertaken in 2022 ([FROM CITY] - [TO CITY]). It is very important to include stopovers. • Alternatively, write down all the travels in the open text field. 	<p>Example: 1. Oslo (Gardemoen) - London (Heathrow). 2. London (Gatwick) - Oslo (Gardemoen).</p>
<p>Air travel, domestic (only booked outside NPA global travel agent Bennett)</p>	<ul style="list-style-type: none"> • Attach a list of all travels undertaken in 2022 ([FROM CITY] - [TO CITY]). It is very important to include stopovers. 	<p>See list here.</p>

Waste

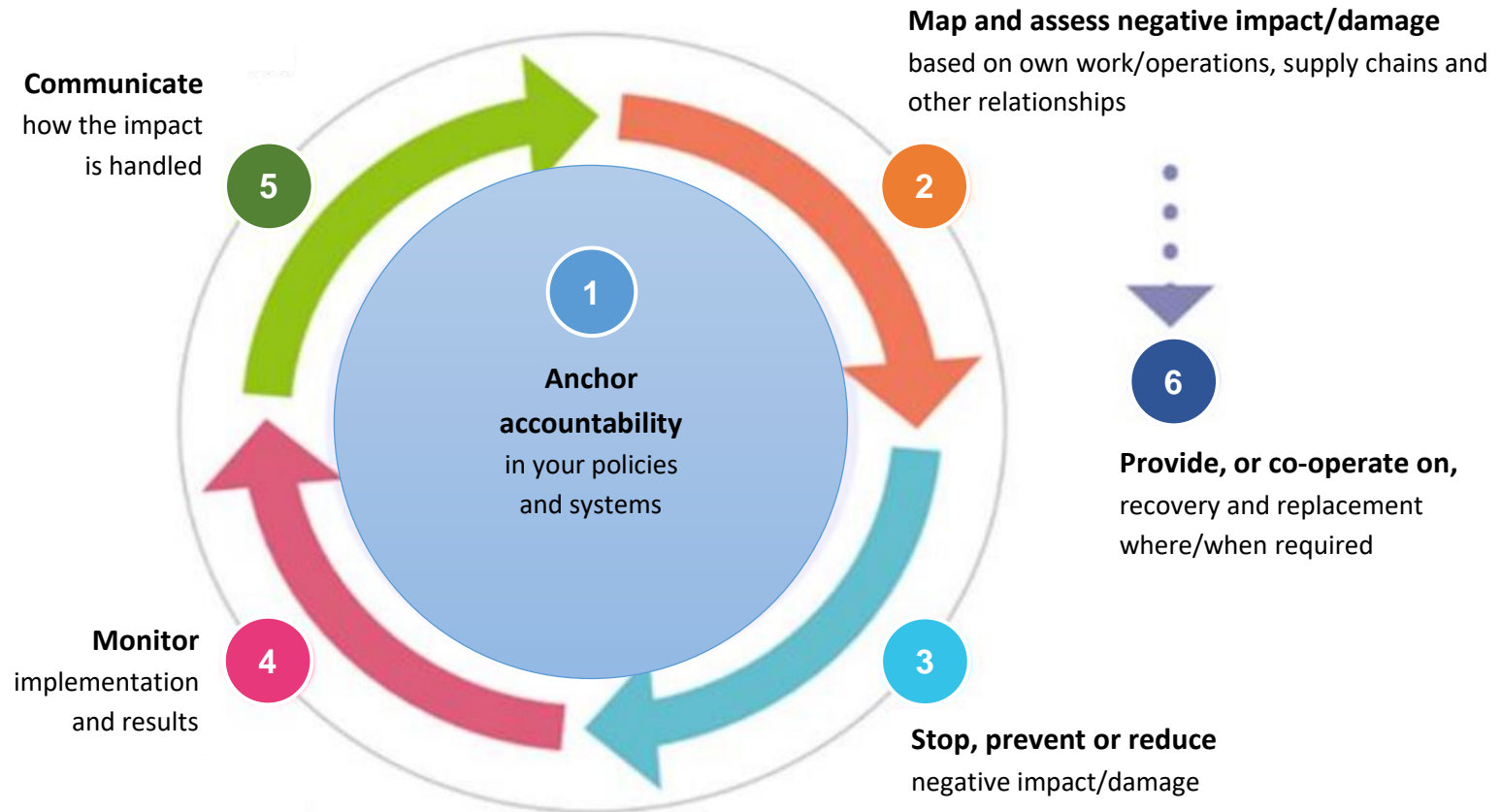
<p>Unsorted waste</p>	<ul style="list-style-type: none"> • Please add weight of waste (optimal), number of bags (good) and/or disposal method (minimum) handled in 2022. Example of disposal methods are landfill, recycling, other. 	<p>Answer A: 1032 kg. (Measured all the waste) Answer B: Alternatively, measure how much unsorted waste you have gathered in one week and multiply it with the number of weeks you are operating at the office. This will give an estimate.</p>
<p>Glass</p>	<ul style="list-style-type: none"> • Please add weight of waste (optimal), number of bags (good) and/or disposal method (minimum) handled in 2022. Example of disposal methods are landfill, recycling, other. 	<p>Example A: Measure the weight of all the glass disposed off in the office or make an assumption based on f.ex. one week's consumption. Example B: Add the number of bags gathered, either by monitoring the total number or by calculating an average based on a few weeks' consumption. Example C: Provide disposal method.</p>
<p>Metal</p>	<ul style="list-style-type: none"> • Please add weight of waste (optimal), number of bags (good) and/or disposal method (minimum) handled in 2022. Example of disposal methods are landfill, recycling, other. 	<p>Same as above.</p>
<p>Plastic</p>	<ul style="list-style-type: none"> • Please add weight of waste (optimal), number of bags 	<p>Same as above.</p>



	(good) and/or disposal method (minimum) handled in 2022. Example of disposal methods are landfill, recycling, other.	
Paper	<ul style="list-style-type: none">• Please add weight of waste (optimal), number of bags (good) and/or disposal method (minimum) handled in 2022. Example of disposal methods are landfill, recycling, other.	Same as above.
Organic waste	<ul style="list-style-type: none">• Please add weight of waste (optimal), number of bags (good) and/or disposal method (minimum) handled in 2022. Example of disposal methods are landfill, recycling, other.	Same as above.
Electronic waste	<ul style="list-style-type: none">• Please add weight of waste (optimal), number of bags (good) and/or disposal method (minimum) handled in 2022. Example of disposal methods are landfill, recycling, other.	Same as above.
Toxic waste	<ul style="list-style-type: none">• Please add weight of waste (optimal), number of bags (good) and/or disposal method (minimum) handled in 2022. Example of disposal methods are landfill, recycling, other.	Same as above.
Other waste	<ul style="list-style-type: none">• Please inform us if you experience issues with certain waste types that are not included above (example vehicle tyres, protection equipment, old laptops).	Same as above.



Annex 1: The Environmental Management circle





Annex II: Risk Matrix

Risk assessment is a process by which the actual or potential risks posed by identified potential impacts are estimated. To estimate the significance of risk, two factors are considered:

- the 'likelihood' (or probability) of the impact occurring; and
- the 'magnitude' or 'severity' of the impact, if it occurs

The following definitions of likelihood (or 'probability') can be used:

High - likely	<ul style="list-style-type: none">• It is probable that an impact will occur. It is not inevitable, but possible in the short term and likely over the long term.
Medium - low likelihood	<ul style="list-style-type: none">• Circumstances are possible under which an impact could occur. It is by no means certain that even over a longer period such an event would take place, and less likely in the short term.
Low - unlikely	<ul style="list-style-type: none">• It is improbable that an impact would occur in the very long term.

Guidance for defining risks:

- Short term risk– impact takes place during or immediately after field operations
- Long term – impact occurs in the longer term, and typically once field operations have been completed
- Temporary – the effect of impact is temporary and does not cause permanent change to people's health, the character of the land or environment
- Permanent – the effect of impact causes a permanent change to people's health, the character of the land or environment



Examples of definitions on the magnitude and severity include the following:

High – severe:	<ul style="list-style-type: none"> • Acute risks to human health • Immediate risk of a pollution incident • Large volumes of non-hazardous waste generated, volumes of hazardous waste or high levels of contamination/pollutants released • No or very limited local or regional waste management capacity • Irreversible adverse changes to an ecologically protected area or immediate risks to protected species • Material and resources - use of scarce, mainly internationally sourced or non-recyclable materials, high carbon footprint / energy use
Medium – moderate:	<ul style="list-style-type: none"> • Chronic risks to human health • Risk of a pollution incident in the long term • Volumes of non-hazardous waste generated, smaller volumes of hazardous waste or small-scale release of contamination/pollutants • Some local or regional waste management capacity • Adverse damage to an ecologically protected location or risk to protected species • Materials and resources – use of materials mainly sourced on a local or national scale, some of which are sustainably sourced or recyclable, reduced carbon footprint / energy use
Low - mild	<ul style="list-style-type: none"> • Non-permanent health effects to human health • Risk of small-scale pollution incident in the short or long term (e.g. pollution of non-sensitive environment) • Generation of low volumes of non-hazardous waste, minimal or no volumes of hazardous waste or pollutants • Waste management capacity available at local and regional waste management facilities • Adverse damage to a less-sensitive environment (e.g. crops) • Materials and resources – use of materials mainly sustainably sourced and recyclable, low carbon footprint / energy use

The matrix below is used to evaluate the level of risk:

		Consequence if an impact occurs		
		High - Severe	Medium - Moderate	Low - Mild
Probability	Likely	High	High	Medium
	Low Likelihood	High	Medium	Low
	Unlikely	Medium	Low	Low



High risks are unacceptable and immediate mitigation is required.

Medium risks require monitoring and mitigation planned.

Low risks must be monitored and kept under review, with future mitigation an option to make further improvements.

Annex III: Green Office Guide

This is an overview of possible mitigation measures to “green” NPAs offices, that should be reviewed and can be used for planning and implementing more environmentally friendly solutions and practices at the NPA office(s) to reduce any negative or adverse risk to the environment and climate.

Energy

- Read meters regularly and record usage.
- Run a ‘switch off’ campaign to remind staff to switch off equipment and lights when not in use.
- Put up signage to remind staff about energy saving needs.
- Replace old equipment with energy-efficient models.
- Replace tungsten light bulbs with light emitting diode (LED) bulbs or compact fluorescent lamps (CFLs).
- Optimise the use of natural light, moving workstations if necessary and consider replacement of blinds (vertical blinds let in more light than horizontal blinds) or repainting walls with lighter, more reflective colours.
- Review lighting and options for dimmer switchers, timers and/or motion sensors.
- Keep office doors and windows closed when heating or using air conditioning units.
- Service equipment regularly – including space heaters, boilers, and air conditioning units.
- Switch off air conditioning and heating in unoccupied rooms.
- Ensure thermostats are set correctly. Set the heating in offices to 19°C and cooling at 24°C or higher. The temperature in corridors, storerooms and areas of higher physical activity can be set lower than 19°C.
- Check that insulation (walls, roof and pipes) and draught-proofing is adequate to prevent unreasonable losses.
- Ensure radiators or heaters are free from obstructions, and install heating reflectors where appropriate.
- Consider the use of passive cooling rather than air conditioning units such as natural ventilation, fans or night cooling.
- Turn off monitors and computers at the plug at the end of the working day and avoid standby.
- Optimise the brightness of monitors.



- Activate power saving settings on computers and laptops for all staff.
- Set printers and photocopiers to automatically power down.
- Select kitchen and office equipment which are energy-efficient models.
- Don't overfill kettles and samovars - only boil water that's needed.
- Check seals on refrigerators, do not overfill and defrost freezers regularly.

Water use

- Where installed, read meters regularly and record usage.
- Turn off taps fully.
- Check for and fix leaking taps, showerheads or toilet cisterns.
- Don't leave taps running constantly for rinsing or washing – use a bowl.
- Adjust water pressures if too high by fitting aerators or flow regulators to taps and showerheads, e.g. basin taps 2-4 litres/minute, kitchen taps <6 litres/minute, showers 6 litres/minute.
- Minimise the flush on toilets – installing a flush saver can save around a litre each flush.
- Fit control devices on urinals – uncontrolled flushes on urinals can waste litres of water each hour.
- Only use dishwashers when fully loaded.
- Outdoors, avoid the use of sprinklers or hosepipes. Fit trigger nozzles if hosepipes are used.
- Keep the washing of vehicles or windows to a minimum and only clean when really necessary.
- Install rainwater butts for outdoor watering or washing.
- If watering outdoor plants, water early morning or evening to reduce consumption.

Air quality

- Avoid idling / switch off vehicles and machinery when not in use
- Ventilate around photocopiers and printers, and switch off when not in use
- Ensure boiler and heating systems are regularly serviced and exhaust vents comply with manufacturers recommendations
- No burning of garden waste or rubbish
- Maintain good indoor air quality for office occupants – ban smoking indoors, avoid the use of aerosols, scented products (e.g. air fresheners) and cleaning products, ensure good ventilation especially when cooking. Introducing a significant number of plants can also help improve indoor air quality.
- Where the outdoor air quality is poor, restrict the ingress of ambient air indoors – this may include keeping doors/windows closed at certain times of day (e.g. during peak rush hours), fitting filters on mechanically ventilated buildings.
- Position generators and exhausts away from sensitive receptors, whenever possible



Waste

- Follow the waste hierarchy – to avoid, reduce, reuse, recycle and dispose.
- Run a 'waste campaign' to inform staff and put up signage to remind staff about waste hierarchy needs.
- Remove desk bins and replace with office recycling collection points.
- Use clear plastic bags for recyclables – this will help to check contents and avoid mixing.
- Segregate waste collected, label containers and use a colour code system to avoid confusion.
- Avoid excessive use of stationary by having an ordering / stationary request system in place.
- Provide reusable and durable kitchenware and avoid the use of disposable cutlery, cups and plates.
- Prevent food waste – avoid over ordering when catering.
- Consider installing hand dryers rather than using paper towels.
- Use re-manufactured toner cartridges and return used cartridges.
- Re-use envelopes, wallets and packaging wherever possible.
- Refurbish and redistribute redundant office furniture and IT equipment.
- Compost organic and non-meat food waste.
- Ensure that all hazardous waste – such as waste electrical equipment, paint tins, oil containers, used oil, oil filters, tyres, sanitary waste and fluorescent tubes – is segregated from non-hazardous waste and stored appropriately, prior to collection by an authorised waste contractor

Noise

- Keep equipment well maintained to avoid loose parts/rattling which could generate noise
- Keep outdoor activities, including grounds maintenance, training, loading/unloading of vehicles, and maintenance of equipment to within normal office hours.
- Position kennelling and dog handling areas away from neighbours, as far as possible.
- Schedule feeding, exercise and training times for dogs to minimise adverse noise impacts.
- Consider the use of acoustic screens and fencing to negate adverse noise impacts, e.g. from barking

Chemicals

- Choose biodegradable and environmentally friendly cleaning products and detergents, wherever possible.
- Store and handle all chemicals in accordance with manufacturer's recommendations.



- Dispose of all chemicals appropriately, using an approved waste contractor.
- Do not dispose of oil or chemicals down drains or by discharging to ground.
- Check domestic and vehicle air conditioning systems, dehumidifiers, refrigerators and fire extinguishers for F-gases and Ozone Depleting Substances (ODS). F-gases are powerful greenhouse gases and the use of certain F-gases is controlled. Globally, the production and use of ODS has rapidly declined but can still be present in old equipment.
- Prevent the intentional leak of F-gases or ODS from equipment.
- Check for and repair any leaks of F-gas or ODS from equipment.
- Only allow maintenance of equipment containing F-gas or ODS or removal by a suitably qualified engineer.
- Clearly label any equipment containing F-gas or ODS.
- Phase out and replace equipment containing F-gas or ODS, in line the Montreal Protocol and the Kigali Amendment. See advice from suppliers and HO.

Travel

- Develop an office travel plan.
- Set incentives for staff to use public transport and reduce vehicle use, where possible.
- Follow the travel hierarchy where possible, i.e. to minimise the need for travel, to promote the use of more efficient modes of transport, and to use company vehicles as efficiently as possible.
- Consult with staff on transport options - important to get employee 'buy in' and ask for inputs.
- Monitor mileage and fuel consumption.
- Carry out fleet audits – these can typically identify opportunities for around 15% reductions, e.g. through monitoring and reducing vehicle mileage, fuel consumption and better vehicle procurement.
- Ensure good fleet management – Regular vehicle servicing and maintenance, check and maintain recommended tyre pressures
- Use telematics or travel logs to monitor routes, nature and number of journeys. This can help to identify any opportunities on how journeys may be planned differently
- Consider installation of speed/rev restrictors (less relevant for urban trips)
- Reduce unnecessary loads
- Introduce space saving racking to optimise vehicle capacity
- Introduce training to improve driver performance and vehicle loads– training can led to 15% fuel savings
- Set targets and highlight the other benefits, e.g. cost savings, improved air quality, traffic noise, congestion



Paper

- Encourage digital communication and electronic record keeping to reduce paper use, wherever possible.
- Any printing should be double-sided.
- Use of thinner printer paper – 80 gsm should be sufficient for routine printing.
- Use 100% recycled paper and locally produced, if possible.
- Avoid overproduction of publicity material by reviewing distribution lists and avoid making material date specific.

Procurement

- Check exact procurement needs, whether items are really needed and avoid over-ordering.
- Refurbish and recondition existing equipment rather than buying a new replacement, if possible.
- Consider 'whole life' factors when selecting products or suppliers - cost, reliability, quality, energy efficiency/carbon footprint, and disposal needs
- Check whether product is available made from recyclable materials
- Check whether the products can be readily reused or recycled
- Check whether the components of the product can be readily separated and recycled
- Choose minimally packaged products or ask your suppliers to supply products in less packaging.
- Check whether the product packaging can be reused or recycled
- Use locally resourced and recycled supplies, if possible
- Check and report any quality, durability concerns or defects with supplies to the procurement team
- Use environmentally certified suppliers, if possible - such as ISO 14001 or equivalent, good references, continued good service
- Use rechargeable batteries
- Substitute hazardous materials with non-hazardous alternatives, whenever possible (e.g. biodegradable hydraulic oil, biodegradable detergents, low volatile content paints/markers)
- Store all supplies appropriately to avoid accidental or weather damage
- Optimise use of packaging to minimise waste, yet enough to protect supplies
- Rationalise ordering to reduce transport emissions associated deliveries, where possible.
- Replace single use plastic bottled water with water coolers or reusable containers