

Nuclear Decommissioning Authority

Sustainability Report

Financial Year: April 2014 to March 2015

Purpose

This report describes the NDA's sustainability performance, alongside related financial information, as required by HM Treasury's Financial Reporting Manual (FReM)¹. As part of its sustainable development strategy the Government encourages both companies and public bodies to disclose their sustainability and environmental performance via their annual reports and accounts. The report also explains the NDA's contribution to sustainability performance under the Greening Government Commitments (GGC)².

As a Non Departmental Public Body reporting to the Department of Energy and Climate Change (DECC) we have aligned our report to the Government's reporting guidance³. The boundary for this report is for the NDA administrative organisation (core NDA) as this covers direct operational control. There is a previously agreed exemption (by the Sustainable Development in Government (SDiG) Exemption Panel) that the NDA's subsidiaries and wider nuclear site estate are outside this reporting boundary.

Our targets

Optimising internal environment management can contribute to delivery of cost savings to the business, as well as delivering our Environmental Management System (EMS) targets and sustainability commitments to government. As part of our ISO14001:2004 certification⁴ NDA has had defined internal environmental performance targets since 2008. Following revised guidance from government, via our sponsoring body DECC, we have re-aligned our Internal Environmental Management (IEM) targets to those GGC targets to be mandated on the wider government estate. These include:

- 25% reduction in CO2e emissions from energy and business travel
- 20% reduction in domestic air flights
- 25% reduction in waste arisings
- reduce water use and aim for the 'good practice' range of 4-6m³ per FTE per year in each of our buildings and
- 10% reduction in paper use in 2011/2012.

NDA achieved all these targets by the deadline date of March 2015.

¹ http://www.hm-treasury.gov.uk/frem_sustainability.htm

² <https://www.gov.uk/government/publications/greening-government-commitments-targets/greening-government-commitment-targets>

³ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279330/PU1632_Sustainability_Reporting_Guidance.pdf

⁴ LRQA Approval Certificate No: LRQ 4002929

Summary of performance

This report describes the NDA's sustainability performance referred to in the HSSE section in the NDA Annual Report and Accounts, Financial Year: April 2013 to March 2014, see page 57.

Our environmental performance in 2014/2015 was again good compared to our baseline year of 2009/2010 (this is the GGC baseline year). Some metrics showed an in-year increase due but overall all the 5-year targets have been met.

We reduced our total greenhouse gas emissions arising from energy and business travel by 1.6% this year, which is a 43% decrease over the last five years from the baseline year. The performance betters the target of 25% reduction. This has been done by targeting energy inefficient infrastructure and promoting the increased use of better video and telephone conferencing equipment.

The number of domestic flights (a GGC target) increased by 6.5% this year although the target was more than met with an overall decrease of 58% from a 2009 to 2010 baseline. Energy usage decreased by 11% this year which makes a combined reduction of 38% on the baseline year. This is better performance than the NDA's internal target of a 25% reduction. This long term improvement has been achieved by a number of technical and behavioural interventions ranging from the replacement of energy inefficient equipment, installation of more efficient lighting, optimising our buildings' heating controls, reducing cooling for our computer server units and encouraging staff to act in more energy efficient ways. Part of the improvement this year was due to our Forss office closing (reducing oil consumption) with staff transferring onto the Dounreay site. The NDA procures all gas and electricity via Government Procurement Services framework agreements and since FY 13/14 all electricity has been 100% green tariff.

Our waste generation increased by 8% this year as did costs due to an increase in electronic waste recycling and a major refurbishment of an office we are tenants in. Overall there has been a total reduction of 31% on the baseline year. This is better than the target of 25% over the last 5 years. One improvement was the replacement of localised waste baskets with centralised water recycling bins for increase waste segregation. We recycled 61.9% of our waste this year.

The NDA also tracks its performance against paper usage as this is one of our major environmental and resource aspects. NDA achieved the GGC target of a cut in our paper use by 10% by 2011/12. We also achieved our own 'stretch' target of 64% reduction in A4 reams equivalent (as measured by A4, A3 and A5 paper usage) on the baseline year. This was done by a combination of changing staff printing behaviors by highlighting good practice, targeting areas of high usage and replacement of stand-alone printers with single Multi-Function Devices (MFD) – with changing defaults to double sided and on-demand (by PIN number) printing. NDA's paper is closed loop paper purchased through the Government Office supplies Contract and is Government Buying Standards (GBS) compliant.

All our redundant ICT (Information and communications technology) equipment is responsibly recycled as Waste Electrical and Electronic Equipment (WEEE) Waste.

Our water usage decreased by 3.3% this year. Overall there is a 14% decrease in water usage from the baseline year. This achieves the GGC target of reducing water consumption from a 2009/10 baseline and also the NDA's own internal target of a 5 % reduction. However our water

NDA Sustainability Report

Financial Year: April 2014 to March 2015

usage is still above the good practice benchmark as measured by usage per Full Time Equivalent (FTE).

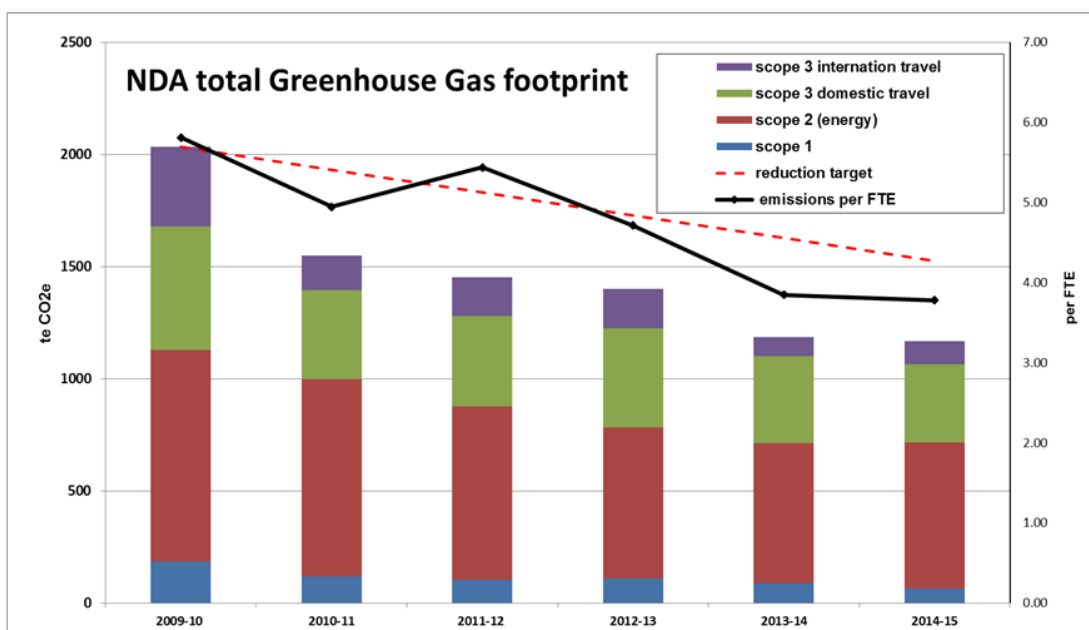
To enable comparisons to be made between between years, details of performance can be normalised by a consistent factor to aid comparability. The NDA normalises by Full Time Equivalent (FTE) staff numbers. For 2014/15 the NDA equivalent headcount used for calculating 'per FTE' values was 308 – which is the number of employed NDA and RWM staff rather than the number of routine users of NDA offices. Where there are no local sub-meters available (i.e. NDA's office on the Sellafield nuclear site) or it is not appropriate to account for a NDA tenanted office's consumption on a pro rata basis (i.e. NDA's London office) an alternative is used. NDA staff in such offices are accounted for by an equivalent number of non-NDA staff (contractors and some Cumbrian based INS and contractor IT staff) working out of NDA's headquarters – Herdus House in West Cumbria. These accounting arrangements are consistent with previous years and the baseline year scope.

Summary of Performance

Area		Actual	Target Performance
Greenhouse gas emissions (Scopes 1,2 & 3 Business travel including international air travel)		1,166 te CO ₂ e	Bettered target
Number of domestic flights		407	Bettered target
Office energy	Amount	1,619,924 kWh	Bettered target
	Expenditure	£141k	
Office waste	Amount	42.0 te	Bettered target
	Expenditure	£20.7k	
Office paper	Amount (A4 and A3/A5 reams equivalent)	2,256	Bettered target
	Printing expenditure	£54.6k	
Office paper - GGC target of cutting our paper (A4&A3) use by 10% in 2011/2012* from a 09/10 baseline		30%*	Bettered target
Office paper - NDA target of cutting our paper (A4&A3) use by 64% in 2014/2015 from a 09/10 baseline		69%	Bettered target
Office water	Amount	2,313 m ³	Bettered target
	Expenditure	£13.8k	

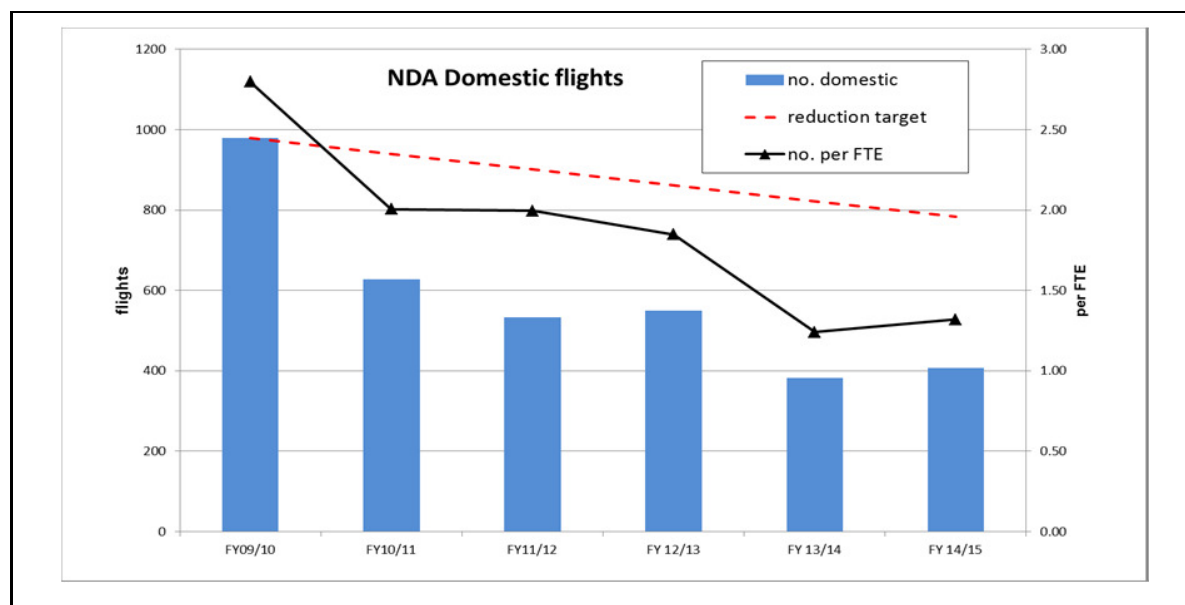
Greenhouse Gas Emissions

Greenhouse Gas Emissions		Baseline 2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Non financial Indicators (tCO ₂ e)	Scope 1 (gas & oil, owned cars)	1,854	118	103	109	89	64
	Scope 2 emissions (electricity)	944	878	773	673	624	651
	Total scope 1 & 2 emissions	1,129	996	876	782	713	715
	Scope 3 (business travel)	737	552	565	617	472	451
	Number of domestic flights	979	628	533	549	382	407
	Total scope emissions (1,2&3) - te CO ₂ e	1,866	1,548	1,441	1,399	1,185	1,166
	Total scope emissions (1,2&3) per FTE	5.81	4.95	5.44	4.71	3.85	4.03
Financial Indicators	CRC expenditure	n/a	n/a	£1,841k	£1,770k	£1,814k	£13.5k* estimated
	Carbon offset cost	0	0	0	0	0	0
	Business travel cost	£1,221k	£983k	£977k	£1,127k	£1,067k	£1,162k
* CRC rules change for FY 2014/15 resulting in no CO ₂ emission allowances being required for Sellafield Fellside CHP plant.							



NDA Sustainability Report

Financial Year: April 2014 to March 2015

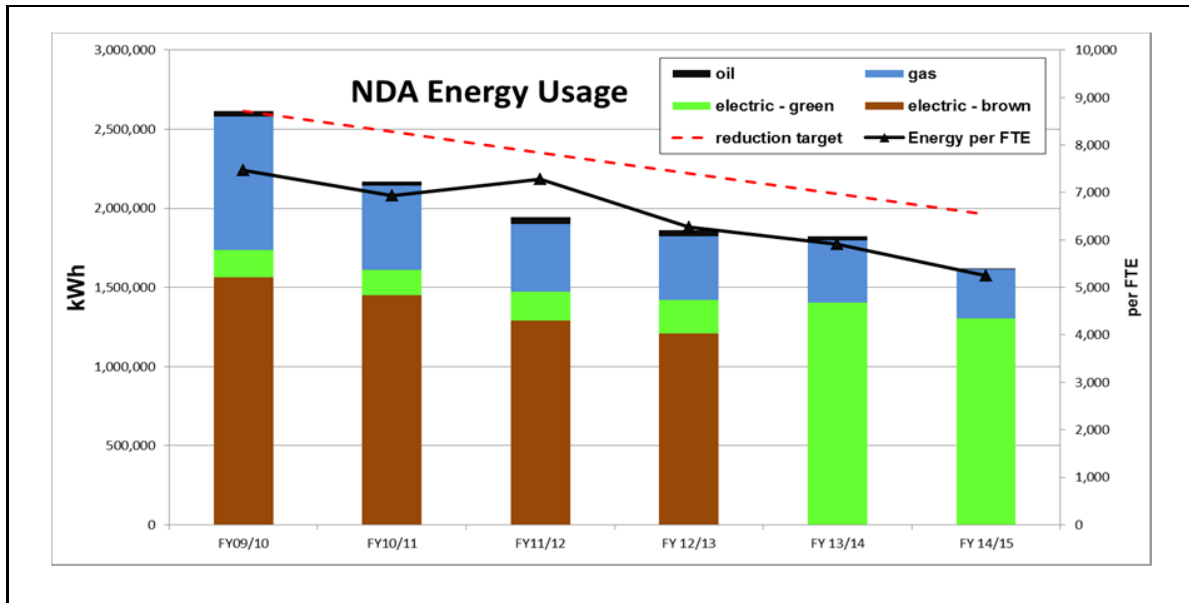


Energy

Energy		Baseline 2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	
Non financial Indicators (kWh)	Total Energy Consumption	2,613,826	2,170,925	1,944,637	1,860,409	1,821,684	1,619,924	
	Total Energy Consumption per FTE	7,468	6,936	7,279	6,265	5,915	5,605	
	Energy Consumption	Electricity non-RE	1,562,140	1,450,056	1,291,018	1,210,490	0	0
		Electricity RE	173,571	161,117	181,612	208,315	1,401,364	1,304,401
		Gas	843,007	530,748	427,041	404,642	395,083	310,935
		Oil	35,108	29,004	44,966	36,962	25,238	4,588
Financial Indicators	Total Energy Expenditure	£246k	£165k	£192k	£122k*	£143k*	£141k	

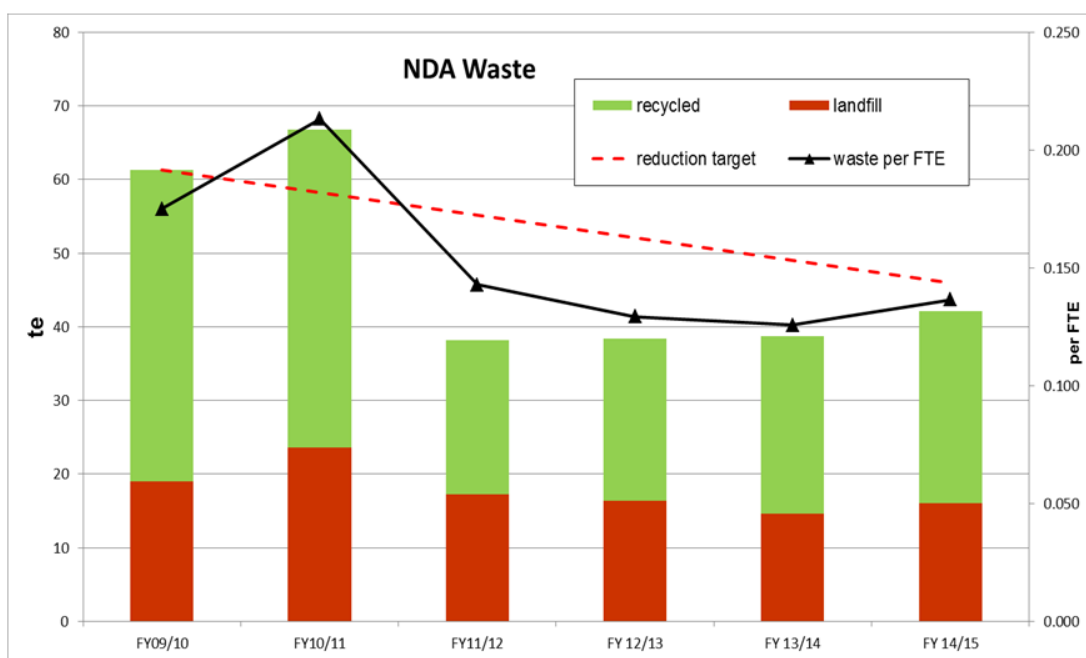
NDA Sustainability Report

Financial Year: April 2014 to March 2015



Waste

Waste		Baseline 2009/10	2010/11	2011/12	2012/13	2013/14	2014/15		
Non financial Indicators (tonnes)	Total waste arisings (t)	61.3	66.7	38.1	38.4	38.8	42.0		
	Total waste arisings (t) per FTE	0.18	0.21	0.14	0.13	0.13	0.15		
	Non Hazardous Waste (t)	Hazardous waste (t) Total	0	0	0	0	0	0	
		Landfill		19	23.6	17.2	16.4	14.7	16.1
			Reuse Recycle	42.3	43.1	20.9	22	24.1	26.0
	Recycling Rate	69%	64.6%	55%	57%	63%	62%		
Financial Indicators	Total disposal cost	£14.3k	£16.1k	£16.4k	£10.8k	£9.8k	£20.7k		



NDA Sustainability Report

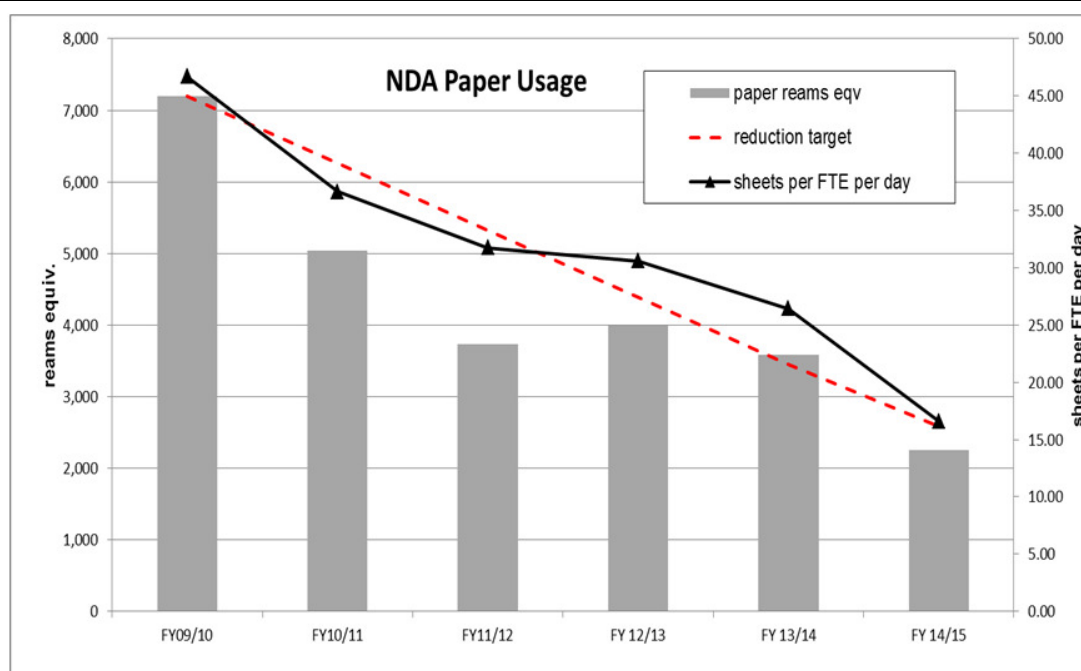
Financial Year: April 2014 to March 2015

Paper & Printing

Finite Resources - Paper & Printing		Baseline 2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Non financial Indicators (m ³)	A4 & A3 reams (equiv) used - GGC metric	7,193	5,044	3,731	3,997	3,584	2,256
	A4 equivalent sheets used per FTE per working day	47	37	32	31	26	18
	Total paper purchased (sheets equivalent)	2.51m	1.79m	1.80m	1.85m	1.85m	1.42m
Financial Indicators	Paper cost	£19.2k	£13.6k	£11.6k	£9.7k	£9.1k	£5.6k*
	Printing cost	£187.6k	£143.6k	£68.7k	£74.0k	£49.0k#	£49.0k#

*Only NDA office costs as RWM ordered own stationery.

Some printer costs not identifiable as within new contract.

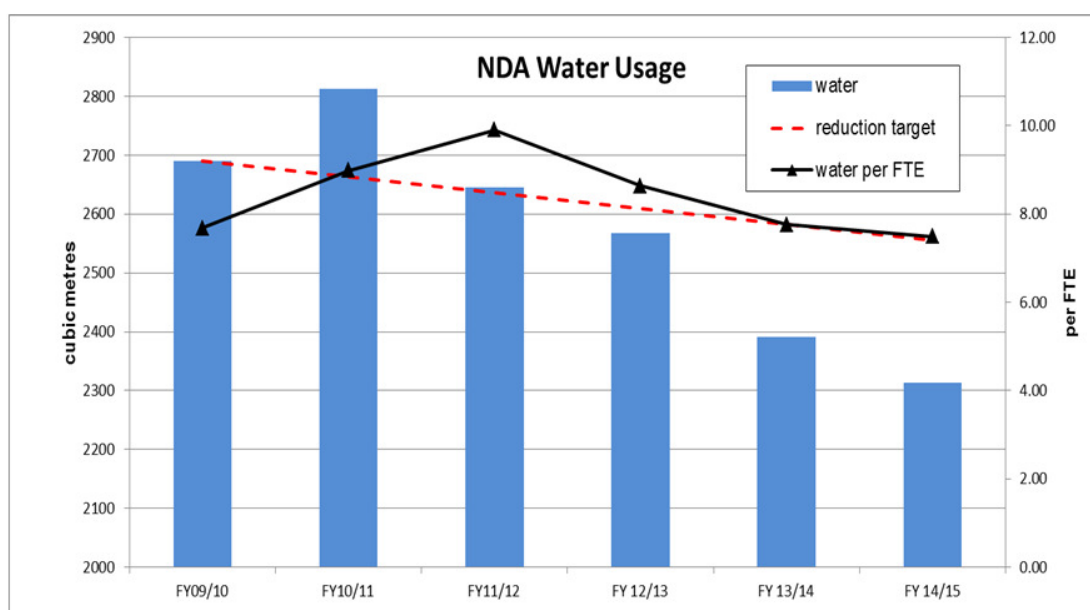


NDA Sustainability Report

Financial Year: April 2014 to March 2015

Water

Water		Baseline 2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Non financial Indicators (m ³)	water used (only 3rd party supply) m ³	2,690	2,813	2,645	2,567	2,391	2,313
	water use per FTE	7.7	9.0	9.9	8.6	7.8	8.0
Financial Indicators	Total cost	£19.9k	£17.4k	£13.4k	£12.0k	£12.6k	£13.8k
	Cost per FTE	£55.86	£55.47	£50.09	£40.27	£40.91	£47.75



Climate change adaptation

We aim to minimise the detrimental effects on climate from greenhouse gases and ozone depleting substances in any relevant work we do, and maximise our resilience and adaptability to climate change. We have implemented a Business Continuity Management System to ensure that critical business functions and key resources are identified, and measures put in place to recover them within an acceptable time frame should a disruptive event or events occur, such as adverse weather conditions.

Sustainable procurement including food

The NDA is mandated to utilise the Government Procurement Service (GPS) frameworks where a suitable framework exists. Both GPS and the NDA are committed to sustainable procurement, paying particular attention to ensuring that value for money is obtained and procurement processes are streamlined.

The Chartered Institute of Purchasing & Supply (CIPS) sets the standard for excellence and compliance within Procurement and as such, the NDA has been accredited CIPS corporate certification. The NDA therefore, has a number of policies and procedures in place to demonstrate our compliance with the standards set for sustainable procurement.

The NDA appoints its contractors on the basis of balanced criteria including elements such as financial stability, health, safety and environmental management and quality management. The NDA bulks commodities where appropriate and buys collaboratively with the nuclear estate or public sector where suitable opportunities exist.

NDA is taking steps towards full sustainable procurement by ensuring where possible, contracts are placed through Government Procurement Services who progressively mandate sustainable procurement i.e. all our electricity is now 100% green. The NDA is working towards full compliance with the government's Timber Policy. All A4 and A3 paper is now 100% recycled and we are working towards a goal of all paper products being 100% recycled.

The NDA fosters a good working relationship with its supply chain and our Supply Chain Charter sets out the principles which encourage mutual sustainable procurement benefits.

We work with our supply chain to eliminate waste and manage environmental impacts and actively encourage relevant contractors to be more energy efficient. We require our supply chain to undertake environmental assessments, producing annual environmental reports where appropriate.

Our catering services provider who runs our canteens has a sustainability policy which includes a 'green purchasing policy' which includes an active effort to find sustainable and responsible suppliers for the sourcing of organic, Fair Trade and sustainable products.

Environmental compliance

This year we have not had any environmental incidents and not been subject to any enforcement action or fines.

Biodiversity and natural environment

The NDA does not have a need for a Biodiversity Action Plan. However we encourage tenants on our (non-designated) land to participate in environmental stewardship programmes where appropriate. It is also a contractual requirement for the Site Licence Companies managing our nuclear sites to have in place suitable Biodiversity Action Plans.

NDA Sustainability Report

Financial Year: April 2014 to March 2015

Notes:

1. This report has been prepared with reference to guidelines laid down by HM Treasury in 'Public Sector annual reports: sustainability reporting guidance' published at www.gov.uk.
2. Scope 1 – includes all gas and oil energy including those apportioned pro rata in a shared building. It also includes pool car mileage under control of NDA.
3. Scope 2 – values calculated from monthly supply meter readings.
4. Scope 3 – Aircraft flight information includes domestic, short and long haul – international travel is not excluded. International air travel emissions include an uplift factor of 1.9 to account for radioactive forcing, in accordance with Government Carbon Offsetting Facility (GCOF) rules. Component from taxis claimed as expenses assessed using cost of a 5 mile journey using average fare data. Supply chain or embedded emissions from purchased products or services are not included.
5. We have not reported components where these are not separately identified in tenant service contract charges i.e. some water and waste disposal charges which are not separately billed for.
6. Due to problem in obtaining data after a change in service provider, flight data and information for 2009/2010 has been calculated as an average between 2009/2010 and 2010/2011 data.
7. During 2011/2012 one NDA shared office was relocated and one further building closed resulting in changes to the sustainability reporting boundary. In 2012/2013 one of our offices was closed with staff being relocated as tenants in another organisation's building. In 2014/15 our Forss office closed with staff transferring onto the Dounreay site. This new office space is not locally metered.
8. Waste masses are assessed by a combination of direct measurement and calculation based on standard waste containers dependent on the type of waste. The data does not include ICT values as these items are returned through our service provider, mainly for re-use or recycling.
9. For a description of our reporting scope and the calculation methodology, see our Carbon Accounting Procedure at www.nda.gov.uk.