**University of Southampton Sustainability Strategic Plan: Reporting Process, Estates & Facilities Sustainability Impact Assessments**

To support our reporting against the 6 goals set out in the University [Sustainability Strategic Plan](https://www.southampton.ac.uk/susdev/our-approach/sustainability-strategy.page), the following process has been established:

* All Estates & Facilities (E&F) construction, maintenance and refurbishment projects are expected to apply the [Sustainable Building Design Standard](https://www.southampton.ac.uk/estates/standard-specifications.page), (approved at EPB September 2023) and undertake sustainability reporting as set out through the project cycle, dependent on scale and scope.
* The Standard mandates a Sustainability Impact Assessment, which is now a mandatory reporting field for all projects reported through PlanOn. The reporting matrix for this assessment is set out in Table 1, which will be collated and reported as a key sustainability KPI at E&F Leadership Board meetings and Sustainability Implementation Group meetings (both monthly). All projects submitted to EPB will be expected to present this assessment, which should also be used to compare sustainability impact in options appraisals.
* Capital Projects and projects of higher value (such as strategic building acquisitions) may not be reported within PlanOn but are expected to complete the impact assessment, including a quantified assessment for Scope 1, 2 and 3 emissions (Goal 1 and Goal 2), and report at E&F Leadership Board meetings prior to submission to EPB.
* Although outside of the direct scope of Estates & Facilities, it is expected that all residential projects also report against this matrix.
* For Goal 1, 2 and 3, ‘significant’ impact is quantified as greater than 5% (either positive or negative) based on the most recently reported University level emission thresholds:
* Goal 1: Scope 1 & 2 – 5% of 2021/22 emissions = 1,130 T CO2e (Using published HESA values – electricity treated as average grid import not 100% renewable via REGO)
* Goal 2: Scope 3 - 5% of 2021/22 emissions = 6,060 T CO2e (SIG estimates)
* Goal 3: Scope 3 Business Travel – 5% of 2021/22 emissions = 100 T CO2e (SIG estimates)
* Assessment for Goal 4, 5 and 6 is qualitative, and may not be applicable for all E&F projects.

 **Scope 1 emissions are those produced by fuel combustion on site** such as gas boilers, fleet vehicles and air-conditioning leaks. In the case of the University this covers:

* Combustion of natural gas for heat and hot water, and for the on-site generation of electricity via the University’s combined heat and power (CHP) plant(s)
* Physical or chemical processing (e.g in laboratories)
* Fleet vehicle fuel
* Fugitive emissions such as equipment leaks, HFC (refrigerant) release and gas network leaks

**Scope 2 emissions are those from purchased or acquired electricity, steam, heat and cooling.** In the case of the University this covers:

* Purchase of electricity from the grid
* Purchase of steam and hot water

**Scope 3 emissions are indirect emissions that derive from activities of the organisation from sources that they do not own or control**. These are usually the greatest share of the carbon footprint, covering emissions associated with business travel, staff commuting, procurement (i.e. supply chain), logistics, waste and water. Emissions are reported as CO2e (Carbon dioxide equivalent units) to enable the full range of warming potentials from all emitted gases to be captured. This means that reporting needs to include non-CO2 emissions where relevant (e.g. refrigerant leaks)

*Table 1: Sustainability Strategic Plan Goal Impact Assessment Summary (example)*:

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| **Summary of Qualitative Impacts (example RAG)** |
| Sustainability StrategicPlan Goals: | 1: Significant Positive Impact | 2: Moderate Positive Impact | 3: No Impact | 4: Moderate Negative Impact | 5: Significant Negative Impact | **Explanation (examples)** |
| Goal 1: Scope 1 & 2 emissions | \* |   |   |   |   | Will significantly reduce Scope 1 emissions due to XXX |
| Goal 2: Scope 3 emissions |  | \* |  |  |  | Will reduce Scope 3 supply chain emissions due to XXX |
| Goal 3: Scope 3 business travel emissions |  |  |  | \* |  | May increase Scope 3 staff business travel emissions due to XXX |
| Goal 4: Education programmes |  | \* |  |  |  | Will enhance sustainability curriculum development via XXX |
| Goal 5: Research and societal impact |  |  | \* |  |  | Not applicable |
| Goal 6: Investments |  |  | \* |  |  | Not applicable |
| **Summary of quantitative impacts (example RAG)** |
| **Total emissions reduction/increase** | **\*** |  |  |  |  | **XXX T CO2e reduction/increase over YY years due to XXX** |
| **Total emissions avoided** |  |  | **\*** |  |  | **XXX T CO2e avoided over YY years due to XXX** |
| **Carbon costs saved or avoided** | **\*** |  |  |  |  | **£ carbon costs saved or avoided using £ XXX / T CO2e carbon price** |

Please contact the [Sustainability Delivery Team](https://www.southampton.ac.uk/susdev/contact-us.page) for guidance on completing this assessment for specific projects, or email sustainability@soton.ac.uk.