

**Environmental action plan for the Department of English for 2014 Adopted** by the Department Board on 21 March 2014

Environmental goal	Measures	Coordinator	Resources	End date	Follow-up	Environmental indicator	Accomplished
Reduce the use of copy paper by 3% compared to 2013.	Communicate routine to upload course materials on Mondo.	Course coordinator, ED		2014-12-31	Review with director of studies and admin at the start of each semester.	Number of A-4 sheets per year and full-time equivalent employee.	
	Course evaluations should be conducted digitally.	ED		2014-12-31	Review with ED after the spring semester to verify that the routine is in place.		
The department should not increase the carbon dioxide emissions from air travel per full-time equivalent employee compared to 2012.	Survey relating to the central goal of travel-free meetings, by means of a questionnaire.  The department has set a max limit of two trips per full-time equivalent employee each year. Interview CE and HB about this.	LP  LP/CE/HB		2014-12-15	Report to the environmental coordinator.	Carbon dioxide emissions from air travel in kg per full-time equivalent employee each year.	
Energy consumption should not increase.	Inventory of electricity use.	LP		2014-11-15	Report to the environmental	KWh used per full-time equivalent employee and	

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	Ask personnel to turn off lights and equipment when they go home, as well as during extended absence from the workplace.	LP		2014-12-31	coordinator.	student each year.	
Reduce combustible waste.	Communicate policy regarding recycling plan to staff. Update signs and send related e-mail about waste fractions.	LP		2014-12-31	Review at the end of the spring semester.		