

# EEA environmental statement 2005



European Environment Agency

**EEA environmental statement 2005**

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# Contents

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<b>Foreword</b> .....	<b>4</b>
<b>The European Environment Agency (EEA)</b> .....	<b>5</b>
<b>EEA environmental policy</b> .....	<b>6</b>
<b>EEA environmental management system</b> .....	<b>7</b>
<b>Environmental impacts of the Agency’s activities</b> .....	<b>8</b>
<b>Environmental status</b> .....	<b>9</b>
EEA information products and services.....	9
Running of EEA offices.....	9
<i>Electricity</i> .....	10
<i>Heating</i> .....	10
<i>Water</i> .....	10
<i>Waste</i> .....	10
<i>Paper consumption</i> .....	10
Procurement .....	11
Business travel .....	11
<b>Environmental targets in 2005</b> .....	<b>12</b>
<b>Certificate</b> .....	<b>13</b>

# Foreword

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This publication is the EEA's first environmental statement. It lays down our environmental policy and describes our performance. It will be followed by yearly updates plotting the progress and the effectiveness of our efforts.

Long journeys start with small steps. Very early on in the life of the Agency we introduced two kinds of waste bins: blue for paper recycling and black for other household waste. In the canteen we introduced a third bin for organic kitchen waste. In addition, we took steps to ensure that the food on offer was not only healthy and nutritious, but locally grown and where possible, organic. Our next step was to introduce separate collections of batteries, bottles, cardboard, electronic equipment, toner cartridges and chemicals. To process all waste, we selected environmentally certified waste companies, and when contracting other services we kept an eye on the environmental quality of the products and services being purchased.

In 1995 the Agency created a green team. We took other environmental actions on heating, electricity saving, and paper consumption. We recorded the trends in our consumption and set targets. However, there are limits to informal initiatives and gradually their effectiveness dwindled.

By 2002 we felt it was time to turn these disparate and informal initiatives into a coordinated and coherent programme and at the same time focus our efforts. The European Community eco-management and audit scheme (EMAS) provided a natural framework

for us, because it takes its point of departure in staff participation and publishing an organisation's environmental performance.

By publishing this statement we wish to encourage other organisations to opt for EMAS certification. For public bodies such as the EEA it is particularly important to be wise managers of the financial and human resources entrusted to us. But it is equally important to manage our impact on the environment. In our opinion, this is a good way of showing corporate social responsibility. It will also boost satisfaction among our staff, because in this way we can reduce any gap between what we say and what we do.

We are happy to answer any questions you may have on our environmental management system, and we would be delighted to share our experiences with others who choose an EMAS-certified environmental management system.

Professor Jacqueline McGlade  
Executive Director

# The European Environment Agency (EEA)

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We are a European Union (EU) body dedicated to providing sound and independent information on the environment. We are a principal source of information for those involved in developing, adopting, implementing and evaluating environmental policy, as well as for the general public.

Our headquarters are located in one building in central Copenhagen. The number of staff is approximately 120. In addition there are around 30 consultants working in-house. The area of our headquarters is 7 200 m<sup>2</sup>.

Membership of the EEA is also open to countries that are not Member States of the European Union. The Agency currently has 31 member countries: the 25 EU Member States together with Bulgaria, Iceland, Liechtenstein, Norway, Romania and Turkey. A membership agreement with Switzerland has been initialled, and five west Balkan countries have also applied for membership.

The Agency's main clients are the European Commission, the European Parliament, the Council of Ministers and the EEA member countries. We also serve other EU institutions such as the European Economic and Social Committee, the Committee of the Regions and the European Investment Bank. Outside the EU framework, the business community, academia, the media, non-governmental organisations and other parts of civil society are also important users of the Agency's information.

The EEA's aim is to help the EU and the Agency's member countries make informed decisions about improving the environment, integrating environmental considerations into economic policies and moving towards sustainability.

To do this we provide a wide range of information and assessments. This covers the state of the environment and environmental trends, together with pressures on the environment and the economic and social driving forces behind them. It also covers policies and their effectiveness. We try to

identify possible future trends and problems using scenarios and other techniques.

The information and assessments are published in the form of reports and briefing papers. Briefings and major reports are usually made available in all official languages of the EEA member countries. All EEA products as well as database services can be accessed cost-free through the Agency's website.

The information provided by the Agency comes from a wide range of sources. The main source is the European environment information and observation network (Eionet), a partnership linking some 300 institutions in EEA member and collaborating countries. These include organisations that together comprise the Agency's five European topic centres (ETCs) — centres of expertise — covering water, air and climate change, nature protection and biodiversity, waste and material flows, and terrestrial environment.

Neither the ETCs nor Eionet are covered by the Agency's EMAS registration. The EMAS registration relates only to the Agency's premises in Copenhagen. However, in assessing the environmental aspects of the Agency's activities, business travel paid for by the Agency for non-EEA staff, for example management board members, Eionet partners, ETC representatives and outside experts have been included.

# EEA environmental policy

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The European Environment Agency recognises that it has a special responsibility, as the only European Union body dedicated exclusively to providing information for protecting the environment, to show leadership in its own environmental management and performance.

On the positive side, the Agency believes that the information it provides has an important beneficial impact on Europe's environment by giving policy-makers a sound basis for action and raising public awareness to protect the environment. The Agency is developing systems to assure the quality of its outputs and to evaluate their effectiveness in environmental terms.

However, like other organisations, the EEA also consumes natural resources and pollutes the environment through its operations. The Agency is committed to minimising its negative environmental impacts, to continuously improving its environmental performance and to complying with all environmentally relevant legislation in its host country even where, by virtue of its EU status, it is not required to do so. This will be done while taking into account the need to safeguard the occupational health and safety of those working at the Agency.

The Agency recognises the need to give priority to minimising the environmental impacts of:

- running of EEA offices;
- procurement;
- business travel.

These will be reviewed as part of the annual review and preparation of the annual management plan.

The EEA will keep other areas under review and give priority to minimising their impacts as and when the need arises.

Regarding travel by Agency employees to and from the workplace, the EEA's policy is to encourage walking, cycling and the use of public transport.

The EEA environmental policy covers Agency staff as well as all non-EEA personnel working on a regular basis at the Agency's premises in Copenhagen, such as consultants and catering contractors. All such personnel are required to give a written undertaking that they are familiar with this policy and the EEA environmental handbook and that they will implement them fully in their activities on the Agency's premises.

# EEA environmental management system



The structure of the EEA's environmental management system is designed to form a natural part of the EEA's management plan system. This system allows employees to determine easily their environmental responsibilities and activities. Employees are actively engaged through personal

responsibilities and by working in groups on environmental improvements projects. The system is documented in a handbook where each section has been written and will be updated by the managers and employees responsible. The handbook describes who is responsible for doing what, when and how.

## The five main elements of our environmental management system are:

Management	Describes the environmental management structure, distribution of responsibilities, policy, objectives as well as specific management tasks.
Environment	Describes the responsibilities of the environmental coordinator and lists legal and other requirements.
Communication and HR management	Describes internal and external communication and training.
Building operation	Describes technical operation, monitoring and emergency actions.
Common environmental activities	Describes good housekeeping, management of suppliers, projects, corrective and preventive actions, etc.

# Environmental impacts of the Agency's activities

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The EEA has identified the following aspects of the Agency's activities that have significant direct or indirect environmental impacts:

<b>Environmental aspect</b>	<b>Environmental impact</b>
EEA information products and services	The Agency believes that the information it provides has a beneficial impact on the environment by enabling policy-makers and the public to take well-substantiated action to protect the environment.
Running of EEA offices	Running of the EEA offices in Copenhagen implies use of energy and resources and generation of waste. The consumption of electricity and heating energy (and the connected emissions of air pollutants from energy production) are particularly significant.
Procurement	All goods and services procured imply the use of energy and resources and the generation of pollution and waste across their life cycle. In our procurement decisions we can influence the impact.
Business travel	Business travel and accommodation are part of our procurement but significant enough to be given separate attention. High energy consumption and the generation of air pollution are known impacts of air traffic. In our planning of travel activities we have the possibility to reduce these impacts.

# Environmental status



In the following we describe what actions we took to improve our environmental performance in 2004 and present our performance data from the same year.

## EEA information products and services

The effect of our products on the target groups and the environment has not yet been studied in any systematic way, even though regular Agency evaluations done by the European Commission have touched upon this issue. The basic assumption has nevertheless been that the products of the Agency have an indirect positive effect on the environment.

In 2004 we initiated a project called 'Effectiveness evaluations', the aim of which is to test on an ongoing basis the impacts of EEA activities i.e. how EEA products and services are used and regarded by our client groups and ultimately what the effects are on the environment.

## Running of EEA offices

Running of the EEA offices in Copenhagen implies the use of energy and resources and the generation of waste as with the running of any office building. Our building dates from 1899 and is used by the Agency on a long-term rental contract. Most of our environmental impacts derive from:

- consumption of electricity
- consumption of district heating
- consumption of water
- generation of waste

- generation of waste water
- generation of nuisances (noise, smell, traffic congestion, etc.)

Of these impacts the latter two are not addressed directly in our policy. Waste water is only generated through normal office activities and is of sanitary, kitchen or cleaning origin. All waste water is discharged to the public sewer and through our efforts to minimise our water consumption it should follow that we reduce the amount of water discharged. Cleaning and catering services are purchased and accordingly issues with regard to pollutants in waste water are covered by our green procurement policy.

The generation of nuisances is considered to be insignificant. The primary noise source is the ventilation system with ventilators/cooling units on the roof and in the basement. However, the EEA's neighbours are office buildings, and the noise is low compared with the background noise of the traffic in the centre of Copenhagen. Smell could derive from the kitchen, but it is not considered a problem. The EEA has never received complaints on nuisances from noise or smells. Concerning traffic, the Agency does not provide parking places except in exceptional circumstances. This means that employees use public transportation, cycle or walk to and from the office.

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### *Electricity*

The environmental impacts of our consumption of electricity and district heating stem from the efficient power and heating generation of Copenhagen Energy. One third of the electricity is generated from wind and hydro sources and in 2005 we will increase this share. The primary impacts are consumption of fuels and generation of air pollutants ('Copenhagen Energy' at [www.ke.dk](http://www.ke.dk)).

In previous years, our energy saving actions have focused on using low-energy lamps wherever practical and setting personal computers to go automatically into 'sleep mode' after a short period of inactivity. In the spring of 2004 we asked an external consultant to carry out an energy audit according to Danish rules. This resulted in a set of recommendations on how to reduce our energy consumption.

The EEA target for electricity consumption in 2004 was to decrease the consumption per full-time employee (FTE) <sup>(1)</sup> by 3 % in 2004 compared with 2003. We did not reach this target. Instead, we reduced our consumption by only 1.3 %, even though we upgraded the most old-fashioned parts of our ventilation system and automated and simplified the cooling system to limit the number of systems running at the same time. These technical improvements only took effect in the last few months of 2004 but the full effect should become visible in 2005 figures.

### *Heating*

The consumption of steam for heating has not been measured so far, but one of the improvement projects in 2005 will establish a baseline for future reduction targets.

### *Water*

Our consumption of water was 1 173 m<sup>3</sup> or 163 l/m<sup>2</sup>/year, which is lower than the benchmark average for Danish office buildings, 2003 (290 l/m<sup>2</sup>/year).

### *Waste*

Since we consume a lot of paper we put a strong emphasis on instructing staff and the cleaners in how to sort paper and other waste fractions into different bins and containers. Waste is sorted and disposed of according to the regulations issued by Copenhagen Municipality.

### *Paper consumption*

Since the Agency's core activity is to produce information, which is published most of the time on paper, it is unavoidable to use large amounts of paper. In addition, daily office activities and meetings require material printed on paper. From the beginning of the Agency's operation, we have used recycled or eco-labelled paper in printers and photocopiers and requested our printing suppliers to do the same, whenever it has been possible.

Our paper saving efforts in 2004 consisted mainly of three actions:

- we made double-sided printing default in all computers, where possible;
- we encouraged people to reduce their use of paper on an awareness basis; and
- we made it easier to read on the screen through introduction of Office 2003.

In 2004, we used in total 1 655 000 sheets of paper, which means 13 792 sheets of paper per full-time employee. If we divide this by 220 working days the use of paper per full-time employee per working day is 63 sheets.

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<sup>(1)</sup> Full-time employee (FTE) is a measurement unit that is calculated as follows: 37.5 hours (= normal working week) times 52 weeks equals 1 950 hours. Both in 2003 and 2004 there were 120 FTEs.



### EEA electricity consumption and target

	2003	2004	Target, 2005	Benchmark <sup>(*)</sup>
kWh/m <sup>2</sup> /year	105	104	—	43.3
kWh/FTE/year	6 317	6 234	6 047	

(\*) Average for Danish office buildings, 2003 (Danish Energy Authority, 2004).

### Waste production 2004

Electronic equipment waste	2 234 kg
Organic waste	2 900 kg
Paper and cardboard waste	12 460 kg
Other household waste	178 m <sup>3</sup>

### Procurement

The European Environment Agency has to apply the rules governing EU public procurement. Although green criteria were recognised as valid criteria in the past, the adoption of a new regulatory framework in this field in 2004 clarifies considerably this issue.

The EEA has defined, in 2004, the type of criteria to be used in EEA public procurement. These have been used in the most recent calls. In 2005, all EEA calls have to include green criteria.

### Business travel

Travelling is a necessary element of our core activity. We are expected to travel to countries and to the increasing number of environment-relevant processes and events related to our regulation and mission. We also

host numerous meetings and events involving dozens of experts at a time for which we must also bear some responsibility for the resulting environmental impacts of their travel.

To reduce the environmental impacts, we formulated in 2004 a travel policy that focuses on travel by EEA staff on official business, travel to EEA meetings by clients and partners and the use of 'green' hotels by EEA staff and visiting experts.

In 2005, our objectives are to increase the use of video- and teleconferencing as substitutes for air travel, to reduce the overall number of air travel journeys, to increase the substitution of air travel by rail travel where feasible, and to prioritise use of green hotels in Brussels and Copenhagen in particular. We will also prepare proposals for implementation of a carbon credits scheme across the EEA from the beginning of 2006.

# Environmental targets in 2005



<b>Environmental aspect</b>	<b>Environmental targets in 2005</b>
EEA information products and services	To find the right way of evaluating the EEA's products and services.
Running of EEA offices	
<i>Electricity</i>	Minus three per cent per FTE; more than one third to be renewable electricity.
<i>Heating</i>	To establish a baseline for heat consumption.
<i>Paper waste</i>	To learn how much of our paper and cardboard can be recycled.
<i>Paper consumption</i>	Minus five per cent per FTE compared with 2004.
Procurement	Environmental considerations in 100 % calls for tenders and contracts.
Business travel	<ol style="list-style-type: none"> <li>1. Learn to what extent EEA staff's travel by flight can be replaced by other means.</li> <li>2. Promote use of eco-label hotels for EEA staff on mission and for visitors in Copenhagen.</li> </ol>

# Certificate

## Certifikat for EMAS-registrering Certificate of EMAS-Registration



European Environment Agency

Kongens Nytorv 6  
DK 1050 København K

Registreringsnummer  
Registration Number  
**DK-000244**

Registreret første gang  
Date of first registration  
**05-04-2005**

Certifikatet er gyldigt indtil  
This certificate is valid until  
**01-06-2006**

Udstedelsesdato  
Date of issue  
**05-04-2005**

Denne organisation har indført et miljøledelsessystem, og udarbejdet en miljøredegørelse i henhold til forordning (EF) nr. 761/2001 med det formål at fremme en løbende forbedring af organisationens miljøindsats og resultater, og informere offentligheden herom. Miljøledelsessystemet og miljøredegørelsen er verificeret af en uafhængig tredjepart.

This organisation has established an environmental management system and prepared an environmental statement according to Regulation (EC) No. 761/2001 to promote the continual improvement of environmental performance and to inform the public hereof. The environmental management system and the environmental statement are verified by an independent third party.

Ole Christiansen  
Direktør  
Director-General

Ulla Ringbæk  
Funktionsleder  
Deputy Head of Division

Miljøstyrelsen  
Miljøministeriet



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