Utilities measurement, monitoring and reporting procedure

1. Introduction

1.1. Data on electricity, gas and water consumptions is collected on a monthly basis by the Estates Department through meter readings.

1.2. Information on consumptions is also provided by the utility companies through billing. More detailed consumption figures are provided where half hourly electricity meters are in place.

1.3. This document outlines the procedure for collecting, comparing, monitoring and reporting on data for the consumption of electricity, gas and water and their associated carbon emissions. Carbon emissions resulting from the use of University vehicles are not included.

2. Meter readings

2.1. All University utility meters are read on a monthly basis by a member of staff from the Estates Department, Maintenance team.

2.2. Meter readings are recorded on pre-prepared meter reading sheets with the meter number and previous reading.

2.3. Obvious discrepancies are identified immediately and investigated as appropriate.

2.4. Before being passed to the Estates Department, Finance team the meter readings are entered in to the consumption data spreadsheets, and checked again for discrepancies by the Services Assistant. Monthly consumptions are compared with the same period in the preceding year and any significant anomalies investigated, the cause identified and appropriate action taken.

2.5. Meter readings are then entered into the appropriate finance spreadsheets by the Estates Department, Finance team.
3. Utility bills

3.1. Invoices for the purchase of electricity, gas and water are mainly received monthly from utility companies. Some smaller sites are billed quarterly.

3.2. Utility invoices are compared with the recorded meter readings by the Estates Department, Finance team in accordance with the flow chart overleaf.
4. Reporting

4.1. Data on energy and water consumptions and the associated carbon emissions are compiled and reported by the Estates Department.

4.2. Estate Management Statistics are compiled annually by the Estates Department and include data on the University’s energy and water use.

4.2.1. This is required by HESA (Higher Education Statistics Agency) and the reporting period runs from 1\textsuperscript{st} August to 31\textsuperscript{st} July annually.

4.2.2. Emissions are calculated using emission factors published by DEFRA. The Head of Energy and Environment, who is responsible for compiling the data, checks that the correct emission factors are used.

4.3. The CRC Energy Efficiency Scheme is a mandatory UK carbon emissions reporting and pricing scheme. Organisations that used more than 6,000MWh of electricity in the 2008 qualifying calendar year must measure and report on annual energy consumptions following a specific set of measurement rules.

4.3.1. The University calculates the carbon emissions arising from energy use. The reporting period runs from 1\textsuperscript{st} April to 31\textsuperscript{st} March annually.

4.3.2. Participants receive regular updates from the Environment Agency alerting them to any changes to the calculating or reporting mechanisms.

4.3.3. The Head of Energy and Environment is responsible for compiling and submitting this data and purchasing carbon credits in accordance with the Scheme rules.

4.4. The University has achieved Carbon Trust Standard certification for the year 01/08/16 – 31/07/17. This certification is valid for the period 01/08/17 – 31/07/19. This is an externally audited and moderated Standard which is assessed bi-annually by the Carbon Trust.

Prior to audit the Estates Department compiles the University’s annual energy consumption data and inputs it to the Carbon Trust’s spreadsheet which is pre-populated with emission factors. The Standard requires an absolute year on year reduction in carbon emissions.

4.5. The University also publishes its annual energy use and corresponding carbon emissions on the Estates webpages. Data is drawn from the University’s annual submission of Estate Management Statistics to HESA.