The Mills Archive Trust Environmental Policy

The Mills Archive Trust acknowledges the connection between the climate and other environmental crises and the risk it poses to the futures of people and ecosystems around the world. The Mills Archive Trust recognises the shared global responsibility to reduce carbon and environmental impacts, and therefore formally commits itself to being an environmentally responsible charity. The Trust also recognises its unique opportunity to use its collections to educate on climate change issues.

Whilst our small team may have a small impact on the environmental crisis as a whole, we know that big changes start with small actions.

To take this forward The Mills Archive Trust commits to the following:

Management & Review

1. The Mills Archive Trust asks the Director and annually appointed 'Green' employee(s) to take responsibility for taking forward and implementing this commitment.

   They are also requested to review the policy annually upon its adoption, opting for best-practices (within its means) concerning:

The Office: (see bottom of document for individual commitments in the internal pledge)

- Energy use: Electricity/Gas - including the amount of energy used and aiming to use renewable sources

  - first liaising with the landlord to find more information regarding the supplier

- Total waste production and management: including the amount of waste recycled, repurposed, or donated (see the waste hierarchy below).

  - implementing a 'to-be-sorted/donated' bin managed by the appointed Green employee, where unwanted materials such as plastic wallets, boxes, old books (etc) are saved to repurpose for activities/as arts materials for local schools

- liaising with the landlord to find more information regarding the management of food waste

- **Technology:** ensuring technology is adequately cared for and repaired where possible, and waste technology is appropriately dealt with.
  - [local tech recycling organisations](#)

- **Total paper consumption:** ensuring recycling & avoiding excessive paper use.

  - Reusing printed paper for note-taking during meetings - the youth group are beginning to host a monthly [paper-binding session](#)

The Archive:
Already has a very low energy-consumption and environmental impact.

- **Energy Use**
  - Air/insulation/temperature control currently managed passively requiring less energy

- **Water Waste**
  - Dehumidifiers are essential, however dehumidifier water can be re-used to water plants

- **Off-site storage**
  - Minimising transport back and forth

2. The consideration of The Mills Archive Trust's environmental performance and impact will be a standard item at meetings of all levels, and a standard element of the risk-assessment procedure.

3. All staff, intern and volunteer contracts will pledge to help The Mills Archive Trust in carrying out its aim of being an environmentally responsible organisation, in how they carry out their day-to-day duties. Induction procedures for new staff will incorporate this.

4. The Mills Archive Trust will ask all our current and future suppliers for their environmental policies and indicate that such performance will be used as criteria for supplier selection.

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5. The Mills Archive Trust will seek to have relevant environmental clauses included in any future contracts agreed with outside bodies.

6. The Mills Archive Trust will include environmental responsibility training in any future staff training programmes.

7. The Mills Archive Trust will observe existing environmental legislation as a minimum standard and seek to out-perform current legislative requirements where practical.

Internal environmental pledge

As an employee/volunteer/intern I agree to adhere to the following measures to the best of my ability, in order to support The Mills Archive Trust in being an environmentally responsible organisation.

Transport:

- Within my own means, I will use public transport where possible when travelling to the site

Waste:

- I will endeavour to reduce paper waste to the best of my ability, and plan ahead to consider what waste is produced during my activities - referring to the waste hierarchy and the paper/digital research below where necessary.

Reusing/Recycling:

- I will reuse paper in the office, and will recycle any other materials where they cannot be reused.

Energy Use:

- I will be mindful of electric usage in the kitchen, taking care to boil only the necessary amount of water
- I will be mindful of heating; considering whether it's necessary to run heaters
- I will be mindful of draft-exclusion, keeping doors and windows shut where I can in colder months
- I will be mindful of lights, and technology, turning them off when not in use

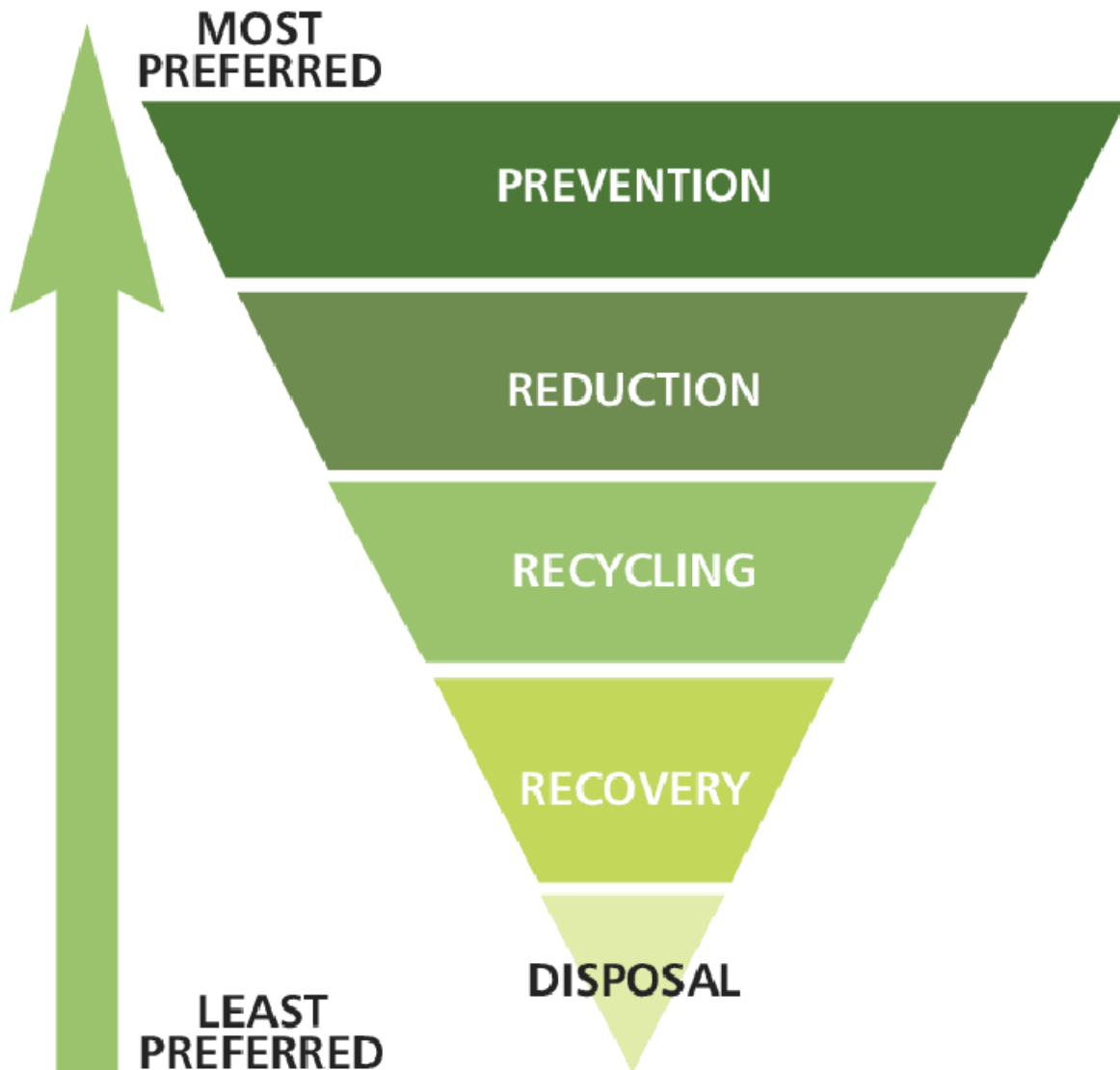**Bear in mind: accessibility needs take priority!**

Name:

Date:

Signed:

This policy has been developed with the help of the Youth Sustainability Network: Josephine Maxwell, Charlotte Emerton-Rolfe, Ugo Obihara, Mia Hopkins, & Sofia Pantsjoha,, as part of The Mills Archive Trust's commitment to engaging young people in environmental and educational matters.

Paper vs Digital Debate

Accessibility needs aside (as they should always take priority) the preference is for digital if you are merely skimming information, however if you are re-reading or spending time with a document - it may be better to print! For more detailed information view the link below (maybe print the webpage if you'll be spending some time there!).

	Paper Article	Digital Article
Carbon footprint consumables / 20-pages	**Paper:** 1,85 kg for the paper production of 20 pages	-
Carbon footprint medium use / 20-pages	**Printing:** 0,3 g for printing the article	**Screen:** 0.02 kg per hour of reading; 0.03 kg for reading the article **Online Retrieval:** 0,3-2,8 g for each time accessed
Carbon footprint device / 20-pages	**Printer:** 0,3 g for using a printer	**Laptop:** 0.25 kg per hour of use; 0.3 kg for reading the article
Recycling savings	47% (up to 7 times, >70% recycled currently)	9% (Roughly 17% is recycled, which saves 50% of production emissions)
Approximate total carbon footprint / 20-pages	0.99 kg	0.29 kg

Source from: https://except.eco/knowledge/is-digital-more-environmentally-friendly-than-paper/