ENVIRONMENTAL CERTIFICATION BEST PRACTICE FRAMEWORK

CONTENTS

INTRODUCTION

The primary goal is to increase awareness of environmental management issues, and provide guidance to facilitate adoption of environmental initiatives by various FIA stakeholders.

The FIA has employed a multi-tiered strategy to achieve this objective:

- firstly, it has provided a best practice framework;
- secondly, the FIA has created an accreditation[1] guidelines document for stakeholders who wish to adopt the framework;
- thirdly, it has developed a accreditation checklist which would enable stakeholders to ascertain their baseline level in terms of environmental performance, as well as identify the requirements for increasing their level of environmental performance; and
- finally, the FIA has provided a summary version of the guidance for ease of reference, targeted at different stakeholders.

This document, which is part of a number of publications relating to the FIA's Action for Environment strategy, focuses on the best practice in Environmental Management in motor sport. It has been designed to be used as a template by motor sport stakeholders across the world to introduce or enhance environmental management in their organisation.

It should be read in conjunction with the Environmental Certification Accreditation guidelines, which provides details for motor sport stakeholders on adopting measuring their performance against this framework. An Accreditation Guidelines Checklist is also available as a self-assessment tool for internal auditing and implementation of the the framework.

This document will be periodically reviewed and updated.

[1] 'Accreditation' in this document refers to accreditation to FIA's Accreditation Guidelines, and does not refer to accreditation to any other International standard

FRAMEWORK OVERVIEW

The Best Practice Principles (BPP) are based on a number of internationally recognised standards and guidelines including

- ISO 14001:2004 (International Standard on environmental management systems);
- BS 8555: 2003 (Guide to the phased implementation of an environmental management system);
- BS 8901:2009 (British Standard for a sustainability management system for events);
- The European Athletics sustainable sport and event toolkit;
- The International Olympic Committee; and
- The Global Reporting Initiative (GRI) draft sector supplement on sustainability reporting for event organisers.

The BPP have been split into two categories.

Part One addresses the best practice principles which are associated with setting up the core elements of a systematic approach to environmental management (Best Practice Principles 1-7).

Part Two addresses the range of environmental areas (Best Practice Principles 8-17) likely to require addressing to some degree by stakeholders

FRAMEWORK: BEST PRACTICE PRINCIPAL SUMMARY CORE PRINCIPLES OF ENVIRONMENTAL MANAGEMENT

1. Leadership and Organisation
2. Objectives and Targets
3. Communication, Training and Consultation
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MANAGEMENT OF ENVIRONMENTAL IMPACTS

8. Energy Use
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10. Waste Management
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FRAMEWORK AREA: CORE PRINCIPLES OF ENVIRONMENTAL MANAGEMENT

This framework area addresses the Best Practice Principles that should be applied in order to address the core principles of environmental management.

1. LEADERSHIP AND ORGANISATION

Details:

- An Environmental Manager/ champion has responsibility for the Environmental Management System (EMS);
- Senior management commitment for the EMS has been obtained;
- Senior management has endorsed a publically available environmental policy which complies with ISO14001 requirements;
- Environmental policy is reviewed and updated periodically;
- Senior management reviews the Environmental Management System (EMS) on at least an annual basis;
- Records of the management system review demonstrate:
  - A history of improvement in environmental performance;
  - Approaches and efforts which exceed compliance with relevant environmental regulations;
  - Proactive engagement with all relevant stakeholders.
- Environmental performance has been benchmarked against similar organisations where possible;

Notes:

- Management commitment is necessary in order to ensure that adequate resources are allocated towards environmental initiatives and to provide direction and leadership.
- A dedicated person within the organisations should be appointed as the designated environmental champion/manager, and will be responsible for the identification and implementation of key environmental initiatives. The environmental champion, who may initially adopt a dual role if resources for a dedicated environmental role are not available, will eventually be responsible for ensuring that environmental performance is embedded into every day functioning of the organisation (and could subsequently take on the role of an environmental manager). This could be combined with other roles, such as health and safety, as necessary. Alternatives could be to appoint a "Green Team" of committed individuals to manage the project jointly. The use of external environmental consultants may be considered where there is limited knowledge of environmental issues within the organisation. When external consultants are used, best practice would be to ensure that there is a good level of knowledge transfer from the consultant to those within the organisation.
- Developing an environmental policy to outline the organisation's environmental commitments is in line with best practice. Doing so helps the organisation identify what its key environmental focus areas are and streamline its initiatives accordingly. This policy not only provides the organisation with an internal reference document for environmental actions, it also helps to demonstrate the organisation's environmental commitments to external stakeholders. The policy document should be reviewed annually to reflect updated goals and commitments. The Best Practice Framework requires certain commitments to be documented, including that of a commitment to continual improvement. The policy should align with ISO 14001.
- ISO 14001:2004 is an internationally accepted Standard which addresses various aspects of Environmental Management Systems (EMS) and enables an organisation to[2]:
  - Identify and address its environmental impact;
  - Demonstrate continual improvement in environmental performance; and
  - Adopt a systematic approach to setting and achieving environmental objectives and targets.
- Key features that should be included in the policy according to the ISO14001 standard are summarised below[3]:
  - It should include a commitment to comply with applicable legal requirements;
  - It should include a commitment to continual improvement;
  - It should provide a framework for setting and reviewing environmental objectives and targets;
  - It should be regularly updated and relevant to the organisation;
  - It should be communicated to all persons working for or on behalf of the organisation; and
  - It should be available to the public.
- The management system must be subject to regular review. Gold level requires that the review should be at least annually and involving the top management team. Records of the management review should be kept, which should cover a number of elements. These can be found in ISO 14001[4] and cover:
  - Results of internal audits and compliance assessments;

[2] http://www.iso.org/iso/iso_14000_essentials
[3] ISO 14001 Standard on Environmental Management Systems ,2004-11-14
[4] http://www.iso.org/iso/iso_catalogue/catalogue_ics/catalogue_detail_ics.htm?csnumber=31807

- Feedback from interested parties including complaints;
- Achievement of objectives and targets and environmental performance;
- Status of actions and follow up of previous review action items;
- Any change in circumstances (within the organisation, new legislation etc.) which could affect environmental performance; and
- Any recommendations for improving performance.

It is not essential that the management review process is fully aligned with ISO 14001 requirements; however it would be good practice to ensure that these topics are covered.

- The requirements for engagement and benchmarking are additional to ISO 14001 requirements, and introduce best practice. Engagement in this context could involve for example active communications on environmental issues with event participants, trying to embed influence organisations within a stakeholders' sphere of influence. For example, environmental awareness and training would be provided for co-organisers, teams and sub-contractors through active training or dedicated environmental information on an organisations' web site. Benchmarking, where possible, would involve a comparison of the organisation's actions with those actions taken by similar organisations, to identify what further initiatives could be adopted to ensure leading industry environmental performance.

2. OBJECTIVES AND TARGETS

Details:

- The objectives and targets are consistent with the environmental policy;
- An outline Environmental Management System (EMS) implementation plan has been developed showing key milestones and associated timescales as well as key responsible persons;
- Objectives and targets are specific, measurable, achievable, relevant, and time-bound (SMART) and are revised and updated regularly.

Notes:

- Once the environmental impacts associated with the routine and non-routine business activities conducted by the organisation have been identified and considered, this Best Practice Principle (BPP) has the intent that the organisation sets itself well defined objectives and targets in order to improve performance.
- The aim of setting objectives and targets is to improve environmental performance, and targets can take several forms, including:
  - Investigative objectives and targets – Objectives with an aim to carry out further review into data requirements, for example, a target to carry out baseline assessments- determining where gaps in data lie and how complete environmental data will be obtained;
  - Qualitative objectives and targets- Targets which are not quantifiable but which represent a series of steps towards environmental improvement. For example, a target to increase awareness by implementing environmental training; and
  - Quantified objectives and targets – Targets which specify a quantified improvement in environmental performance, usually based on the investigative objectives and targets. For example, a percentage reduction in energy consumption or carbon emissions within a defined time period, such as a year or a 5-year period.
- Targets and objectives should initially be set based on an estimated or actual baseline performance (Please refer to section 5: Measurement and Monitoring for further details); The main improvement actions to achieve targets and objectives should then be used to develop an implementation plan, showing key milestones and associated time-scales as well as key responsible persons for each action. This can be defined in many formats, from a complex Project Plan to the simple itemisation of actions in the minutes of a meeting. The documented objectives and targets are required to be reviewed regularly and must demonstrate SMART ((Specific, Measurable, Achievable, Relevant, Time-bound) principles. Progress in accordance with the implementation plan must also be reviewed and updated regularly.
- When setting objectives and targets the organisation needs to consider several factors. Areas to think about include:
  - Are objectives and targets: Documented and measurable; maintained throughout the organisation; consistent with the organisation's policy and continual improvement?
  - Have you considered: Legal requirements; all relevant environmental aspects and impacts (from the BPP 8-17); main technical options for improvement of performance; views of interested parties?
  - Have implementation plans been established to manage the achievement of objectives and targets, and do they include: Key responsibilities and time-scales?

3. COMMUNICATION, TRAINING AND CONSULTATION

Details:

- Procedures for receiving, documenting and responding to communications and complaints from external parties have been implemented;
- Training and awareness programs for temporary and permanent personnel on environmental issues are identified and implemented;
- A feedback process is established where those working for, or on behalf of the organisation can make suggestions on environmental improvements;
- Environmental information, including information on significant impacts and environmental performance is regularly communicated to interested parties - including contractors and temporary staff in addition to permanent employees and event attendees (where applicable);
- Lessons learnt on environmental initiatives and practices are shared with peers and other stakeholders.

Notes:

- Communicating an organisation's efforts in implementing an environmental management system should be geared towards encouraging involvement and buy-in from employees and senior management at an early stage. Subsequently, this information should be disseminated to any other relevant parties including event participants, the public, sponsors, and other stakeholders in order to increase awareness of environmental issues and initiatives, in line with best practice. Methods of communication could include dedicated environmental publications, environmental information to event attendees (e.g. information on tickets, information provided on websites). It could also include training of temporary staff in topics such as waste policies associated with events. Organisations would also be required to be involved in knowledge and experience sharing amongst peers, and this requirement is additional to ISO14001 requirements.
- An organisation should have already identified and implemented any training requirements on environmental issues. The training would be varied, based on the type of the organisation, from specific training on handling chemical or oil spills, to more general environmental awareness for office based employees. These training procedures should be embedded within the functioning of the organisation, and training programmes should be regularly updated as required, based on feedback from attendees.
- Receiving and responding to feedback is a key part of continual improvement and responding to stakeholder needs. It is recommended that a platform is provided for relevant parties such as employees, contractors working for the organisation and event participants to provide feedback to the organisation. Documentation demonstrating how the organisation has responded to positive or negative feedback should be available.

4. CHECKING COMPLIANCE

Details

- Any areas of legislative/regulatory non-compliance are identified and addressed;
- Processes are established and maintained for monitoring and periodically evaluating compliance with applicable legal and regulatory requirements, as well as relevant industry standards such as national federations, FIA, FIA, industry associations etc.

Notes:

- Through developing a holistic knowledge of all applicable legislative requirements and obligations, environmental management has the added benefit of improving an organisation's risk management. It is important to be aware of the key legislation impacting the organisation on a regular basis. Many countries and environmental regulators provide pages on the internet for organisations to obtain outline information on legislation, and a detailed evaluation of compliance should be regularly carried out. Following this, any gaps in compliance should be identified and addressed. A process should be established to ensure that legal requirements are being met and that changes in legislation are identified when they occur. Compliance gaps can be addressed through setting appropriate improvement objectives and targets to bring about compliance.
- A robust process is required. Records of how the organisation chooses to perform their evaluation of legal compliance will need to be retained. These will need to demonstrate that the organisation has a process for performing this function and that it is complete and addresses all relevant legal requirements and other compliance related requirements. A review of whether legislation is being effectively implemented should also be conducted. The process for performing the evaluation will need to be specified by the organisation. Examples of this documentation could be audit checklists, lists of relevant legal requirements reviewed at specified intervals, etc.

5. MEASUREMENT AND MONITORING

Details:

- Environmental indicators that address the organisation's

objectives and targets are identified and established (This would involve scoping in those Best Practice Principles (8-17) which would be most applicable based on the organisation's primary business activities);
- Processes are in place to monitor and measure environmental performance based on set target and indicators, on a regular basis;
- Leadership is demonstrated by reporting on environmental impacts (See sections 8-17 below) in line with internationally accepted standards. For example, for Carbon Management, best practice reporting methodology can be obtained from ISO 14064: 2006[5].

Notes:
- Environmental indicators should be developed to provide an indication of which of the organisation's activities impact on the environment and these indicators can be used to measure performance improvement over time. Indicators should be matched closely to environmental targets, which should be updated periodically.
- In addition to monitoring and measurement for legal and regulatory purposes, some examples are provided to illustrate the range of indicators that could be considered (Please refer to BPP 8-17 for further details):
  - Levels of consumption of energy such as electricity and gas;
  - Water consumption volumes;
  - Amount of waste generated, recycled and reused;
  - Number of spills per year or per event;
  - Quantification of key materials purchased which are meeting a specified standard (e.g. Forestry Stewardship Council certified paper);
  - Levels of use of public transport to and from events;
  - Biodiversity indicators such as area of trees planted, or numbers of a particular species resident on site;
  - Numbers of noise complaints;
  - Air Quality indicators in the vicinity; and/or
  - Carbon footprint of the organisation.
- It would be expected that more rigorous performance indicators are used across the range of impacts being addressed by the organisation. Ample guidance on setting targets and developing performance indicators is provided in ISO14001[6], and the best practice methodology for carbon emissions measurement and monitoring for example, is provided in standards such as ISO14064[7].

[5] International Standard ISO14064-1:2006. Greenhouse gases -- Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals

6. MANAGEMENT SYSTEM – DOCUMENTATION AND AUDITING

Details:
- The organisation holds appropriate records and documentation in order to:
  - Demonstrate that legal and other requirements have been met;
  - Demonstrate that the requirements of these Guidelines have been met;
- An internal audit process has been established which demonstrates that the Environmental Management System (EMS) meets the requirements of all relevant standards and is effectively implemented and maintained;
- Processes that deal with reporting environmental accidents, near misses and system failures have been established. The processes include corrective and preventive action;
- Procedures are established and maintained for documentation control and retention of records.

Notes:
- Adequate documentation enables an organisation to adopt a consistent approach towards environmental improvement. It also enables assessment of progress and demonstrates the completeness of an EMS. Proper documentation also forms the basis for internal communication and internal and external audits. Documentation required usually includes an environmental policy, a list of responsibilities and persons responsible for various initiatives and a description of how the organisation is addressing each of the Best Practice Principles (BPP) within this document. Documentation could also include legislative requirements and compliance, emergency response, and details of training and communication measures. Essentially, documentation should describe what key environmental impact areas are, and records should demonstrate what improvement measures have been (or will be) implemented.
- Various record keeping requirements should be in place, including consumption of energy, water and waste generation, as well as complaints, accidents and incidents, and management reviews. It should also be demonstrated that any accident or near miss is reported to senior management and that action is taken to deal with the event and prevent it from reoccurring. This could include for example, spillages of fuel or incorrect waste disposal.
- An internal audit process should also be established. Providing full information on this process and how it could be structured is beyond the scope of this guidance document. It is suggested that

[6] International Standard ISO 14001: 2004. Environmental management systems – General Guidelines on principles, systems and support techniques
[7] International Standard ISO14064-1:2006. Greenhouse gases -- Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals

the ISO standards are reviewed to determine the best approach and in particular that ISO 19011[8] is consulted. ISO 19011 provides guidance on auditing management systems, including the principles of auditing, managing an audit programme and conducting management system audits. Internal audits can be performed by personnel from within the organisation or by external persons, such as consultants, working on their behalf. The main requirement is that they should be competent, impartial and objective.

- Document control is also required. The organisation must have a process for developing, distributing, controlling and maintaining relevant environmental documentation, including policies, procedures and environmental guidance notes to staff. Documents should be approved before issue, and should be reviewed and updated as necessary.

7. MANAGING ENVIRONMENTAL IMPACTS

Details:

- A detailed baseline assessment has been undertaken to identify the likely significant environmental impacts (based on the list below, points 8-17) from the organisation's activities, including in the assessment the impacts associated with day-to-day activities as well as (if relevant) event management;
- Key impacts identified are used to set and update targets and objectives;
- Information on environmental impacts from activities is reviewed regularly and kept up to date, e.g. from new developments;
- Key suppliers, partners and the event attendees that influence environmental impact have been included in the baseline assessment.

Notes:

- A baseline environmental assessment should be undertaken by the organisation. The baseline assessment provides information on what the organisation's current performance is, and therefore which areas are most important for an organisation to address in order to improve their environmental performance and minimise environmental impact. The BS 8555 Workbook[9] provides useful information on the best approach to take. For each environmental indicator in BPP 8-17, the baseline performance should be measured and documented.
- The information on environmental aspects should be regularly reviewed and kept updated. It should also be reviewed to ensure that it covers, as relevant, supply chain issues, partners and event attendees that can impact on environmental performance.

[8] International Standard ISO 19011: 2011. Guidelines for auditing management systems
[9] IEMA (2003) The BS 8555 SME Workbook Phase 1: Commitment and Establishing the Baseline. Available from: http://www.iema.net/ems/downloads

FRAMEWORK AREA: MANAGEMENT OF ENVIRONMENTAL IMPACTS

This framework area addresses the range of environmental issue and impacts that are likely to be relevant to organisations seeking to improve their environmental performance

8. ENERGY USE

Details:

- Processes for monitoring and recording energy consumption are established and all invoice data from energy suppliers is obtained;
- Energy reduction targets have been set based on baseline information along with a detailed implementation plan.
- Relevant metering and sub metering for energy use is established;
- Demonstrable continual improvement as a result of energy reduction measures.

Notes:

- Measures to reduce energy consumption often result in considerable cost savings. It is advisable for an organisation to establish a benchmark of performance, either though energy bills and invoices, or through a well-defined estimation process, following which a cost benefit analysis of various energy reduction options should be carried out, before targets for energy reduction are set.
- It is beyond the scope of these guidance notes to identify all the areas where energy improvements are possible, however additional information can be found in the FIA Carbon Offset Module, which provides guidance on energy efficiency. Improvements are possible through behavioural changes as well as through technology changes, and both are encouraged. Some stakeholders are likely to find that office consumption of electricity and gas is the main focus of their efforts, whereas others may have additional opportunities to make savings with regard to fuel consumption and temporary power sources brought in for events. All categories of organisation may have opportunities to seek to influence others with regard to reduction of fuel use for events.
- Establishing a baseline period is important in order to measure improvement levels. This would normally be a selected year, but the mean or median of a longer period could be used as a baseline if the organisation's energy consumption profile is highly variable.
- Improvement in performance should be demonstrated. Improvement does not have to be year-on-year, as sometimes changes are brought about through significant investment, such as installing a new more efficient server or gas boiler. Changes of this nature are likely to be infrequent and result in a step change in performance. Growing organisations could demonstrate improvement by reducing energy intensity – i.e. overall energy use may have increased, but when "normalised" to levels of activity it can be shown to have improved. For example, although overall energy consumption per year in an office building may have increased due to expansion of the office, the energy consumption per occupant would represent the normalised energy performance.
- Requirements for metering are flexible and would depend significantly on the profile and size of the organisation. It is possible that in some circumstances metering is not practicable e.g. when occupying a leased building and/or when energy is paid for by the organisation via a service charge.

9. WATER USE

Details:

- Processes for monitoring and recording water consumption are established and all relevant data on consumption e.g. invoice data from water suppliers is obtained;
- Water reduction targets have been set based on baseline information along with a detailed implementation plan;
- Relevant metering and sub metering for water use is established;
- Demonstrable continual improvement as a result of water reduction measures.

Notes:

- The approach to water management should take into account the local context of where the organisation is located and whether there are local pressures on water resources. Organisations situated in areas where water availability is not a significant issue may choose to give lower priority to action in this area.
- Identifying key water consumption areas, following which monitoring of consumption through invoices or well defined estimation methodologies should be undertaken in order to establish the baseline consumption and set targets for improvement.
- Organisations should consider targeting areas of consumption within offices as well as water use required for events. For organisations with the potential to undertake such measures, options such as rainwater harvesting and grey water harvesting should be considered.
- As with energy use, improvement in performance should be demonstrated. Improvement does

not have to be year-on-year. Growing organisations could demonstrate improvement by reducing water use intensity – i.e. overall water consumption may have increased, but when "normalised" to levels of activity, a decrease in consumption should be demonstrated.
- Requirements for metering are flexible and would depend significantly on the profile of the organisation. It is possible that in some circumstances metering is not practicable e.g. when occupying a leased building and/or when water is paid for by the organisation via a service charge.

10. WASTE MANAGEMENT

Details:
- Processes for monitoring and recording waste generation are established and all relevant data on waste generation e.g. invoice data from contractors is obtained; where not available, appropriate estimation methodologies are in place;
- The organisation has reviewed its waste disposal options as fit for purpose;
- Waste reduction targets have been set based on baseline information along with a detailed implementation plan;
- The organisation has a specific waste management plan for events which has been communicated to all relevant parties;
- The organisation has implemented the waste hierarchy of reduce, reuse and recycle within its operations;
- Demonstrable continual improvement as a result of waste reduction and recycling measures.
- Where necessary, the organisation is working proactively with its waste contractors to determine optimum reuse/recycling routes;
- Periodic waste audits are carried out on waste management service providers where possible.

Notes:
- Consideration should be given to developing waste management plans that deal with both routine disposal from offices, and where appropriate, waste management plans should be developed for a series of events or "one-off" events. Non-hazardous and hazardous waste must both be considered.
- It should be possible to demonstrate improvement, with evidence, that reduction of waste, reuse and recycling options have all been considered. This could involve measures such as:
- alternative materials purchased e.g. a product purchased in a small size of packaging could be purchased in bulk quantities;
- the exchange of a product in one material to another with greater ease of recycling e.g. disposable plastic cups to a more easily recycled cardboard cups;
- improved reuse or recycling of waste streams such as used oil.
- Waste producers have a duty of care to ensure that waste is handled responsibly after it has left their organisation, so evidence of engagement with waste carriers and waste disposal locations is required. The organisation should undertake audits or other assurance activities on their waste management service providers. In countries where waste disposal locations are not rigorously controlled by the authorities, and where there is limited waste infrastructure, then to the extent possible the organisation should seek to choose the most practical environmental options available to it.

11. GROUND AND WATER POLLUTION CONTROL

Details:
- Any historic contamination issues and potential sources of ground and water pollution are identified and where appropriate proactively monitored/managed;
- Appropriate control regimes are established and maintained for maintaining the integrity of any potential areas for environmental accidents/incidents (such as fuel storage areas);
- Emergency planning includes consideration of potential ground or surface water contamination including from fire water;
- Any temporary arrangements established for an event have been assessed to identify any additional risks to the environment;
- Storage facilities are in compliance with international best practice;
- Periodic emergency testing is undertaken on pollution control scenarios.

Notes:
- Oil, fuel, chemicals (such as coolant, brake fluid, etc.) usage and storage will likely be a key focus area for most stakeholders, and capture after accidents or spillage/leakage as a result of vehicle use would likely be relevant.
- For above-ground tanks it is expected that any storage tanks are integrally bunded or protected by a secondary containment system (bund) that holds at least 110% of the volume of oil/fuel that the tank is designed to contain. Ancillary equipment, e.g. valves, filters, sight gauges, vent pipes, must be within the secondary containment system. The fill point should be at the tank and within the secondary containment system (preferred) or in a suitable cabinet with a drip tray to catch any oil spilled during deliveries. Underground pipework should be avoided where possible

as they are hard to check for damage or leaks. The area around the tank where deliveries are made and, if applicable, oil is dispensed should have an impermeable surface and be isolated from surface water drainage systems. Mobile bowsers should follow these requirements and also be capable of being locked[10].

- This section also requires the organisation to consider environmental issues as part of its emergency planning. This could include addressing small and large scale oil or fuel spills and the flow of fire water to nearby water courses. Evidence should be available that periodic testing of these arrangements has been undertaken. This could include, for example "hands on" training in spill kits for marshals to desk-based exercises dealing with more complex scenarios and involving the emergency services. It is acceptable to integrate environmental considerations with other contingency planning.
- At permanent venues, historic ground contamination could be an issue. This BPP requires these areas to be identified and proactively monitored and managed. There is no requirement that any remediation is undertaken as this would be dependent on site specific factors and requirements.

12. MATERIALS AND DESIGN

Details:

- Material reduction targets have been set based on baseline information along with a detailed implementation plan;
- Processes for monitoring and recording key material purchases are established;
- Where the organisation undertakes a design process, arrangements are in place to ensure that environmental risks are properly assessed for all elements of this, including various life cycle phases;
- A procurement strategy has been developed with a clearly defined environmental focus;
- Where feasible, materials which are environmentally certified, locally sourced and are reusable/ recyclable are procured;
- Demonstrate proactive engagement with the supply chain to encourage key suppliers to improve their environmental performance.

Notes:

- The organisation needs to demonstrate it has identified opportunities for improvement in the areas of supply chain management and in design. In this context, design could refer to a variety of aspects including the design of a new office building, garages, special facilities (such as playgrounds, exhibition facilities, etc.) new circuits or stadiums or the design of a new route or rally stage.
- The organisation must ensure that environmental considerations are taken into account in the design process, and the various life cycle phases – construction, use and where appropriate end of life (e.g. dismantling and disposal of temporary constructions) have been considered. The level of complexity that this entails would vary significantly on a case by case basis – the requirements for example for a whole new circuit with associated stands is vastly more complex than the design of an office extension and would require a detailed environmental impact assessment.
- The expectation for design of routes (typically non-facility owners) is that the design, including public access if applicable, takes into account sensitive areas (such as the location of rare species or breeding areas) both in terms of distance from the event and time of year. Temporary established service parks and arenas, garaging and maintenance facilities should be designed to ensure that other targets such as for pollution control and waste management are achieved.
- The expectation is that the organisation demonstrates an awareness of environmental issues in the supply chain, using environmentally certified, locally sourced and reusable/ recyclable material where feasible and as necessary. Communication and engagement with the supply chain would include for example the use of questionnaires asking for detail on suppliers' environmental credentials and encouragement of innovative solutions to environmental issues. The organisation should prioritise materials with low embodied energy. Examples of some materials with low embodied energy are provided in documents such as the BRE Green Guide to specification[11]; however it is acknowledged that such materials may not be available globally. Engagement with contractors and suppliers to procure materials with low environmental impact, and including such requirements within a procurement policy is encouraged.
- The degree of influence the organisation has is relevant in engaging with suppliers and clearly smaller organisations would have a comparatively limited ability to exert this.

13. TRANSPORT

Details:

- Targets for reduction of transport related impacts are developed;

[10] Environment Agency (2011) Above ground oil storage tanks: PPG 2
[11] http://www.bre.co.uk/greenguide/podpage.jsp?id=2126

- Opportunities for reducing transport to/from/within the organisation as well as options for transport with reduced environmental impact, where possible, are identified;
- Public transport information and options are provided to all employees, visitors and event attendees where applicable;
- Selection of event location should include an analysis of public transport availability and preference should be given to locations with good public transport connectivity;
- A green transport plan is developed and implemented with agreed exceptions on emergency response transport;
- Proactive engagement with key parties - including local regulators, participants and suppliers - to improve the environmental performance of transport related impacts are demonstrated.

Notes:

- All travel related impacts should be identified, including internal transport, transport of employees, public transport as well as transport of teams and any associated personnel to and from events, including any transport carried out on behalf of an event (for marketing purposes e.g. road-shows, or sponsorship related transport impacts). Once impacts have been identified, mitigation measures should be identified in order to reduce impacts as far as possible.
- Transport plans should be developed which consider both routine and non-routine, non-event transportation (i.e. business travel and commuting) as well as event transportation planning. These should be developed as separate plans if required. Generally, transport plans are intended to provide for the opportunity to transfer journeys to less polluting forms of transport – encouraging the use of public transport options, or switching to biofuels or compressed natural gas for on-site vehicles. Event-specific plans should also include initiatives to minimise teams' travel distances during events through strategically locating garages, pits and marshalling areas.
- Travel plans for events will provide information on routing and parking for car users, as well as providing information on train, bus, cycling and walking. Active engagement with relevant parties would be expected on this issue – for example communication in event literature, through social networking and event web sites etc. Contact with local authorities and travel companies should also be maintained.

14. BIODIVERSITY AND HERITAGE

Details:
Based on the location, organisational structure and function and type of events, if relevant:

- Main biodiversity impacts from routine and non-routine operation of the organisation are identified;
- Targets for reduction of biodiversity related impacts are identified;
- Options for mitigation of biodiversity/heritage impacts are identified;
- A long term biodiversity and heritage mitigation and enhancement plan is developed in conjunction with a suitably qualified ecologist, which is reviewed regularly;
- Long term monitoring of relevant areas of ecological importance is established.

Notes:

- Implementation of this section is dependent on geographical location of the organisation. Where ecologically important areas are identified, which are within the organisation's control or sphere of influence, these should be actively managed and enhanced where possible. Examples include trees located on site, nesting birds or the presence of species of local, regional or national importance. Many circuits and rallies occupy large areas of land and even if there are currently no areas of significant ecological interest there is always the potential for active habitat creation to achieve significant biodiversity gains.
- If there are biodiversity aspects or heritage aspects identified in connection with rally events, then options for the mitigation of these impacts should be explored, for example by re-routing sections of the event.

15. NOISE

Details:

- Appropriate noise monitoring is established and implemented;
- If necessary, options for mitigation of noise impacts are identified, including if relevant, engagement with event participants;
- Local stakeholder engagement is requested and adequately addressed;
- Noise levels from events are in compliance with local regulatory requirements.

Notes:

- Local and international legislation is encouraging the adoption of increasingly strict noise controls. In order to comply with these, noise management procedures may be required. In many cases legal restrictions may be in place on circuits limiting the organiser and the overall activities during a year or season.

- Methods of managing noise may include track activity scheduling, providing a mixed programme of quieter categories of vehicles and categories which generate more noise, and controlling public address system volumes. The organisation may also wish to consider making use of "drive by" monitoring which measures actual competition noise levels in addition to specific vehicle monitoring.

16. AIR QUALITY

Details:

- Processes for monitoring and measuring air quality including NOx, SOx, and dust emissions are established;
- Targets for reducing air pollution are established;
- If necessary, routine monitoring and measurement of air quality is carried out and the results communicated to interested parties;
- The contribution from the organisation/its activities to local air quality levels is in line with internationally accepted best practice and local legislation;
- Engagement is carried out with event attendees including participating teams to increase awareness on air quality issues.

Notes:

- Temporary power sources and emissions from event participants and attendees can contribute significantly to local air quality issues. Emissions from an event are likely to be small in relation to on-going emissions from normal vehicle movements; however there could be events where the event itself and the associated volumes of traffic will increase emissions of nitrogen dioxides and particulates in the local area for short periods of time. If it is considered appropriate to do so, the organisation could undertake an assessment of local air quality taking samples to assess the baseline air quality in the area and any additional impact from an event. There may also be circumstances when air quality modelling is required by the local planning authorities (e.g. as part of an environmental impact assessment for a new development). Targets for reduction of air emissions should be set in line with the baseline emissions.

17. CARBON MANAGEMENT

Details:

- Appropriate carbon emission factors are identified and applied to the energy consumed from routine/non routine operations under the control of the organisation;
- Processes for measurement and monitoring of carbon emissions are established;
- Targets for reduction of CO2 emissions using efficiency measures are established;
- Continual reduction in CO2 emissions from efficiency measures for Scope 1 & 2 emissions[12] is demonstrated;
- The organisation is able to quantify and monitor Scope 3 emissions;
- Offsetting of remaining Scopes 1, 2 &3 emissions is considered in line with Guidance provided under the Carbon Offset Module developed by FIA;
- Reporting on Carbon emissions is carried out in line with international best practice.

Notes:

- The carbon footprint of an organisation is the sum of all the carbon emissions associated with its routine and non-routine business activities. To provide standardisation and transparency in reporting, operational boundaries of an organisation can be set by measuring carbon emissions under three scopes defined by the Greenhouse Gas Protocol[13]:
  - Scope 1 emissions: Direct emissions as a result of an activity within the organisation. Examples of these would be:
    - Carbon Dioxide (CO2) emissions as a result of transportation/vehicle use within the organisation's boundaries, including any forklifts, buggies, car maintenance related equipment and machinery which consumes energy (usually measured based on diesel/fuel consumption from vehicles/equipment on site);
    - Emissions from gas boilers to produce electricity/heat on site (usually metered/ amount of fuel consumed); and
    - Emissions from temporary generators (usually measured based on fuel consumption).
  - Scope 2 emissions: Indirect emissions associated with the production of purchased electricity. For example, for every Kwh of electricity produced at a power station, a certain amount of CO2 is emitted based on where the power station is located. Therefore, each country has a specific carbon emissions factor, which would be used to calculate an organisation's CO2 emissions based on the Kwh of electricity purchased for use on site (which would be obtained from invoices from electricity providers).
  - Scope 3 emissions are a third category of carbon

[12] Please refer to the Carbon Offset Module developed by the FIA for further details on the definitions of Scopes 1, 2 and 3, as well as further information on quantifying , monitoring and reporting on carbon emissions
[13] www.ghgprotocol.org

emissions which include emissions (other than Scope 2 emissions) that are generated as a result of an organisation's activities but are physically produced by another organisation. An example of this is the employees of a particular organisation flying on a commercial airline for an event or transport of event attendees to the event, and third party deliveries to the organisation. These emissions are usually estimated based on flight miles covered, or distance travelled.

- The organisation should first focus on quantifying and reducing Scope 1 and Scope 2 emissions (GHG emissions from purchased electricity by the organisation). Once these have been quantified and reduction measures are in place, it is best practice to also include Scope 3 emissions in carbon measurement and monitoring. Detailed best practice guidance as well as ready to use tools for calculating carbon emissions can be obtained on the World Resources Institute website9.
- A baseline assessment of the main sources of CO2 emissions from the organisation's routine and non-routine activities should be carried out, and processes for monitoring and measuring carbon emissions should be put in place. Based on the emissions hot spots identified, targets for emissions reduction should be set and appropriate energy efficiency measures should be identified and implemented based on a cost benefit analysis approach. For further details please refer to FIA's Carbon Offset Module.
- Once reduction measures have been implemented, all remaining emissions should be quantified and offset in accordance with internationally recognised standards such as PAS 2060[14] and ISO14064[4] (please refer to FIA's Carbon Offset Module for further information).

[14] PAS 2060: 2010- Specification for the demonstration of carbon neutrality

FURTHER READING

Although the Best Practice Framework can be used in isolation, further additional information can be found in the key reference documents listed below. Although they are presented in technical language, they provide a framework of steps on which an organisation's management system can be built. It is recommended that some familiarity with them is gained during the implementation process. It should be noted that by the time the Gold level is obtained, the organisation's environmental management system would be very closely aligned to the Environmental Management System Standard ISO 14001. It could then be possible to seek certification to this Standard if desired.

REFERENCE DOCUMENTS

1. International Standard ISO 14001: 2004.
   Environmental management systems - Requirements with guidance for use.
2. International Standard ISO 14004: 2004.
   Environmental management systems - General guidelines on principles, systems and support techniques.
3. International Standard ISO 19011: 2011.
   Guidelines for auditing management systems
4. International Standard ISO14064-1:2006.
   Greenhouse gases - Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals.
5. British Standard BS 8555: 2003.
   Environmental management systems - Guide to the phased implementation of an environmental management system including the use of environmental performance.
6. PAS 2060: 2010.
   Specification for the demonstration of carbon neutrality
7. IEMA (2003)
   The BS 8555 SME Workbook Phase 1: Commitment and Establishing the Baseline.
   Available from: http://www.iema.net/ems/downloads.

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