

GCC

EFFECTIVE ACTIONS GUIDELINES*

October 2020

INTRODUCTION

Reproduced below are a series of lists encompassing the effective actions from the Resources section on our website. Please refer to the relevant webpages for further details.

These are by no means definitive and will be regularly updated. Please make sure you have the most current version.

These are general guidelines, and we understand that many may take some time to implement.

SHIPPING

- Prioritise consolidated road and sea freight, over air, for local and international shipments.
- Superior service should be predicated on environmental considerations rather than speed of delivery.
- Request hybrid or electric transport wherever possible.
- Plan shipping schedules as far in advance as possible and involve artists and clients in the process so they are aware of the deadlines and shipping times.
- Use shipping companies who support sustainability.
- Start a conversation with your insurance company about covering sea freight.
- Collaborate with other galleries to coordinate and consolidate shipping wherever possible.
- Use Zero Emissions vehicles, or bikes, for local courier and short transport journeys.
- Check couriers have a green tariff.
- Keep a clear record of all shipments sent and received and ask shipping companies to keep their own thorough records, in line with the carbon calculator requirements; this will save time in future audits.

* Accurate as of October 2020.

TRAVEL

- Wherever possible, do not fly.
 - Fly direct and economy.
 - Plan travel schedules as far in advance as possible and set a quota for the maximum number of flights you can take in a given year and adhere to it!
 - Organise business trips back-to-back.
 - Travel by train or sea where possible.
 - Car-share where possible.
 - When travelling, use green accommodation. Certified Green Key establishments have been awarded the Green Key. This eco-label represents a commitment that their premises adhere to the strict criteria set by the Foundation for Environmental Education.
 - Make it easier for employees to cycle in to work by providing bike storage space and join cycle to work initiatives.
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ENERGY

- Switch to reputable green energy suppliers.
 - Update as much as possible the buildings insulation to minimise energy out losses.
 - Switch to LED lighting where possible.
 - Keep internal temperatures as consistent as possible, avoiding spikes of air conditioning or heating throughout the year.
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PACKAGING

- Ask shipping companies how much, and what type of, packaging they use per artwork.
- Carefully audit packaging purchases and commit to reusing material whenever possible.
- Only dispose of materials if absolutely necessary and when doing so, always recycle responsibly.
- Avoid single-use plastics. Choose durable and long-lasting organic based packaging made from recycled materials.
- Look out for and invest in new developments (for example Mycelium Composite which is made from a network of fine fungal roots).

GALLERY SPACES

- Ensure consumables are made from recycled materials, or are fully recyclable, or both, where possible.
- Optimising daylight and switching to LED lighting is effective both in reducing a carbon footprint and in lowering financial costs. LED lighting also reduces waste, as the need for replacement bulbs is greatly reduced.
- Avoid materials which are plastic laminated. Moreover, timber materials are often pressure treated to improve durability and, in some cases, can release a number of harmful compounds upon breaking down.
- Save offcuts of packing material in a 'remnants bin' to use for wrapping smaller artworks.
- Avoid using medium-density fibreboards where practicable as these materials have been shown to release harmful amounts of volatile organic chemicals (VOCs) and are environmentally unfriendly.
- Paint is by definition not reusable and care should be taken to minimise its use. When purchasing, be sure to avoid any paints which have added VOCs and/or heavy metals such as lead. There are organisations that collect leftover paint pots to reuse in community projects. Check if this is available in your area.
- Seek to reuse built items such as plinths, wall sections, and carpets and minimise the use of non-recyclable and non-reusable materials such as vinyl, window blackouts, filler plaster.

CHANGING OFFICE CULTURE

- Switch to LED lighting and make the most of available natural daylight where possible.
- Turn off lighting and electronic devices at night/weekends and minimise heating and cooling systems where possible. Consider using zoned energy controls to control low-usage areas separately.
- Ban all single-use materials such as plastic water bottles, plastic lined tea bags, Nespresso pods etc.
- Install water saving devices such as timed taps, low volume toilets, and (where applicable) rainwater catchers for bathroom (non-drinkable) water supplies.
- Printers should also be automatically set to print double-sided. When finding truly eco-friendly paper to stock your office, always check the paper supplier's green credentials online or check for the FSC label.
- Consider reducing the amount of printed out single use works lists and press releases and reduce unnecessary publication and magazine subscriptions or ensure that only one copy is being delivered to the gallery
- Alternatives to print-outs include laminated versions that can be reused, or QR codes that allow visitors to access information via their mobile phones.
- Conduct annual carbon audits to monitor changes and improvements.

OFFSETTING

- The best approach is to focus on reducing emissions, as offsetting can never be relied upon to remove the carbon emitted. While offset schemes have no guarantees, with careful selection, they can certainly aid the transition to a more sustainable and equitable world.
 - Seek information about traditional offsetting projects. Gold Standard offers a number of certified schemes, but these still are liable to the issues above. Offset Guide helps inform a critical approach to offsets.
 - As a potentially more effective alternative, calculate the financial cost of your carbon footprint and donate to companies that offer systemic change - an LSE paper from 2019 recommends a cost for 2020 of £50/\$67 per tonne. Pick an organisation that fights climate change and donate directly to them. We recommend Client Earth.
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DIGITAL

- Move the organisation's email to the cloud. This is one of the simplest ways to make the largest positive impact on the environment when it comes to digital carbon footprint and will also be beneficial in terms of user experience and technical quality of service.
- Get work and personal email under control and avoid including long email threads in reply emails.
- Use alternative messaging services other than email, where possible.
- Unsubscribe from unnecessary email lists.
- Delete attachments which are saved elsewhere.
- Delete emails which are longer needed. Tempting as it is never to delete anything these days, deleting out-of-date newsletters and announcements will save space, time, money and planetary resources.
- Optimise your email marketing lists.

RECYCLING

- Thoroughly research commercial recycling service providers in your area. Choose those who can recycle the widest range of materials. Be aware that not all recycling companies provide the same level of service.
- Where possible, purchase products composed of and/or packaged in 'traditional' materials such as glass, metals, natural fibres, wood, or paper.
- Avoid buying anything made of more modern polymers or foams which may produce harmful pollutants. Any increased carbon required to clean and maintain 'traditional' products are usually justifiable carbon expenses in the interests of reducing harmful post-consumer waste.
- Reuse materials to the point of failure before replacing. Materials such as the so-called 'bags for life' are only environmentally justifiable if they are indeed reused dozens to hundreds of times over before being properly recycled.
- Recycle materials in line with local regulations or capabilities. If unsure whether a material can be recycled, and guidance from local authorities is unavailable, then it is often better to dispose of the item in the general waste bin. When purchasing an item, it is best to check the recycling capabilities in your local area before buying to make sure that the product and/or its packaging can be recycled.
- Check with your buildings maintenance staff to make sure they are properly disposing of waste. Often, the contents of both recycling and waste bins get loaded into a single skip after emptying, thus negating the act of recycling.
- Have a range of bins available for the most common materials used (metals and glass, card and paper, etc.) and make information available to staff on their proper use. Remember, that in most cases, all items must be dry and uncontaminated by food and organic matter to be able to be recycled.
- Avoid consuming single-use items. Especially materials made of fossil-fuel derived artificial polymers such as bottled water, packaging foam, or disposable plastic packaging. Vote-with-your-wallet by boycotting services and companies that use single-use items in their operations, such as shipping companies or food delivery services.