

Ten Steps to Becoming

CARBON COPS



1. Form a team
2. Plan, prepare and communicate
3. Gather resources
4. Determine current energy consumption
5. Conduct an electrical appliance audit
6. Record and calculate data
7. Conduct a behaviour audit
8. Analyse and interpret results
9. Develop recommendations and set targets
10. Communicate the findings

1. **Form a Team:** There is a lot of work to be done, so sharing the load is essential. Form a small team (approximately 6 – 12) of dedicated members who are willing and able to contribute to the whole process. Your team should have a catchy name, logo and motto.
2. **Plan, Prepare and Communicate:** Before you can begin the process it is essential that you first communicate your plans to the relevant people. Being a carbon cop will require your team to access school documents, take time out of the classroom, interrupt classes, conduct meetings and interviews, develop strategies and make presentations.
3. **Gather Resources:** Brewongle has developed a package of resources for you to utilise during the audit process. These resources can be found at www.brewongle-e.schools.nsw.edu.au . Your team will also need to obtain copies of the schools electricity bill for the previous twelve months and a copy of the school map.
4. **Investigate School's Current Energy Consumption:** By examining the school's electricity bills for the previous 12months, your team will be able to determine how much energy was consumed, when it was consumed and how much it cost. You will need to locate and record the following information; supply period, total kilowatts, average daily consumption and cost. These figures can be compiled to determine the annual consumption and cost. You can also determine which periods throughout the year used the most energy and begin to question why.
5. **Electrical Devices Audit:** Now that you know how much energy is being used, it is time to find out what is using the energy. Using the recording sheet provided in the resource package, a school map and careful mathematical process tabulate the number and type of electrical devices throughout the school. Accuracy counts, so let's have a practise. Can you please count the number of lights in the room you are currently in? We need you to count every globe / tube that is in there, regardless of whether they turned on or off.
6. **Recording your Results:** It is now time to collate the information your team has gathered from your electrical device investigation. Using the energy calculator provided in the resource package, enter the information in column B. Let's have a practise.
7. **Behavioural Audit:** To accurately determine how energy is being used in the school, you must conduct a series of investigations. What, When, Who and Why are the questions you need to ask. What items are being used? When are they being used? Who is using them? Why are they using them? This will require your team to interview or provide recording sheets for school members to fill in. Remember to ask the cleaners and general assistants.
8. **Analysing Results:** Now that you have this information you can answer the following questions. How much energy is used? What are the top five energy using devices? When is energy being used? Who is using the energy? Why are they using energy?
9. **Recommendations & Targets:** Now that you have a wealth of information, it is time to consider actions and strategies to reduce the school's energy consumption. Set a realistic target and outline your teams recommendations for reaching it.
10. **Communicating the Findings:** All this hard will be lost if no-one knows about it. It is vitally important that your team shares this with the school community. Consider the following strategies; presentation at the school assembly, article in the school news letter, create a web page on the school website, include this information in the School Environmental Management Plan (SEMP), make posters or hold a special event day (World Environment Day)