

# Carbon offsetting guidance for UoY staff

## UoY Carbon Offset Policy

The University has just released its first [Carbon Offset Policy](#) detailing its position on carbon offsetting. This will be continually developed further to reflect best practices.

## When and what to offset

There is currently no legal requirement, central system or designated budget for carbon offsetting at the University. There is an ambition for the University to expand the use of offsetting further where appropriate in line with the aforementioned policy.

There may be specific external requirements for University staff to offset their carbon emissions, such as offsetting research travel undertaken on Wellcome Trust grants. This guidance is for UoY staff that are required to offset and / or have allocated budget for undertaking carbon offsetting.

## Wellcome Trust grant applications

It is a requirement for applicants of a Wellcome Trust grant to predict the amount of carbon offsetting they will require for their travel undertaken during their research, and then include a cost for this within the grant application, the grant will include the costs for these offsets.

Steps to take for application:

1. Quantify predicted research travel emissions (see “How to measure” section below)
2. Input the calculated offsetting cost figure into the grant application
3. Once travel is undertaken purchase the offsets (see “How to offset” section below)
4. Claim back offset cost from grant provider

## How to measure carbon emissions from travel

Use the [UoY Travel Carbon Calculator](#) (includes guidance notes) by inputting predicted travel that will be undertaken. The equivalent carbon emissions are automatically calculated along with the associated current costs for carbon offsetting using the Universities preferred provider.

## How to Offset

The preferred provider for carbon offsetting is the [EAUC Carbon Coalition](#), of which the UoY are part of. Steps to take:

1. Calculate quantity of carbon offsets required: In tonnes carbon dioxide equivalent (TCO<sub>2</sub>e) - use calculator described above
2. Email EAUC ([fgoodwin@eauc.org.uk](mailto:fgoodwin@eauc.org.uk)) with the quantity of carbon offsets you require, stating a desire to use the “off the shelf” portfolio option.
3. The provider will purchase these at two windows throughout the year (to be confirmed) and provide certification as evidence of the offsets.
4. EAUC will invoice you (paid by BACS or credit card).

## Changes to this guidance

The offset provider is currently developing its processes so any improvements will be reflected in changes to this guidance.

## Further guidance / queries

Contact the University Sustainability Manager ([mark.clough@york.ac.uk](mailto:mark.clough@york.ac.uk)).