

NTNU	Monitoring and recording Energy and water consumption	Prepared by	Number	Date	
		The HSE section	HMSR-25	01.12.2006	
HSE		Approved by	Page	Replaces	
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## 1. Objective

The objective of this set of guidelines is to ensure routine registration and metering of energy and water consumption at NTNU for the purpose of periodical and annual HSE reporting.

## 2. Scope

This set of guidelines applies to energy and water consumption within NTNU's entire area or responsibility.

## 3. Responsibilities and authority

The technical division is responsible for organising the surveillance of NTNU's total consumption of energy and water, and for ensuring that records are kept of the consumption.

The line managers are responsible for ensuring that the routines and energy saving measures initiated by the Technical Division are followed up and publicised by the unit.

The HSE section is responsible for registering the energy/water data in NTNU's central HSE register, and for preparing quarterly and annual HSE reports for NTNU.

## 4. Definitions None.

## 5. Registration of energy and water consumption

The Technical Division must ensure monthly registration of the consumption of energy from each energy source (heating from a central heating plant, oil, electricity), and of the water consumption; and ensure that these are followed up in accordance with the unit's routines.

The Technical Division must submit periodical reports to the HSE section according to the following indicators:

- Total energy consumption per floor area (kWh/m<sup>2</sup>)
- Total water consumption per floor area (m<sup>3</sup>/m<sup>2</sup>)
- Total NTNU energy consumption (GWh)
- Total NTNU consumption of firm power (GWh)
- Total NTNU consumption of heating from a central heating plant (GWh)
- Total NTNU consumption of oil (kwh)

The reporting of the figures for the various performance indicators must be coordinated with other reporting at NTNU

## 6. References

[The HSE handbook, point 3.3.6](#)

ISO 14001:2004, point 4.5.1/ISO 14004:2004, point 4.4.2

Form for registering energy consumption

Form for registering water consumption

[HMSR21E Guidelines for HSE reporting](#)

List of performance indicators for NTNU