

The Planet Mark™ Certification Report

Ecoprod

1st January 2017 – 31st December 2017



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About The Planet Mark™

The Planet Mark™ is a certification programme recognising commitment to continuous improvement in sustainability.

HOW IT WORKS

Our 3-step process is as simple as 1, 2, 3

1. MEASURE



We measure your carbon footprint and environmental performance

2. ENGAGE



We help you engage your employees and suppliers to drive improvements

3. COMMUNICATE



We provide marketing channels and materials to promote your achievements



The Planet Mark™ Certificate

The Planet Mark™ Certificate recognises your commitment to continuous improvement in sustainability and to measuring and reducing your carbon footprint on an annual basis. Display it publicly to promote your achievements.



Supporting the Eden Project and Cool Earth

A donation has been made on your behalf to the Eden Project and Cool Earth to support education on climate change and to protect an acre of endangered rainforest.

Along with The Planet Mark™ Certificate you will receive The Planet Mark™ Acre of Rainforest Certificate and free tickets to visit the Eden Project.



THE PLANET MARK™ ACRE OF RAINFOREST CERTIFICATE

CONGRATULATIONS! THIS CERTIFICATE RECOGNISES ECOPROD'S COMMITMENT TO SUSTAINABLE IMPROVEMENT THROUGH THE PLANET MARK™ BY PROTECTING AN ACRE OF THE WORLD'S MOST ENDANGERED RAINFOREST WITH THE AWARD-WINNING CHARITY COOL EARTH



PROJECT
ASHANINKA

LOCATION
NORTHERN PERU

[VIEW YOUR ACRE](#)

240
TREES PROTECTED

245
TYPES OF ANIMAL SHELTERED

260 TONNES
OF CO₂ STORED

2,960
PEOPLE SUPPORTED

22
ENDANGERED SPECIES PROTECTED

76,000 LITRES
OF WATER PRODUCED ANNUALLY



COOL EARTH IS THE CHARITY THAT WORKS ALONGSIDE INDIGENOUS VILLAGES TO HALT RAINFOREST DESTRUCTION

March 2018, Certificate No: 180305-02 © Cool Earth - Registered charity no. 11117978



The Planet Mark™ digital stickers

The Planet Mark™ makes communicating your sustainability achievements easy. Use these digital stickers to help you.



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Executive summary

Ecoprod is a family-owned and run company with many years' experience in the mechanical and building industries. Ecoprod supplies 1,000s of customers with environmental washroom solutions, helping them save water and reduce their carbon footprints.

This is Ecoprod's fourth year of business carbon footprint reporting. Ecoprod calculated the carbon footprint of its Working office and fleet for the year ending December 2016 and set a target to reduce emissions by 5% annually. This year's footprint includes emissions from energy use in the building (natural gas and purchased electricity), water, from fuel used by the fleet, from waste disposal and recycling, business travel and from the production of paper used in the offices.

The relative carbon footprint in year ending December 2017 was 4.28 tCO₂e per employee, a decrease of 24.3% compared to 2016. Ecoprod's total carbon footprint was 17.1 tCO₂e, a decrease of 24.3% from 2016.

Ecoprod reported on underground travel for the first time in 2017 and thus year on year comparison is based on normalised figures that exclude emissions from underground travel.

The decrease in total carbon footprint can mostly be mostly contributed to a decrease in fleet and business travel. Ecoprod reduced its carbon emissions from fleet travel by 27%, rail travel by 72% and air travel by 64% compared to 2016.

Continued...

Executive summary

The reduction in Ecoprod's total carbon footprint is also partly due to a decrease in emissions from electricity (down 13%), and landfill waste (down 6%). Reduction in electricity emissions is attributed to updated 2017 Defra emission conversion factors that reflect the greening of the UK National grid. Defra 2017 also uses an updated methodology for calculating the landfill emissions. Actual electricity consumption increased by 2.5% compared to 2016 while the weight of landfill waste produced decreased by 33%.

Carbon emissions resulting from natural gas consumption increased by 37%. Ecoprod also increased the amount of consumed paper with associated carbon emissions increasing by 11%.

To meet its sustainability commitments going forward, Ecoprod should:

- Regularly monitor electricity usage, and take actual meter readings for natural gas consumption.
- Incentivise low carbon vehicle purchases and travel options.
- Commit to switching to recycled paper for all office uses.
- Continue waste reduction and recycling targets.

This year's highlights

Ecoprod has achieved certification to The Planet Mark™ by showing good practice in sustainability including:

Investment to the **Eden Project** to support education on climate change

17.1

tCO₂e

measured carbon included electricity, natural gas, travel waste, water and paper

24.3%

total carbon footprint reduction

260 tCO₂ stored in one acre of protected rainforest

Commitment to engage employees and suppliers to drive improvement

27% reduction in fleet travel emissions

Plans for next year

TARGETS



Recommendations

- Data collection: Start collecting actual monthly meter readings. Investigate the installation of a real-time energy monitoring system.
- Energy efficiency: An energy audit will help identify where most energy is being used and potential wastage from equipment, lights and heat loss.
- Travel: Promote the uptake public transport use for the purposes of client meetings and continue to reduce air travel.
- Paper: Commit to switching to recycled paper for all office uses.
- Staff engagement: Organise annual sustainability workshops. Carry out a energy awareness and 'switch off' campaign.



Total carbon footprint overview

Ecoproduct

Reporting year ending 2017 / Highlights

Carbon footprint (tCO ₂ e)	17.1
Per employee (tCO ₂ e)	4.28
Carbon footprint comparison	-24.3%
Comparison per employee	-24.3%
Next reduction target	5%
Data quality score	16 out of 20

Used	8,099	kWh of electricity
Used	3,935	kWh of natural gas
Produced	0.1	tonnes of waste
Procured	0.1	tonnes of paper
Travelled	4,933	litres of fleet fuel

Boundary: Working office operations, fleet and business travel

Emissions measured:

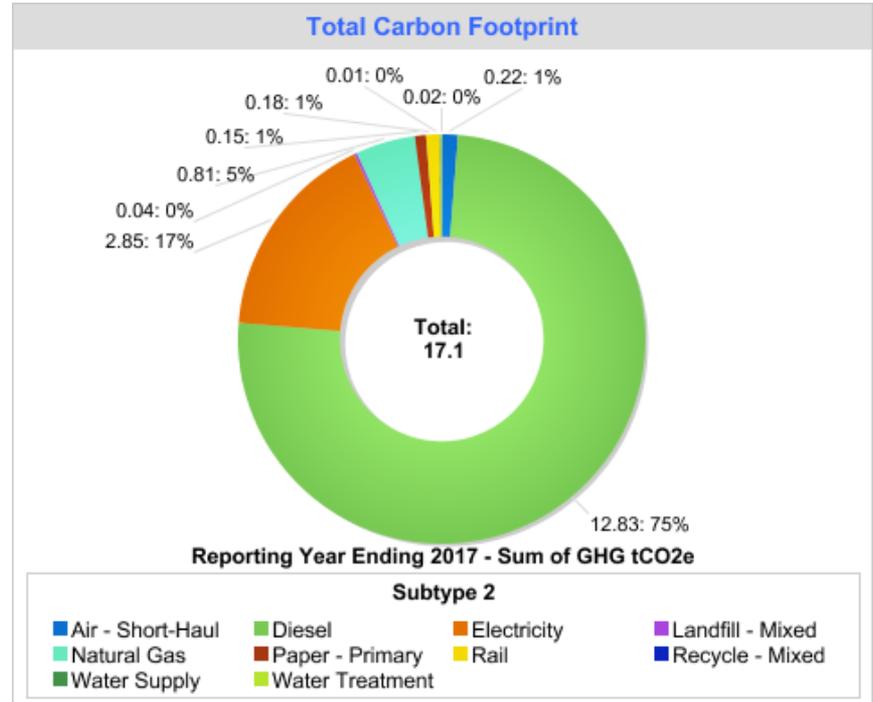


FIG 1- Total carbon footprint by emission source for reporting year ending 2017



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Total carbon footprint by scope

tCO ₂ e	2016	2017	% change
Scope 1: natural gas, fleet	18.14	13.6	-24.9%
Scope 2: electricity	3.26	2.8	-12.6%
Scope 3: waste, travel, paper use	1.05	0.6	-51.9%
Total	22.5	17.1	-24.3%

Highlights

- Total carbon emissions are **17.1 tCO₂e**
- **Scope 1** (direct emissions- natural gas, fleet) accounts for **80%** of total emission, **down 24.9%** from 2016
- **Scope 2** (imported emissions- electricity) accounts for **17%** of total emissions, **down 12.6%** from 2016
- **Scope 3** (indirect emissions- waste, travel, paper use) accounts for **4%** of total emissions, **down 51.9%** from 2016

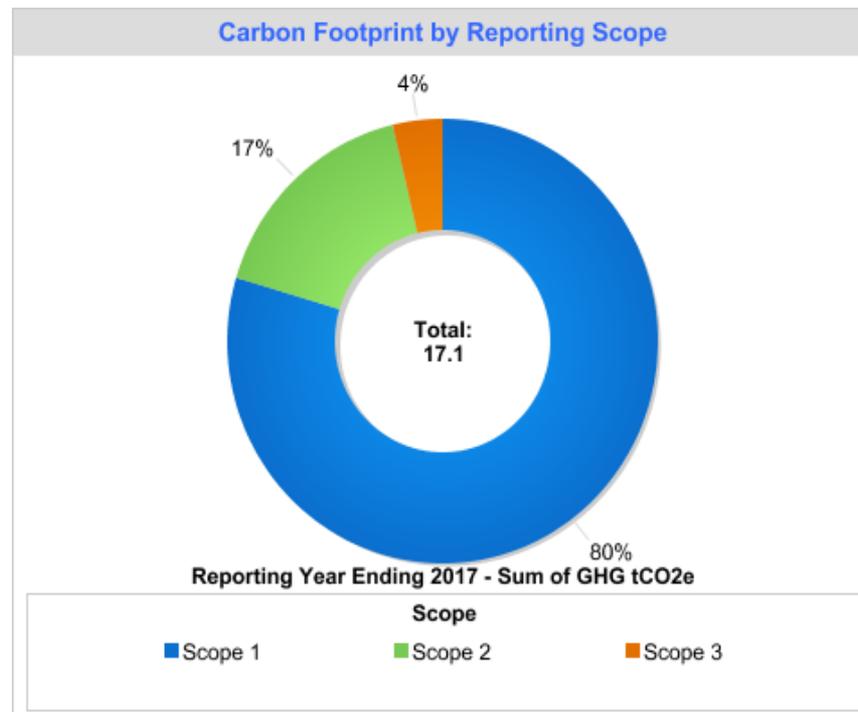


FIG 2- Total carbon footprint by scope for reporting year ending 2017





Total carbon footprint – year-on-year comparison

Source	Scope	Unit	1st January 2016 - 31st December 2016		current			% Change in tCO ₂ e from previous year	2017 % total carbon footprint	% Change in Amounts from previous year
			Amount	tCO ₂ e	1st January 2017 - 31st December 2017					
					Amount	tCO ₂ e	tCO ₂ e Normalised			
Building										
Electricity	2	kWh	7,904.28	3.3	8,099.84	2.85	2.8	-13%	16.6%	2.5%
Natural Gas	1	kWh	3,185.2	0.6	3,935.30	0.81	0.8	37%	4.7%	24%
Waste										
Landfill	3	tonnes	0.1	0.04	0.07	0.04	0.04	-6%	0.2%	-33%
Recycled	3	tonnes	0.3	0.006	0.2	0.004	0.004	-40%	0.0%	-43%
Water										
Water Supply	3	m ³	71.86	0.02	35.04	0.01	0.01	-51%	0.1%	-51%
Water Treatment	3	m ³	71.86	0.05	35.04	0.02	0.02	-51%	0.1%	-51%
Travel										
Vehicle - Fleet - Diesel	1	litres	6,722.1	17.6	4,933.4	12.83	12.83	-27%	74.9%	-27%
Air	3	km	6,251.0	0.6	2,620.0	0.22	0.22	-64%	1.3%	-58%
Rail	3	km	3,495.49	0.17	1,020.0	0.05	0.05	-72%	0.3%	-71%
Underground	3	km	0.0	0.0	2,875.6	0.13	0.00	-	0.8%	
Procurement										
Paper - Primary Content	3	tonnes	0.13	0.14	0.17	0.16	0.16	11%	0.9%	29%
Total		tCO₂e		22.45		17.1	17.0	-24.3%		
No. employees		Number		4		4	4			
Total per employee		tCO₂e		5.61		4.28	4.25	-24.3%		
Total floor space		m²		40		40	40			
Building emissions per m²		tCO₂e		0.10		0.09	0.09	-4.9%		

Highlights

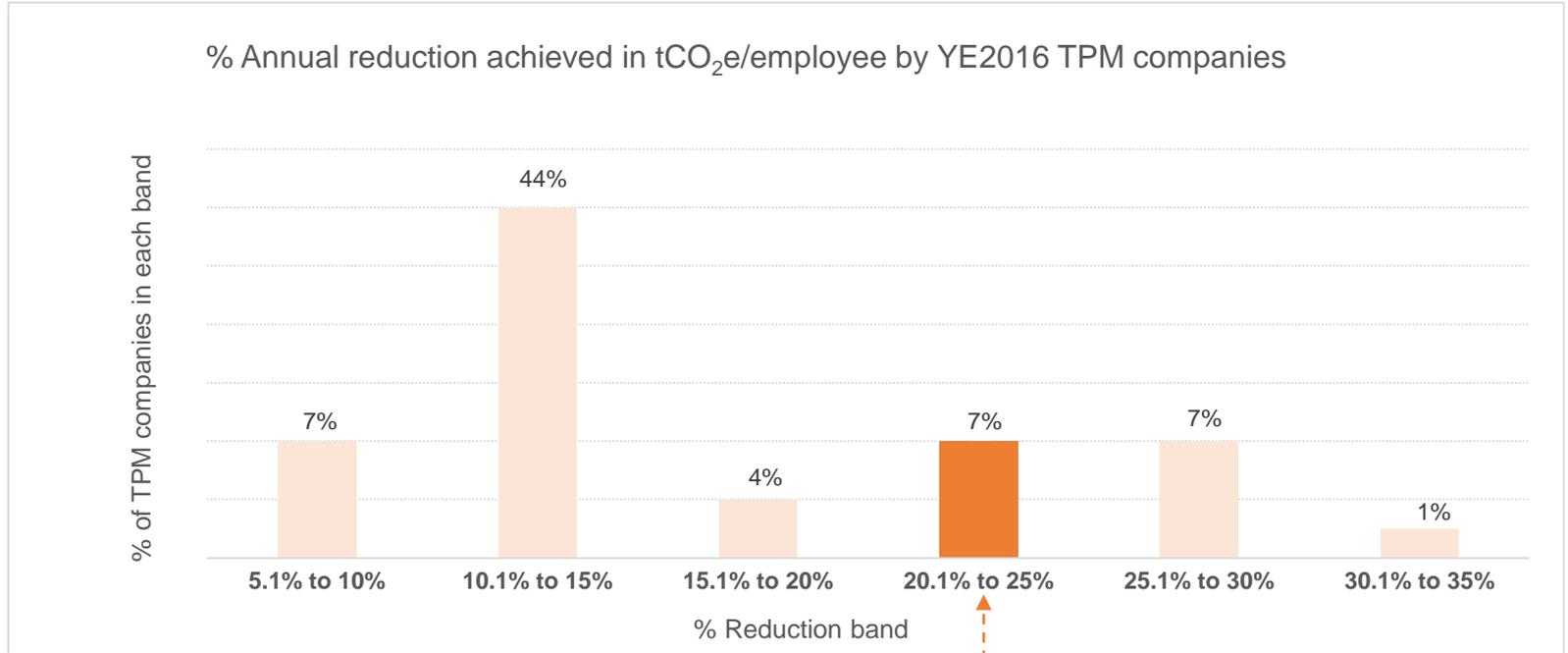
Most notable increase: **natural gas** emissions **up 37%** from previous year.

Most notable reduction: **fleet** emissions **down 27%**, and **rail travel** emissions **down 72%** from previous year.

(Note - Reduction in electricity emissions is attributed to updated 2017 Defra emission conversion factors that reflect the greening of the UK National grid. Defra 2017 also uses an updated methodology for calculating the landfill emissions and thus does not reflect the larger decrease in landfill waste produced. Actual electricity consumption increased by 2.5% compared to 2016 while the weight of landfill waste produced decreased by 33%.).



Total carbon footprint – comparison against YE2016 TPM benchmark



THIS IS YOUR REDUCTION BAND

Ecoprod reduced its relative carbon per employee by 24.3% from the previous year. 7%* of TPM certified companies also achieved a 25.1% to 30% reduction in their carbon per employee.

*latest TPM benchmark data is from reporting period YE2016



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Total carbon footprint – year-on-year comparison

tCO ₂ e	YE 2016	YE 2017	YE 2017 Normalised	% change
Building	3.8	3.7	3.7	-4.9%
Waste	0.05	0.04	0.04	-10.7%
Travel	18.3	13.2	13.1	-28.6%
Water	0.1	0.04	0.04	-51.2%
Procurement	0.1	0.2	0.2	11.4%
Total	22.5	17.1	17.0	-24.3%

Highlights

- Total carbon footprint **decreased by 24.3%**
- Total carbon footprint per employee **decreased by 24.3%**

Comparison is based on normalised figures that exclude underground travel emissions as they are reported for the first time in YE2017.

Congratulations!

We are delighted to certify you with

The Planet Mark™

based on your absolute carbon footprint reduction

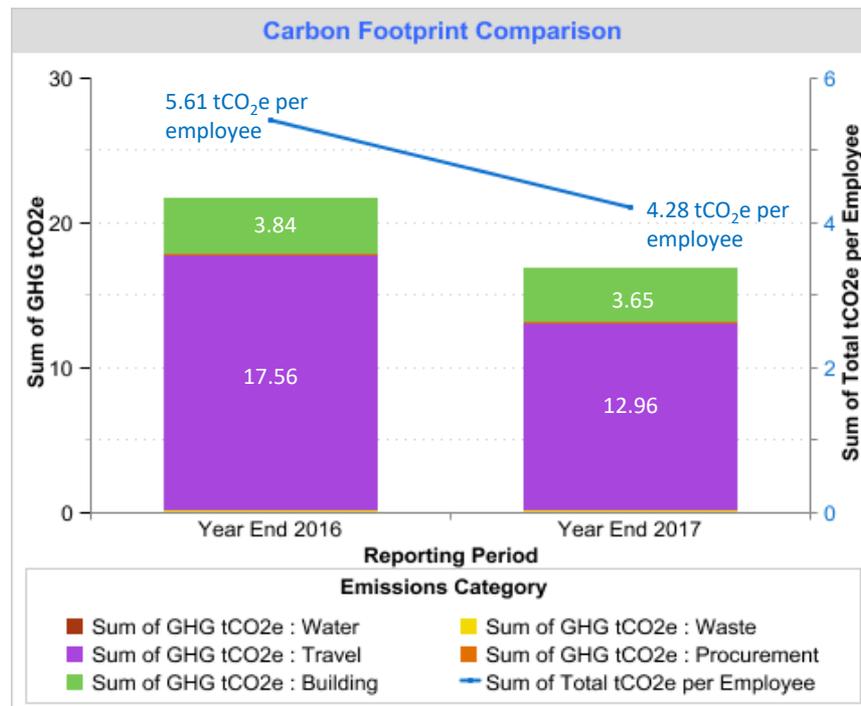


FIG 3- Total carbon footprint by emission category for the two reporting years 2016 and 2017





Breakdown – building

Building emissions

Highlights

- **22%** of total emissions
- **3.7** tCO₂e
- **0.91** tCO₂e per m²
- **Reduced by 4.9%** from the previous year
- **Electricity** accounts for **78%** of the building emissions, followed by **natural gas** which accounts for **22%**.

ACTION! Measure actual consumption for gas consumption

Did you know? By installing energy efficient lighting you can save 20% of electricity

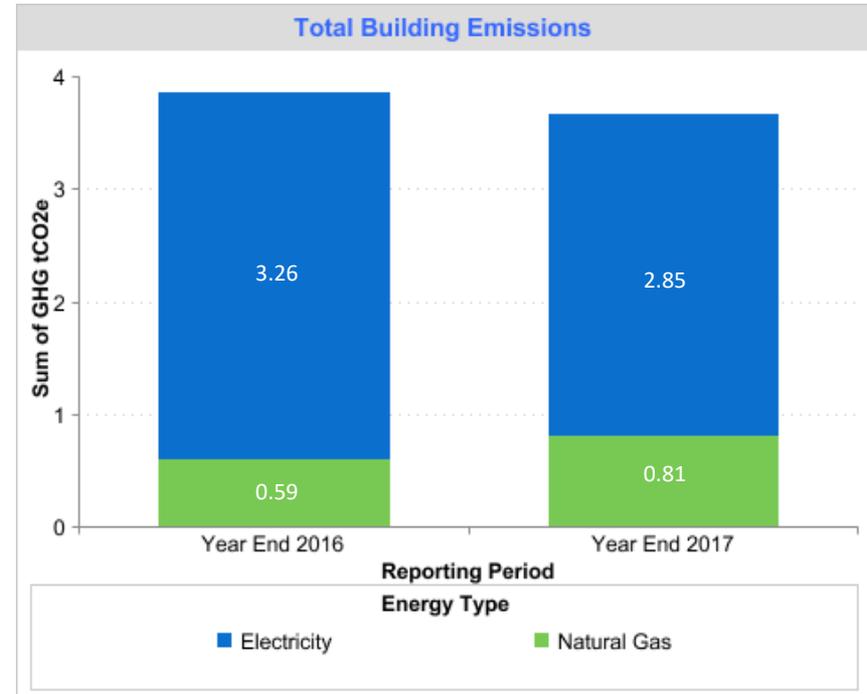


FIG 4- Breakdown of building emissions by energy type for reporting years ending 2016 and 2017



Breakdown – business travel

Business travel emissions

Highlights

- 2.4% of total emissions
- 0.4 tCO₂e
- Decreased by 49% from the previous year
- Air travel accounts for 55% of the business travel emissions for 2017

ACTION! Refer to the travel toolkit for ways to manage travel emissions

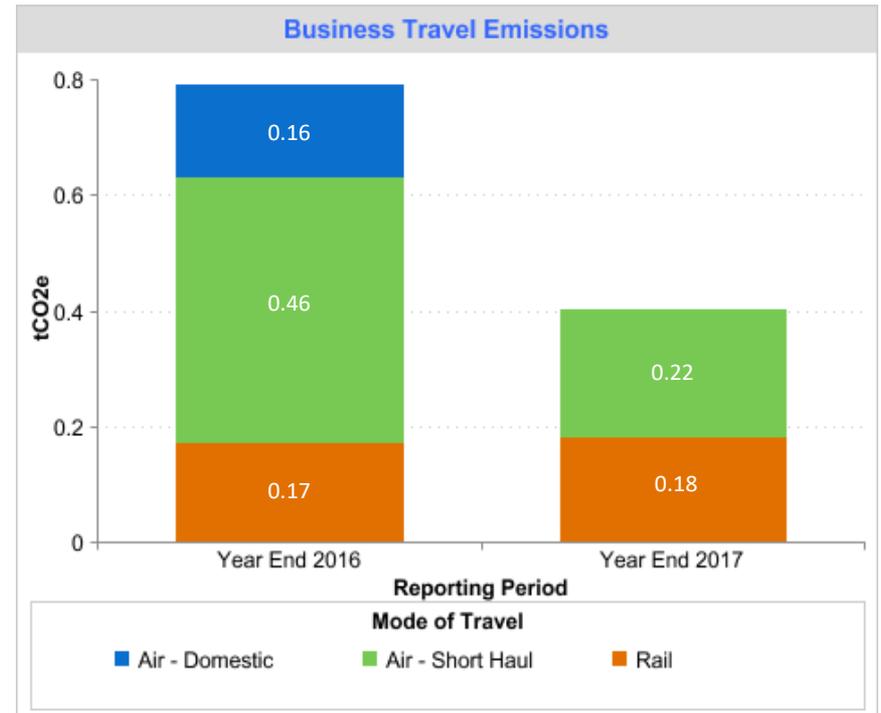
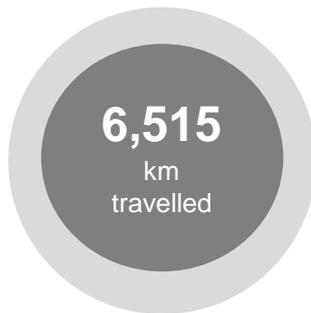


FIG 5- Breakdown of travel emissions by mode of travel for reporting years ending 2016 and 2017



Breakdown – fleet

Fleet travel emissions

Highlights

- **75%** of total emissions
- **12.8 tCO₂e**
- **27% decrease** from the previous year
- **Diesel** accounts for **100%** of the fleet emissions
- YE2017 fleet comprises of the following vehicles:
 - Large Diesel Car (WG14 GPO)
 - Large Diesel Car (WG64 AFN)

Note: Fleet travel refers to company owned vehicles

ACTION! Record other types of business travel and promote public transport options for business meetings. Refer to the travel toolkit for ways to manage fleet travel emissions.

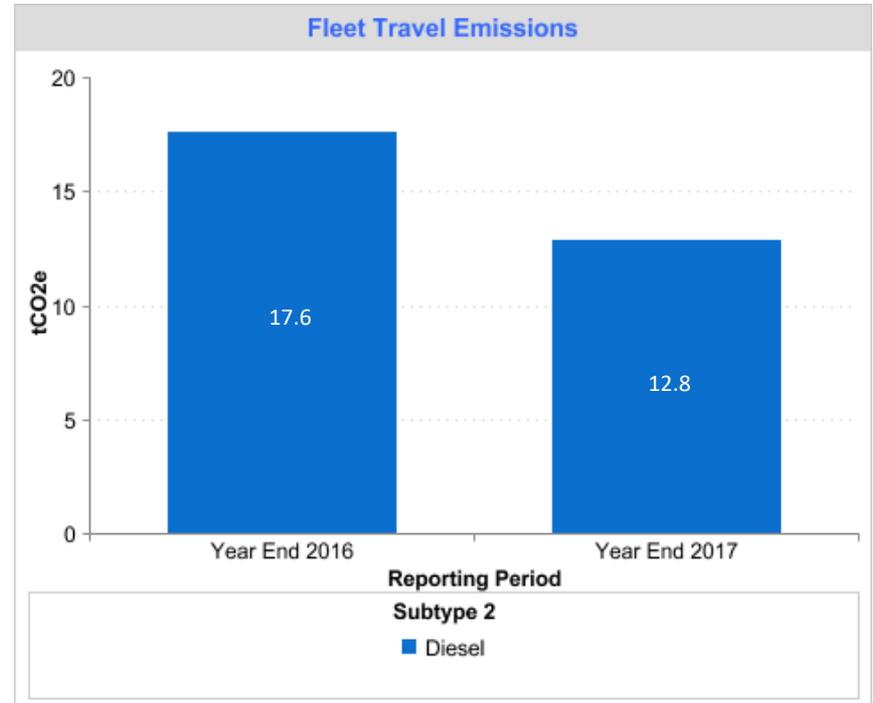
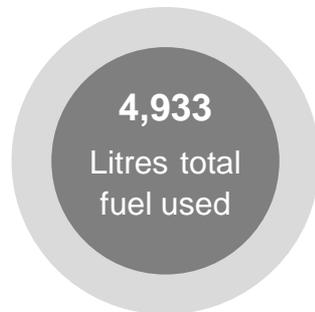


FIG 6- Breakdown of fleet emissions by fuel type for reporting years ending 2016 and 2017



Breakdown – waste

Waste emissions

Highlights

- **0.2%** of total emissions
- **0.04** tCO₂e
- **6% reduction** from the previous year
- **72%** of waste was recycled this year compared to **75%** the previous year.

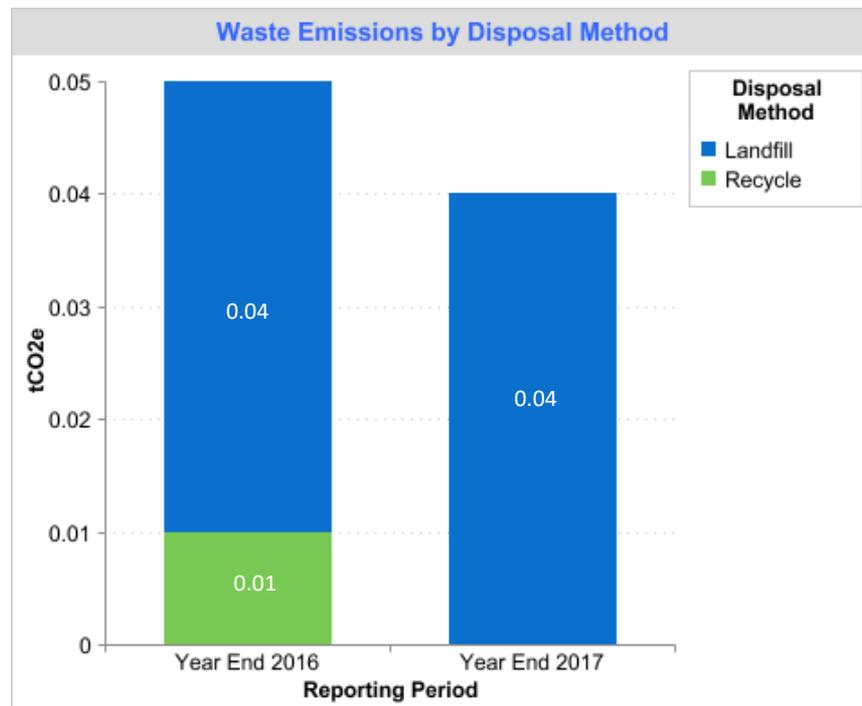


FIG 7- Breakdown of waste emissions category by disposal method, weight and emissions for reporting years ending 2016 and 2017



Breakdown – water

Water emissions

Highlights

- **0.1%** of total emissions
- **0.03** tCO₂e from water supply and treatment
- **51% decrease** from the previous year
- **70.08** m³ of water was used
- Water supply emissions are **0.01** tCO₂e
- Water treatment emissions are **0.02** tCO₂e.

ACTION! Introduce a water use awareness campaign in communal kitchen areas

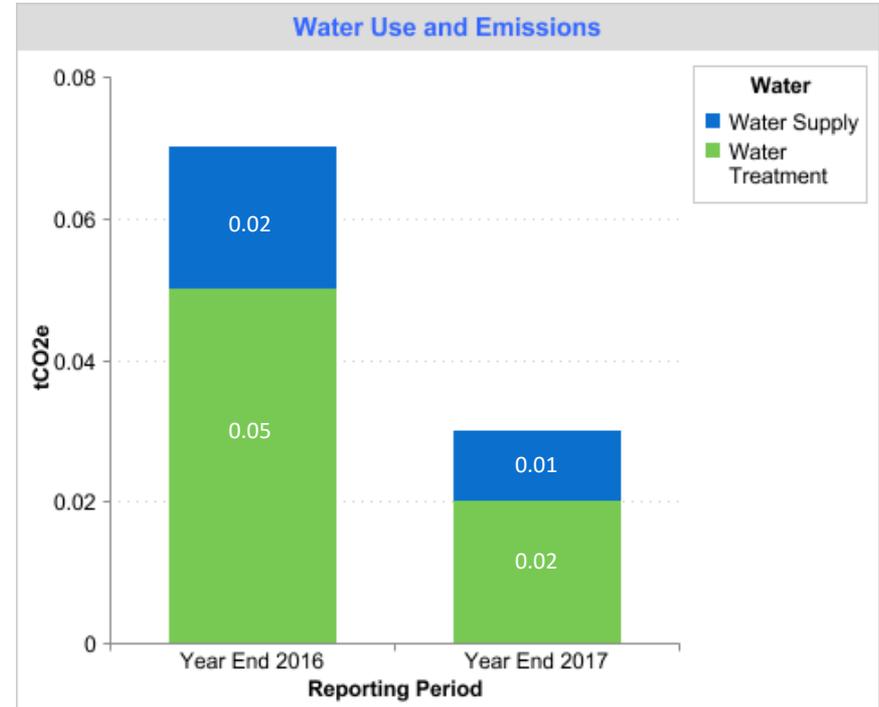


FIG 8- Breakdown of water emissions category by type for reporting years ending 2016 and 2017



Breakdown – paper procurement

Paper use emissions

Highlights

- **1%** of total emissions
- **0.16** tCO₂e
- **11% increase** from the previous year
- The majority of procured paper was from primary sources

ACTION! Paper use can be reduced by encouraging staff to work and meet in a paperless way. Opt for digital subscriptions to magazines and newsletters, encourage staff to read on screen rather than print documents and reuse printed material wherever possible. Increase paper recycling in the office by communicating what is recyclable and how waste should be correctly disposed.

Did you know? By using recycled content paper, carbon emissions from paper use are reduced by 30%

8,125
Sheets of paper used per employee

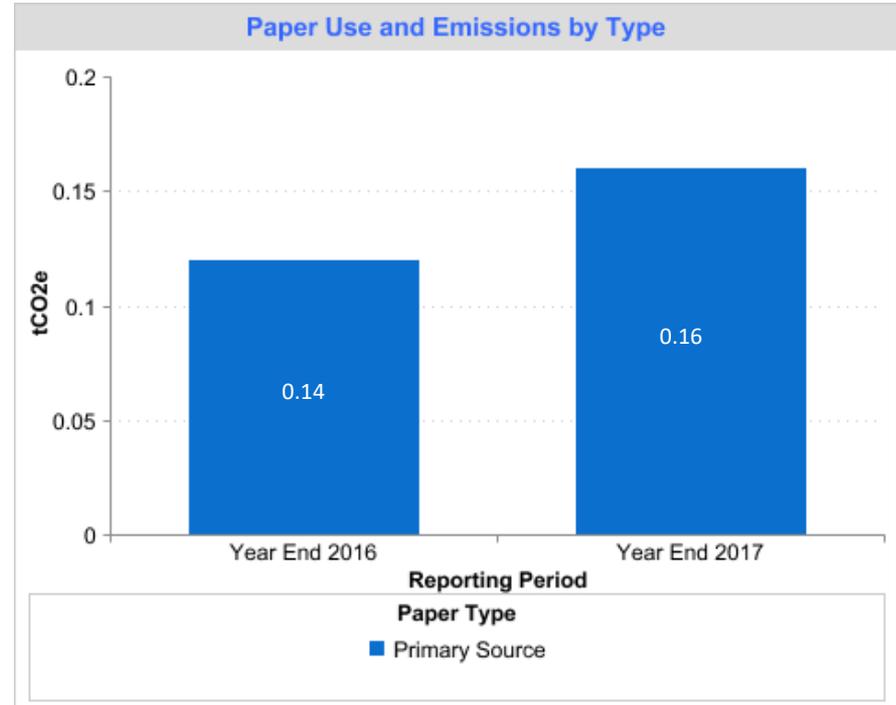


FIG 9- Breakdown of paper procurement emissions by weight and emissions for reporting years ending 2016 and 2017



Cost analysis

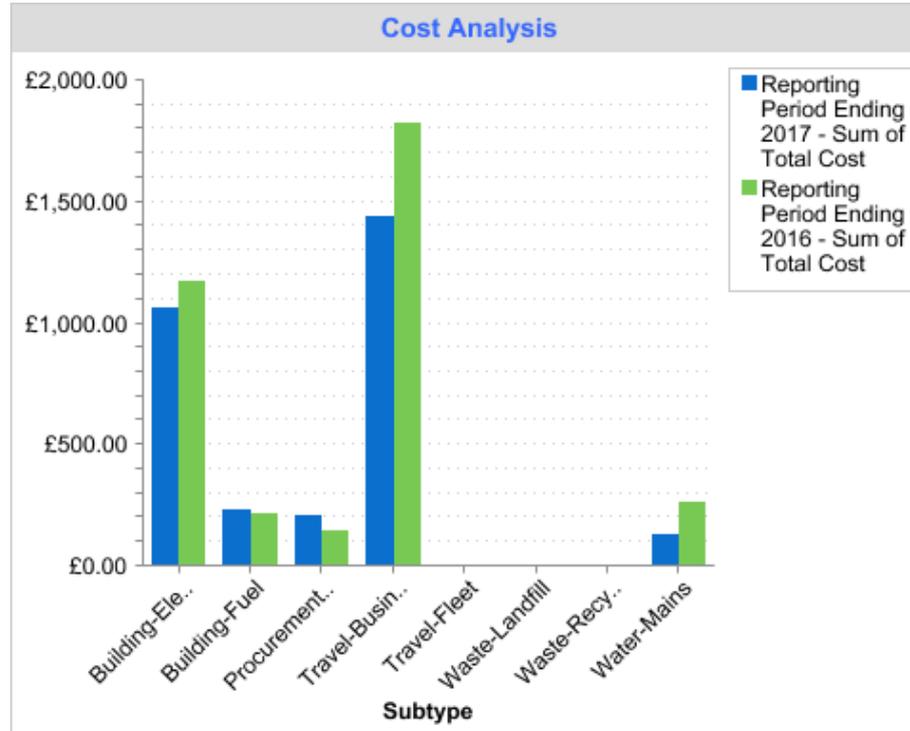


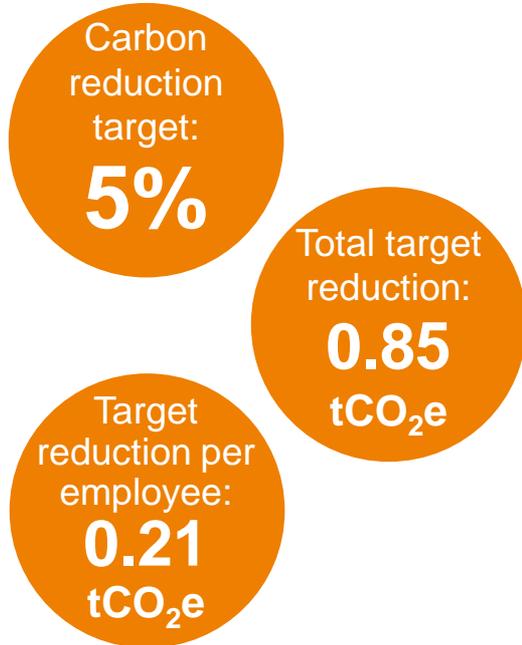
FIG 10- Cost analysis for reporting years ending 2016 and 2017



Carbon reduction target

The Planet Mark™ toolkits provide advice and resources to support you towards achieving your carbon reduction target. You can access all our resources through The Planet Mark™ website using your unique login. Please contact your Planet Mark Account Manager if you require a login account.

Follow link to access toolkits: <http://www.theplanetmark.com/members/login/>



Topic	Toolkits
Sustainability Strategy	Sustainability policy template Carbon savings calculator Carbon reduction strategy template Carbon reduction plan template Data collection
Energy	Energy toolkit
Waste	Waste toolkit
Water	Water toolkit
Travel	Travel toolkit
Engagement	Setting up a sustainability champions programme Sustainability engagement toolkit The Planet Mark™ case study template
Communication	The Planet Mark™ first digital stickers The Planet Mark™ logo Certification press release



About this report – data quality

The data quality score is based on the 'Data Quality Matrix' in The Planet Mark™ Code of Practice and provides an indication of data assurance when using information in this report in your business.

	1st January 2016 - 31st December 2016	1st January 2017 - 31st December 2017	Definition
Relevance of boundary	3	3	Boundary accurately reflects the majority of the business carbon footprint for studied period.
Data completeness	3	3	12 months of data provided and all GHG emission sources within the boundary accounted for, no disclosure of exclusions.
Transparency	3	3	Data collection procedure clearly disclosed and full disclosure of assumptions. Some evidence provided.
Data accuracy	3	3	Efforts made to reduce uncertainties. No estimated meter readings, actual data provided where possible. Some estimations/sampling.
Consistency	3	4	Consistent or consistently improved methods, boundary and data completeness to allow for meaningful comparisons between years.
TOTAL SCORE (out of 20)	15 out of 20	16 out of 20	

Target data quality improvement
1 points

Priorities

Natural Gas data needs to be accurately recorded on a regular basis. Monthly invoices from the supplier should be collated each reporting year alongside monthly meter reads.



About this report – general info

Company Name	Ecoprod
Sector	Environmental Product Applications
Reporting Period	1st January 2017 - 31st December 2017
Year Of Certification	4th
Reporting Boundary	Main Office, Woking (Surrey)
Emission sources included	Electricity, Natural Gas, Fleet, Business Travel, Waste, Recycling, Water, Waste Water, Paper
Total FTE Employees	4
Total Internal Floorspace (m ²)	40
Data Collection Lead	Kneefa Miah, Operations and Compliance Manager
Significant Reporting Changes	Part of office storage area converted to showroom
Baseline Conversion Factor	Defra 2016
Current Conversion Factor	Defra 2017
Methodology	We follow the GHG Protocol for Corporate Emission Reporting. Refer to The Planet Mark™ Code of Practice for detailed information on the methodology and standards used in the preparation of this report
Community Project	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of The Planet Mark™ Certification
Prepared by:	David Carlyon, Associate Consultant, The Planet Mark™
Checked by:	Nadia Karagianni, Sustainability Consultant, The Planet Mark™
Date:	Tuesday 6th March 2017



About this report – caveats

Operational Boundary	Scope	Unit	Data Collection	Data Accuracy	Evidence Submitted	Omissions, estimates or extrapolations
Electricity	2	kWh	Primary source - invoices	Actual	Invoices	Elec Consumption for the 7 day period 1/1/2017 to 8/1/2017 is interpolated from an invoice covering the 33 day period 06/12/2016 - 08/01/2017. Elec Consumption for the 23 day period 8/12/2017 to 31/12/2017 is extrapolated from an invoice covering the 30 day period 8/11/2016 - 08/12/2017.
Natural Gas	1	kWh	Primary source - invoices	Estimated	Sample Invoice	Monthly consumption invoices not provided. Consumption (kWh) for January 2017 - May 2017 based on annual summary figure provided by British Gas for the period May 2016 - June 2017: 4,395.09 kWh/14 months = 313.93kWh per month for the given period. June 2017 - December 2017 based on annual summary figure provided by British Gas for June 2017 - May 2018: 4,055.42 kWh/12 months = 337.95 kWh per month for given period. Cost estimated using British Gas Annual Summary figure: May 2016 - June 2017 = £248.97/14 = £17.70 per month and July to December based on British Gas Annual Summary for June 2017 - July 2018 = £20.73 per month.
Landfill	3	tonnes	Primary source - supplier report	Actual	Internal Records	Based on the internal company procedures for weighing and recording waste/recycling.
Recycled	3	tonnes	Primary source - supplier report	Actual	Internal Records	Based on the internal company procedures for weighing and recording waste/recycling.
Water Supply	3	m ³	Primary source - invoices	Estimated	Sample Invoice	Estimated using the half-yearly water consumption provided by Affinity Water.
Water Treatment	3	m ³	Primary source - invoices	Estimated	Sample Invoice	Assumed amount of ater outflow is equivalent to water inflow.
Vehicle - Fleet - Diesel	1	litres	Primary source - expense claims	Actual	Expense claim report	None
Air	3	km	Primary source - expense claims	Actual	e-ticket receipt	None
Rail	3	km	Primary source - expense claims	Actual	Expense claim report	None
Underground	3	km	Primary source - expense claims	Actual	Expense claim report	None
Paper	3	tonnes	Primary source - invoices	Actual	Invoices	None



The Global Goals

The Global Goals or the United Nation's Sustainable Development Goals (UN SDGs) are a collection of 17 interrelated global goals set by the United Nations. The Global Goals cover a broad range of social and economic development issues. These include poverty, hunger, health, education, climate change, gender, equality, water, sanitation, energy.

With 193 governments agreeing to deliver 17 goals tackling major world issues by 2030, change lies ahead for businesses, not only to ensure their strategies align with the goals, but also to assess and evidence their impact.

To help businesses assess their impact, The Planet Mark™ has developed a diagnostic table to gauge contributions to the Global Goals and to illustrate the international influence of your commitment to sustainability.



71%

of businesses say they are already planning how they will engage with the SDGs

41%

of businesses say they will embed SDGs into strategy and way they do business, within 5 years

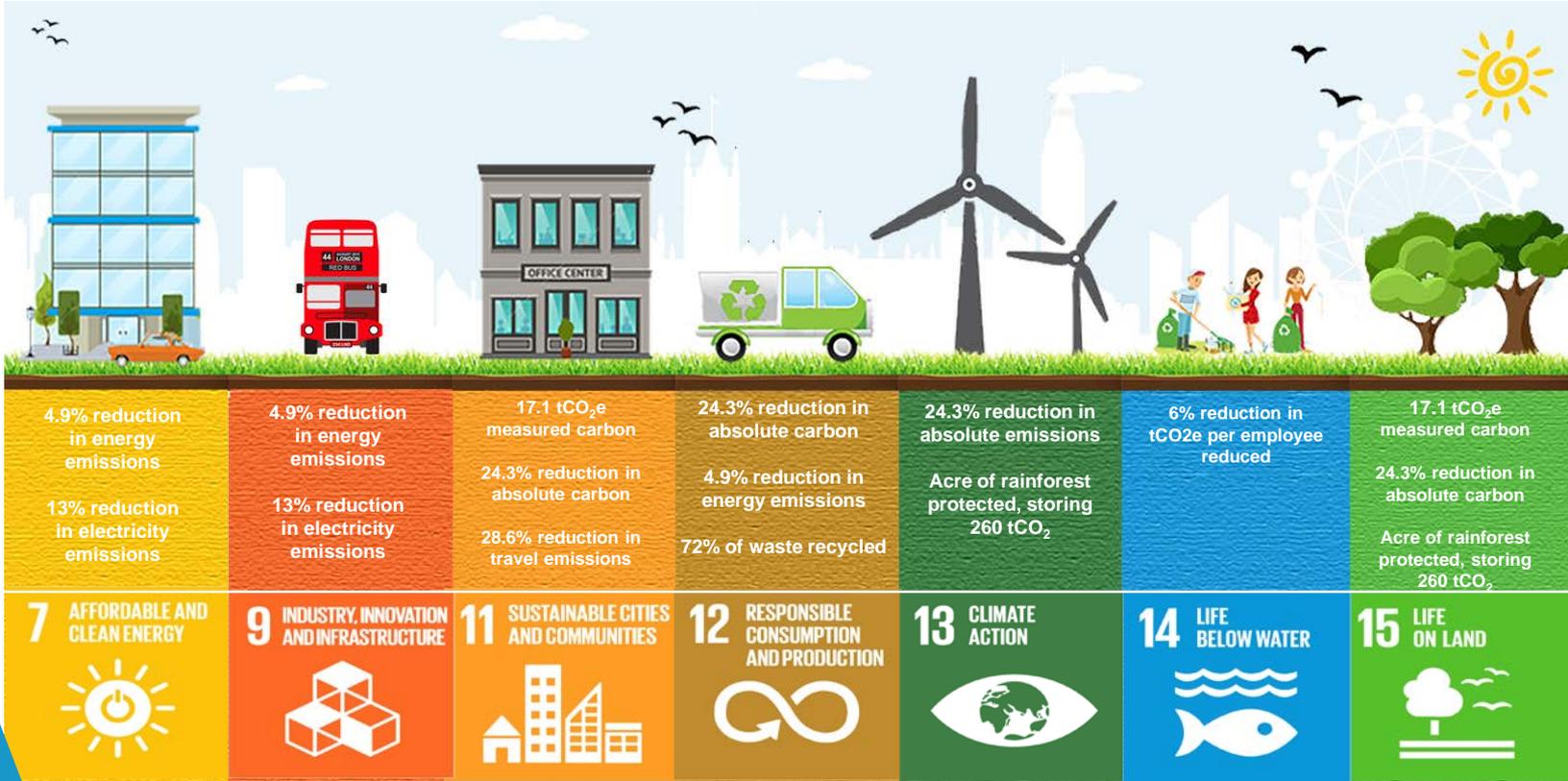
90%

of citizens say it's important for business to sign up to the SDGs



The Global Goals

Congratulations! By achieving The Planet Mark™ you are directly contributing to 7 Sustainable Development Goals. This is your contribution:



The Planet Mark™

in partnership with
The Eden Project

www.ThePlanetMark.com

Info@planetfirst.co.uk

[@ThePlanetMark](#)



Planet First.

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