



The Planet Mark

Ecoprod

Certification Report
1st January 2018 to 31st December 2018

YEAR 5

Contents



The Planet Mark



Data Report

Executive summary

Carbon footprint overview

Carbon breakdown

Carbon by scope

Carbon – About this report



Measure

Carbon Footprinting & Targets



Engage

Toolkits, Workshops, Climate Change Engagement, Rainforest Education



Communicate

Marketing Materials, Charities, International Influence (SDGs)



Get more out of your certification. In this report, this icon is next to actions you can take to enhance the benefits you are already receiving. Just get in touch!



Our Shared Vision:

We see a world where we all contribute to a thriving planet and are a collective force for good.

Our Mission:

The Planet Mark enables organisations and their people to positively transform society, the environment and the economy.

The Planet Mark is a sustainability certification which recognises outstanding achievements, encourages action, and builds an empowered community of like-minded individuals.

We aim to make The Planet Mark the most easily recognised sign of progress in sustainability..

The Planet Mark - How it works



1 MEASURE

Robust measurement means an understanding of truth



2 ENGAGE

Unlock your employee's talent, knowledge and passion



3 COMMUNICATE

Communicate your effort at a glance while having the confidence to tell your full story



+ SOCIAL VALUE



We apply the same 3-step process to put a financial value on your social impact

WHAT YOU GET:

- Your certified carbon footprint & environmental performance
- Your measurable contribution to the UN Sustainable Development Goals (SDGs)

- Kickstarter workshop
- A suite of toolkits to help you make progress
- 12 tickets to the Eden Project
- 1 protected acre of rainforest in your company name with opportunities to engage further

- A suite of marketing materials including social media assets, copy for bids, The Planet Mark certificate and logo, a press release, multi channelled support and more

- Robust calculation of your activities using social value measures

- Become able to manage your environmental performance effectively

- Get your employees, customers and suppliers excited about your commitment and progress

- Clearly tell the world about your sustainability achievements and progress

- Combine storytelling with a financial figure to tell your full social impact story



You've been certified

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.

Let's explore how you were certified...





Measure

Receive a true measure and record of your carbon footprint and environmental performance through The Planet Mark's rigorous methodology.

To understand the whole picture we will look at your organisation's

- Highlights of the year
- Total Carbon Footprint
- Year-on-year carbon footprint comparison
- Targets for next year
- *Further detail in Appendix*



Carbon emissions

Breakdown & comparison to previous year

TOTAL CARBON FOOTPRINT:

19 tCO₂e •  **11%**
2.7 tCO₂e per employee •  **36.6%**



Your carbon emissions
are equivalent to
16
return flights from
London to New York

BUILDING	TRAVEL	WASTE	WATER	PROCUREMENT
3.1 tCO ₂ e down 16 %	15.7 tCO ₂ e up 18.7%	0.05 tCO ₂ e up 20.9%	0.04 tCO ₂ e down 2%	0.1 tCO ₂ e down 25%



Used enough electricity
to power
2
UK homes for one year



Travelled
0.1
times around the
world



Produced waste that
weighs the same as
0.04
London buses



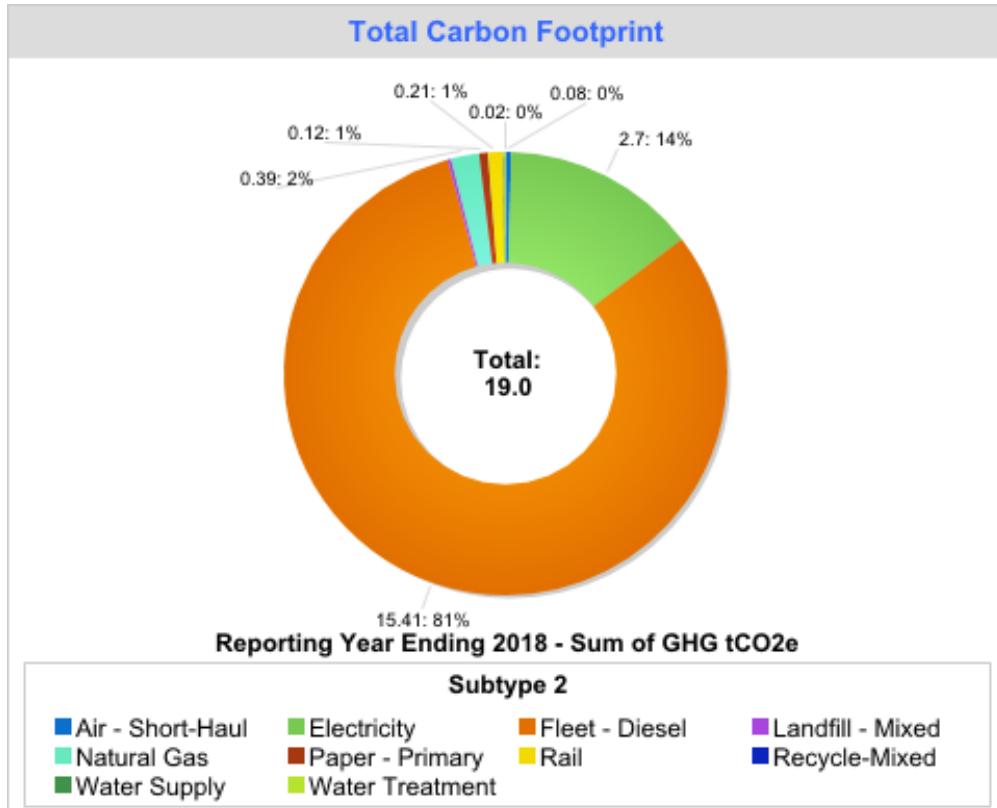
22
Litres per
employee per day



105
Sheets of paper used
per day

Total Carbon Emissions

Total carbon footprint by emission source for reporting year ending 2018



Reporting year:

1 January 2018 – 31 December 2018

Locations included:

Main Office, Woking (Surrey)

Emissions measured:

Electricity, natural gas, fleet, business travel, waste, water, paper

Highlights:

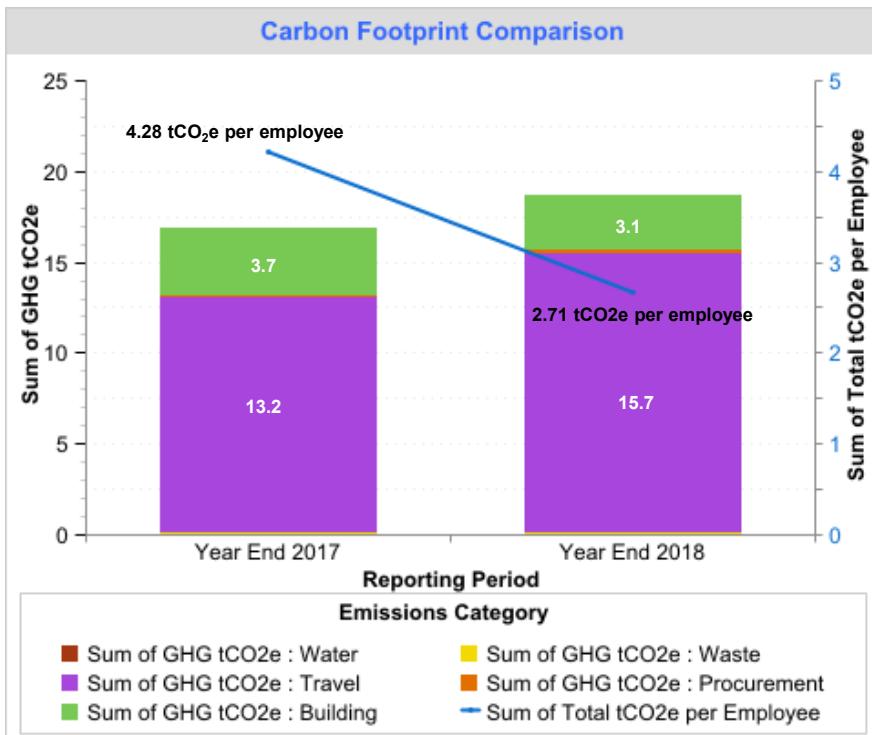
Carbon footprint (tCO ₂ e)	19.0
Carbon footprint comparison	11%
Comparison per employee	-36.6%



Year-on-year carbon comparison

You have certified with The Planet Mark based on
your relative carbon footprint reduction

Total carbon footprint by emission category for the two reporting years,
YE 2017, YE 2018



Total carbon footprint increased by 11%

Total carbon footprint per employee decreased by 36.6%

Total carbon footprint per £m turnover decreased by 21.6%

tCO ₂ e	YE 17	YE 18	% change*
Building	3.7	3.1	-15.5%
Travel	13.2	15.7	-18.7%
Water	0.04	0.04	-2%
Procurement	0.16	0.12	-25%
Waste	0.04	0.05	21%
Total	17	19	

Targets for next year

Carbon reduction target:

5%

Target reduction per employee:

0.14
tCO₂e

Total target reduction:

0.95
tCO₂e



Engage

The Planet Mark certification includes a commitment by your organisation to engage stakeholders on your progress and to empower your employees to improve by unlocking their talent, knowledge and passion.



Employee Engagement Toolkits

Empower your employees with knowledge to make year-on-year progress

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:

www.members.theplanetmark.com

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



Workshops

**Let our experts guide
your organisation to be
a force for good**

Our tailored workshops use the principles in our toolkits to educate, train and inspire your staff into action.



Workshop	Description
Certification Presentation	A senior member of The Planet Mark will present the certificate to your team and explain how you achieved it
Kickstarter Workshop	We will hold a workshop to create an action plan that will set you on the path to achieving certification the following year
Enhanced Sustainability Workshop	This is a 3 hour workshop to develop a 1-3 year sustainability plan to ensure you are strategically making consistent progress
Communication and Engagement Workshop	Get the most out of your sustainability programme by unlocking your employee's talent, knowledge and passion while building your brand and reputation with your wider stakeholders



Engage with The Eden Project



**Educate and excite
others about a
sustainable future**

The 35-acre Cornwall site is a shrine to ingenuity and the human imagination filled with sculptures, play areas, vegetable gardens, restaurants and even a zip wire, all with environmental conservation, education and sustainability as their core message. The result is the world's most exotic, scent-filled, fun, interactive, imaginative and sheer mind-blowing classroom on the planet!

www.edenproject.com



Engage with Cool Earth



Learn how Rainforests slow climate change

Cool Earth is a non-profit organisation that works alongside rainforest communities to halt deforestation. We put local people back in control of their forest. Also, carbon mitigation with Cool Earth is cheaper and more effective than carbon offsetting.

Do more with Cool Earth

- Donate further to cool earth via Amazon Smile
- Raise funds with employees and customers
- Make Cool Earth your corporate charity partner

“Helping Cool Earth to halt tropical deforestation makes a real difference. Perhaps the biggest difference we will make in our whole lives.”
– Sir David Attenborough





Communicate

To help you communicate your efforts at a glance while having the confidence to tell your full story to your stakeholders, we will use our channels to promote your certification. We will also provide you with marketing materials to tell the world about your achievements.



Communicate your progress at a glance



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. To promote your achievements display it publicly on your website and in your office.

The Plant Mark Stamp

With thousands of people engaged through The Planet Mark, it has become a recognisable symbol of a company's social and environmental progress. Use it in your marketing materials, website and bid documents.





Communicate your support of the Eden Project & Cool Earth

Let your stakeholders know your company...

...supports education on climate change...

The Eden Project has been a close partner of The Planet Mark since the very start. We donate 5% of every certification fee to the Eden Project. This supports new projects, education programmes and industry specific training run by the charity.

...and protects one acre of rainforest...

We are also protecting an acre of endangered rainforest with every certificate through the award winning charity Cool Earth, which is supported by Her Majesty The Queen and Sir David Attenborough.

eden project



cooearth

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 COO EARTH

	240 TREES PROTECTED		2,960 PEOPLE SUPPORTED
	245 TYPES OF ANIMAL SHELTERED		22 ENDANGERED SPECIES PROTECTED
	260 TONNES OF CO ₂ STORED		76,000 LITRES OF WATER PRODUCED ANNUALLY

PROJECT ASHANINKA
LOCATION NORTHERN PERU
[VIEW YOUR ACRE](#)

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

Your communication pack

Proudly show your achievement through marketing materials

What you get:

- The Planet Mark holder logo
- A suite of social media assets good for Twitter, Facebook and LinkedIn
- An email signature banner
- An infographic with the details of the acre of rainforest you have preserved
- Set text you can use in bids and tenders
- Staff event materials with bespoke photos
- A press release on our website
- Materials showing how The Planet Mark certification allows your business to contribute to the United Nation's Sustainable Development Goals (SDGs)



Bespoke marketing materials



To discuss the creation of bespoke marketing materials in line with your brand guidelines contact:
George.Catchpole@PlanetFirst.co.uk



Communicate your international Influence

Show your stakeholders your place in a global community

The Sustainable Development Goals (SDGs), also known as the Global Goals, are a collection of 17 interrelated goals set by the United Nations. They 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 SDGs and to illustrate the international influence of your commitment to sustainability.

SUSTAINABLE DEVELOPMENT GOALS



71%
of businesses say
they are already
planning how to
engage with the
SDGs

41%
of businesses say
they will embed
SDGs into their
strategy within five
years

90%
of citizens say it's
important for
business to sign up
to the SDGs





Communicate your international Influence

SUSTAINABLE
DEVELOPMENT
GOALS



Congratulations
you are
contributing to
7 SDGs

By achieving The Planet Mark, you can directly and measurably contribute to up to 7 SDGs



15.5% reduction in energy emissions 5.3% reduction in electricity emissions	15.5% reduction in energy emissions 5.3% reduction in electricity emissions	19 tCO ₂ e measured carbon	71% of waste recycled	Acre of rainforest protected, storing 260 tCO ₂	36.6% reduction in tCO ₂ e per employee	19 tCO ₂ e measured carbon Acre of rainforest protected, storing 260 tCO ₂
7 AFFORDABLE AND CLEAN ENERGY 	9 INDUSTRY, INNOVATION AND INFRASTRUCTURE 	11 SUSTAINABLE CITIES AND COMMUNITIES 	12 RESPONSIBLE CONSUMPTION AND PRODUCTION 	13 CLIMATE ACTION 	14 LIFE BELOW WATER 	15 LIFE ON LAND



Recommendations



eden project

Recommendations

DATA COLLECTION & QUALITY

- Utilities:** Take readings of all meters on the last day of the month. Investigate the installation of smart meters.
- Fuel:** Incentivise low carbon vehicle purchases and travel options.

BUILDING

- Energy efficiency:** Regular 'energy audits' will help identify where most energy is being used and potential wastage from equipment, lights and heat loss. Investigate the installation of LED, T5 and sensor lighting and the upgrade of heating controls.

WASTE

- Carry out a waste management audit to understand what waste you are producing, where it is coming from and what the best route for it would be. Provide plenty of bins for segregating waste correctly and encouraging recycling. Engage your waste management supplier to help you reduce landfill waste and instead increase the proportion that goes to energy from waste and to recycling.

WATER

- Check your meters at night, or when water is not in use, to monitor leakage
- Introduce a water use awareness campaign in communal kitchen areas

TRAVEL

- Record all business travel and promote public transport options for business meetings.
- Arrange safe and fuel efficient driving training for all drivers. Plan driver routes to finish at their homes.
- When replacing fleet, choose fuel efficient vehicles. Electric or hybrid cars are exempt from various taxes, and subsidies are available for purchase costs and electric charge points. Choosing the smallest vehicles for their purpose will reduce fuel consumption, save money on road tax and reduce more localised particulate pollution. Provide incentives for employees to opt for low carbon cars, and limit choices to those which meet sustainability criteria.
- Choose travel management companies, airlines, taxi companies, couriers and other providers with active sustainability programmes and look for clear progress on improving fuel efficiency and pursuing credible, sustainable solutions for travel.

PAPER PROCUREMENT

- Buy paper from sustainable forests or recycled content. Ask for FSC or PEFC branded paper as a minimum - ideally with the EU Eco label . Choosing recycled content paper, your carbon emissions from paper use are reduced by 30% but choosing sustainably sourced paper the benefits are more holistic as you support the demand for sustainably managed forests which may otherwise be cut down for a different land use such as agriculture.

STAFF ENGAGEMENT

- Organise annual sustainability workshops. Carry out a energy awareness and 'switch off' campaign.



eden project



Cause a positive chain reaction

Imagine telling your customers that you influenced your whole supply chain to measure and reduce their carbon footprint.

All businesses have the responsibility and opportunity to combat climate change by reducing their carbon emissions. Will you refer The Planet Mark to other organisations?

For every certified company you refer, we will protect another acre of Peruvian rainforest in your name. Contact us for referral letters.

"Right now, we are facing a man-made disaster of global scale. Our greatest threat in thousands of years. Climate change."

- Sir David Attenborough



eden project



The Planet Mark

Thank you



Data Report Appendix



Executive Summary



Ecoprod is a family-owned and run company with many years' experience in the mechanical and building industries.

This is Ecoprod's 5th year of business carbon footprint reporting. It first calculated the carbon footprint of its main office in Surrey for the year ending December 2014 and set a target to reduce emissions by 5% annually. This year's footprint includes emissions from natural gas, purchased electricity, fuel used by the fleet, water, waste, business travel and printing paper.

Ecoprod's total carbon footprint was 19 tCO₂e. The carbon footprint increased by 11%, however the relative carbon footprint in year ending 31 December 2018 was 2.71 tCO₂e per employee, a decrease of 36.6% compared to year ending 31 December 2017.

Electricity emissions decreased by 5% (a reduction attributed to updated 2018 Defra emission conversion factors that reflect the greening of the UK National grid. Actual electricity consumption increased by 18% and the reason for this increase should be investigated) and business travel emissions increased by 18.7%. Fleet travel emissions decreased by 27% and account for 81.1% of the total carbon footprint.



Total carbon footprint

Reporting year:

1st January 2018 – 31st December 2018

Locations included:

Main Office, Woking (Surrey)

Emissions measured:

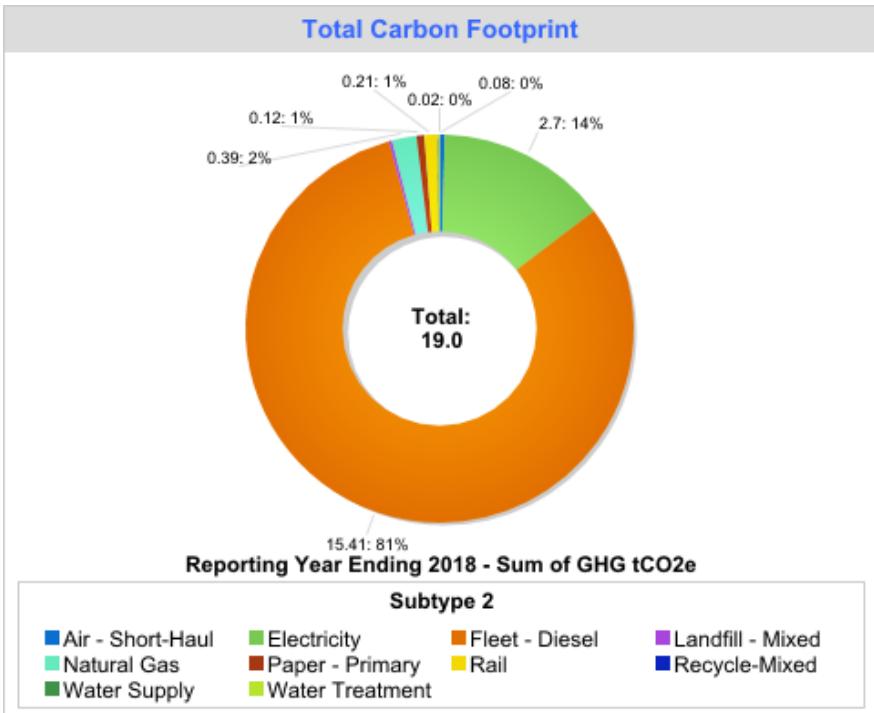
Electricity, natural gas, fleet, business travel, waste, water and paper

Highlights:

Carbon footprint (tCO2e)	19
Per employee (tCO2e)	2.7
Carbon footprint comparison	11%
Comparison per employee	-36.6%
Next reduction target	5%
Data quality score	13 out of 20

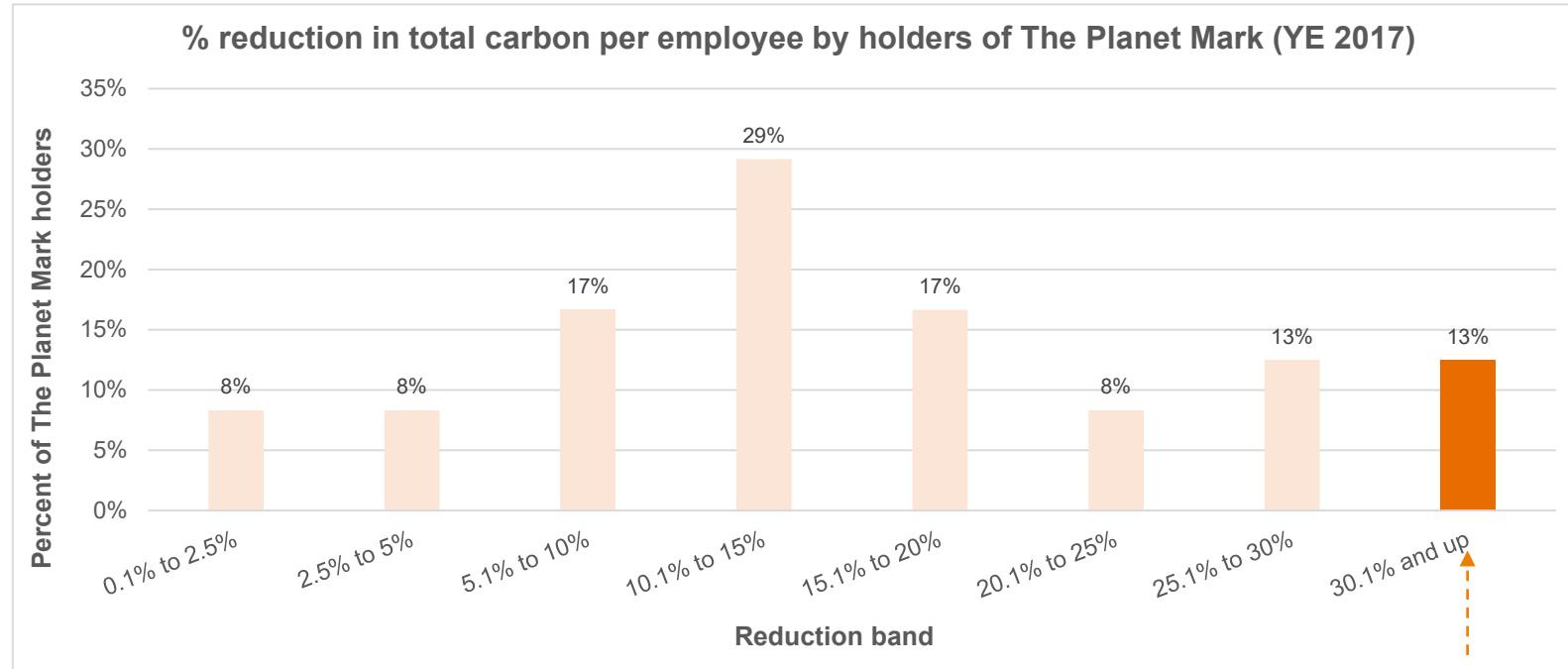
Used	9,523	kWh of electricity
Used	2118	kWh of natural gas
Produced	0.3	tonnes of waste
Procured	0.12	tonnes of paper
Used	34.3	m ³ of water
Travelled	5886	litres of fleet fuel
Travelled	4781	km for business

FIG 1- Total carbon footprint by emission source for reporting year ending 2018





Benchmarking - % reduction



THIS IS YOUR REDUCTION BAND

Ecoprod reduced its relative carbon per employee by 36.6% from the previous year.

13%* of The Planet Mark holders also achieved a 30.1% or more reduction in their carbon per employee.

*Latest The Planet Mark benchmark data is from reporting period YE2017

**Graph does not show companies that certified using a different qualifier



Total carbon footprint

Source	Scope	Unit	1st January 2017 - 31st December 2017		current		% Change tCO ₂ e from previous year	% total carbon footprint	% Change in Amounts from previous year
			Amount	tCO ₂ e	Amount	tCO ₂ e			
Building									
Electricity	2	kWh	8,099.8	2.8	9,595.8	2.7	-5%	14%	18%
Natural Gas	1	kWh	3,935.3	0.8	2,117.6	0.4	-52%	2%	-46%
Waste									
Landfill	3	tonnes	0.1	0.0	0.08	0.048	22%	0%	22%
Recycled	3	tonnes	0.2	0.0	0.20	0.004	12%	0%	14%
Water									
Water Supply	3	m ³	35.0	0.0	34.3	0.0	-2%	0%	-2%
Water Treatment	3	m ³	35.0	0.0	34.3	0.0	-2%	0%	-2%
Travel									
Vehicle - Fleet - Diesel	1	litres	4,933.4	12.8	5,866.1	15.41	20%	81%	19%
Air	3	km	2,620.0	0.2	982.0	0.1	-62%	0%	-63%
Rail	3	km	1,020.0	0.0	4,640.0	0.2	341%	1%	355%
Underground	3	km	2,875.6	0.1	141.4	0.01	-96%	0%	-95%
Procurement									
Paper - Primary Content	3	tonnes	0.2	0.2	0.1	0.1	-25%	1%	
Total		tCO₂e		17.1		19.0	11.0%		
No. employees		Number		4		7			
Total per employee		tCO ₂ e		4.28		2.71		-36.6%	
Turnover £m		£m		0.7		1.0511			
Total per £m		tCO ₂ e		23.06		18.08		-21.6%	
Total floor space		m ²		40		40			
Building emissions per m ²		tCO ₂ e		0.09		0.08		-15.5%	

Highlights

Most notable contributor: Diesel fleet emissions at 15.4tCO₂ up 20% from previous year and accounts for 81.1% of total carbon footprint.

Most notable increase: rail usage emissions up 341% from previous year.

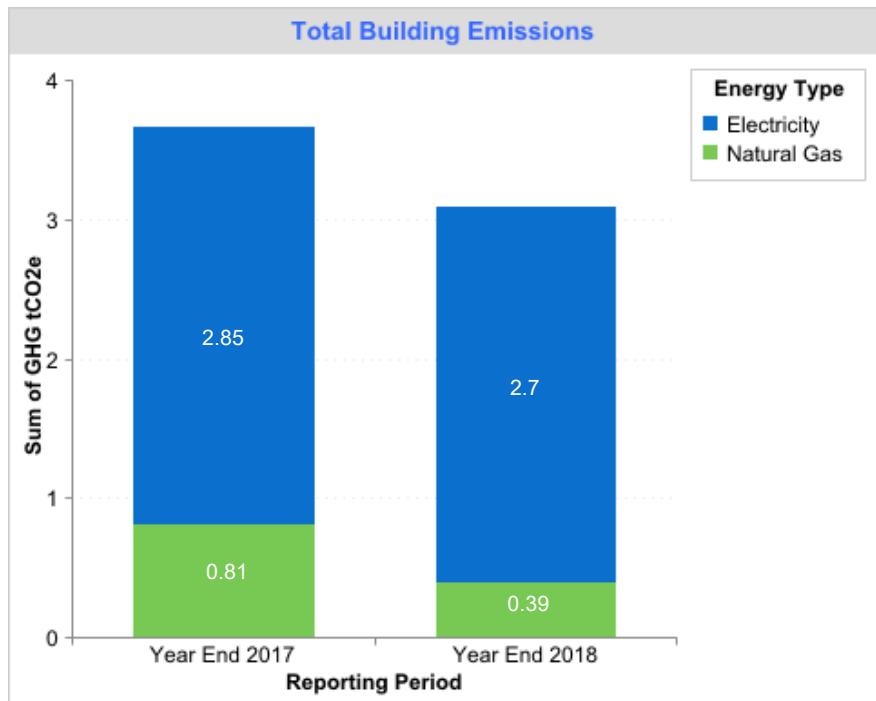
Most notable reduction: air emissions down 62% from previous year.



Carbon Footprint Breakdown

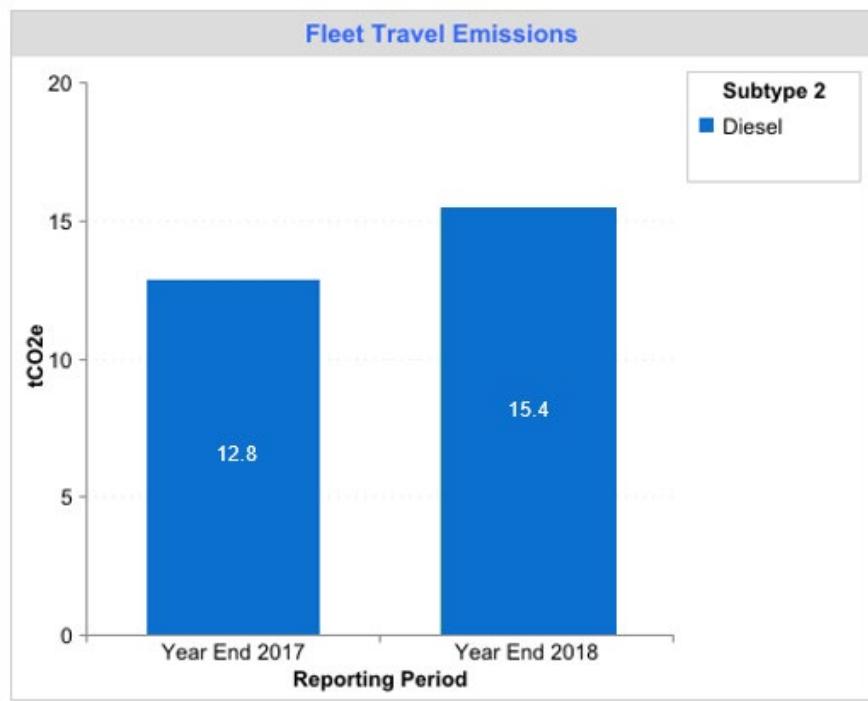
BUILDING

Breakdown of building emissions by energy type for reporting years ending 2017 and 2018



TRAVEL – Fleet

Breakdown of fleet emissions by fuel type for reporting years ending 2017 and 2018

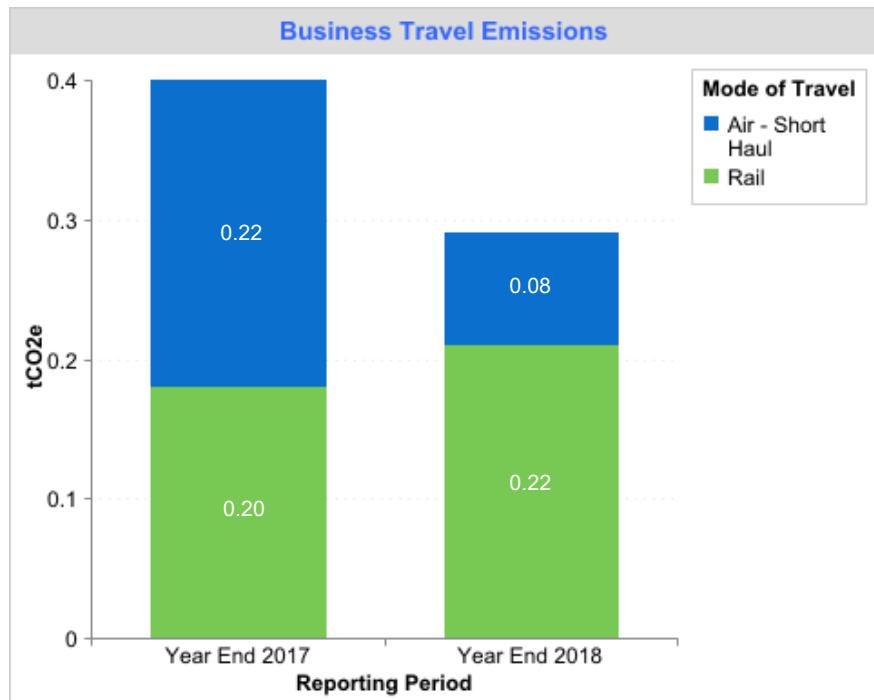




Carbon Footprint Breakdown

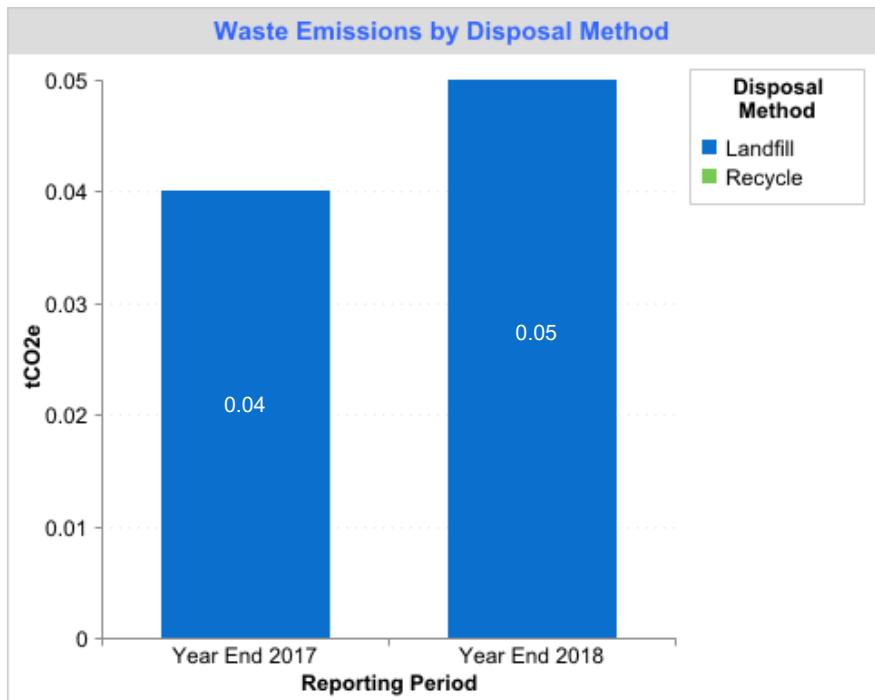
TRAVEL – Business Travel

Breakdown of business travel emissions by type for reporting years ending 2017 and 2018



WASTE

Breakdown of waste emissions for reporting years ending 2017 and 2018

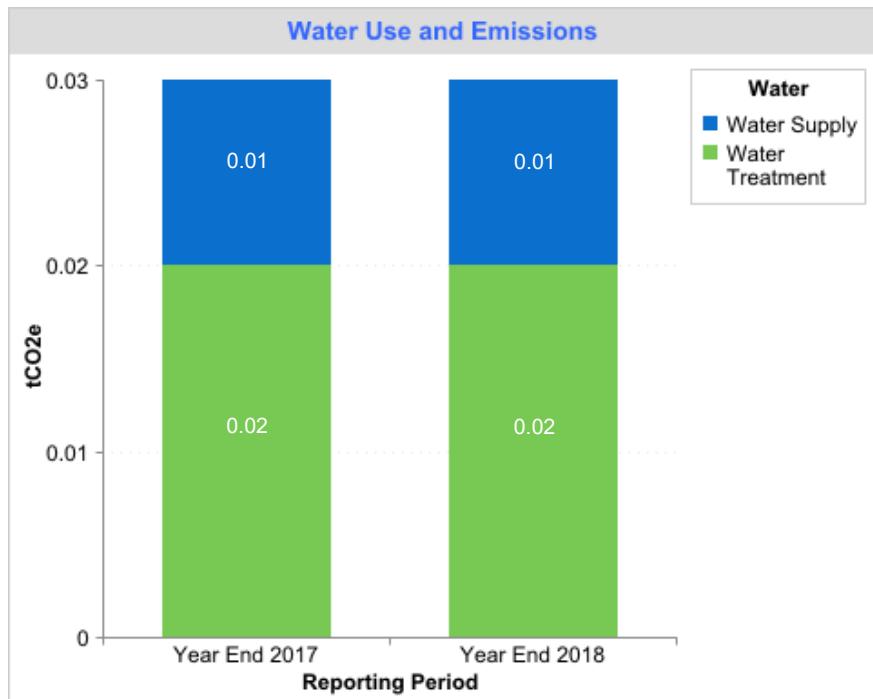




Carbon Footprint Breakdown

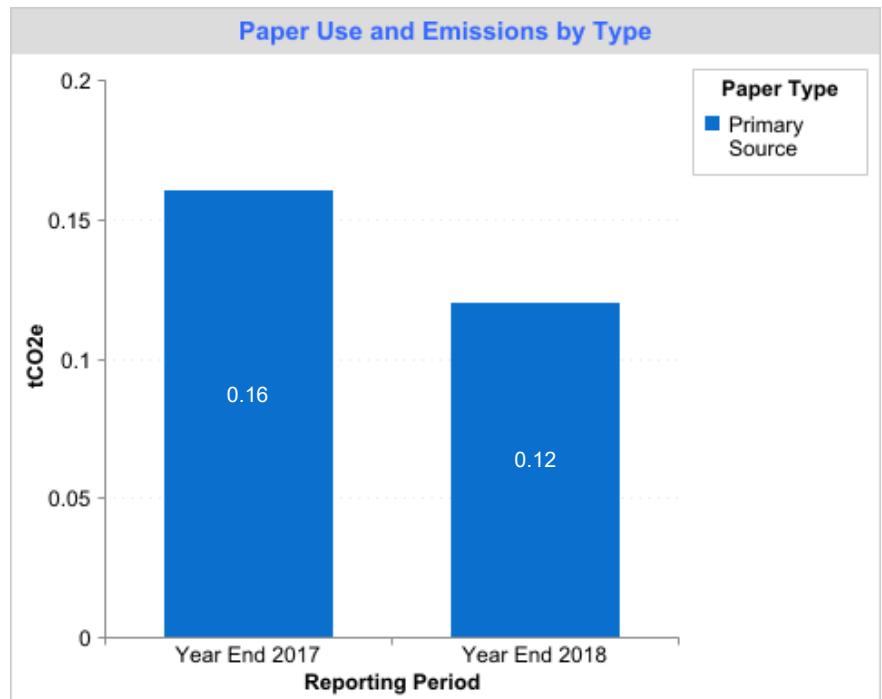
WATER

Breakdown of water emissions category by type for reporting years ending 2017 and 2018



PROCUREMENT

Breakdown of paper procurement emissions by type for reporting years ending 2017 and 2018





Total carbon footprint by scope

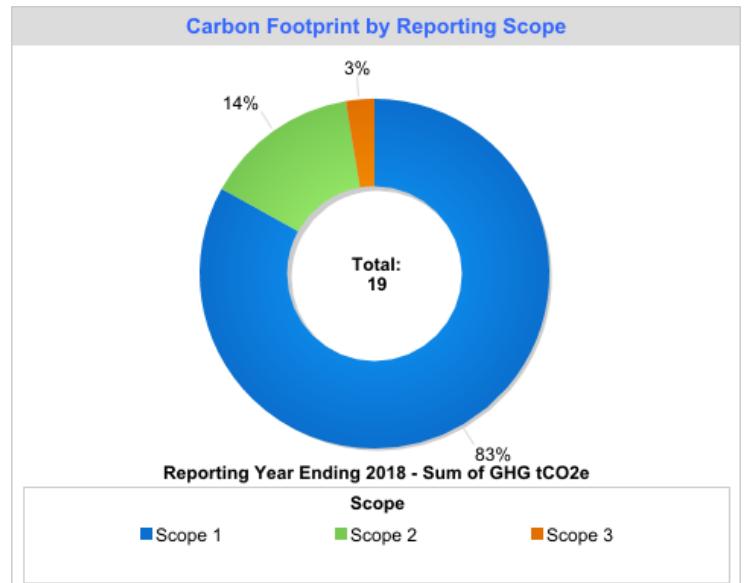
What are the GHG Scopes?

Greenhouse gas emissions are categorised into three groups or 'scopes' by the most widely-used international accounting tool, the Greenhouse Gas (GHG) Protocol.

- **Scope 1** covers direct emissions from owned or controlled sources
- **Scope 2** covers indirect emissions from the generation of purchased energy
- **Scope 3** covers other indirect emissions related to the value chain of an organisation.

tCO ₂ e*	YE 2017	YE 2018	% change*	% of total emission
Scope 1: Natural gas, fleet	13.6	15.8	15.9%	83.1%
Scope 2: Electricity	2.8	2.7	-5.3%	14.2%
Scope 3: Water, waste, travel, paper use	0.6	0.5	-21.2%	2.7%
Total	17.1	19	11%	100%

Total carbon footprint by scope for reporting year ending 18





About this report - Data Quality

Data quality score

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 2017 31st December 2017	1st January 2018 - 31st December 2018	Definition
Relevance of boundary	3	3	Boundary accurately reflects the majority of the business carbon footprint for studied period.
Data completeness	3	2	Less than 12 months of data provided but all GHG emission sources within the boundary accounted for.
Transparency	3	3	Data collection procedure 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	4	2	Largely consistent or improved boundary and data completeness with no documentation of changes made.
TOTAL SCORE (out of 20)	16 out of 20	13 out of 20	





About this report - General

Company Name	Ecoprod
Sector	Environmental Product Applications
Reporting Period	1st January 2018 - 31st December 2018
Year Of Certification	5th
Reporting Boundary	Main Office, Woking (Surrey)
Emission sources included	Electricity, natural gas, fleet, business travel, waste, water, paper
Total FTE Employees	7
Total Internal Floorspace (m ²)	40
Data Collection Lead	Kneefa Miah, Operations and Compliance Manager, kneefa.miah@ecoprod.co.uk
Significant Reporting Changes	Part of office storage area converted to showroom. 75% increase of staff compared to YE2017
Baseline Conversion Factor	Defra 2017
Current Conversion Factor	Defra 2018
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:	Treve Nicol, Data Analyst, The Planet Mark
Checked by:	Flavia Tavares, Sustainability Consultant, The Planet Mark
Date:	01 April 2019



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 and estimated meter reads and some extrapolation to match reporting period	All invoices	<p>Elec Consumption for the 7 day period 1/1/2018 to 8/1/2018 is interpolated from an invoice covering the 33 day period 06/12/2017 - 08/01/2018.</p> <p>Elec Consumption for the 23 day period 08/12/2018 to 31/12/2018 is extrapolated from an invoice covering the 30 day period 09/11/2018 - 08/12/2018. Associated costs provided via data submission are inclusive of VAT and therefore should not be used to calculate unit rates.</p>
Natural Gas	1	kWh	Primary source - invoices Secondary source - Landlord report	Estimated	Sample Invoice	<p>Monthly consumption invoices not provided for entire period.</p> <p>Consumption (kWh) for the period 01/01/2018 to 31/05/2018 based on annual summary figure provided by British Gas for the period June 2017 - May 2018: $4,055.42 \text{ kWh}/12 \text{ months} = 337.952 \text{ kWh per month}$.</p> <p>Cost for months January to May were estimated using the British Gas Annual Summary figure used in 2017 analysis: "British Gas Annual Summary for June 2017 - July 2018" = £20.73 per month.</p> <p>Consumption and cost (excl. VAT) for both the 12 day period 01/06/2017 to 12/06/2017 and 52 day period 10/11/2018 to 31/12/2018 were extrapolated from an invoice covering the 150 day period 13/06/2018 - 09/11/2018.</p>
Landfill	3	tonnes	Secondary source - internal report	Unverified- no primary evidence provided	Internal Records	None
Recycled	3	tonnes	Secondary source - internal report	Unverified- no primary evidence provided	Internal Records	None



About this report - Caveats

Operational Boundary	Scope	Unit	Data Collection	Data Accuracy	Evidence Submitted	Omissions, estimates or extrapolations
Water Supply & Treatment	3	m³	Primary source - invoices	Actual	Sample Invoice	<p>The site underwent a change in supplier from 14/06/2018. Water treatment usage has been assumed as the same as the supply due to the same meter being used on both invoices (before and after 14/06/2018), despite a distinction of waste/supply between the two invoices.</p> <p>Water consumption, supply and treatment, for the period 01/01/2018 to 13/06/2018 was interpolated based on the invoice covering 08/12/2017 to 14/06/2018.</p> <p>Consumption for the period 06/12/2018 to 31/12/2018 was extrapolated based on the invoice covering 14/06/2018 to 05/12/2018.</p>
Vehicle - Fleet - Diesel	1	litres	Primary source - expense claims	Actual	Expense claim report	None
Air	3	km	Primary source - expense claims	Actual	Expense claim report	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
Employees		no.	Primary source- payroll	Actual	E-mail from Operations Manager	We have used annual average full time equivalent employees. Part time employees are assumed to work 20 hours a week.



eden project



The Planet Mark

- End -