

# Business Certification

**SEE Services**

*YEAR 3*

01 April 2023 to 31 March 2024

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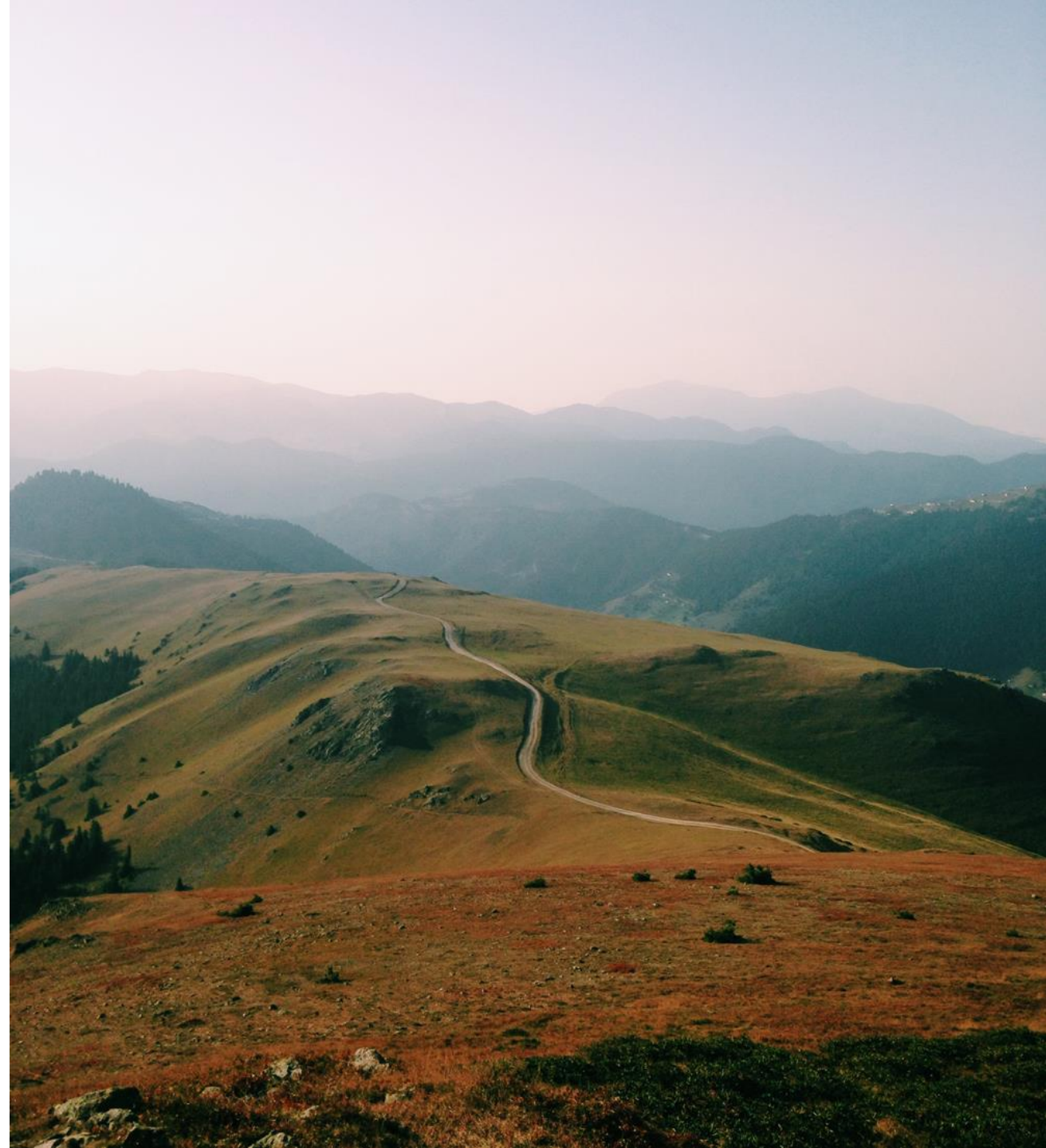
Measure



Engage



Communicate



# Executive Summary

## Carbon Footprint

SEE Services Group has measured all material Scope 1 & 2 emissions and some core scope 3 emissions that are within easy operational control (cat.3, 5, 6) through Planet Mark's annual Business Certification. The Planet Mark measurement methodology is fully aligned to Greenhouse Gas (GHG) Protocol and all data is verified with evidence provided by SEE Services.

Scope 1 Fleet Diesel Fuel emissions account for the largest proportion (87.3%) of the measured market-based carbon footprint, followed by Scope 3 Diesel Car (4.8%).

## Overview

### Reporting year:

01 April 2023 to 31 March 2024

### Reporting Boundary:

SEE Services Limited, Unit 1/B, IG6 3UT

### Key figures (market-based):

Measured Carbon footprint: tCO<sub>2</sub>e): 774.6

Per employee (tCO<sub>2</sub>e): 5.5

Data quality (Scope 1 & 2): 15 out of 20

Data quality (Scope 3): 15 out of 20

### Measured emissions:

% Scope 1: Fleet, natural gas

Scope 2: Electricity

Scope 3:

Cat. 3. Fuel & energy related activities

Cat. 5. Waste,

Cat. 6. Business travel

## Comparison to previous year

SEE Services Group's measured market-based footprint in the year ending March 2024 was 774.6 tCO<sub>2</sub>e, a increase of 24.6% from the year ending March 2023. SEE Services Group is not procuring renewable electricity, which results in higher market-based emissions.

Fleet travel accounts for 88.7% of SEE Services Group's market-based carbon footprint, while buildings account for 4.9%.

## Next Steps: More Scope 3 to uncover.

SEE Services Group has not yet measured a full Scope 3 emissions portfolio and are expecting that once measured, the current proportion (6.8%) is likely to increase. It has been shown that Scope 3 emissions can account for 60-70% of a company's total emissions portfolio but can, on occasions, make up to 99%.

With support from Planet Mark, business operations will be mapped against the 15 categories of Scope 3 to identify the relevant categories still to be included in the Scope 3 footprint. These are expected to be:

- Cat. 1: Purchased Goods & Services
- Cat. 2: Capital Goods
- Cat. 3: Energy related activities
- Cat. 4: Upstream transportation & distribution
- Cat. 7: Employee Commuting



# PlanetMark

## It's more than a mark



# Updates to Planet Mark Business Certification

**To ensure that Planet Mark Business Certification is the best first step towards the ultimate goal of reaching net zero, we have made the following improvements to our Certification:**

- Members are now required to make an annual 5% reduction in Scope 1 & 2 emissions to recertify (from year 3 onwards). As part of Business Certification, we will continue to measure 'core' Scope 3 emissions sources, but Members will not certify on reductions to core Scope 3 emissions.
- By 2030, Members must identify all material emission sources and measure a full inventory carbon footprint (Scope 1, 2 and extended Scope 3 emissions). Measuring a full organisational boundary is essential to progress on the journey to net zero.
- As per the GHG Protocol it is important to report carbon emissions using both a location-based and market-based methodology, and we will continue to summarise accordingly. We have previously adopted the location-based methodology as the principle display mechanism, however, moving forwards we will switch to showing the market-based methodology as our default. We have done this to ensure that as Members switch to renewable energy contracts, the associated reductions are clearly evidenced.
- Scope 3 data collection is typically found to be more challenging than Scope 1 and 2, therefore, to help understand and develop your measurement journey Members will now receive two separate data quality scores when they achieve Certification: one for Scope 1 & 2 emissions and one for Scope 3 emissions.



# Measured carbon *EMISSIONS* Market *BASED*

774.6  
tCO<sub>2</sub>e measured emissions

Measured emissions equivalent to  
685 flights from London to New York

5.5  
tCO<sub>2</sub>e per employee



Buildings

37.6 tCO<sub>2</sub>e

Used enough electricity to power 42 UK homes for one year



Travel

736.3 tCO<sub>2</sub>e

Travelled 111 times around the world



Waste

N/A



Water

0.5 tCO<sub>2</sub>e

44 litres per employee per day



Procurement

0.2 tCO<sub>2</sub>e

151 sheets of paper used per day

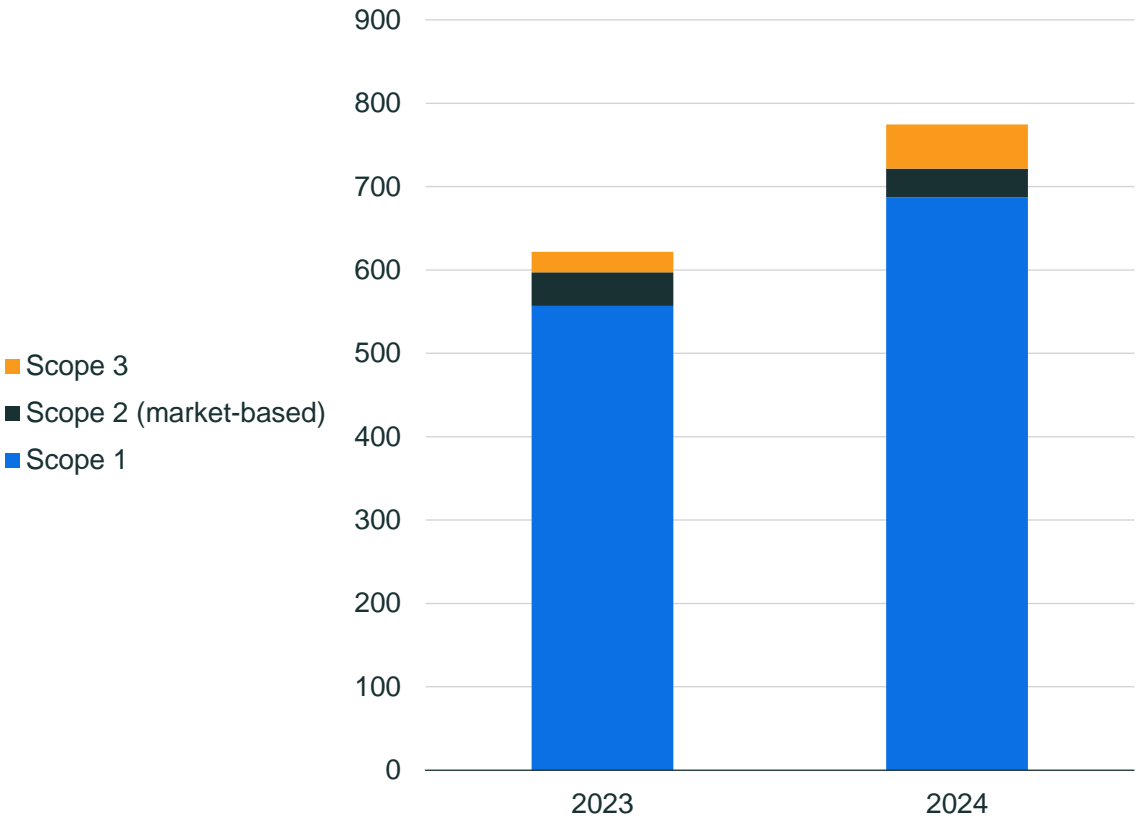


# Measured carbon footprint By Scope.

Market *BASED*

Scope	2023	2024
Scope 1	556.9	686.9
Scope 2 (market-based)	40.5	34.8
Scope 3	24.4	52.9
Total (market-based)	621.8	774.6

Measured carbon emissions by scope for year ending 2024, tCO<sub>2</sub>e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.





# Step one. MEASURE





# Measured carbon footprint.

## Market *BASED*

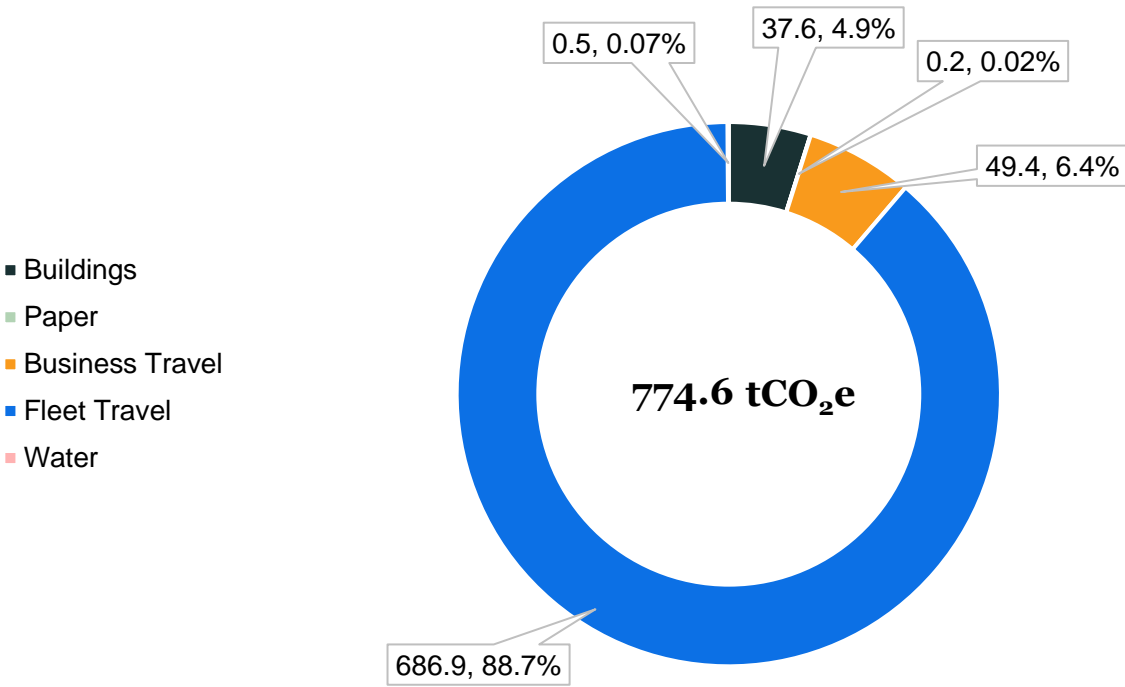
**Reporting year:**  
01 April 2023 to 31 March 2024

**Reporting Boundary:**  
SEE Services Limited, Unit 1/B, IG6 3UT

**Emissions measured:**  
Electricity, T&D Losses, Water, Fleet, Business Travel, Paper

**Highlights:**  
Carbon footprint (tCO<sub>2</sub>e): **774.6**  
Per employee (tCO<sub>2</sub>e): **5.5**  
Next reduction target: **5%**  
Data quality score Scope 1 & 2: **15 out of 20**  
Data quality score Scope 3: **15 out of 20**

Carbon footprint by emission source for year ending 2024, tCO<sub>2</sub>e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).



# Measured carbon footprint.

## Location *BASED*

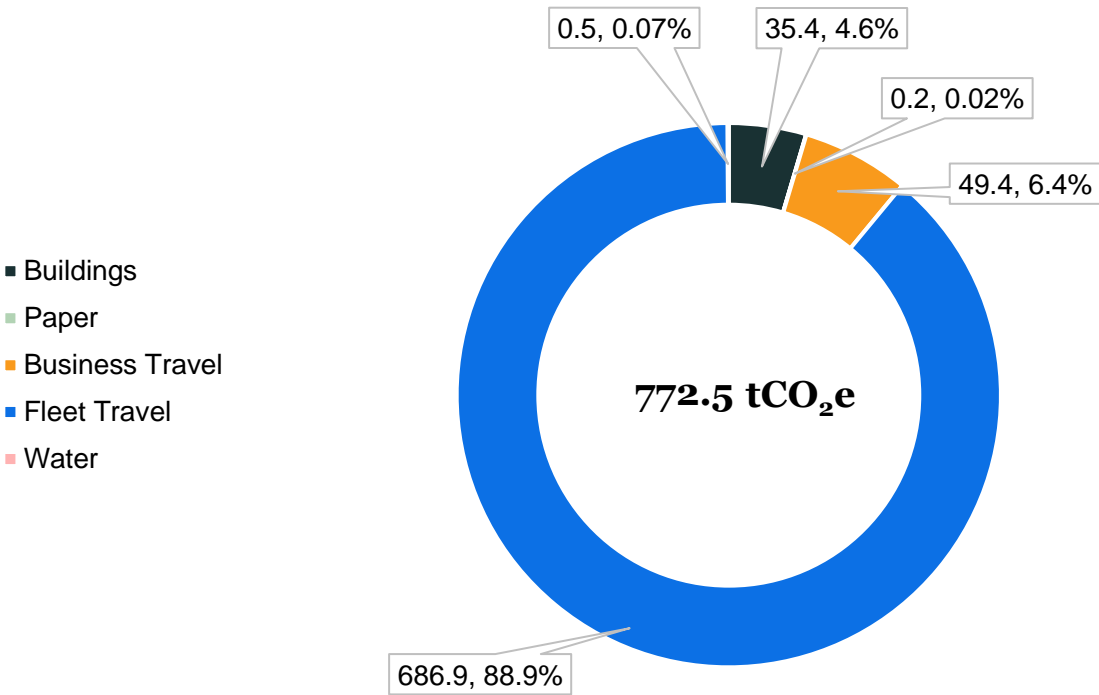
**Reporting year:**  
01 April 2023 to 31 March 2024

**Reporting Boundary:**  
SEE Services Limited, Unit 1/B, IG6 3UT

**Emissions measured:**  
Electricity, T&D Losses, Water, Fleet, Business Travel, Paper

**Highlights:**  
Carbon footprint (tCO<sub>2</sub>e): **772.5**  
Per employee (tCO<sub>2</sub>e): **5.5**  
Next reduction target: **5%**  
Data quality score Scope 1 & 2: **15 out of 20**  
Data quality score Scope 3: **15 out of 20**

Carbon footprint by emission source for year ending 2024, tCO<sub>2</sub>e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).





# Measured carbon footprint.

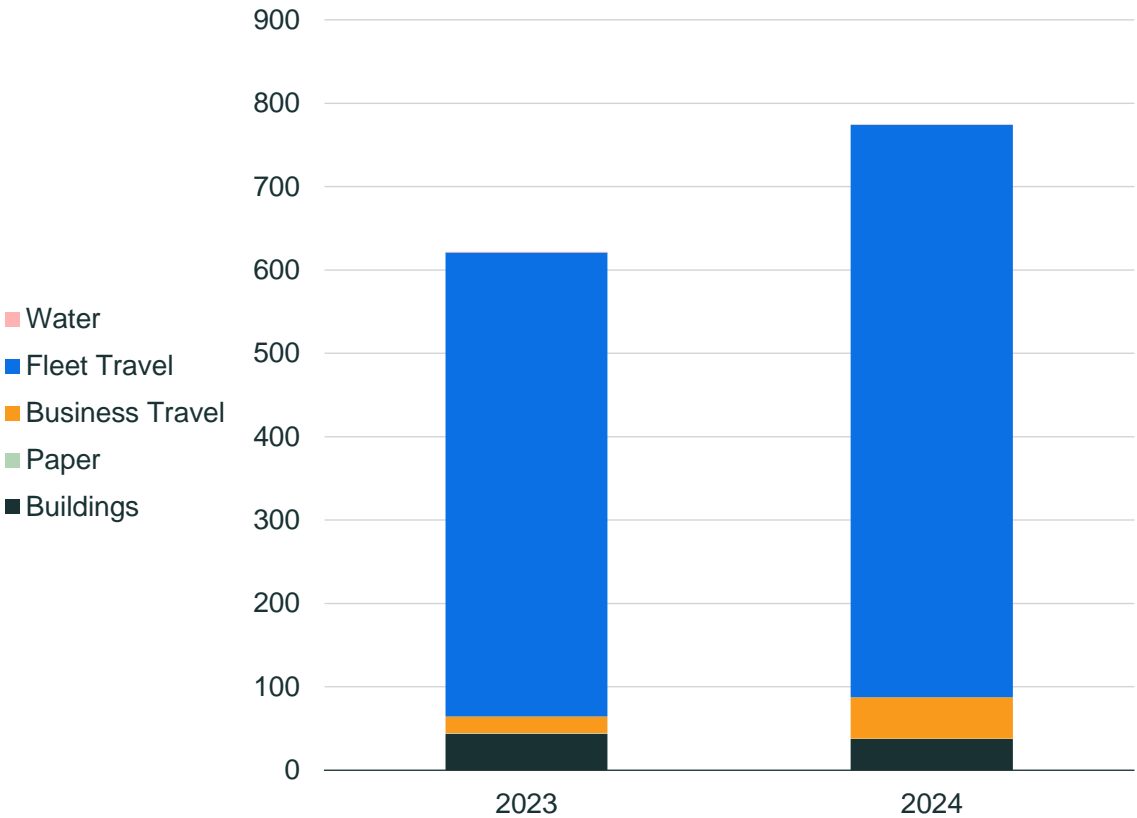
## Yearly *COMPARISON*

Overall emissions have increased by 24.5% year-on-year. Most emissions were generated from fleet travel.

Source Category	2023	2024
Buildings	43.7	37.6
Paper	0.8	0.2
Business Travel	19.9	49.4
Fleet Travel	556.9	686.9
Water	0.6	0.5
Total (market-based)	621.8	774.6

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

Carbon footprint by emission source for year ending 2023 and 2024, tCO<sub>2</sub>e





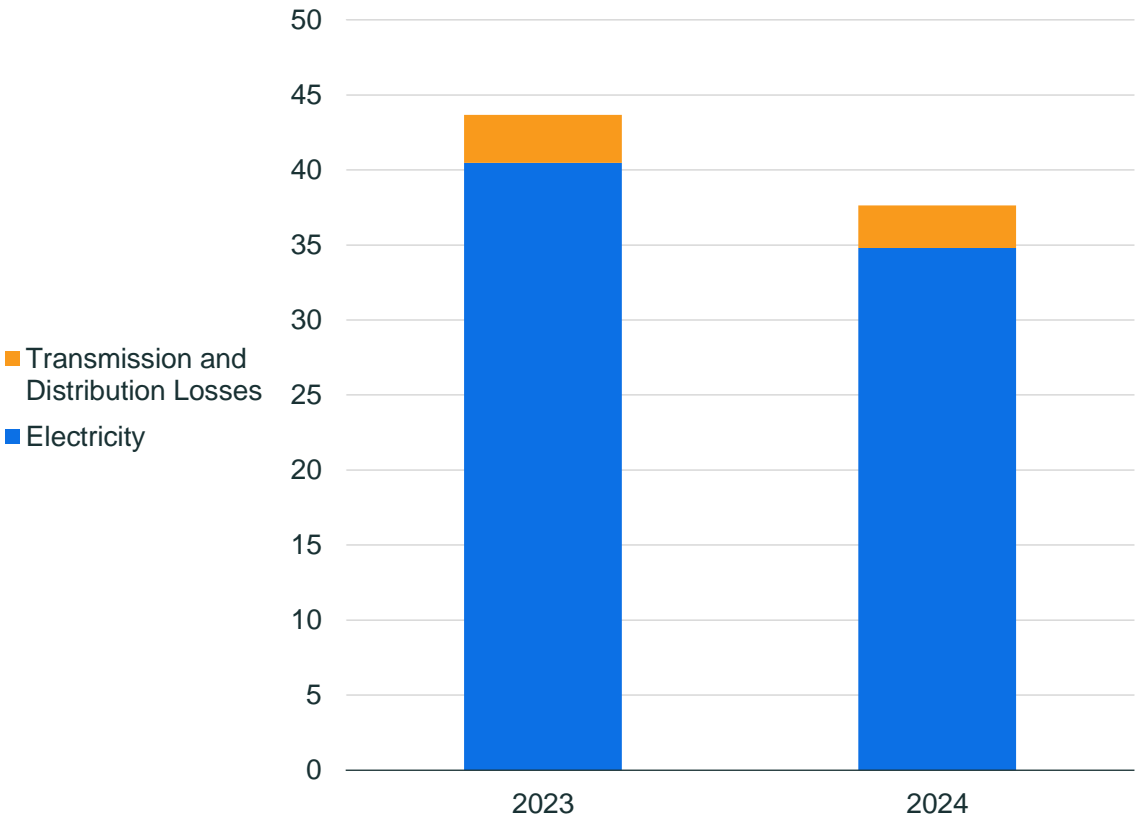
# Carbon footprint.

*BUILDINGS*

Emissions associated with electricity consumption have decreased by 13.1% year-on-year.

Buildings	2023	2024
Electricity	40.5	34.8
Transmission and Distribution Losses	3.2	2.8
Total (market-based)	43.7	37.6

Buildings emissions for year ending 2023 and 2024, tCO<sub>2</sub>e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



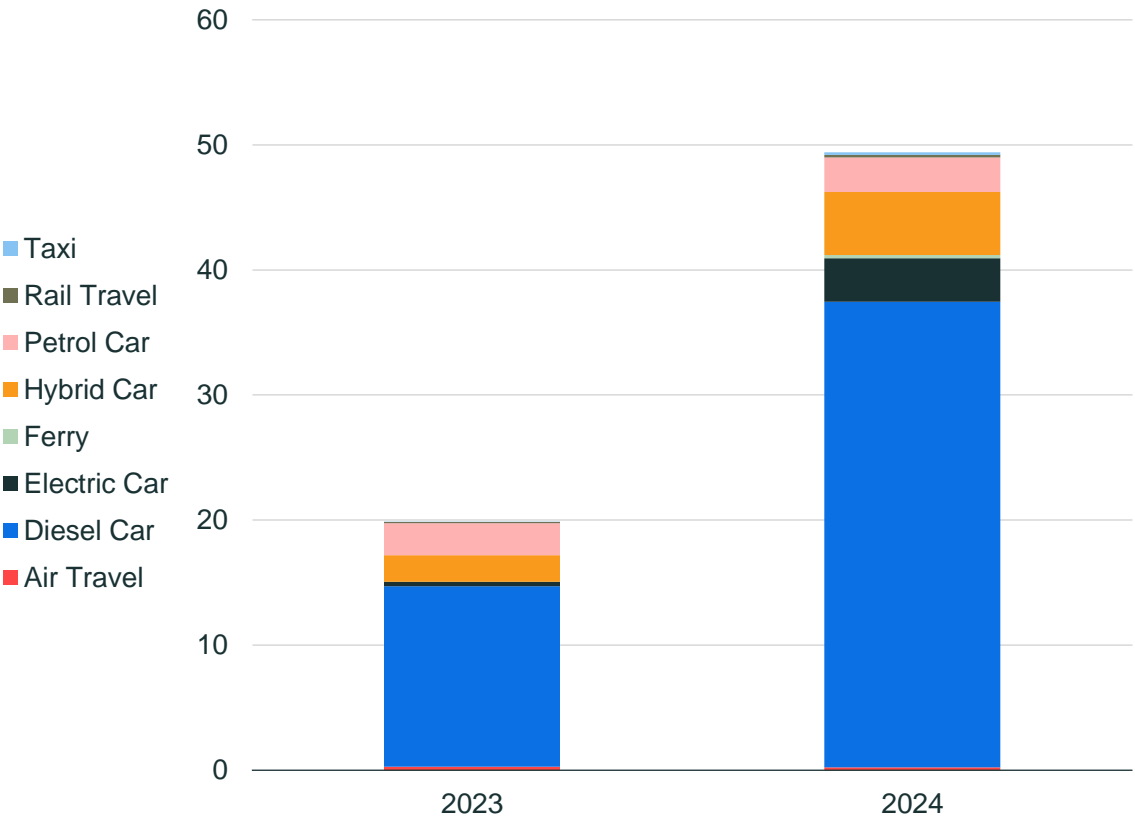
# Carbon footprint.

## Business TRAVEL

Business travel emissions increased by 148.2% year-on year.

Business Travel	2023	2024
Air Travel	0.3	0.2
Diesel Car	14.5	37.2
Electric Car	0.3	3.5
Ferry	0.02	0.3
Hybrid Car	2.1	5.0
Petrol Car	2.6	2.8
Rail Travel	0.1	0.2
Taxi	0.02	0.2
Total	19.9	49.4

Business travel emissions for year ending 2023 and 2024, tCO<sub>2</sub>e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



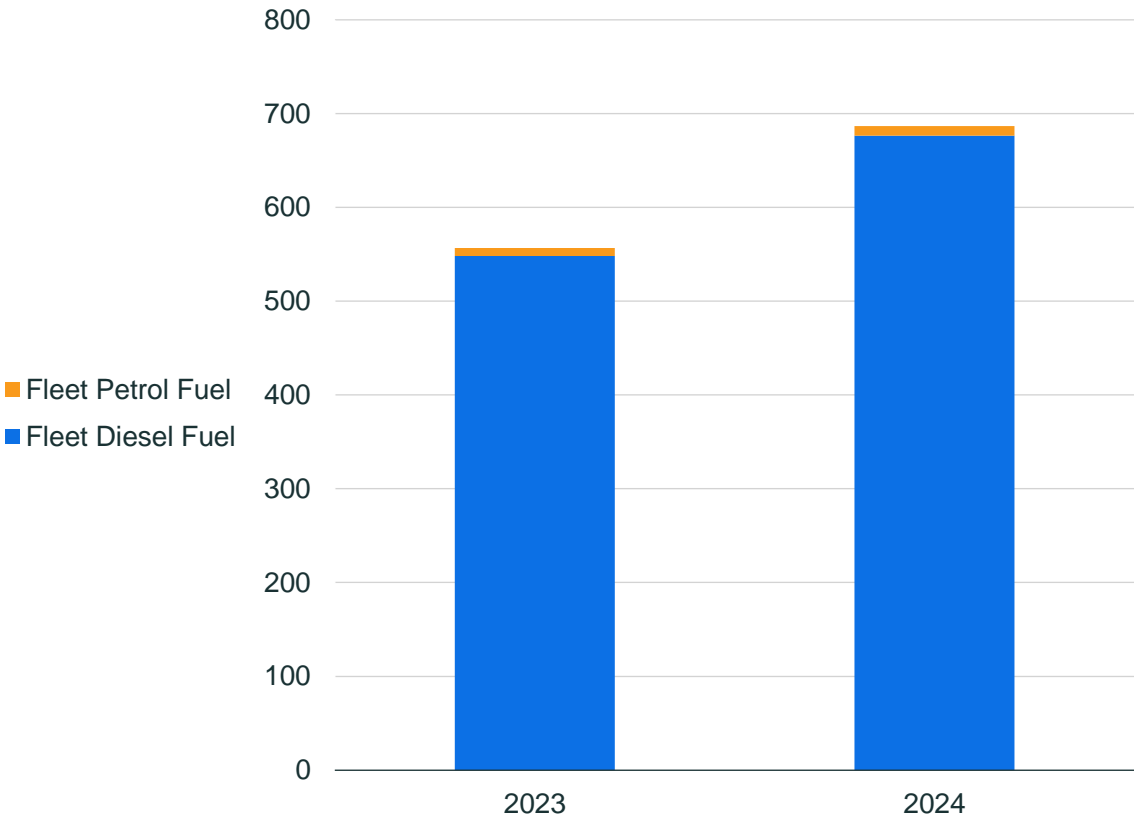
# Carbon footprint.

## Fleet TRAVEL

The majority of SEE Services emissions are from fleet travel. Emissions associated with fleet travel have increased by 23.3% year-on year.

Fleet Travel	2023	2024
Fleet Diesel Fuel	548.3	676.5
Fleet Petrol Fuel	8.5	10.4
Total	556.9	686.9

Fleet travel emissions for year ending 2023 and 2024, tCO<sub>2</sub>e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



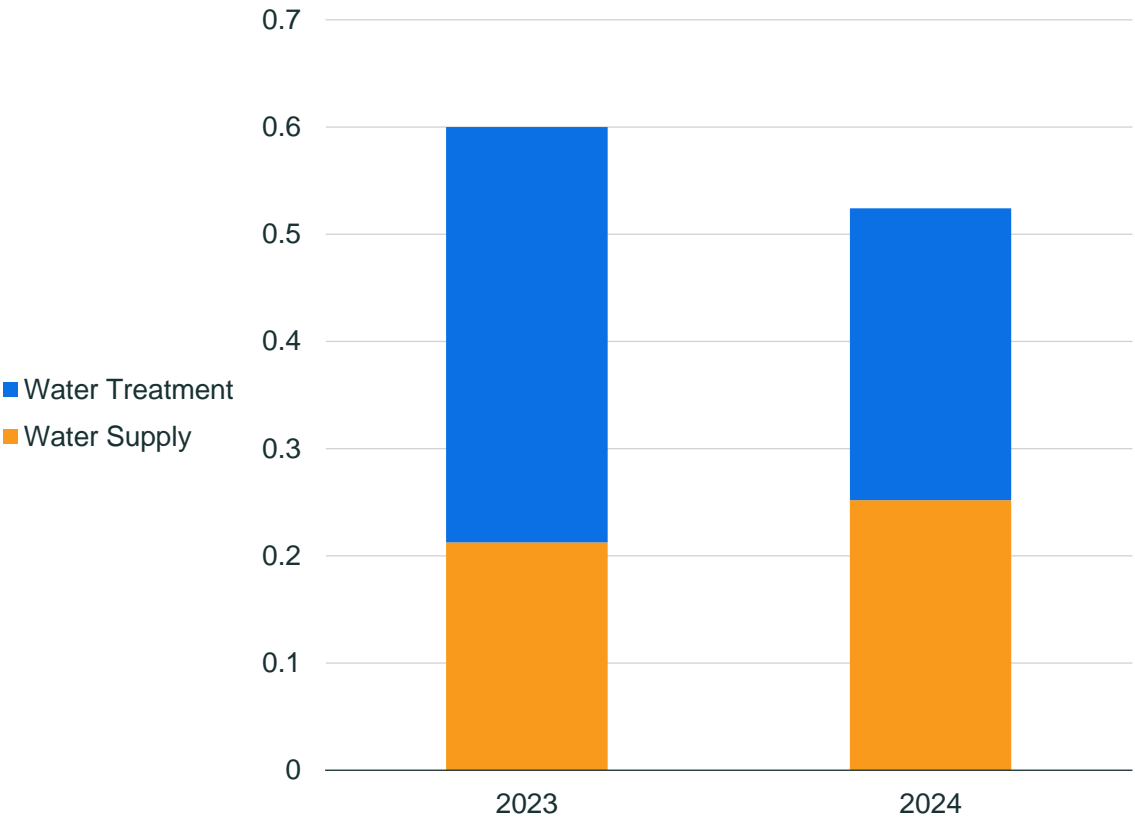
# Carbon footprint.

WATER

Emissions associated with water consumption have decreased by 16.6% compared to the previous reporting year.

Water	2023	2024
Water Supply	0.2	0.3
Water Treatment	0.4	0.3
Total	0.6	0.5

Water emissions for year ending 2023 and 2024, tCO<sub>2</sub>e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



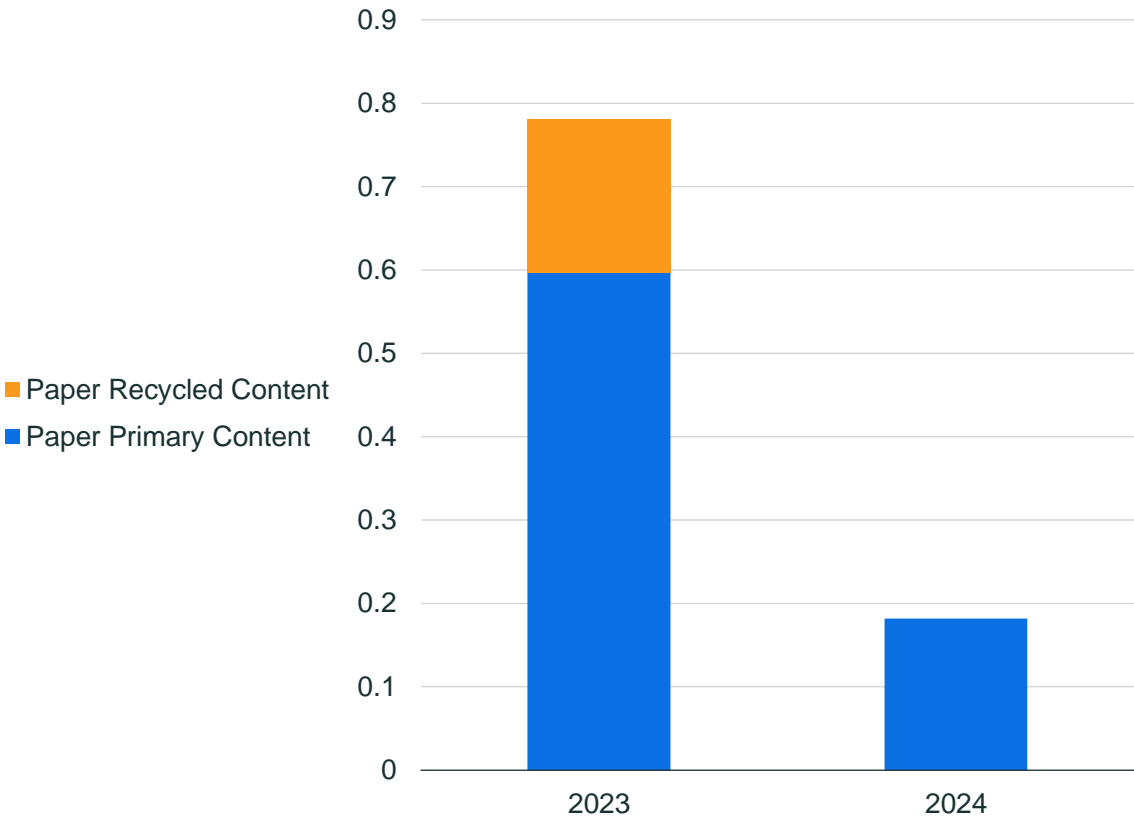
# Carbon footprint.

## PROCUREMENT

Emissions associated with paper have decreased by 75% compared with the previous reporting year.

Paper	2023	2024
Paper Primary Content	0.6	0.2
Paper Recycled Content	0.2	-
Total	0.8	0.2

Procurement emissions for year ending 2023 and 2024, tCO<sub>2</sub>e

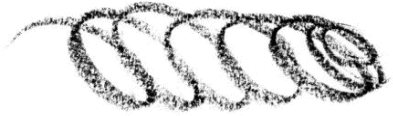


All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.





## Looking ahead. Targets for next year.



Measured carbon  
footprint  
market-based

**774.6 tCO<sub>2</sub>e**



Carbon  
reduction target (5%  
in scope 1&2)

**36.1 tCO<sub>2</sub>e**



Carbon reduction  
per employee (5% in  
scope 1&2)

**0.01 tCO<sub>2</sub>e**

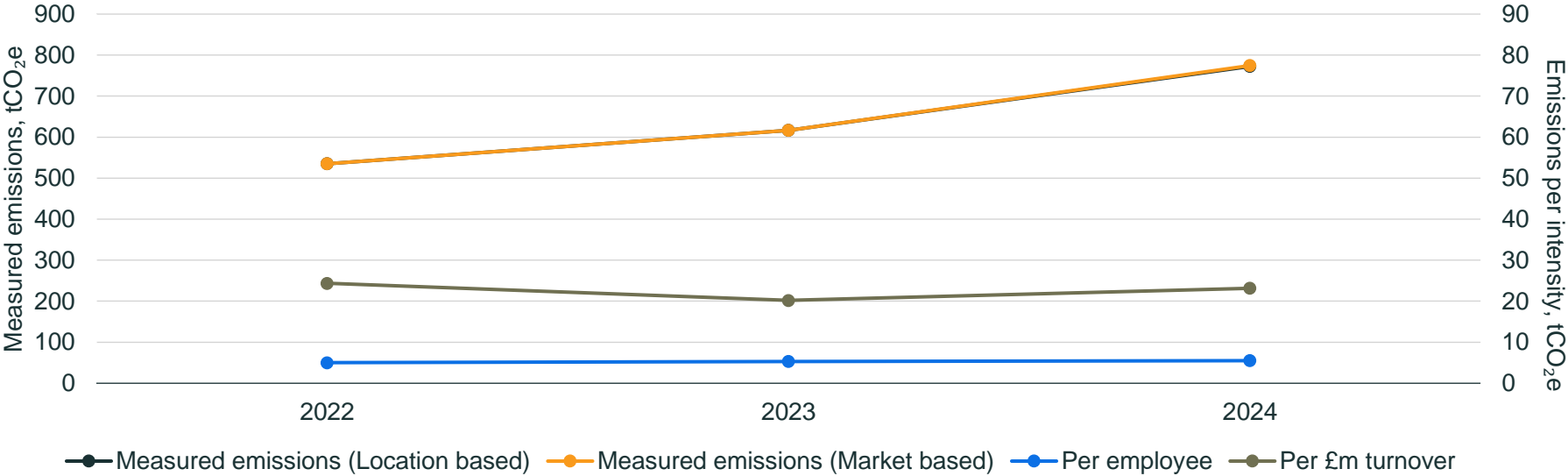




# Historical Carbon Emissions

Reported carbon emissions year ending 2022 to 2024

**Note:**  
This graph shows absolute reported carbon emissions for each year the Planet Mark Business Certification was measured using the location-based method. Planet Mark's Business Certification covers scope 1, 2 and some 'core' scope 3 emissions



Improvements in data quality and changes to the business reporting boundary may impact the emission sources included in each year's certification. Meaningful comparisons, therefore, may not be possible without normalisation (not shown here). Annual reductions are based on the previous year's emissions (a rolling baseline), with certification awarded based on a minimum normalised reduction requirement or the emissions banking approach.



# Step two.

## ENGAGE





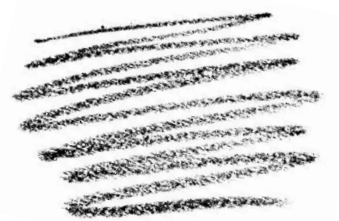
# Workshops.

At Planet Mark we believe each day is an opportunity to create change. Our engagement experts will help unlock your employees’ passion and help embed sustainability within your organisation.

Our workshops seek to inform, inspire and empower participants to become part of your business’ net zero journey.

One virtual 1h sustainability workshop is included with your Certification.

Book a call with us [here](#) to explore how we can help upskill, build confidence and participation among your team and wider stakeholders.



Workshop	Description
Sustainability Plan Workshop	A three-hour session which lifts the lid on operational carbon emissions, supporting a brainstorming session to understand impacts and consider actions that can make a material difference. Participants leave with a one-year Sustainability Plan with SMART targets, roles and responsibilities.
Net Zero Carbon Essentials	A three-hour CPD accredited workshop which introduces the fundamentals of net zero carbon and what it means for a business to embark on a Net Zero journey.
Net Zero Masterclass	Designed for senior leaders and board members, this short workshop covers the Net Zero terminology, legislation and frameworks and presents an opportunity for leaders to discuss the company’s net zero journey.
Business Sustainability Essentials	A three-hour CPD accredited workshop covering the basics of business sustainability and the role your employees can adopt in driving change from within.
Supplier Engagement workshop	Invite your suppliers to learn about and get involved with your sustainability journey and net zero ambitions. We facilitate and build content particularly around Scope 3 emissions.





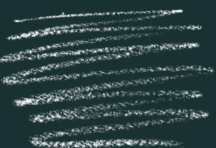
# The Eden Project

## *PARTNERSHIP*

At Planet Mark, we recognise that that we need nature to address the greatest challenges of our time.

The Eden Project, an educational charity, connects us with each other and the living world, exploring how we can work towards a better future.

As part of your certification with the Planet Mark, a number of tickets have been assigned to your organisation so you can visit the Eden Project for free – please get in touch to arrange your Eden Project visit and inspire and encourage positive action.





# Step three.

## COMMUNICATE







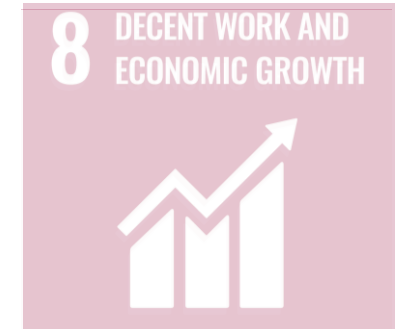
# Communicating your international influence.

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.

By measuring and reducing your carbon footprint with the Planet Mark, you can directly and measurably contribute to up to 9 SDGs addressing 14 SDG targets.

Contributing towards

## 7 SDGs





# SDG alignment.



6.3 - 95% of water treated



9.4 - Reduction in energy use  
9.4 - Reduction in electricity use



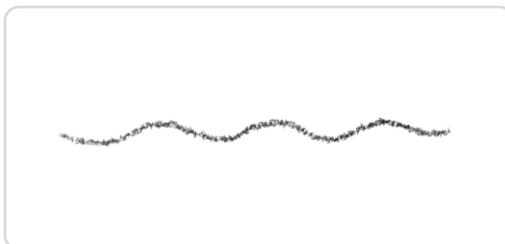
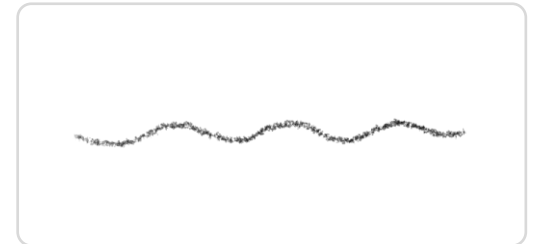
13.3 - Donation to the Eden Project



7.3 - Reduction in energy use  
7.3 - Reduction in electricity use



11.6 - Measured carbon emissions  
11.4 - Donation to the Eden Project



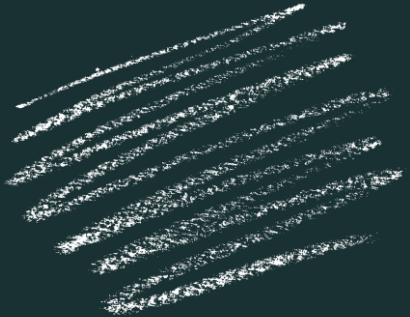
12.6 - Measured carbon emissions



15.2 - Reduction in paper use  
15.2 - 100% of paper FSC/PEFC certified



# 5 ways to accelerate your sustainability journey.



## 1. Review our recommendations

**Guidance for general best practice:** See the Appendix of this report for recommendations to do with Data Collection & Quality, Building, Waste, Travel, Paper, Staff Engagement and Supplier Engagement.

## 2. Join our online community

**Planet Mark online community platform:** If you haven't already, invite your team to join our exclusive member-only community platform, where you can check out inspirational initiatives to implement in your own organisation and collaborate with other Planet Mark Members. Join [here](#).

## 3. Use our toolkits & resources

**Toolkits & Guides:** Go to our Members Area on our [website](#) and make use of resources available to Planet Mark members.

## 4. Connect with us

**Social media channels:** We're active across social media and would love to help share your sustainability stories across our platform, just connect and tag us please!

## 5. Need more support?

**We can help.** We are here to support on your sustainability journey, no matter where you're at. If you're on a path to net zero, we have a suite of Net Zero [Solutions](#) to offer. If you want further stakeholder engagement support, browse our list of workshops [here](#) or just get in touch to discuss.



# Data Report.

APPENDIX



Current									
01 April 2022 to 31 March 2023					01 April 2023 to 31 March 2024				
Source	Scope	Unit	Amount	tCO <sub>2</sub> e	Amount	tCO <sub>2</sub> e	% Change in tCO <sub>2</sub> e from previous year	% total carbon footprint	% Change in amounts from previous year
<b>Buildings</b>									
Electricity (market based)	2	kWh	181,265.5	40.5	157,503.1	34.8	-14%	4%	-13%
Electricity (location based)	2	kWh	181,265.5	35.1	157,503.1	32.6	-7%	-	-13%
Transmission and Distribution Losses	3	kWh	181,265.5	3.2	157,503.1	2.8	-12%	0.4%	-13%
<b>Procurement</b>									
Paper Primary Content	3	tonnes	0.6	0.6	0.2	0.2	-70%	0.02%	-69%
Paper Recycled Content	3	tonnes	0.2	0.2	-	-	-	-	-
<b>Travel</b>									
Fleet Diesel Fuel	1	litres	214,373.2	548.3	269,302.5	676.5	23%	87%	26%
Fleet Petrol Fuel	1	litres	3,943.1	8.5	4,953.4	10.4	22%	1%	26%
Air Travel	3	passenger.km	2,037.8	0.3	1,945.4	0.2	-20%	0.03%	-5%
Diesel Car	3	km	84,590.0	14.5	219,247.4	37.2	158%	5%	159%
Electric Car	3	km	6,597.2	0.3	63,930.1	3.5	933%	0.5%	869%
Ferry	3	passenger.km	131.6	0.02	2,179.4	0.3	1410%	0.03%	1556%
Hybrid Car	3	km	17,603.1	2.1	42,296.5	5.0	138%	1%	140%
Petrol Car	3	km	15,056.0	2.6	16,870.8	2.8	8%	0.4%	12%
Rail Travel	3	passenger.km	2,638.2	0.1	6,052.7	0.2	128%	0.03%	129%
Taxi	3	km	88.3	0.02	952.7	0.2	977%	0.03%	978%
<b>Water</b>									
Water Supply	3	cubic metres	1,425.0	0.2	1,425.0	0.3	19%	0.03%	0.0%
Water Treatment	3	cubic metres	1,425.0	0.4	1,353.0	0.3	-30%	0.04%	-5%
<b>Market Based</b>									
<b>Total</b>		<b>tCO<sub>2</sub>e</b>		<b>621.8</b>		<b>774.6</b>	<b>25%</b>		
No. employees		Number		116.2		141			
<b>Total per employee</b>		<b>tCO<sub>2</sub>e</b>		<b>5.4</b>		<b>5.5</b>	<b>3%</b>		
Turnover £m		£m		30.6		33.4			
<b>Total per £m</b>		<b>tCO<sub>2</sub>e</b>		<b>20.3</b>		<b>23.2</b>	<b>14%</b>		
Total floor space		m <sup>2</sup>		140.0		140.0			
<b>Building emissions per m<sup>2</sup></b>		<b>tCO<sub>2</sub>e</b>		<b>0.3</b>		<b>0.3</b>	<b>-14%</b>		
<b>Location Based</b>									
<b>Total</b>		<b>tCO<sub>2</sub>e</b>		<b>616.4</b>		<b>772.5</b>	<b>25%</b>		
No. employees		Number		116.2		141			
<b>Total per employee</b>		<b>tCO<sub>2</sub>e</b>		<b>5.3</b>		<b>5.5</b>	<b>3%</b>		
Turnover £m		£m		30.6		33.4			
<b>Total per £m</b>		<b>tCO<sub>2</sub>e</b>		<b>20.2</b>		<b>23.1</b>	<b>15%</b>		
Total floor space		m <sup>2</sup>		140.0		140.0			
<b>Building emissions per m<sup>2</sup></b>		<b>tCO<sub>2</sub>e</b>		<b>0.3</b>		<b>0.3</b>	<b>-7%</b>		

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



# About this report – General.

<b>Company Name</b>	SEE Services
<b>Sector</b>	Construction
<b>Reporting Period</b>	01 April 2023 to 31 March 2024
<b>Year Of Certification</b>	3rd
<b>Reporting Boundary</b>	SEE Services Limited, Unit 1/B, IG6 3UT
<b>Emission sources included</b>	Electricity, T&D Losses, Water, Fleet, Business Travel, Paper
<b>Total FTE Employees (annual average no.)</b>	141
<b>Total Internal Floorspace (m<sup>2</sup>)</b>	140
<b>Data Collection Lead</b>	MICHELLE ERGIDER, <a href="mailto:michelle.ergider@see-services.com">michelle.ergider@see-services.com</a> - HSEQ CONSULTANT
<b>Significant reporting changes</b>	None
<b>Baseline Conversion Factor</b>	BEIS 2022
<b>Current Conversion Factor</b>	DESNZ 2023
<b>Methodology</b>	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report.
<b>Community Project</b>	Contributions to the Eden Project have been made as part of Planet Mark Certification.
<b>Prepared by</b>	Hugh Williams, Sustainability Consultant, Planet Mark
<b>Checked by</b>	Jamie Beevor, Head of Technical, Planet Mark Alex Smith, Technical Consultant, Planet Mark
<b>Date</b>	17 July 2024





# About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Electricity	2 and 3	kWh	Primary source - invoices	Actual meter reads with extrapolation and interpolation	<p>Please refer to the adjusted data slide(s) for details of extrapolation and interpolation.</p> <p>Your electricity consumption is shown in the carbon footprint as Purchased Electricity emissions (Scope 2 emissions) and Electricity Transmission and Distribution losses (Scope 3 emissions).</p> <p>Your scope 2 electricity emissions are reported in two ways: location-based and market-based methods. Location-based electricity emissions have been calculated using carbon emission factors for average national or sub-national grid electricity. Market-based electricity emissions have been calculated using carbon emission factors for your specific electricity supply fuel mix as published on your supplier's website for electricity supplied in the period April 2023 to March 2024.</p>	SEE Services Limited, Unit 1/B, IG6 3UT
Water Supply & Treatment	3	m³	Primary source - invoices	Actual meter reads	The data is for 2024 to 2025, but it has been taken to be accurate.	SEE Services Limited, Unit 1/B, IG6 3UT
Private Vehicles Used for Business	3	km	Primary source - expenses	Actual	None	SEE Services Limited, Unit 1/B, IG6 3UT
Air Travel	3	pkm	Primary source - expenses	Actual	None	SEE Services Limited, Unit 1/B, IG6 3UT

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).



# About this report – Caveats (ii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Rail Travel	3	pkm	Primary source - expenses	Actual	Where only spend data are available, distance has been estimated using £0.55 per mile for national rail and £0.86 per mile for London underground. Calculations based on 2021 analysis of Planet Mark members' rail journeys.	SEE Services Limited, Unit 1/B, IG6 3UT
Taxi Travel	3	km	Primary source - expenses	Actual	Where only spend data are available, distance has been estimated using £2.53 per mile. Calculations are based on a fixed start price of £2.8 per journey, an average cost of £2.02 per mile and an average taxi journey of 5.36 miles. Sources: UK national average taxi costs, Numbeo and 2019 Passenger journeys per person per year - Taxi and Private Hire Vehicle Statistics: England 2021.	SEE Services Limited, Unit 1/B, IG6 3UT
Procurement - Paper	3	tonnes	Primary source - invoices	Actual	None	SEE Services Limited, Unit 1/B, IG6 3UT
Headcount		no.	Primary source - note from payroll	Actual	We have used the annual average full-time equivalent employees. Part-time employees are assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	SEE Services Limited, Unit 1/B, IG6 3UT
Turnover		£m	Primary source - note from finance director	Assumed Actual	None	SEE Services Limited, Unit 1/B, IG6 3UT
Floor Area		m²	Secondary source - data submission form	Assumed Actual	None	SEE Services Limited, Unit 1/B, IG6 3UT

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity).



# Market-based methodology.

## What is market-based carbon footprint measurement?

The market-based method was introduced in 2015 in order to allow companies to reflect the emissions from the electricity that they have specifically chosen to procure or generate on-site, which in most cases will be different from the average emissions of the electricity that is generated by the local grid.\*

### If you have a green tariff:

Different electricity suppliers (and different tariffs from the same electricity supplier) may have different greenhouse gas emissions attributed to them depending on the mix of generators that they source electricity from, and they have to declare the fuel mix of their electricity supplies to Ofgem on an annual basis.

Your electricity supplier may choose to invest in new renewable generation capacity of its own or contract directly with an existing renewable generator via a mechanism known as a Power Purchase Agreement (PPA). Under a PPA the supplier commits to purchasing electricity produced by the renewable generator for a long period, providing certainty for the generator and a good price for the supplier.

A more common approach to green tariffs is for electricity suppliers to purchase electricity from the wholesale market (which means that it has been generated by a range of sources including fossil fuel generators) and then purchase and retire an equivalent number of certificates known as REGOs (Renewable Energy Guarantees of Origin). This type of green tariff is usually described as being “REGO-backed”. **These REGO-backed green tariffs would be eligible for zero emissions under the market-based method, however we recommend that our members seek out high quality green tariffs which go beyond minimum standards and actively support the deployment of additional, new renewables generation capacity.**

**If your electricity supply is not a 100% renewable, then under the market-based approach, we use the emission factor based on the tariff or the supplier's fuel mix disclosure declaration. In some cases, this will be lower than the grid average emission factor used in the market-based approach.** If no tariff or supplier-specific emission factor is available, then an emission factor based on the residual fuel mix is used. This emission factor is higher than the grid average emission factor as the residual fuel mix is made up of all fossil fuel and nuclear generation along with the renewable generation which does not have a retired REGO associated with it. This results in market-based carbon footprint being higher than location-based.

### If you have on-site renewables:

**If your renewables installation is not supported by the Feed-In Tariff (FiT) or if you retired REGOs equivalent to the amount of electricity consumed from an on-site renewable installation, you are eligible for zero emissions for the generated electricity which you consume on-site under both the market-based and location-based methods.** Electricity exported to the grid is excluded and does not contribute to a reduction in emissions.

Planet Mark members with FiT-supported renewables installations (the FiT ran in the UK from April 2010 to March 2019) who have not registered for, claimed and retired REGOs for the generation cannot claim the zero carbon electricity (please refer to Ofgem rules). In this case the average grid emission factor is applied to consumption of on-site renewable generation under the location-based method and the residual fuel mix emission factor is applied under the market-based method. It is possible to register a FiT-supported renewable installation with Ofgem and retire the associated REGOs and in this case a zero emission factor would be applied to consumption of on-site renewable generation in both the location-based and market-based methods.

A REGO (Renewable Energy Guarantees of Origin) is a certificate which is issued by Ofgem to a renewable generator for each MWh (megawatt-hour) of renewable electricity that they produce.

\* [https://ghgprotocol.org/sites/default/files/standards/Scope%202%20Guidance\\_Final\\_Sept26.pdf#page=28](https://ghgprotocol.org/sites/default/files/standards/Scope%202%20Guidance_Final_Sept26.pdf#page=28)



# Recommendations.

APPENDIX





# Guidance for general best practice.

## Data collection and quality

**Evidence pack:** Collate all relevant invoices in an electronic evidence pack.

**Utilities:** Take readings of all meters on the last day of the month. Investigate the installation of smart meters.

**Headcount:** Ask HR for a table showing monthly full time equivalent headcount for the whole reporting period.

**Fuel:** Introduce fuel cards.

**Travel:** Ask your travel suppliers to provide you with a report detailing mileage and mode of transport so you can accurately add data to your carbon footprint. For non centrally booked travel record mode of travel, destination/origin and distances travelled in expense claim forms.

## 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.

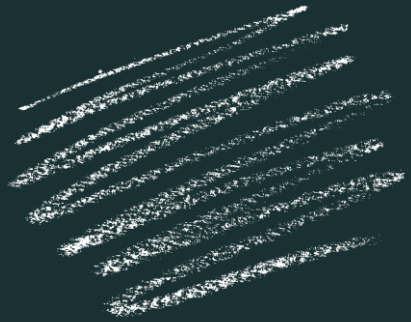
## Waste

**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 recycling and to energy from waste.



# Guidance for general best practice.



## 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.

**Choose fuel efficient vehicles.** Electric or hybrid cars are exempt from various taxes. Subsidies are also available for smallest vehicles. 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 that are Planet Mark certified, and look for clear progress on improving fuel efficiency and pursuing credible, sustainable solutions for travel.

## Paper

**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.





# Guidance for general best practice.

## Staff engagement

**Organise annual sustainability workshops.**

Carry out an energy awareness and 'switch off' campaign.

## Supplier engagement

**Explore your possibilities and choose consciously.** Check the [Planet Mark website](#) for companies that are currently engaged on reducing their carbon footprint.

# A BRIGHTER future.





# THANK YOU

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