

# Business Certification

University of Greenwich

*YEAR 2*

01 August 2020 to 31 July 2021

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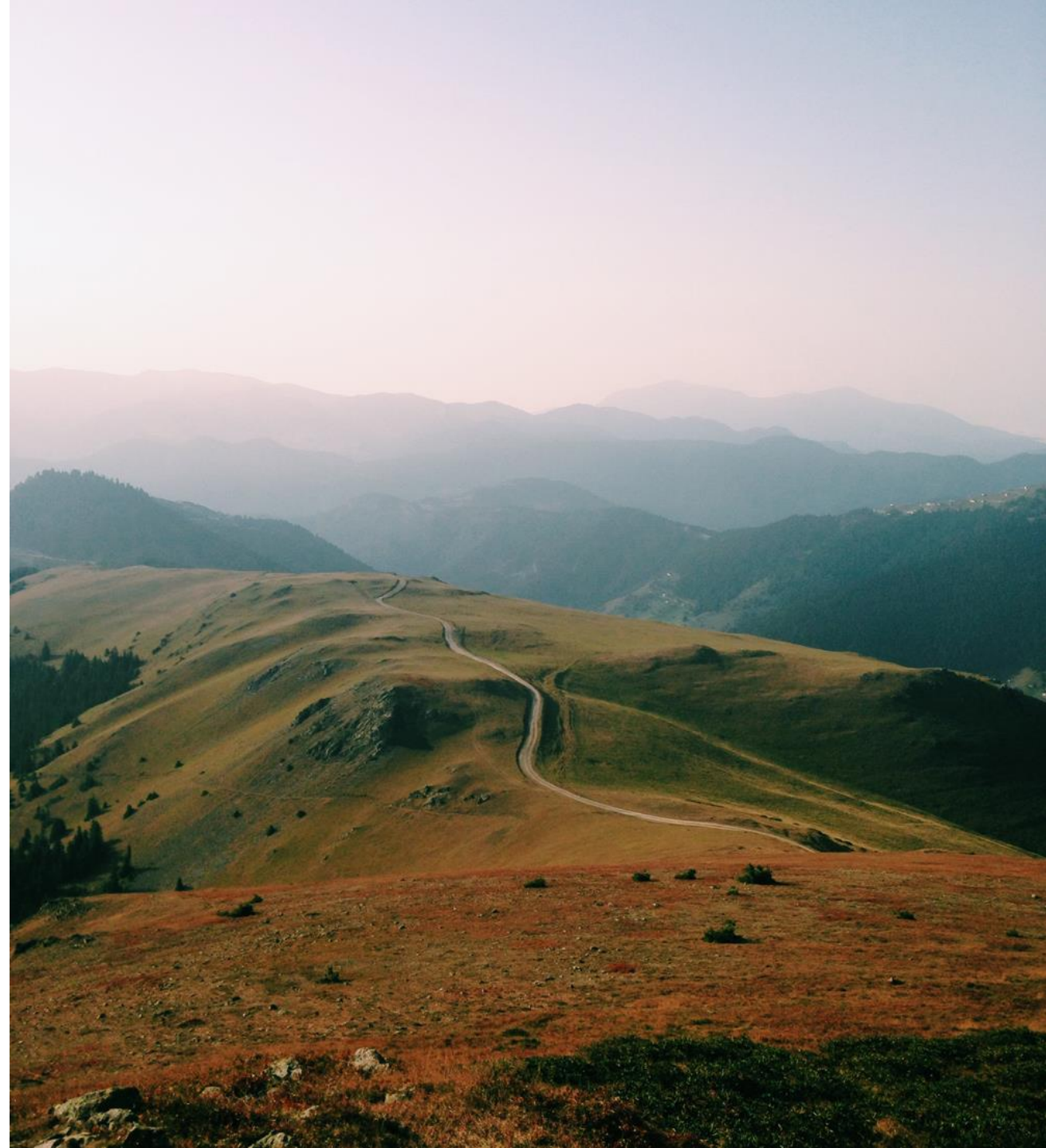
Measure



Engage



Communicate





# Total carbon EMISSIONS

**6,328.8**  
tCO<sub>2</sub>e total emissions

**Total emissions equivalent to**  
**5,596 flights from London to New**  
**York**

**0.3**  
tCO<sub>2</sub>e per employee



## Buildings

**5,913.1 tCO<sub>2</sub>e**

Used enough electricity to power **3,435** UK homes for one year



## Travel

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

Travelled **55** times around the world



## Waste

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

Produced waste that weighs the same as **46** London buses



## Water

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

**14** litres per employee per day



## Procurement

N/A



## Homeworking

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

Used enough energy to power **146** UK homes for one year



# Step one.

# MEASURE





# Total carbon footprint.

## Location *BASED*

### Reporting year:

01 August 2020 to 31 July 2021

### Reporting Boundary:

University of Greenwich (Avery Hill, Greenwich, Medway, Woolwich)

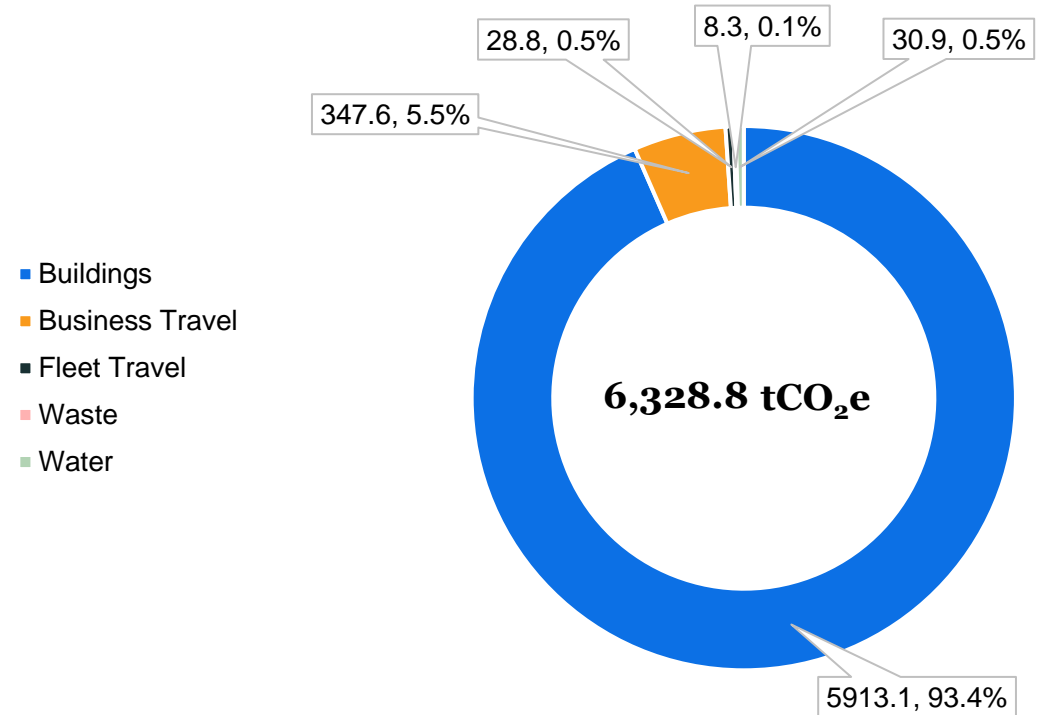
### Emissions measured:

Electricity, T&D losses, Natural Gas, Other Fuels, Water, Waste, Fleet, Business Travel, Homeworking (excluded from the footprint)

### Highlights:

Carbon footprint (tCO <sub>2</sub> e):	<b>6,328.8</b>
Per staff and student (tCO <sub>2</sub> e):	<b>0.3</b>
Next reduction target:	<b>5%</b>
Data quality score:	<b>13 out of 20</b>

Carbon footprint by emission source for year ending 2021, 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).



# Total carbon footprint.

## Market *BASED*

### Reporting year:

01 August 2020 to 31 July 2021

### Reporting Boundary:

University of Greenwich (Avery Hill, Greenwich, Medway, Woolwich)

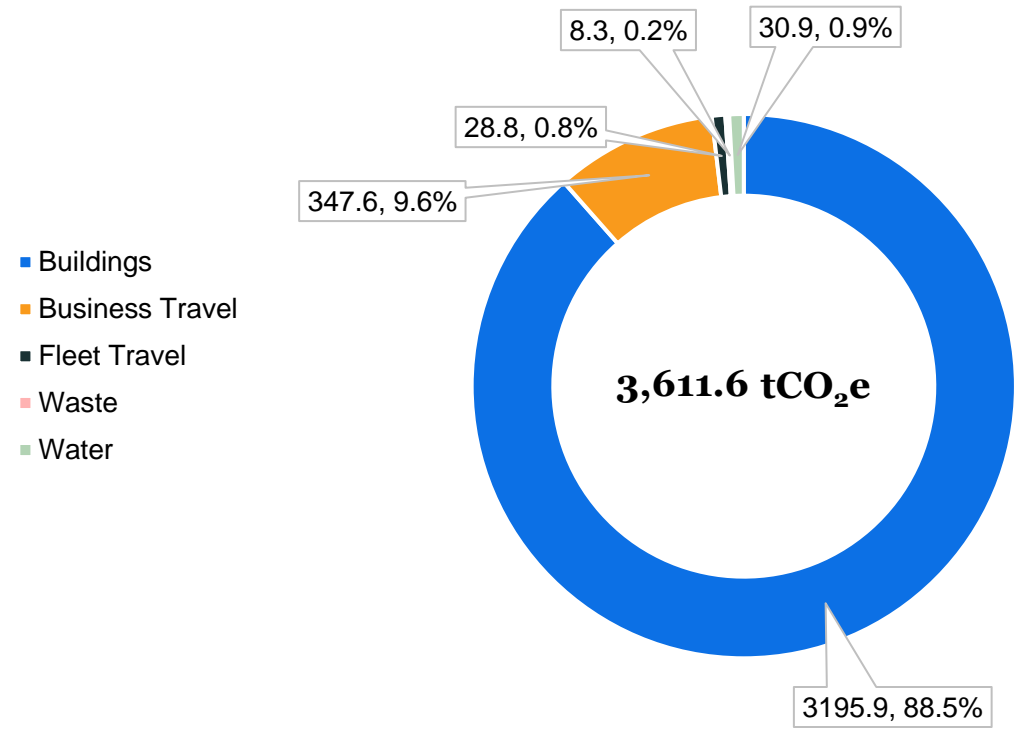
### Emissions measured:

Electricity, T&D losses, Natural Gas, Other Fuels, Water, Waste, Fleet, Business Travel, Homeworking (excluded from the footprint)

### Highlights:

Carbon footprint (tCO <sub>2</sub> e):	<b>3,611.6</b>
Per staff and student (tCO <sub>2</sub> e):	<b>0.2</b>
Next reduction target:	<b>5%</b>
Data quality score:	<b>13 out of 20</b>

Carbon footprint by emission source for year ending 2021, 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).



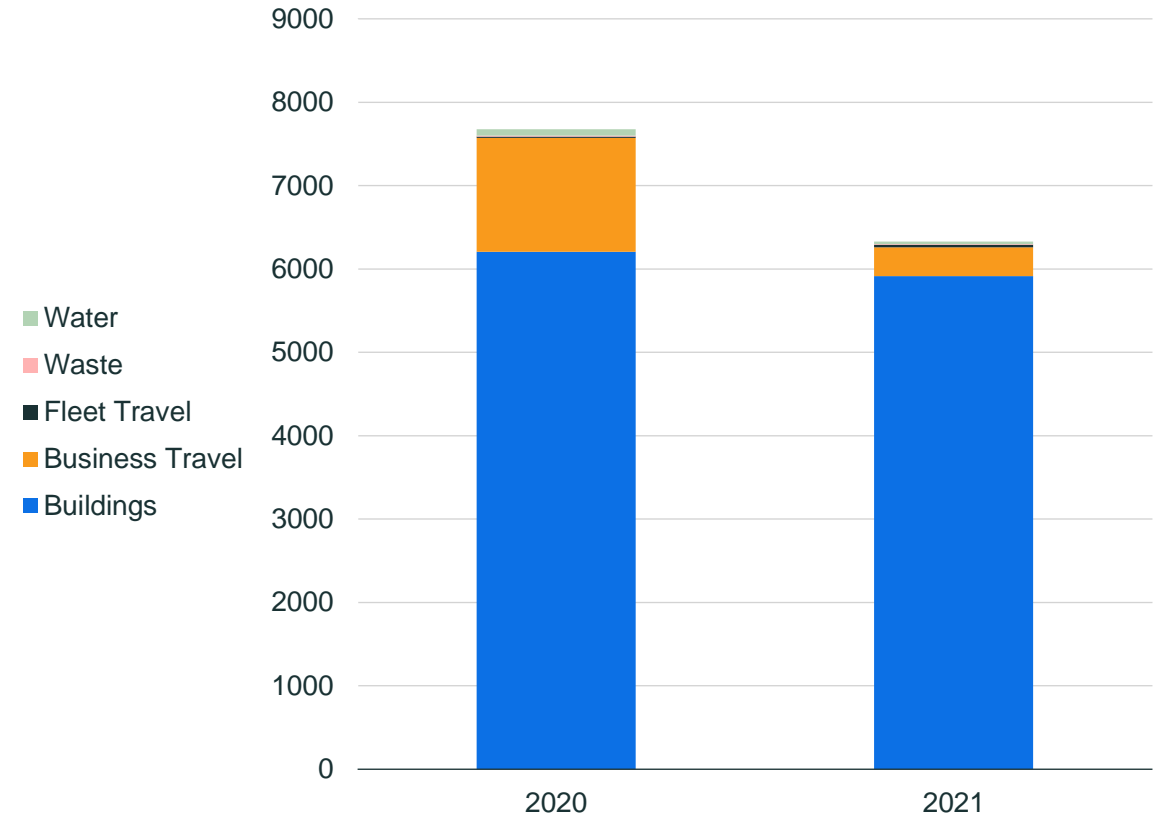
# Total carbon footprint.

## Yearly *COMPARISON*

Source Category	2020	2021
Buildings	6,207.9	5,913.1
Business Travel	1,363.3	347.6
Fleet Travel	15.3	28.8
Waste	13.7	8.3
Water	77.3	30.9
<b>Total</b>	<b>7,677.4</b>	<b>6,328.8</b>

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 2020 and 2021, tCO<sub>2</sub>e





# Carbon footprint.

## BUILDINGS

### Notes:

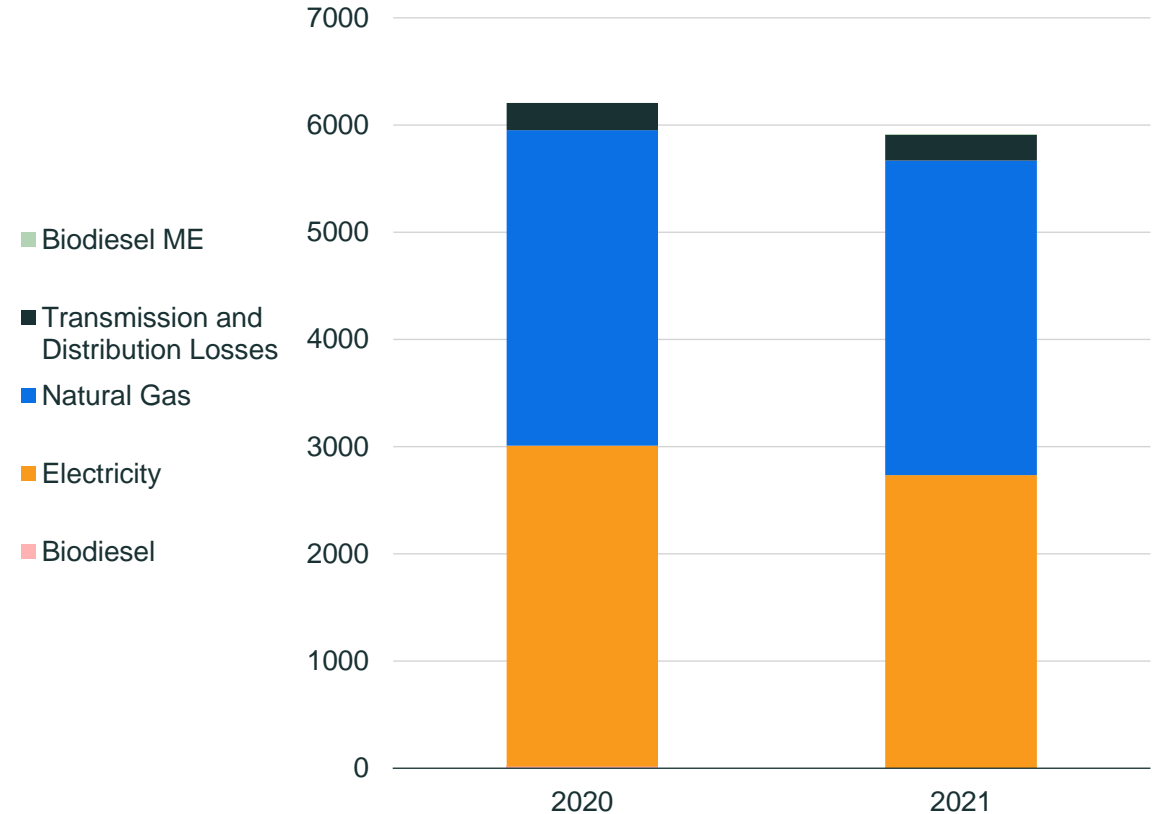
- Electricity emissions decreased 8.7% compared to YE2020 whilst actual consumption increased 0.2%.
- Natural gas emissions decreased 3.0% compared to YE2020 whilst actual consumption decreased 0.1%.

<b>Buildings</b>	<b>2020</b>	<b>2021</b>
Biodiesel	12.3	-
Electricity	2,995.1	2,733.6
Natural Gas	2,944.4	2,935.5
Transmission and Distribution Losses	256.0	241.1
Biodiesel ME	-	3.0
<b>Total</b>	<b>6,207.9</b>	<b>5,913.1</b>



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

Buildings emissions for year ending 2020 and 2021, tCO<sub>2</sub>e





# Carbon footprint.

## Business TRAVEL

### Notes:

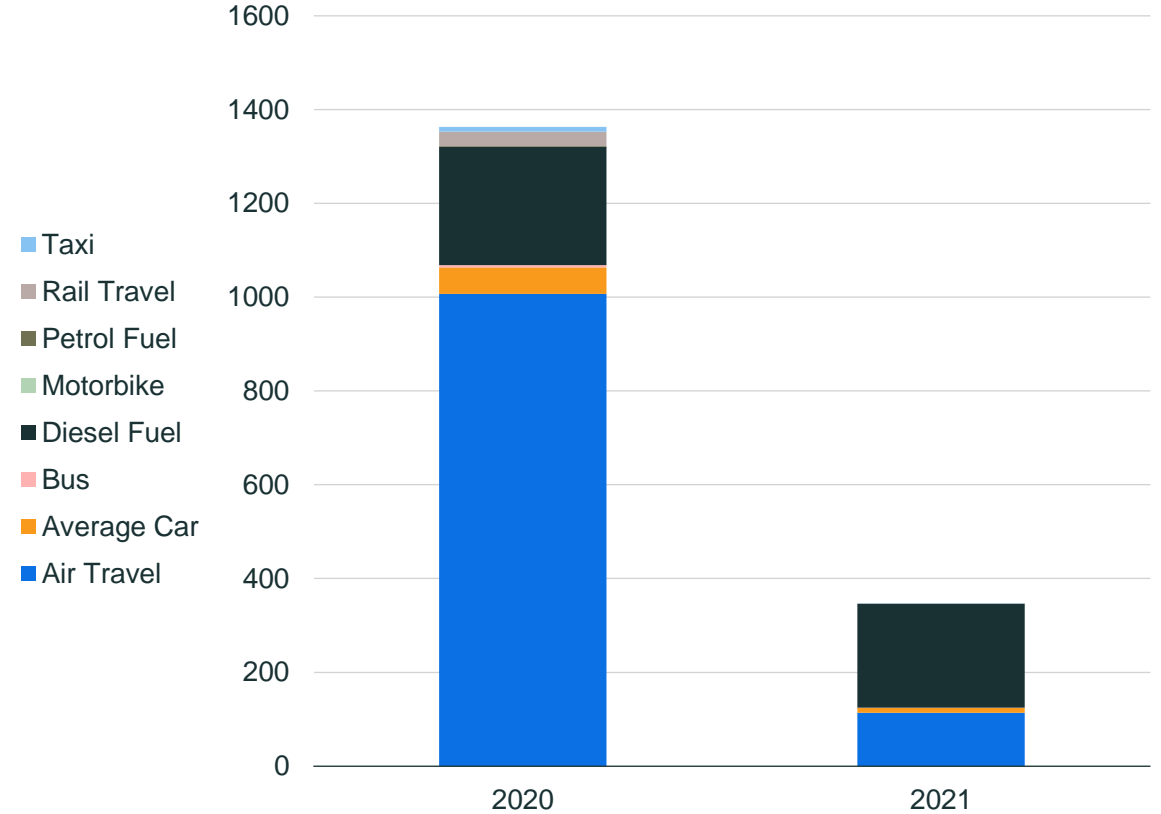
- Overall business travel emissions decreased 74.5% compared to YE2020.

Business Travel	2020	2021
Air Travel	1,007.0	113.4
Average Car	56.6	10.2
Bus	5.1	1.1
Diesel Fuel	252.3	220.8
Motorbike	0.1	0.6
Petrol Fuel	1.3	0.6
Rail Travel	30.6	0.7
Taxi	10.2	0.2
<b>Total</b>	<b>1,363.3</b>	<b>347.6</b>



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

Business travel emissions for year ending 2020 and 2021, tCO<sub>2</sub>e







# Carbon footprint.

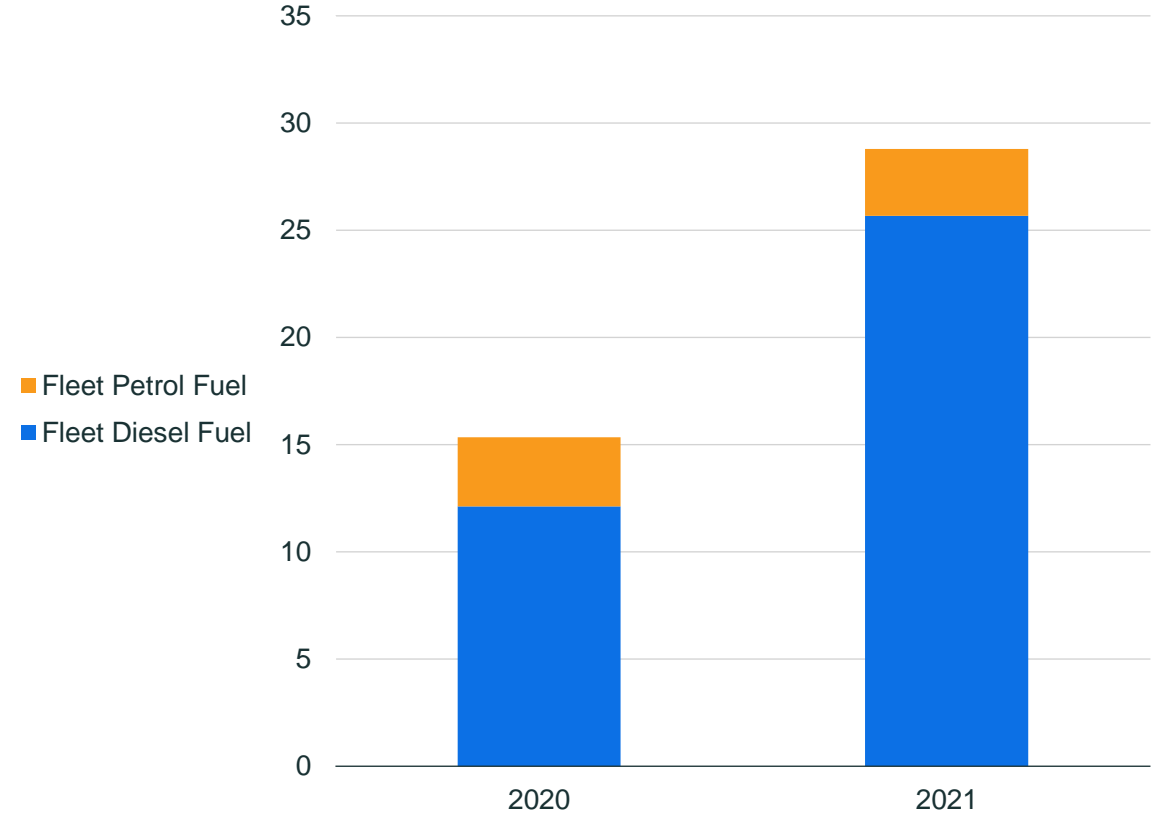
## Fleet TRAVEL

### Notes:

- Overall fleet travel emissions increased 87.7% compared to YE2020.

<b>Fleet Travel</b>	<b>2020</b>	<b>2021</b>
Fleet Diesel Fuel	12.1	25.7
Fleet Petrol Fuel	3.2	3.1
<b>Total</b>	<b>15.3</b>	<b>28.8</b>

Fleet travel emissions for year ending 2020 and 2021, 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.

## WASTE

### Notes:

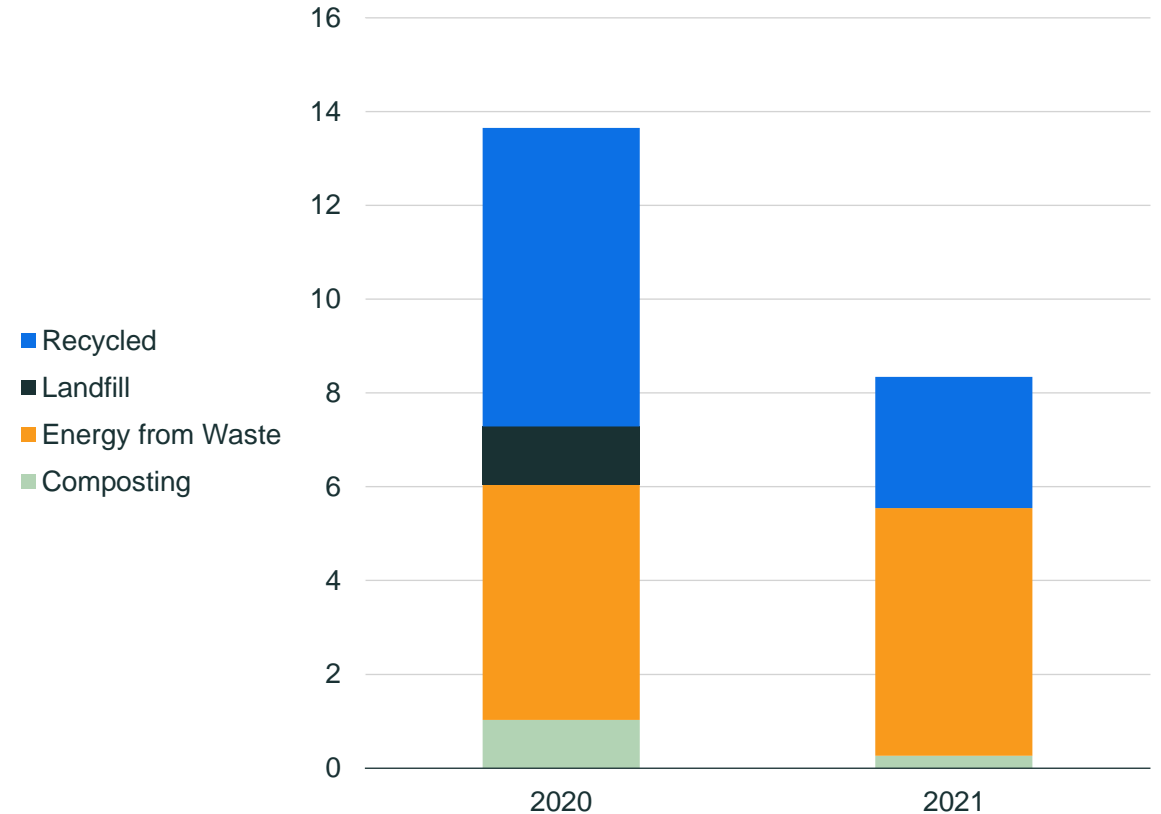
- Overall waste emissions decreased 38.9% compared to YE2020.

Waste	2020	2021
Composting	1.0	0.3
Energy from Waste	5.0	5.3
Landfill	1.2	-
Recycled	6.4	2.8
<b>Total</b>	<b>13.7</b>	<b>8.3</b>



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

Waste emissions for year ending 2020 and 2021, tCO<sub>2</sub>e





# Carbon footprint.

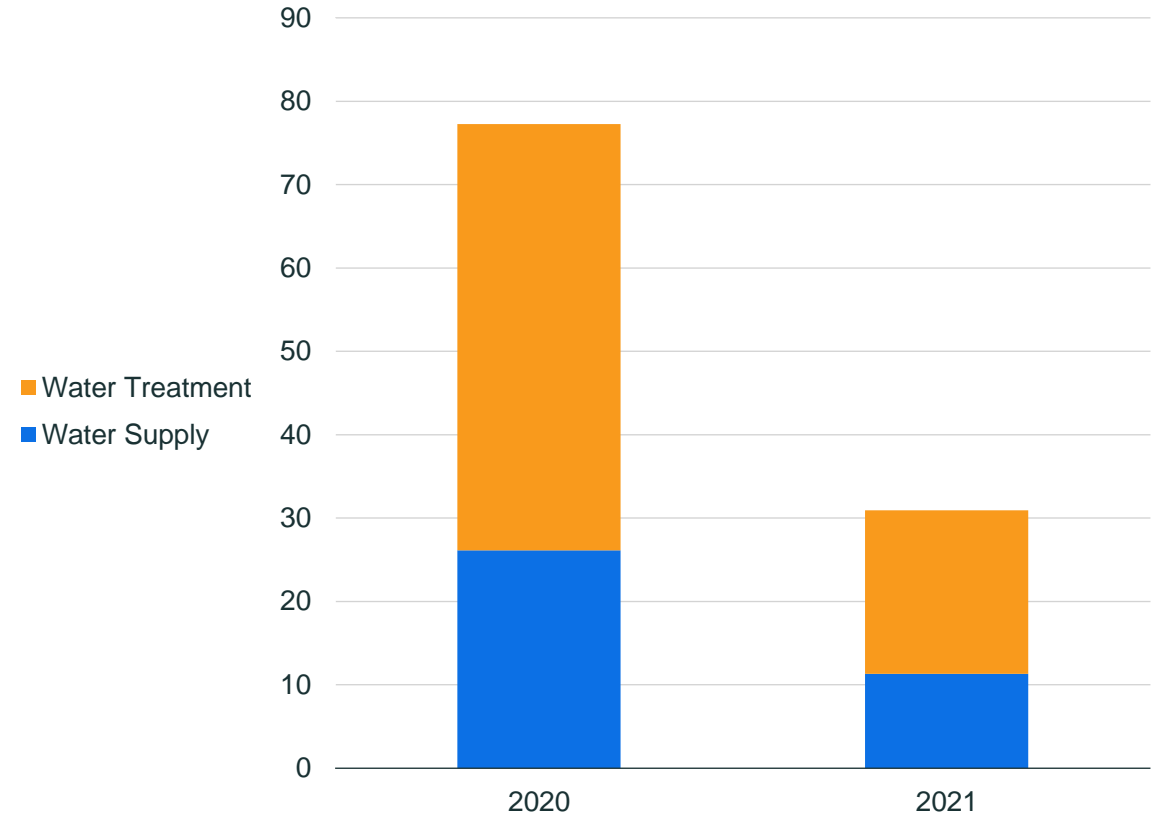
WATER

## Notes:

- Overall water emisisions decreased 60.0% compared to YE2020.

Water	2020	2021
Water Supply	26.1	11.3
Water Treatment	51.1	19.6
<b>Total</b>	<b>77.3</b>	<b>30.9</b>

Water emissions for year ending 2020 and 2021, 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.

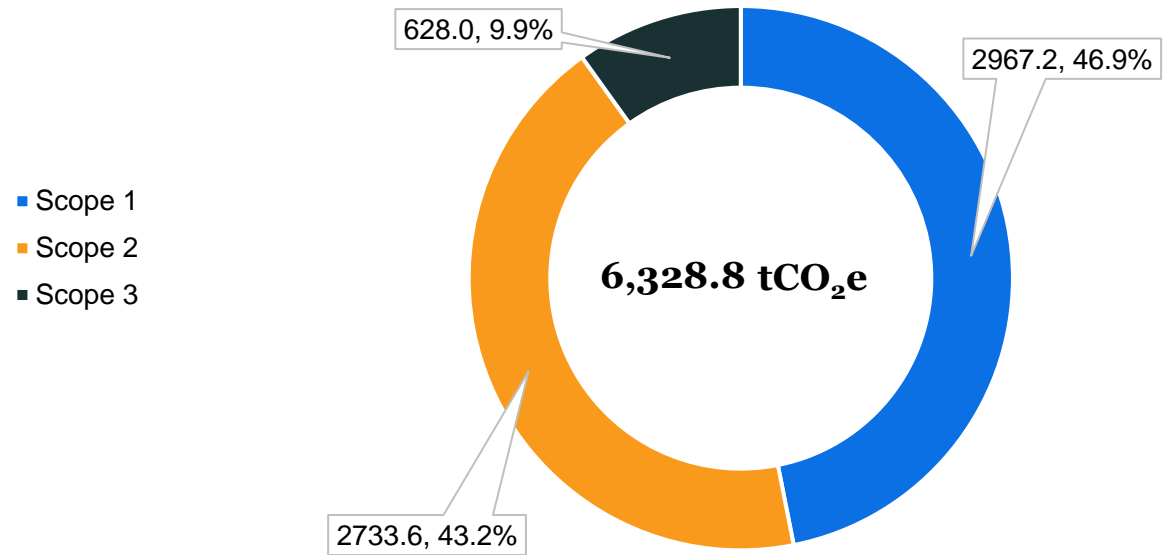


# Total carbon footprint.

BY SCOPE

Scope	tCO <sub>2</sub> e	%
Scope 1	2,967.2	46.9
Scope 2	2,733.6	43.2
Scope 3	628.0	9.9
<b>Total</b>	<b>6,328.8</b>	<b>100.0</b>

Total carbon emissions by scope for year ending 2021, 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.

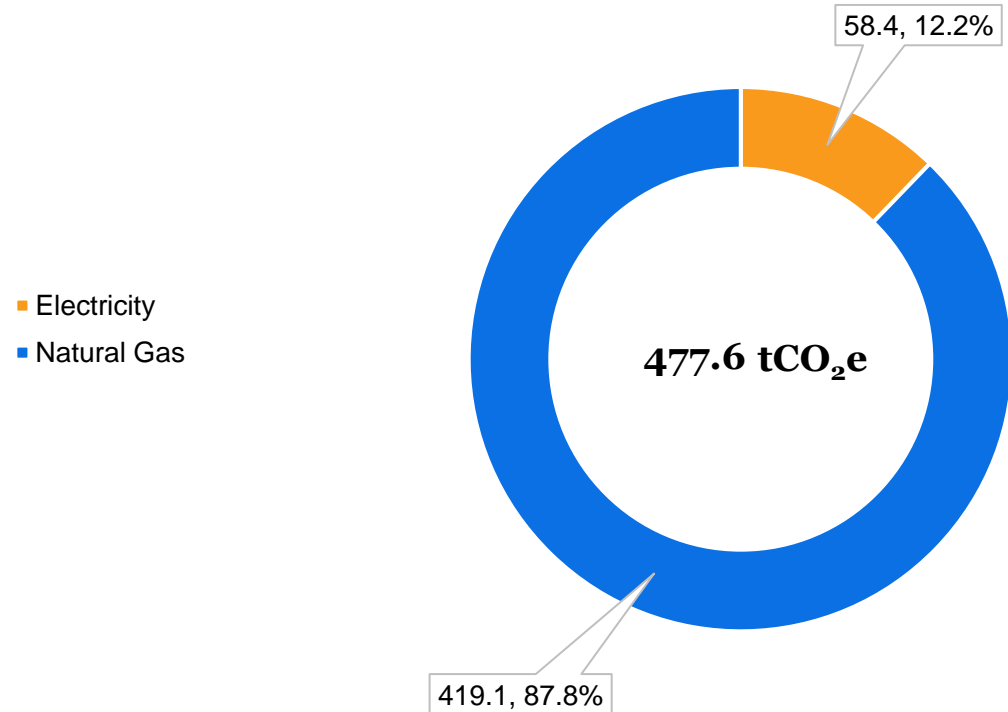
## HOME OFFICE

### Notes:

- Due to the uncertainties surrounding Home Office emissions, and the fact that commuting emissions have not been calculated as part of your footprint, these figures are provided for information only in order to give an indication of the scale of the impact associated with home office energy consumption. They have not been included in your carbon footprint total.

Homeworking	tCO <sub>2</sub> e	%
Electricity	58.4	12.2
Natural Gas	419.1	87.8
<b>Total</b>	<b>477.6</b>	<b>100.0</b>

### Homeworking emissions for year ending 2021, 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.



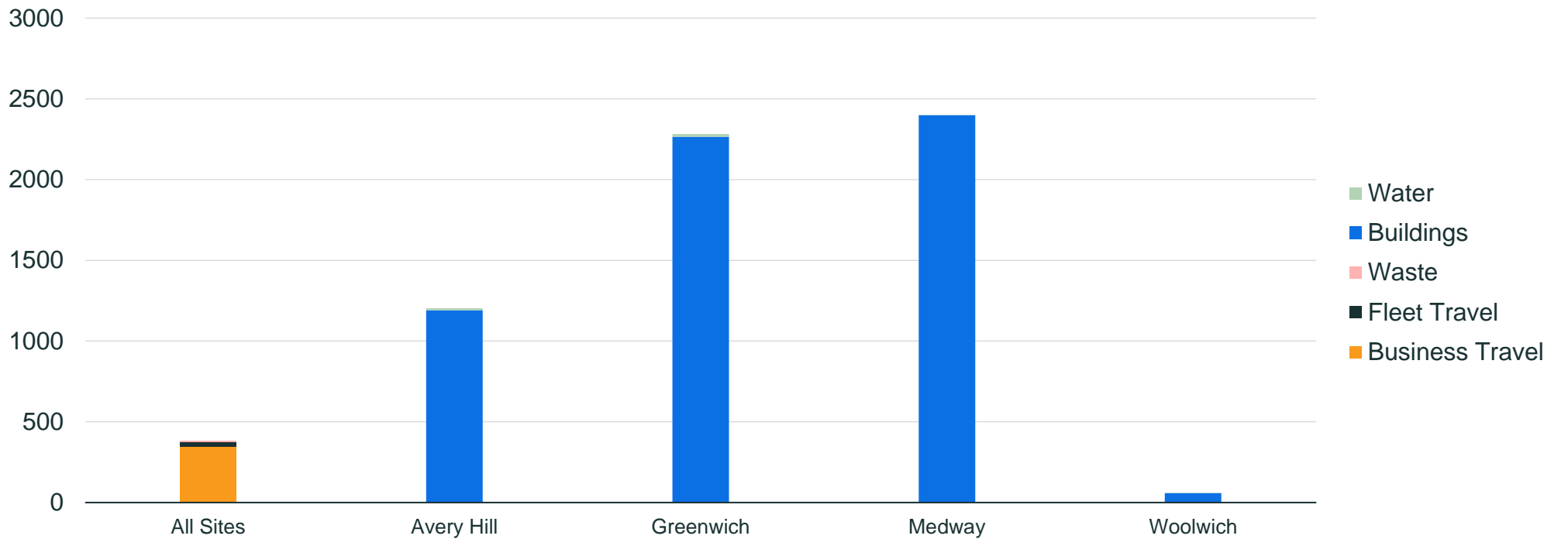
# Carbon footprint.

BY LOCATION

Carbon footprint for each location

tCO<sub>2</sub>e

**Note:**  
All includes business travel, fleet and waste, since the data submitted was cumulative for the whole business (i.e. not split between brands and head office)





# Benchmarking Percentage reduction.

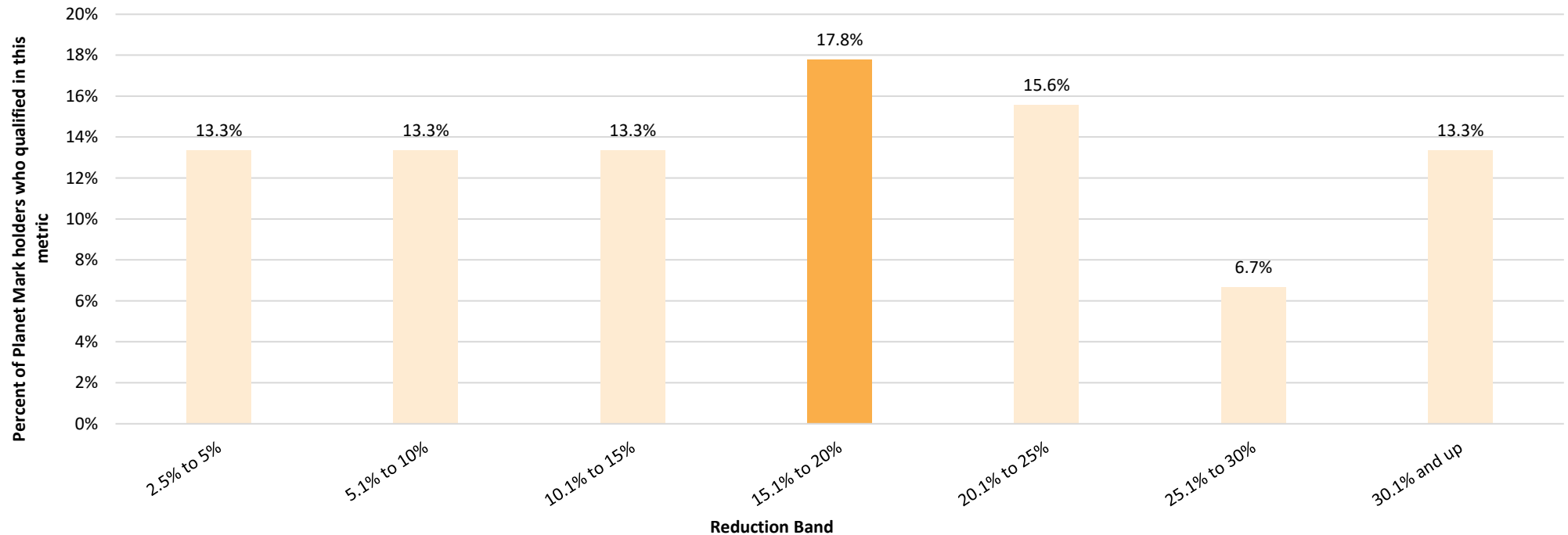
% reduction in total carbon by holders of the Planet Mark (Year 2020)

**-17.6%**



## Your reduction band.

University of Greenwich reduced its total carbon by 17.6% from the previous year. 17.8% of Planet Mark holders also achieved a 15.1% to 20% reduction in their total carbon.





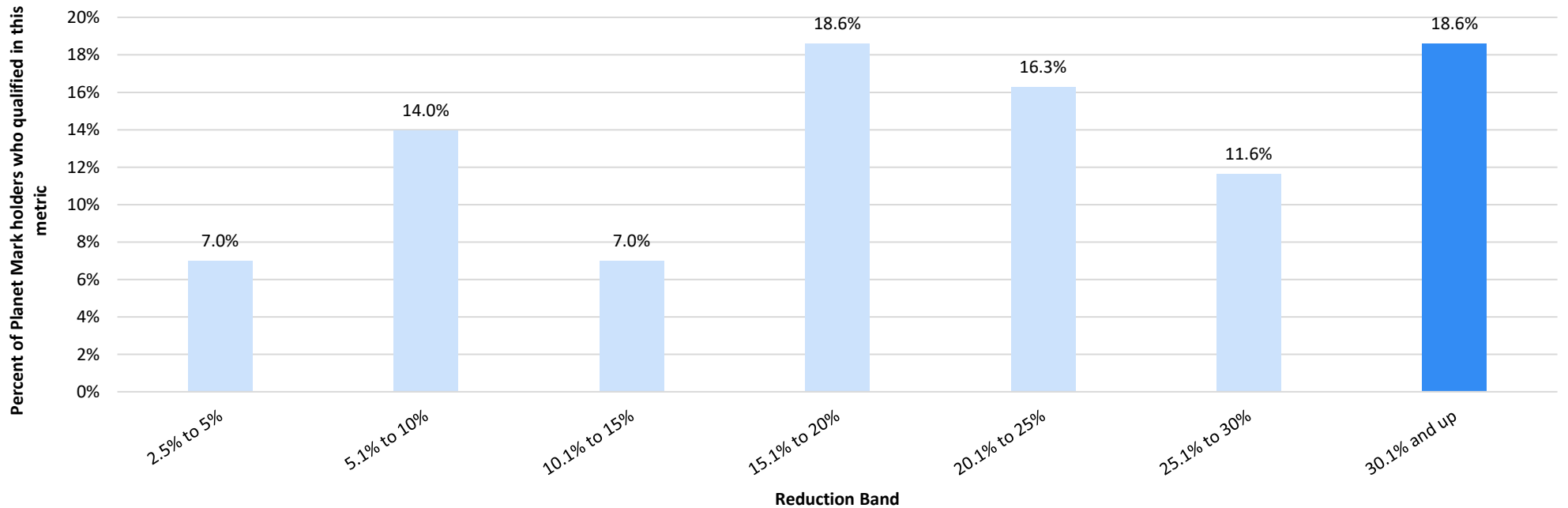
# Benchmarking Percentage reduction.

% reduction in total carbon per employee by holders of the Planet Mark (Year 2020)

**-37.5%**

## Your reduction band.

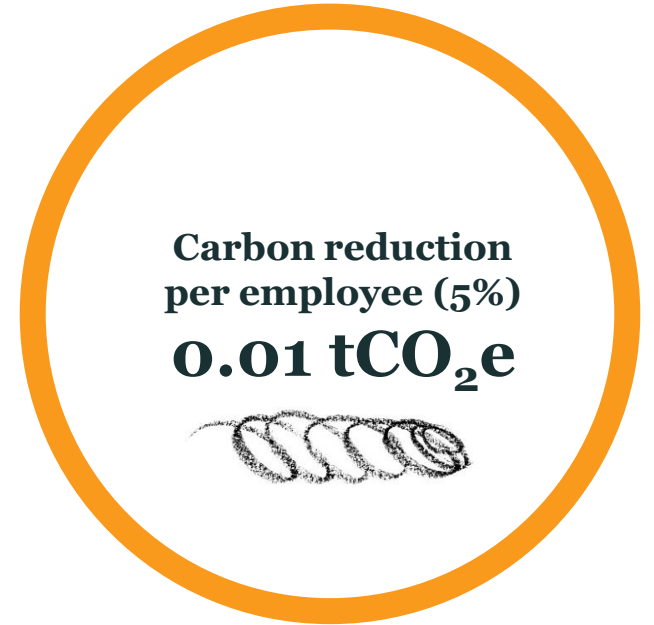
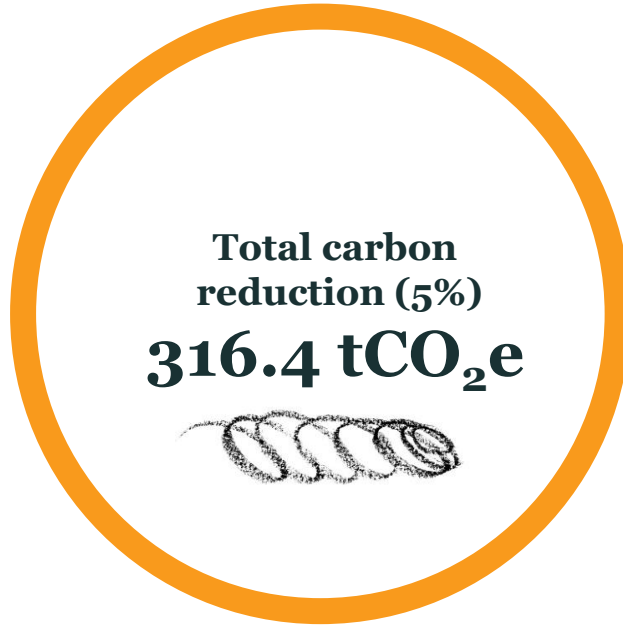
University of Greenwich reduced its total carbon per employee by 37.5% from the previous year. 18.6% of Planet Mark holders also achieved a 30.1% or higher reduction in their total carbon per employee.







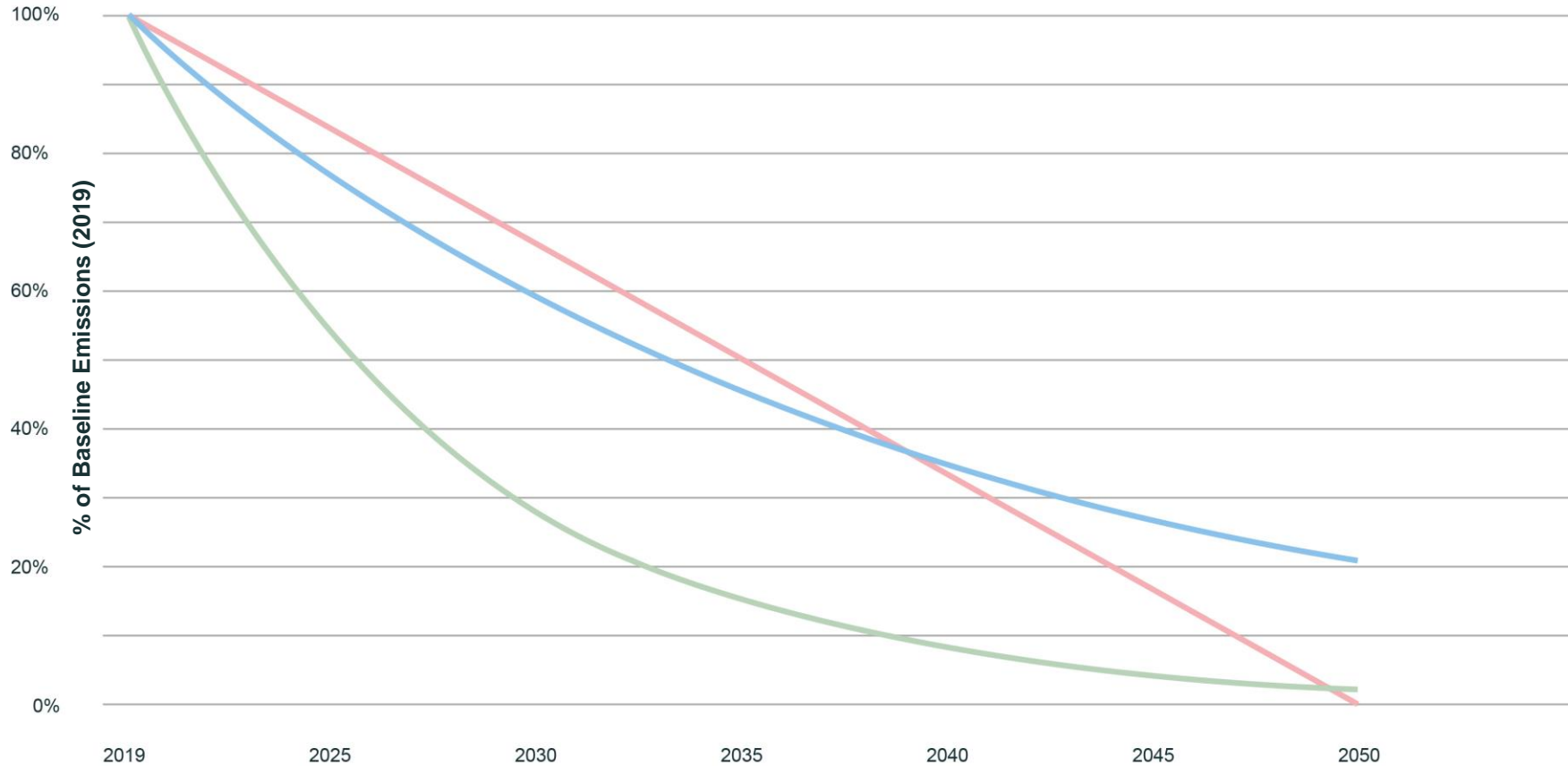
# Looking ahead. Targets for next year.





# Target setting.

## A Decade of Action: Pathways to Net Zero through varying emissions reduction trajectories



**Planet Mark 5% annual reduction**

- 5% year on year reduction is the minimum annual reduction recommended by the Planet Mark.

**Planet Mark 12% annual reduction**

- 12% year on year reduction is based on the mean average reduction achieved by the Planet Mark holders in Ye2019.
- A 12% year on year reduction from a 2019 baseline will set you on track to meet the UK target Net Zero by 2050.

**Net Zero 2050**



# Step two.

## ENGAGE

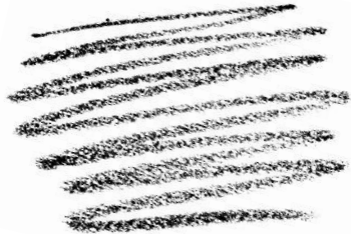




# Workshops.

Our engagement experts will help unlock your employees' passion to innovate and take ownership of their environmental impacts.

Together, we celebrate every commitment and champion every success, providing positive reassurance to help you drive change from within.



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## Workshop

## Description

### Sustainability Energiser

A 1 hour session for everyone in the business. It raises awareness about sustainability, the business case for acting on climate change and the carbon footprint of the company. Includes brainstorm session inviting participants to come up with solutions. **Completed by University of Greenwich in November 2021.**

### Sustainability Plan Workshop

A 3 hour session which lifts the lid on operational carbon emissions, supporting a brainstorming sessions 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.

### Business Sustainability Essentials Training

A 3 hour session covering the basics of business sustainability and the role your employees can adopt in driving change from within. Offered as both public and private event.

### Stakeholder Engagement Workshop

A 30min-1 hour session, focussing on the member's sustainability journey to date, ambitions ahead with the view to encourage their suppliers/customers to join. Q&As, networking opportunity.

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# The Eden Project

## *PARTNERSHIP*

At Planet Mark, we recognise 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. We contribute 5% of Business Certification fees to the Eden Project.

PlanetMark is a registered charity (No. 1090142) and a company limited by guarantee (No. 02062812). Registered office: 1st Floor, 100, The Quadrant, London, W1A 0AB. Company number: 02062812. Charity number: 1090142. VAT number: 264 240 700. Website: [www.planetmark.org.uk](http://www.planetmark.org.uk)





# Cool Earth

## *PARTNERSHIP*

Protecting our rainforests is one of our best lines of defence against climate change.

- Cool Earth is helping rainforest communities to protect nearly 100,000 hectares of biodiversity rich rainforest across three continents.
- Behind this huge milestone are thousands of families whose futures have been transformed.
- We have protected one acre of Peruvian rainforest in your company name.





# Step three.

COMMUNICATE



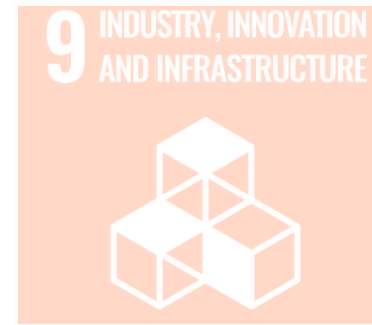
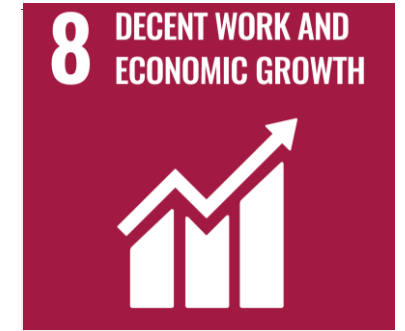
# Communicating your international influence.

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 18 SDG targets.

Contributing towards

# 8 SDGs







# SDG alignment.


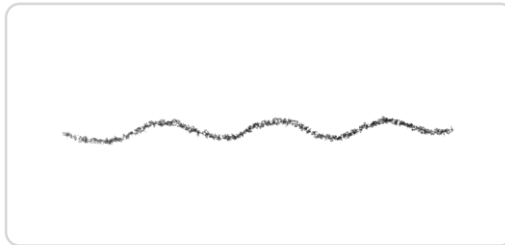


**6** CLEAN WATER AND SANITATION



6.3 - Reduction in total waste produced  
 6.3 - 95% of water treated  
 6.4 - Reduction in water consumption  
 6.6 - Acre of rainforest protected  
 6.6 - Reduction in water consumption

**9** INDUSTRY, INNOVATION AND INFRASTRUCTURE

**13** CLIMATE ACTION



13.3 - Reduction in absolute carbon emissions  
 13.3 - Acre of rainforest protected, storing 260 tCO<sub>2</sub>  
 13.3 - Donation to the Eden Project

**7** AFFORDABLE AND CLEAN ENERGY



7.2 - 100% of energy demand met by renewable energy

**11** SUSTAINABLE CITIES AND COMMUNITIES




11.6 - Measured carbon emissions  
 11.6 - Reduction in absolute carbon emissions  
 11.6 - Reduction in travel emissions  
 11.6 - Reduction in total waste produced  
 11.6 - 57% of waste recycled and composted  
 11.4 - Donation to the Eden Project  
 11.4 - Acre of rainforest protected

**14** LIFE BELOW WATER



14.3 - Reduction in absolute carbon emissions  
 14.1 - Reduction in total waste produced

**8** DECENT WORK AND ECONOMIC GROWTH



8.4 - Reduction in absolute carbon emissions  
 8.4 - Reduction in carbon emissions per intensity

**12** RESPONSIBLE CONSUMPTION AND PRODUCTION



12.6 - Measured carbon emissions  
 12.1 - Reduction in absolute carbon emissions  
 12.5 - Reduction in total waste produced  
 12.5 - 57% of waste recycled and composted

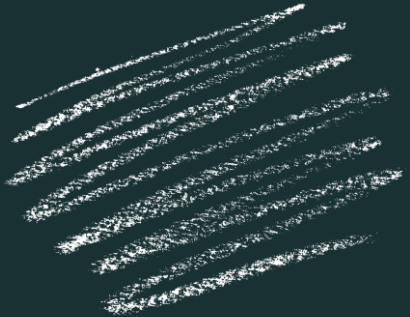
**15** LIFE ON LAND



15.5 - Reduction in absolute carbon emissions  
 15.2 - Acre of rainforest protected, storing 260 tCO<sub>2</sub>



# 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 all of your staff members to join our online platform, open exclusively to Planet Mark members. A space to learn, share, celebrate and discuss. 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 August 2019 to 31 July 2020					01 August 2020 to 31 July 2021				
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>									
Biodiesel	1	litres	74,179.0	12.3	-	-	-	-	-
Biodiesel ME	1	litres	-	-	17,777.0	3.0	-	0.1%	-
Electricity (location based)	2	kWh	12,846,963.6	2,995.1	12,874,191.0	2,733.6	-9%	43%	0.2%
Electricity (market based)	2	kWh	12,846,963.6	30.0	12,874,191.0	16.4	-45%	-	0.2%
Natural Gas	1	kWh	16,013,674.0	2,944.4	16,026,730.0	2,935.5	-0.3%	46%	0.1%
Transmission and Distribution Losses	3	kWh	12,767,427.6	256.0	12,832,448.0	241.1	-6%	4%	1%
<b>Travel</b>									
Fleet Diesel Fuel	1	litres	4,761.0	12.1	10,216.8	25.7	112%	0.4%	115%
Fleet Petrol Fuel	1	litres	1,485.0	3.2	1,423.2	3.1	-3%	0.1%	-4%
Air Travel	3	passenger.km	7,794,263.0	1,007.0	637,593.7	113.4	-89%	2%	-92%
Average Car	3	km	330,427.4	56.6	59,608.4	10.2	-82%	0.2%	-82%
Bus	3	passenger.km	49,216.1	5.1	10,417.1	1.1	-79%	0.02%	-79%
Diesel Fuel	3	litres	99,101.2	252.3	87,877.7	220.8	-12%	3%	-11%
Motorbike	3	km	762.2	0.1	5,664.9	0.6	644%	0.01%	643%
Petrol Fuel	3	litres	622.7	1.3	253.5	0.6	-59%	0.009%	-59%
Rail Travel	3	passenger.km	829,292.2	30.6	20,955.1	0.7	-98%	0.01%	-97%
Taxi	3	km	49,881.0	10.2	941.1	0.2	-98%	0.003%	-98%
<b>Waste</b>									
Composting	3	tonnes	100.7	1.0	29.2	0.3	-75%	0.004%	-71%
Energy from Waste	3	tonnes	235.5	5.0	248.2	5.3	5%	0.1%	5%
Landfill	3	tonnes	2.7	1.2	-	-	-	-	-
Recycled	3	tonnes	439.8	6.4	294.7	2.8	-56%	0.04%	-33%
<b>Water</b>									
Water Supply	3	cubic metres	76,004.9	26.1	75,936.8	11.3	-57%	0.2%	-0.09%
Water Treatment	3	cubic metres	72,204.7	51.1	72,139.9	19.6	-62%	0.3%	-0.09%
<b>Location Based</b>									
<b>Total</b>				<b>tCO<sub>2</sub>e</b>		<b>tCO<sub>2</sub>e</b>	<b>-18%</b>		
No. staff and students				17,741		23,406			
<b>Total per staff and students</b>				<b>tCO<sub>2</sub>e</b>		<b>tCO<sub>2</sub>e</b>	<b>-38%</b>		
				0.4		0.3			
<b>Market Based</b>									
<b>Total</b>				<b>tCO<sub>2</sub>e</b>		<b>tCO<sub>2</sub>e</b>	<b>-23%</b>		
No. staff and students				17,741		23,406			
<b>Total per staff and students</b>				<b>tCO<sub>2</sub>e</b>		<b>tCO<sub>2</sub>e</b>	<b>-42%</b>		
				0.3		0.2			

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>	University of Greenwich
<b>Sector</b>	University Education
<b>Reporting Period</b>	01 August 2020 to 31 July 2021
<b>Year Of Certification</b>	2nd
<b>Reporting Boundary</b>	University of Greenwich (Avery Hill, Greenwich, Medway, Woolwich)
<b>Emission sources included</b>	Electricity, T&D losses, Natural Gas, Other Fuels, Water, Waste, Fleet, Business Travel, Homeworking (excluded from the footprint)
<b>Total FTE staff and students (annual average no.)</b>	23,406
<b>Data Collection Lead</b>	David Jackson, Sustainability Project Officer, <a href="mailto:D.Jackson@greenwich.ac.uk">D.Jackson@greenwich.ac.uk</a>
<b>Significant reporting changes</b>	None
<b>Baseline Conversion Factor</b>	BEIS 2020
<b>Current Conversion Factor</b>	BEIS 2021
<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 Code of Practice for detailed information on the methodology and standards used in the preparation of this report
<b>Community Project</b>	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of Planet Mark Certification
<b>Prepared by</b>	Noah Howlett, Sustainability Consultant, Planet Mark
<b>Checked by</b>	Jamie Beevor, Head of Technical, Planet Mark Rima Trofimovaite, Head of Certification, Planet Mark
<b>Date</b>	28 July 2022



# About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
<b>Electricity</b>	2 and 3	kWh	Primary and secondary sources - internal spreadsheet and spot checked invoices	Actual meter reads	Your scope 2 electricity emissions are reported in two ways; one is using the location based method and the other the market based method. Location based electricity emissions have been calculated using carbon emission factors for average UK national grid electricity and 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 reporting period.  The University of Greenwich receive the feed in tariff for their on-site solar pannels.	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Natural gas</b>	1	kWh	Primary and secondary sources - internal spreadsheet and spot checked invoices	Actual meter reads	None.	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Building Fuel</b>	1	litres	Primary and secondary sources - internal spreadsheet and spot checked invoices	Actual meter reads	Wood pellets for the CHP unit has been excluded as per last years report. The activity data needed to calculate the emissions associated with the burning of wood pellets is not currently available.	Medway Site

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). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



# About this report – Caveats (ii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
<b>Water supply &amp; treatment</b>	3	m <sup>3</sup>	Primary and secondary sources - internal spreadsheet and spot checked invoices	Actual meter reads	Greenwich University have assumed that 95% of water is returned to the sewer.	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Homeworking energy</b>	3	kWh	Secondary source - Planet Mark homeworking energy calculation tool	Estimated	<p>Includes additional electricity and space heating energy consumption as a result of working from home. We calculate energy consumption due to homeworking in each month of the reporting period based on the number of FTE who work from home. Space heating energy consumption in each month is derived from a Planet Mark degree day analysis using average UK energy consumption for a gas heated home. Monthly electricity consumption takes into account the electricity needed for a home office plus some other ancillary demand.</p> <p>Planet Marks calculations for Greenwich's homeworking emissions have been adapted based on specific data Greenwich were able to provide as to employees working days.</p>	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)

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). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



# About this report – Caveats (iii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
<b>Fleet vehicles</b>	1	km	Primary source - fuel reports	Actual	None	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Private vehicles used for business</b>	3	km	Primary source - expense claims and travel reports	Actual	For fuel consumption, Greenwich has assumed a 60/40 split between petrol and diesel. Van fuel has been assumed to be diesel based on the emission factors used. For car and motorbike mileage, a 10% uplift has been added as per Greenwich's report.	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Air travel</b>	3	pkm	Primary source - expense claims and travel reports	Actual	Air travel emissions factors have had radiative forcing included. To calculate the distance associated with the air travel with Greenwich works out from a emissions per cost conversion factor, the average domestic EF with RF emissions factor has been used.	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Rail travel</b>	3	pkm	Primary source - expense claims and travel reports	Actual	Only emissions were provided for rail travel, these have been divided by the EF to get distance travelled. A 5% uplift has been added as per Greenwich's report.	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Taxi travel</b>	3	km	Primary source - expense claims and travel reports	Actual	Only cost per trip available. We assumed £2.53 per mile. Calculations 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.)	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)

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). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.





# About this report – Caveats (iv).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
<b>Bus travel</b>	3	km	Primary source - expense claims and travel reports	Actual	For bus travel, a 10% uplift has been added as per Greenwich's report. The EF for London buses has been used as Greenwich is located in London.	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Waste Landfill</b>	3	tonnes	Primary source - supplier report	Actual	None	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Waste Recycling</b>	3	tonnes	Primary source - supplier report	Actual	None	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Energy from waste</b>	3	tonnes	Primary source - supplier report	Actual	Greenwich University's construction waste that goes to energy from waste has been included as commercial waste so that the emissions factors match.	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Waste Composting</b>	3	tonnes	Primary source - supplier report	Actual	None	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)
<b>Headcount</b>		no.	Primary source - note from payroll	Actual	We have used annual average full time equivalent employees. Part time employees assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	4 Sites (Avery Hill, Greenwich, Medway, Woolwich)

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). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



# About this report – Caveats (v).

Operational Boundary	Comments, omissions, estimates or extrapolations
<b>Statement</b>	As stated through this report we are only measuring emissions from these sources for the Planet Mark certification. Electricity, T&D losses, natural gas, other fuels, water, waste, fleet, business travel. The Planet Mark certification does not include emissions associated with scope 3 emissions not associated with the sources listed before.

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). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



# 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.

	01 August 2019 to 31 July 2020	01 August 2020 to 31 July 2021	Definition
Relevance of boundary	4	4	Boundary accurately reflects the entire business carbon footprint for the 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	2	3	Data collection procedure clearly disclosed and full disclosure of assumptions. Some evidence provided.
Data accuracy	2	3	Efforts made to reduce uncertainties. No estimated meter readings, actual data provided where possible. Some estimations/sampling.
Consistency	-	4	Consistent or consistently improved methods, boundary and data completeness to allow for meaningful comparisons between years.
<b>Total score</b>	<b>11 out of 16</b>	<b>13 out of 20</b>	

• **As a way to improve your data quality score for future reports, it is recommended:**  
Make sure to use the correct emissions factors throughout the report.



# 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

## Get in touch

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