

Business Certification

University of Greenwich

YEAR 1

1 August 2019 to 31 July 2020



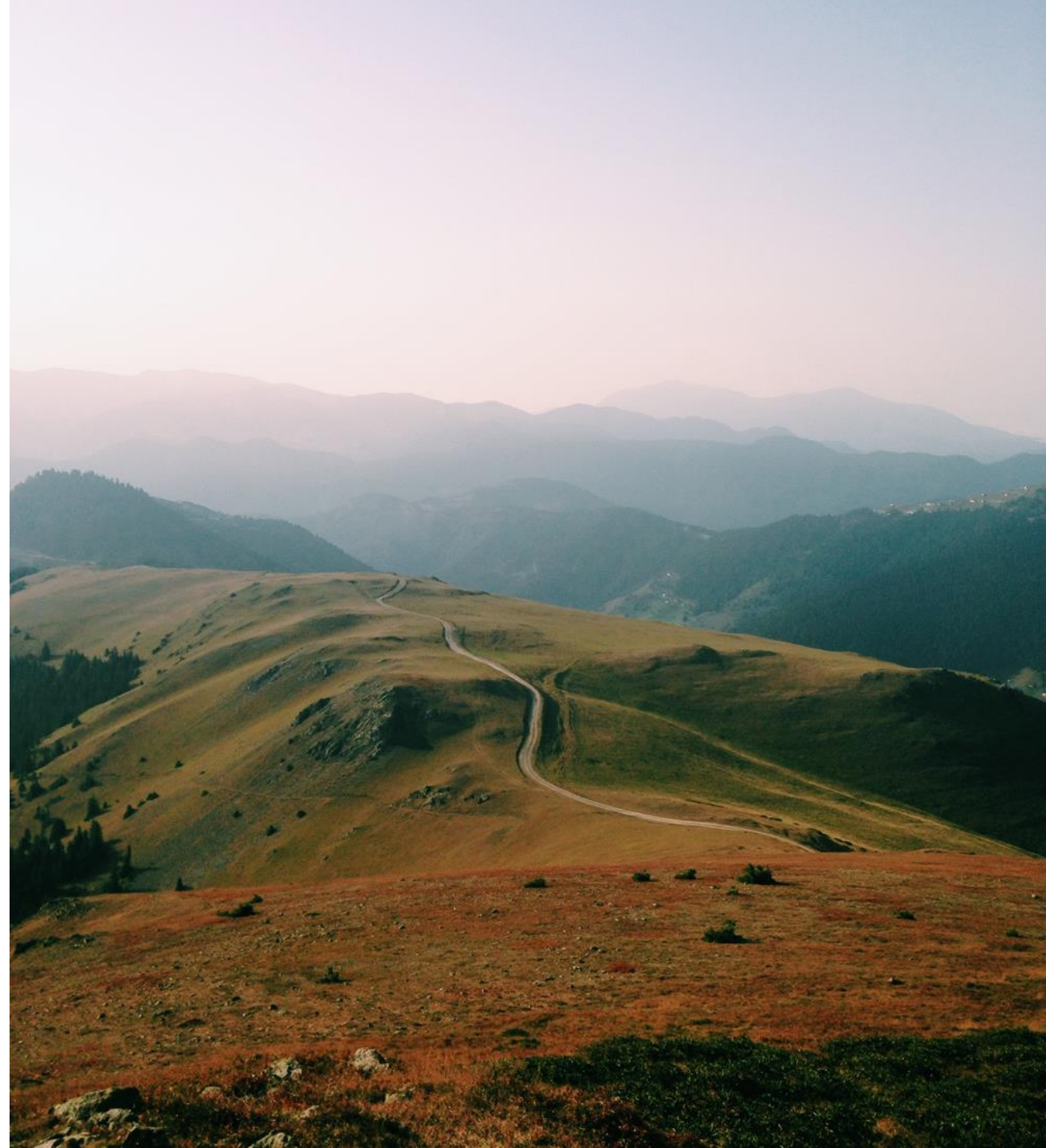
Measure



Engage



Communicate





Total carbon EMISSIONS

Location-based

8,467.7
tCO₂e total emissions

Total emissions equivalent to
7,574 flights from London to New York

0.5
tCO₂e per staff & student



Building
7,197.5 tCO₂e

Used enough electricity to power **5,634** UK homes for one year.



Travel
1,118.5 tCO₂e

Travelled **229** times around the world.



Waste
18.9 tCO₂e

Produced waste that weighs the same as **74** London buses.



Water
132.8 tCO₂e

33 Litres per staff and student per day.



Procurement
N/A



Home office
84.2 tCO₂e

Used enough energy to power **27** UK homes for one year.



Total carbon EMISSIONS

Market-based

4,658.2
tCO₂e total emissions

Total emissions equivalent to
9,651 flights from London to New York

0.3
tCO₂e per staff & student



Building
3,388.0 tCO₂e

Used enough electricity to power **5,634** UK homes for one year.



Travel
1,118.5 tCO₂e

Travelled **229** times around the world.



Waste
18.9 tCO₂e

Produced waste that weighs the same as **74** London buses.



Water
132.8 tCO₂e

33 Litres per staff and student per day.



Procurement
N/A



Home office
84.2 tCO₂e

Used enough energy to power **27** UK homes for one year.



Step one.

MEASURE





Total carbon footprint.

Location *BASED*

Reporting year:

1 August 2019 – 31 July 2020

Reporting Boundary:

University of Greenwich, Old Royal Naval College, Park Row, London SE10 9LS

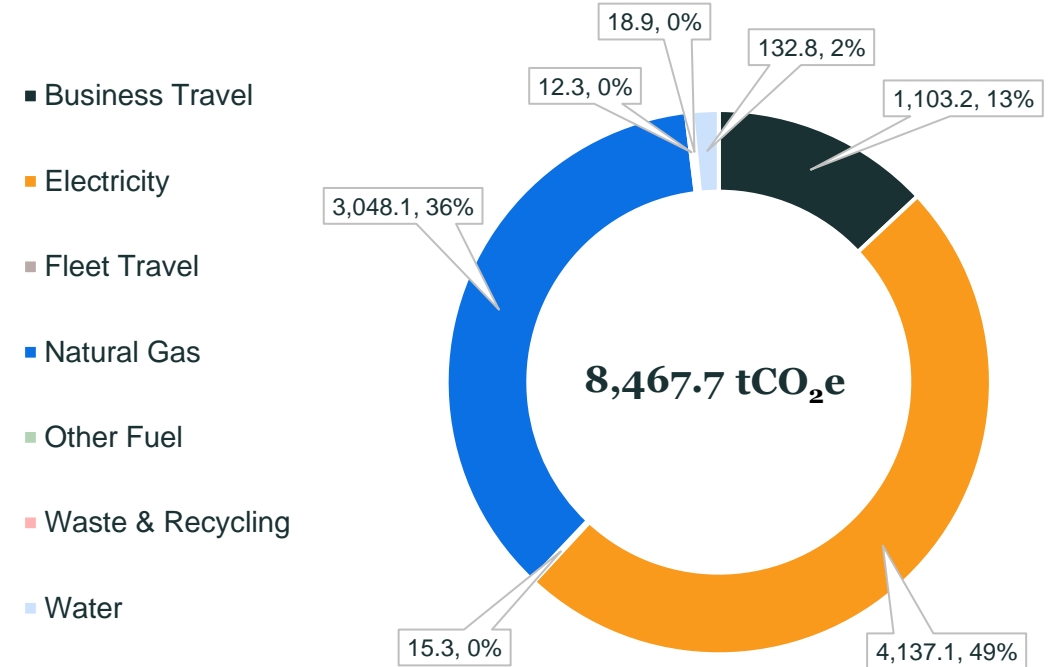
Emissions measured:

Electricity, T&D losses, natural gas, other fuels, water, waste, fleet, business travel, homeworking energy (excluded from total carbon footprint)

Highlights:

Carbon footprint (tCO ₂ e):	8,467.7
Per staff & student (tCO ₂ e):	0.5
Next reduction target:	5%
Data quality score:	11 out of 16

Carbon footprint by emission source for year ending July 2020, tCO₂e



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:

1 August 2019 – 31 July 2020

Reporting Boundary:

University of Greenwich, Old Royal Naval College, Park Row, London SE10 9LS

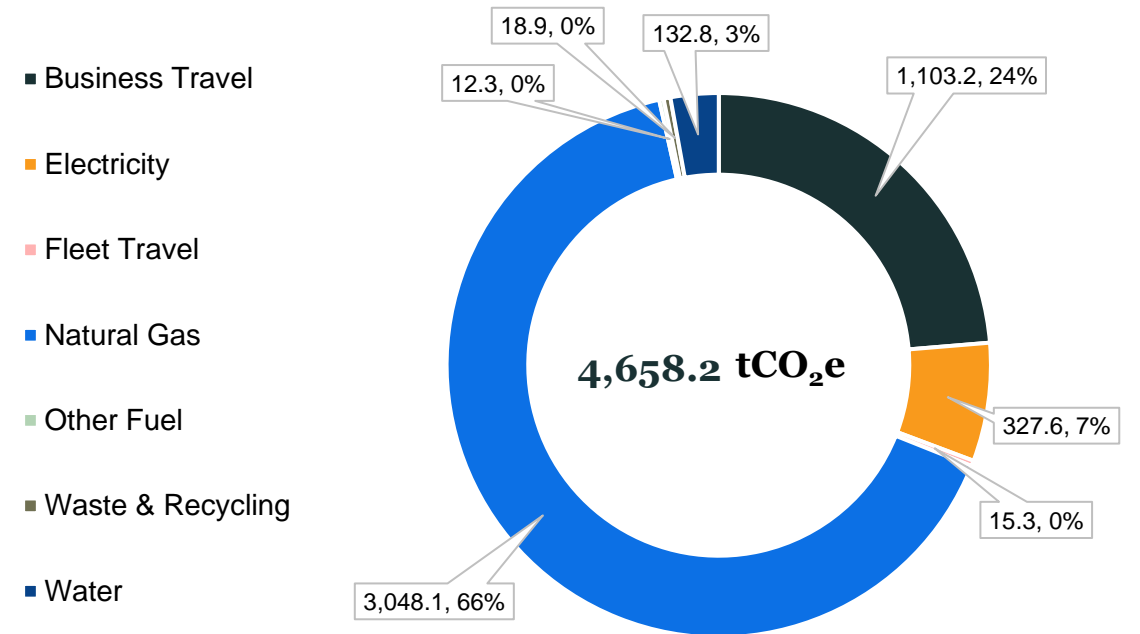
Emissions measured:

Electricity, T&D losses, natural gas, other fuels, water, waste, fleet, business travel, homeworking energy (excluded from total carbon footprint)

Highlights:

Carbon footprint (tCO ₂ e):	4,658.2
Per staff & student (tCO ₂ e):	0.3
Next reduction target:	5%
Data quality score:	11 out of 16

Carbon footprint by emission source for year ending July 2020, tCO₂e



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).



Carbon footprint.

BUILDINGS

Notes:

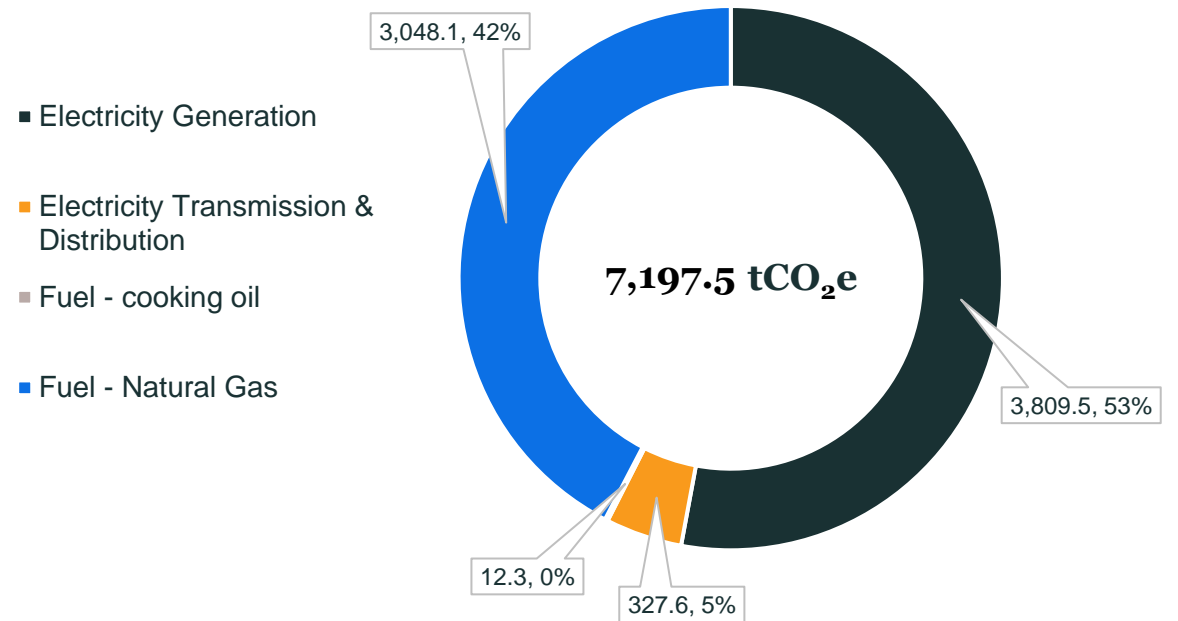
- Emissions from electricity consumption account for 45% of the total carbon footprint emissions.
- Emissions associated with natural gas consumption account for 36% of the total carbon emissions.

Buildings (Location-based)	tCO₂e	%
Electricity Generation	3,809.5	52.9%
Electricity - Transmission & Distribution	327.6	4.6%
Fuel - cooking oil	12.3	0.2%
Fuel - natural Gas	3,048.1	42.3%
Total	7,197.5	100.0%



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

Building emissions for year ending July 2020, tCO₂e





Carbon footprint.

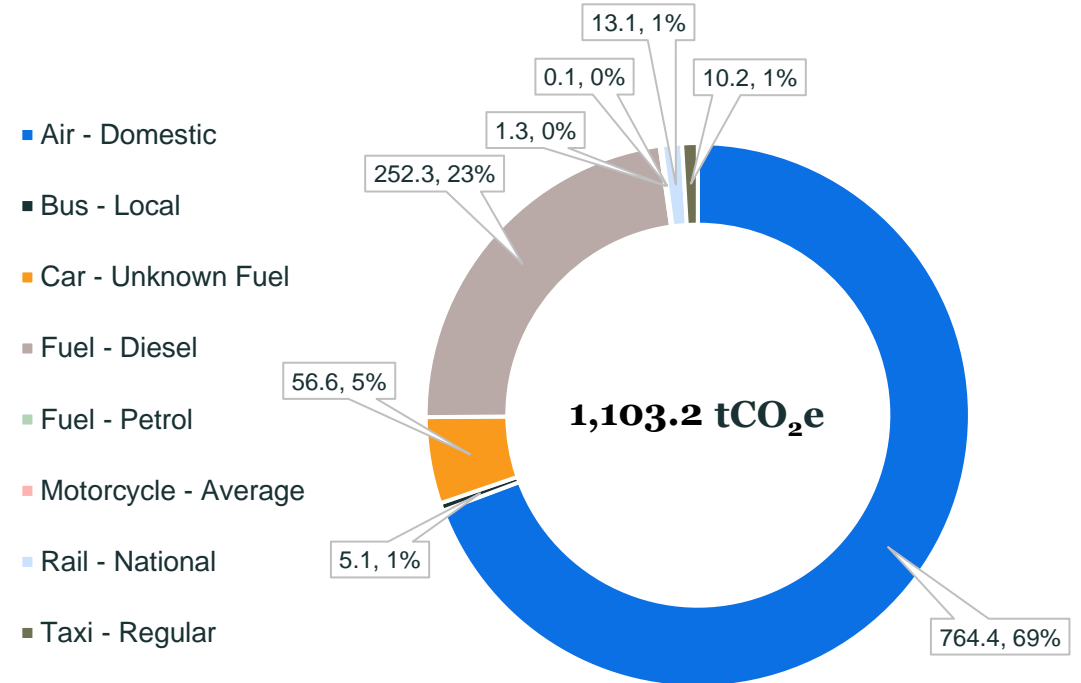
Business TRAVEL

Notes:

- Emissions associated with business travel account for 13% of the total carbon footprint.
- Air travel accounts for 9% of the total carbon footprint.

Business Travel	tCO ₂ e	%
Air – All Travel	764.4	69.3%
Bus - Local	5.1	0.5%
Car - Unknown Fuel	56.6	5.1%
Fuel - Diesel	252.3	22.9%
Fuel - Petrol	1.3	0.1%
Motorcycle - Average	0.1	0.0%
Rail - National	13.1	1.2%
Taxi - Regular	10.2	0.9%
Total	1,103.2	100.0%

Business travel emissions for year ending July 2020, tCO₂e



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Carbon footprint.

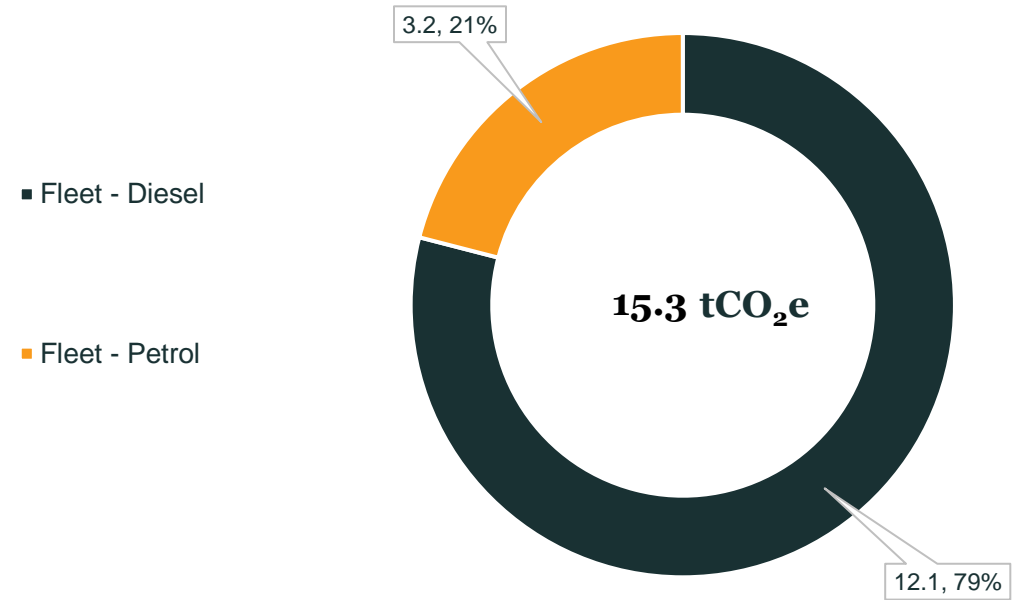
Fleet TRAVEL

Notes:

- Fleet travel makes up 0.1% of the total carbon footprint.

Fleet Travel	tCO ₂ e	%
Fleet - Diesel	12.1	79.0%
Fleet - Petrol	3.2	21.0%
Total	15.3	100.0%

Fleet travel emissions for year ending July 2020, tCO₂e



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Carbon footprint.

WASTE

Notes:

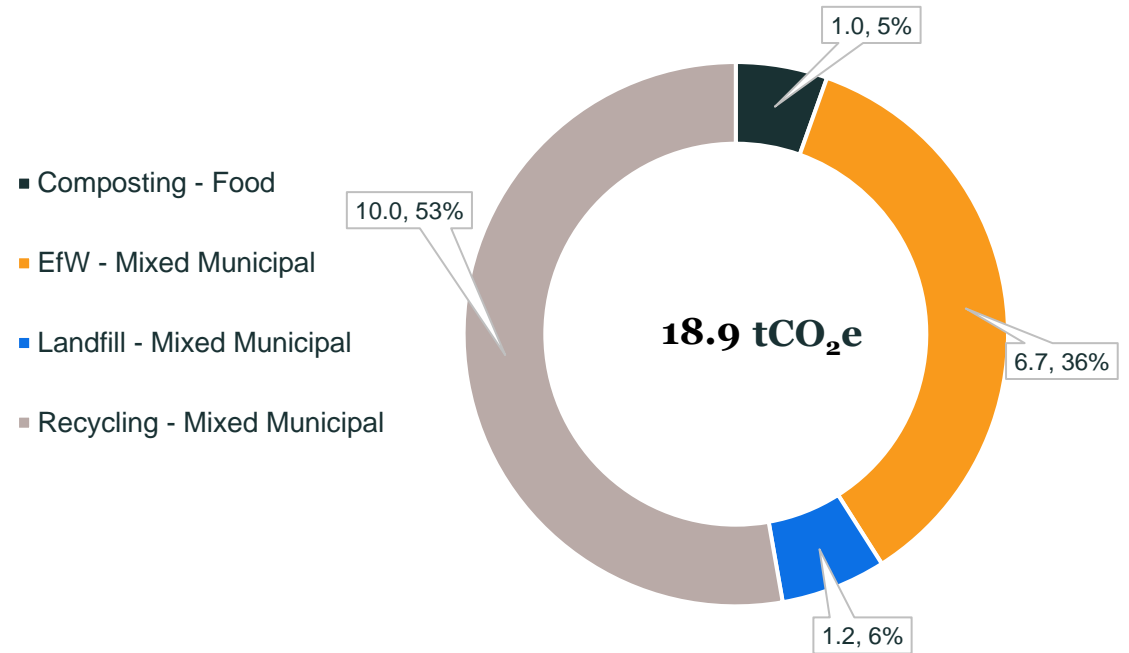
- Emissions from waste make up 0.2% of the total carbon footprint.
- Of this 53% of the emissions are associate with recycling waste.

Waste & Recycling	tCO ₂ e	%
Composting - Food	1.0	5.4%
EfW - Mixed Municipal	6.7	35.5%
Landfill - Mixed Municipal	1.2	6.3%
Recycling - Mixed Municipal	10.0	52.8%
Total	18.9	100.0%



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Waste emissions for year ending July 2020, tCO₂e





Carbon footprint.

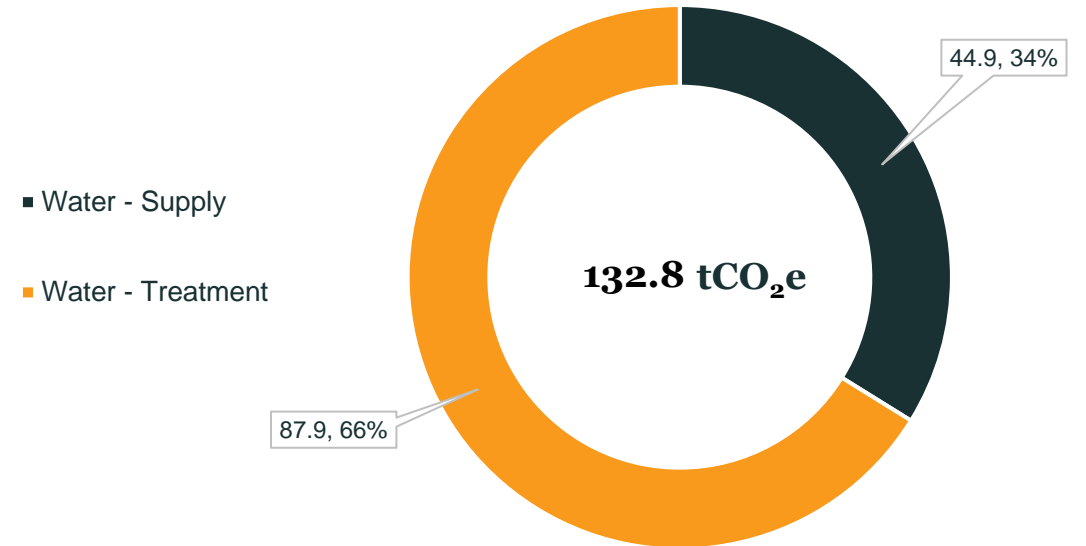
WATER

Notes:

- The emissions associated with water supply account to 0.5% of the total carbon footprint.
- The emissions associated with water treatment account for 1% of the total carbon footprint.

Water	tCO ₂ e	%
Water - Supply	44.9	33.8%
Water - Treatment	87.9	66.2%
Total	132.8	100.0%

Water emissions for year ending July 2020, tCO₂e



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

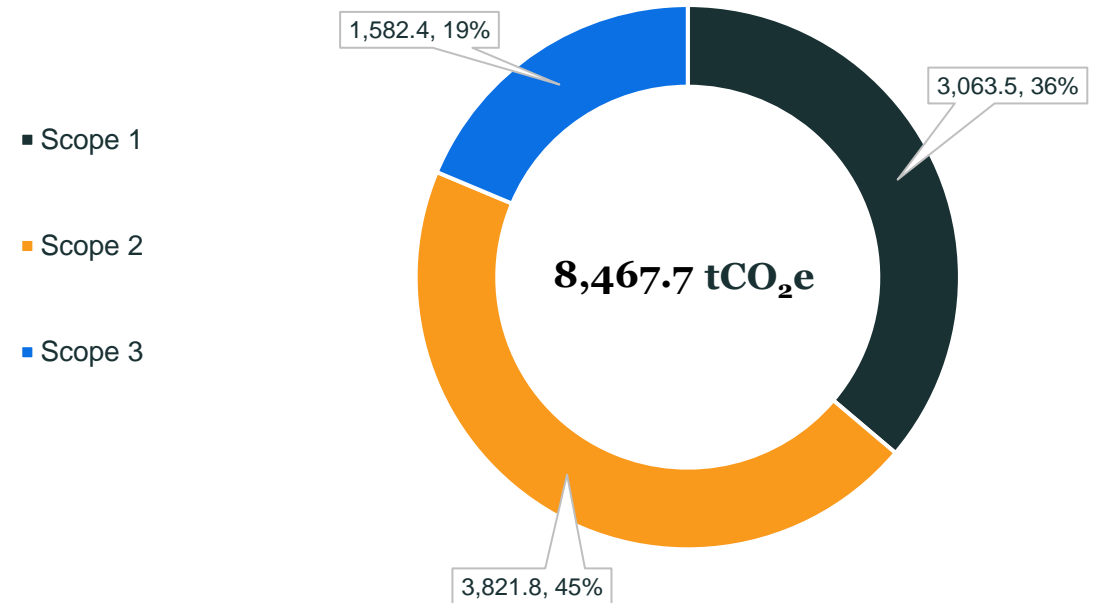
Notes:

- Scope 1 emissions represent 36.2% of the total carbon footprint. This includes emissions from natural gas and fleet fuels.
- Scope 2 emissions represent 45.1% of the total carbon footprint. This includes emissions from purchased electricity.
- Scope 3 emissions represent 18.7% of the total carbon footprint. This includes emissions from water, waste and business travel.

Scope	tCO ₂ e	%
Scope 1	3,063.5	36.2%
Scope 2	3,821.8	45.1%
Scope 3	1,582.4	18.7%
Total	8,467.7	100.0%

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Total carbon emissions by Scope for year ending July 2020, tCO₂e





Carbon footprint.

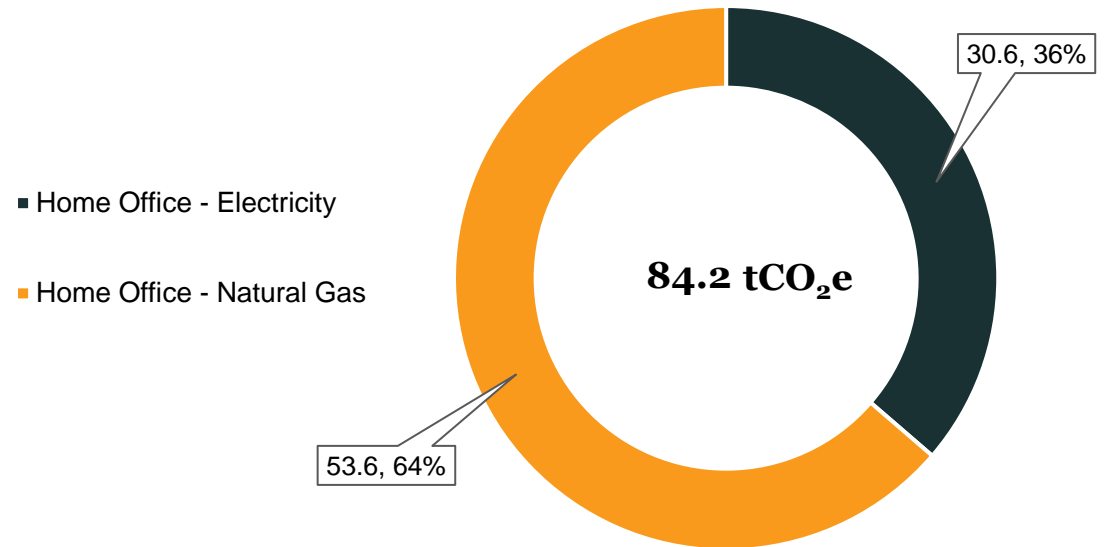
HOME OFFICE

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.
- Greenwich university have used their own Homeworking formula to estimate the emissions of their staff working from home.

Home Office	tCO ₂ e	%
Home Office - Electricity	30.6	36.3%
Home Office - Natural Gas	53.6	63.7%
Total	84.2	100.0%

Home Office emissions for year ending July 2020, tCO₂e



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



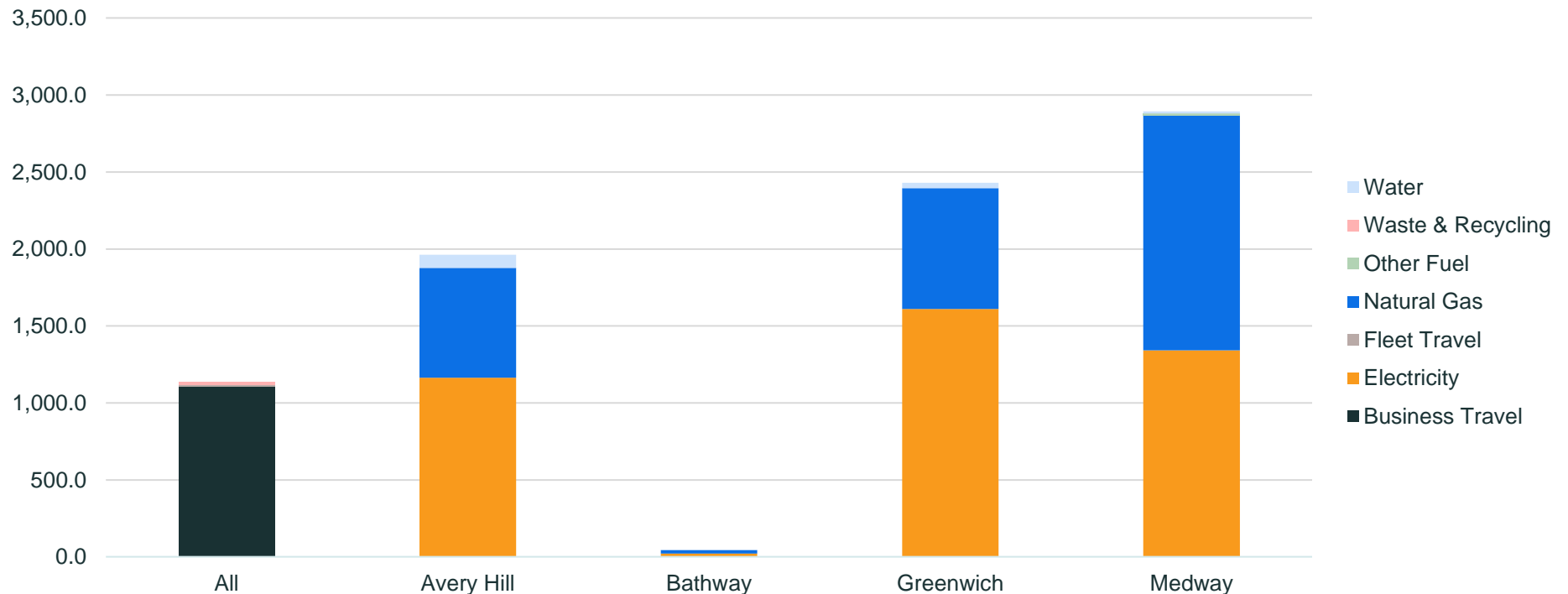
Carbon footprint.

BY LOCATION

Carbon footprint for each location

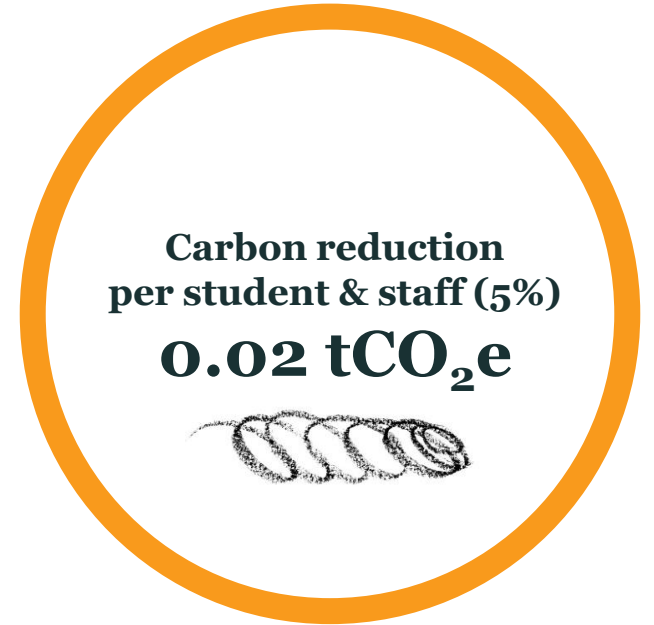
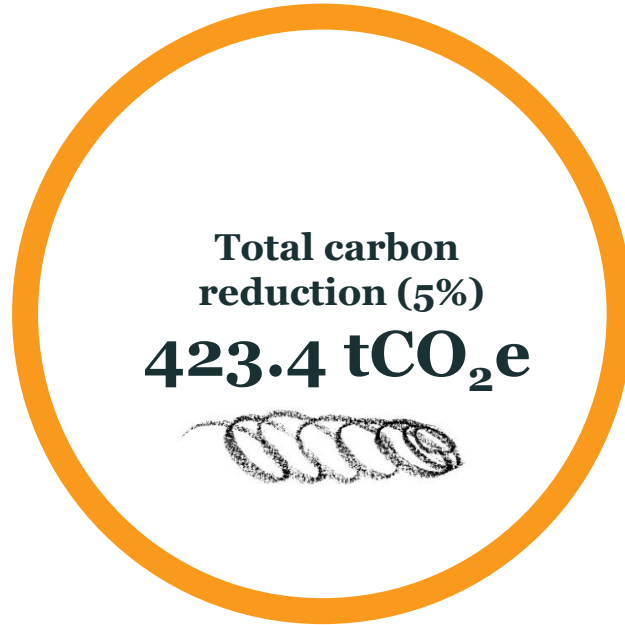
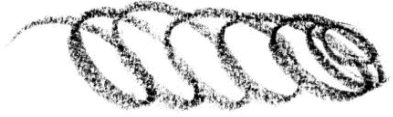
tCO₂e

Note:
All includes business travel, fleet and other fuels, since the data submitted was cumulative for the whole business.





Looking ahead Targets for next year.





Step two.

ENGAGE

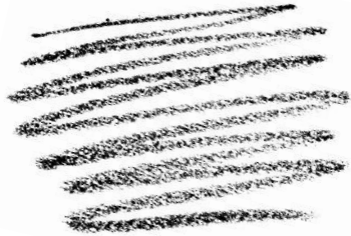




Workshops.

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.



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.
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.



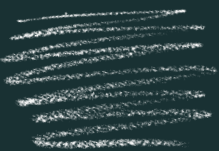
The Eden Project

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. We contribute 5% of Business Certification fees to the Eden Project.

As part of your certification with the Planet Mark, up to 12 people can visit the Eden Project for free – please get in touch to arrange your Eden Project visit, and inspire and encourage positive action.





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



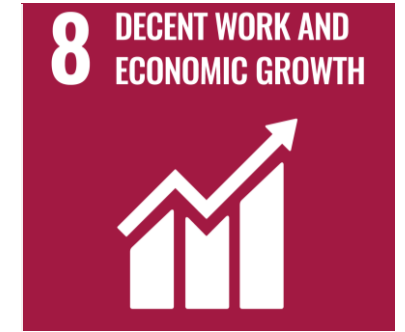
Communicating your international influence.

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

9 SDGs





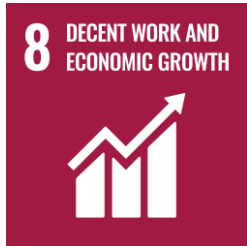
SDG alignment.



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



- 7.3 - Reduction in energy use
- 7.3 - Reduction in electricity use
- 7.2 - % of energy demand met by renewable energy



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



- 9.4 - Reduction in energy use
- 9.4 - Reduction in electricity use
- 9.4 - % of fleet that is electric or hybrid



- 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 - % of waste recycled and composted
- 11.4 - Donation to the Eden Project
- 11.4 - Acre of rainforest protected



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



- 13.3 - Reduction in absolute carbon emissions
- 13.3 - Acre of rainforest protected, storing 260 tCO₂
- 13.3 - Donation to the Eden Project



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



- 15.5 - Reduction in absolute carbon emissions
- 15.2 - Reduction in paper use
- 15.2 - % of paper FSC/PEFC certified
- 15.2 - Acre of rainforest protected, storing 260 tCO₂



Data Report.

APPENDIX





Sources.

	Source	Scope	Unit	Current		% total carbon footprint
				1 August 2019 - 31 July 2020		
				Amount	tCO ₂ e	
	Building					
	Electricity (location based)	2	kWh	16,339,849.9	3,809.5	45%
	Electricity (market based)	2	kWh	16,339,849.9	-	-
	Transmission and distribution losses	3	kWh	16,339,849.9	327.6	4%
	Natural gas	1	kWh	16,577,534.0	3,048.1	36%
	Other Fuel - cooking oil	1	litres	74,179.0	12.3	0%
	Waste					
	Landfill	3	tonnes	2.7	1.2	0%
	Recycled	3	tonnes	467.1	10.0	0%
	Energy from waste	3	tonnes	314.6	6.7	0%
	Compost/Anaerobic digestion	3	tonnes	100.7	1.0	0%
	Water					
	Water supply	3	m ³	130,615.6	44.9	1%
	Water treatment	3	m ³	124,084.9	87.9	1%
	Travel					
	Vehicle - fleet - diesel	1	litres	4,761.0	12.1	0%
	Vehicle - fleet - petrol	1	litres	1,485.0	3.2	0%
	Vehicle - non-fleet - average	3	km	330,427.4	56.6	1%
	Vehicle - non-fleet - diesel	3	litres	181.6	0.5	0%
	Air	3	km	7,794,263.0	764.4	9%
	Rail	3	km	829,292.2	13.1	0%
	Bus	3	km	49,216.1	5.1	0%
	Bus - litres	3	litres	98,504.5	250.8	3%
	Motorbike	3	km	762.2	0.1	0%
	Leased cars	3	litres	1,037.8	2.4	0%
	Taxi	3	km	49,881.0	10.2	0%
	Total		tCO₂e		8,467.7	
	No. students and staff		Number	17,741		
	Total per student and staff		tCO₂e	0.5		
	Market Based					
	Total		tCO₂e		4,658.2	
	No. students and staff		Number	17,741		
	Total per student and staff		tCO₂e	0.3		

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.

Company Name	University of Greenwich
Sector	Education
Reporting Period	1 August 2019 to 31 July 2020
Year Of Certification	1st
Reporting Boundary	Old Royal Naval College, Park Row, London SE10 9LS
Emission sources included	Electricity, T&D losses, natural gas, other fuels, water, waste, fleet, business travel, homeworking energy (not included in total carbon footprint)
Total FTE employees & students (annual average no.)	17,741
Data Collection Lead	David Jackson, Sustainability Projects Officer – d.jackson@greenwich.ac.uk
Current Conversion Factor	Carbon: BEIS 2019, BEIS 2020
Methodology	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value 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	Matthew Sumners, Senior Sustainability Consultant, Planet Mark
Checked by	Jamie Beevor, Head of Technical, Planet Mark
Date	07 June 2021



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 some extrapolation to match reporting period	<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>Renewables electricity generation has been included and interpolated to match the reporting period.</p> <p>Both a location based method and a market based method have been used to calculate the emissions associated with electricity consumption. It has been confirmed that Greenwich University procure a 100% blue for business tariff for Electricity across all their sites. Invoice data confirms this contract and therefore emissions associated with this electricity generation are 0. Whilst the emissions are 0 this electricity is generated via nuclear power generation and the Planet Mark strongly advises to move to a renewable energy tariff to reduce the impact on the environment.</p>	University of Greenwich
Natural gas	1	kWh	Primary source - invoices	Actual meter reads with some extrapolation to match reporting period	None	University of Greenwich
Other Fuel - cooking oil	1	litres	Primary source - invoices	Actual	None	University of Greenwich - Medway site
Other Fuel - Wood pellets	1	kWh	Primary source - invoices	Actual	The energy associated with the CHP (Combined Heat and Power) system at Daniel Defoe has been excluded for the reporting period. The activity data needed to calculate the emissions associated with the burning of wood pellets was unavailable. It is recommended that actual activity data is collected in future years to ensure the emissions can be captured.	University of Greenwich – Daniel Defoe site
Refrigerant	1	kg	Secondary source - email confirming usage	Unverified- Primary evidence (i.e. invoices, meter readings, supplier report) to support data submitted for certification was not available for verification	No refrigerant gas top ups have been recorded in the reporting year.	University of Greenwich

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
Homeworking energy	3	kWh	Secondary source- University of Greenwich homeworking energy calculation tool	Estimated	<p>The University of Greenwich have used their own formula to calculate the emissions associated with working from home. See the formula below. This has been reviewed by the Planet Mark and errors corrected.</p> <p>Electricity; Office energy calculation (CIBSE 2012) $Ave\ workstation\ (140w) + Lighting\ (10w) * Working\ hours * FTE$ homeworking = Total</p> <p>Gas; Heating energy calculation (UK heating average natural gas) $Heating\ (5kwh) * Working\ hours * FTE\ homeworking * home\ occupancy\ (66.7\%) = Total$</p> <p>Homeworking emissions have not been included in the total carbon footprint for the University of Greenwich but shown separately within this report.</p>	University of Greenwich
Landfill	3	tonnes	Secondary source - internal waste report	Assumed Actual	<p>Hazardous waste is not included because it includes both recycled and non-recycled materials so it would be a double count of data. WEEE, medical waste etc are included in the recycling or incineration/landfill figures.</p> <p>A proxy emissions factor for the construction waste that has been sent to landfill has been used to represent the emissions of this waste being sent to landfill.</p>	University of Greenwich
Recycled	3	tonnes	Secondary source - internal waste report	Assumed Actual	<p>Hazardous waste is not included because it is covered by both recycled and non-recycled materials so it would result in double counting of the data. WEEE, medical waste etc. are included in the recycling or incineration/landfill figures.</p>	University of Greenwich
Energy from waste	3	tonnes	Secondary source - internal waste report	Assumed Actual	<p>Hazardous waste is not included because it is covered by both recycled and non-recycled materials so it would result in double counting of the data. WEEE, medical waste etc. are included in the recycling or incineration/landfill figures.</p>	University of Greenwich



About this report – Caveats (iii).

Operational boundary	Scope	Unit	Data source	Data accuracy	Comments, omissions, estimates or extrapolations	Organisational boundary
Compost/Anaerobic digestion	3	tonnes	Secondary source - internal waste report	Assumed Actual	None	University of Greenwich
Water Supply and Treatment	3	m ³	Primary source - invoices	Actual and estimated meter reads with some interpolation to match reporting period	It has been assumed that 0.95% of the water supply at the University of Greenwich is sent to water treatment.	University of Greenwich
Vehicle - fleet - diesel	1	litres	Secondary source - Internal fuel report	Assumed Actual	This data is provided from fuel reports.	University of Greenwich
Vehicle - fleet – Electric cars	2	kWh	Secondary source - Internal fuel report	Assumed Actual	The electric battery vehicles are charged on site. It has been confirmed that the electricity consumption is included in the total building consumption.	University of Greenwich
Vehicle - fleet - petrol	1	litres	Secondary source - Internal fuel report	Assumed Actual	This data is provided from fuel reports.	University of Greenwich
Vehicle - non-fleet - average	3	km	Primary source - expense claims	Assumed Actual	Grey fleet has been calculated based on cost at £0.40 pence per mile. A 10% uplift has then been applied to account for any employees that have not submitted their business travel claims. This has been confirmed by the University of Greenwich.	University of Greenwich
Vehicle - non-fleet - diesel	3	litres	Secondary source - internal report	Estimated	The total litres of fuel for van hire has been estimated based on the number of times a van was hired. The average mileage for these journeys was used to calculate the litres of fuel used in these journeys. It is recommended that more accurate data is recorded for the distance or a record of fuel purchased for these van hires would be captured.	University of Greenwich



About this report – Caveats (iv).

Operational boundary	Scope	Unit	Data source	Data accuracy	Comments, omissions, estimates or extrapolations	Organisational boundary
Air	3	km	Primary and secondary sources - travel reports and expense claims	Estimated and actual	<p>A combination of data has been used to calculate the emissions from air travel. Three different travel companies are used to book travel and there is also cost data from other flights not booked through the travel agents.</p> <p>The University of Greenwich has used the data provided within these travel reports and used the travel agent totals for tCO2e calculations. These calculations provided use the BEIS2019 emissions factors. It is recommended that these emission factors are reviewed and the most appropriate/recent emissions factors are applied to these figures.</p> <p>As there are flights which are not booked through the travel agents and also only the total cost of these flights are available. A proxy figure from 2018/2019 has been used to estimate the tCO2e per £ and this figure has been applied to the total cost of the flights to produce the estimated emissions. Going forward it is strongly recommended that actual distance and class data is recorded to more accurately represent the emissions from air travel.</p>	University of Greenwich
Hire cars	3	litres	Secondary source - internal report	Estimated	Fuel from leased cars has been calculated based on cost. This has been estimated that 60% is associated with diesel use and 40% is associated with petrol use. An estimated 1.234p per litre has been used to calculate the total number of litres purchased.	University of Greenwich
Motorcycle travel	3	km	Secondary source - internal report	Estimated	Motorcycle travel has been estimated based on cost. It is estimated that it is £0.25 per mile. A 5% uplift has then been applied to account for any employees that have not submitted there business travel claims. This has been confirmed by the University of Greenwich.	University of Greenwich
Taxi	3	km	Secondary source - internal report	Estimated	Taxi travel has been calculated based on cost. For the UK taxi travel has been estimated at £3 per mile. It is also estimated that the taxi travel overseas has been estimated at £1.50 per mile. The average emissions factor from BEIS has been applied to calculate those emissions associated with business travel. It is recommended that University of Greenwich collect more granular data to accurately calculate emissions associated with taxi travel.	University of Greenwich



About this report – Caveats (v).

Operational boundary	Scope	Unit	Data source	Data accuracy	Comments, omissions, estimates or extrapolations	Organisational boundary
Rail	3	km	Primary and secondary sources - travel reports and expense claims	Estimated and actual	<p>A combination of data has been used to calculate the emissions from rail travel. Three different travel companies are used to book travel. Rail travel is also booked through the employees themselves through expenses for both domestic and overseas rail travel.</p> <p>The University of Greenwich has used the data provided within these travel reports and used the travel agent's total tCO2e calculations. These calculations provided use the BEIS2019 emissions factors. It is a recommendation that these figures are reviewed and the most appropriate/recent emission factors are applied to this figures.</p> <p>Rail travel not included in the travel agents reports in the UK has been calculated from cost. A proxy figure from 2018/2019 has been used to estimate the tCO2e per £ and this figure has been applied to the total cost of the rail travel to produce the estimated emissions. A 5% uplift has then been applied to account for any employees that have not submitted there business travel claims. This has been confirmed by the University of Greenwich.</p> <p>Rail travel overseas has been calcacite from cost. A total £ figure has been provided for both rail and bus travel. It is assumed 75% of this total cost is rail travel. A proxy figure from 2018/2019 has been used to estimate the tCO2e per £ and this figure has been applied to the total cost of the rail travel to produce the estimated emissions. It is recommended that this travel data is more accurately reported so the emissions associated with this travel can be calculated. A 5% uplift has then been applied to account for any employees that have not submitted there business travel claims. This has been confirmed by the University of Greenwich.</p>	University of Greenwich



About this report – Caveats (vi).

Operational boundary	Scope	Unit	Data source	Data accuracy	Comments, omissions, estimates or extrapolations	Organisational boundary
Bus	3	Litres & km	Secondary source - internal report	Estimated	<p>Bus hire has been calculated based on the distance of each bus hire and the number of hires throughout the reporting period. Litres have then been calculated based on the mpg of each bus.</p> <p>All travel overseas has been calculated from cost. A total £ figure has been provided for both rail and bus travel. It is assumed 25% of this total cost is rail travel. A figure of 6 miles per £ has then been applied to calculate the total distance of the bus travel; overseas. A 5% uplift has then been applied to account for any employees that have not submitted their business travel claims. This has been confirmed by the University of Greenwich.</p> <p>Bus travel in the UK has been calculated based on cost. It is assumed that a bus travel 6 miles per £. A 10% uplift has then been applied to account for any employees that have not submitted their business travel claims. This has been confirmed by the University of Greenwich.</p> <p>Greenwich also provide a bus service and recorded the total miles travelled during the teaching and non teaching weeks. Knowing the mpg of each bus the total litres of fuel was then calculated to provide the annual consumption of each bus service.</p>	University of Greenwich
Employees		no.	Primary source- note from payroll	Actual	None	University of Greenwich
Turnover		£	Primary source- note from finance director	Assumed Actual	None	University of Greenwich
Statement	Underlying data used to compile the data submitted for certification was verified on a reasonable level. Reasonable verification is restricted to desktop review of supporting evidence sampling which are reconciled back to its source data. It is assumed that a data review is carried out by University of Greenwich data managers prior to being collated into the documents provided for certification.					



About this report – Caveats (vi).

Underlying data used to compile the data submitted for certification was verified on a reasonable level. Reasonable verification is restricted to desktop review of supporting evidence sampling which are reconciled back to its source data. It is assumed that a data review is carried out by University of Greenwich data managers prior to being collated into the documents provided for certification.

Statement

This has been a unique year for carbon reporting due to the COVID-19 pandemic. The UK entered a state of lockdown during the reporting months of March, April, May, June and July. It is estimated that 75% of employees had to work from home therefore this would have an impact on the total usage data across the university.

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.



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.

	1 August 2019 – 31 July 2020	Definition
Relevance of boundary	4	Boundary accurately reflects the entire business carbon footprint for the studied period.
Data completeness	3	12 months of data provided and all GHG emission sources within the boundary accounted for, no disclosure of exclusions.
Transparency	2	Data collection procedure insufficiently disclosed, partial disclosure of assumptions.
Data accuracy	2	Qualified estimate, few efforts to reduce uncertainties. Some estimated meter readings and sampled/estimated data.
Total score	11 / 16	

As a way to improve your data quality score for future reports, it is recommended:

- Record actual weight and purchases of wood pellet usage at the CHP plant to understand the emissions associated with this fuel.
- Accurately record and monitor all business travel to reduce reliance on estimations.
- Review and monitor electricity usage at least quarterly to understand any large changes in consumption and ensure records are updated regularly.
- Ensure all data is traceable and the data collection is transparent so it is clear how all assumptions and calculations are made.
- Ensure all activity data is recorded business travel, waste etc. to reduce the reliance on estimations to improve data accuracy.



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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