



Carbon Footprint Appraisal Results

For

The Courier Company (UK) Ltd



Issue 3.0

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0 Executive Summary

Carbon Footprint Ltd has calculated The Courier Company (UK) Ltd's half-yearly carbon dioxide emissions based on a dataset provided by the company.

The Courier Company (UK) Ltd's carbon footprint was calculated at 180.42 tCO₂e per half year.

Period of calculation	Total footprint (tCO ₂ e)	Tonnes of CO ₂ e per employee	Tonnes of CO ₂ e per £M turnover
1 January 2011 to 30 June 2011	180.42	12.03	99.68

The chart below demonstrates the contribution of each element in the makeup of the total carbon footprint of the company's operations.

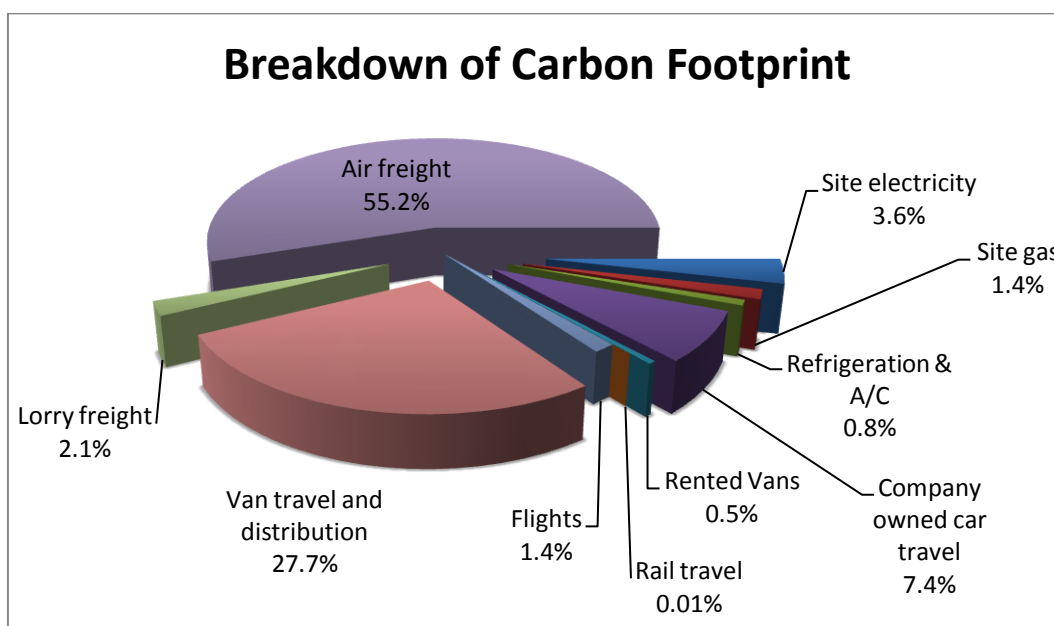


Table of Contents

0	Executive Summary	I
1	Introduction	1
1.1	Scope of this work	1
1.2	What is a carbon footprint?	1
1.3	How is the carbon footprint calculated?	2
1.4	Why is it important?	3
1.5	Abbreviations	3
2	Carbon Footprint Results.....	4
2.1	Summary of results.....	4
3	Comparison & Bench Marking.....	6
3.1	Comparison to base year emissions	6
3.2	Internal and external benchmarking	6
4	Carbon Footprint Standard.....	7
4.1	Brand endorsement.....	7
4.2	Carbon Neutrality.....	7
5	Recommendations	8
6	References.....	9

1 Introduction

1.1 Scope of this work

Carbon Footprint Ltd has assessed the carbon emissions from 1 January 2011 to 30 June 2011 resulting from The Courier Company (UK) Ltd's business activities.

1.2 What is a carbon footprint?

A **carbon footprint** is a measure of the impact our activities have on the environment in terms of the amount of green house gases produced, measured in units of carbon dioxide equivalents (CO₂e).

A carbon footprint is made up of two parts, the primary footprint and secondary footprint.

1. The **primary footprint**:

There are two primary causes of emissions, the energy use in buildings and travel emissions. This encompasses electricity use, burning oil or gas for heating, and fuel consumption as a result of business travel or distribution. The primary footprint corresponds to elements within scopes 1, 2 and 3 of the World Resources Institute GHG Protocol, as indicated in the table below:

Table 1 showing primary footprint

Footprint	Activity	Scope
Primary	Electricity, heat or steam generated onsite	1
	Natural gas, gas oil, LPG or Coal use attributable to company owned facilities	1
	Company owned vehicle travel	1
	Production of any of the 6 GHG's	1
	Purchased electricity, heat or steam	2
	Employee business travel (using transport not owned by the company)	3

2. The **secondary footprint**:

Is a measure of the indirect emissions from a company's upstream and downstream activities, typically from outsourced/contract manufacturing, and products and services offered by an organisation. The secondary footprint corresponds to scope 3 of the World Resources Institute GHG Protocol excluding employee business travel as indicated in the table below:

Table 2 secondary footprint

Footprint	Activity	Scope
Secondary	Employee commuting	3
	Transportation of an organisation's products, materials or waste by another organisation	3
	Outsourced activities, contract manufacturing and franchises	3
	GHG emissions from waste generated by the organisation but managed by another organisation	3
	GHG emissions from the use and end of life phases of the organisation's products and services	3
	GHG emissions arising from the production and distribution of energy products, other than electricity, steam and heat, consumed by the organisation	3
	GHG emissions from the production of purchased raw or primary materials	3

For businesses, the assessment focuses on the primary footprint, as this lies under the control of the organisation.

We ask companies to recognise that there is a secondary footprint and select suppliers based on their environmental credentials, as well as price and performance.

1.3 How is the carbon footprint calculated?

The carbon footprint appraisal is derived from a combination of client data collection and data computation by Carbon Footprint Ltd's analysts.

Carbon Footprint Ltd analysts have calculated The Courier Company (UK) Ltd's footprint based on the current metrics (published August 2011) developed by the UK Department for Environment, Food and Rural Affairs (Defra) and the Department of Energy and Climate Change (DECC) and have prepared a summary for The Courier Company (UK) Ltd included in this report. These metrics use GHG activity data multiplied by GHG emission factors. Carbon Footprint Ltd has selected this preferred method of calculation as a government recognised approach and uses data which is realistically available from the client, particularly when direct monitoring is either unavailable or prohibitively expensive.

1.4 Why is it important?

Over the past two decades the effect of climate change has become more marked. Considerable evidence exists that most global warming has been caused by human activities. Changes in our post industrial lifestyles have altered the chemical composition of the atmosphere, generating a build up of greenhouse gases – primarily carbon dioxide, methane, and nitrous oxide levels.

The consequences of inaction will be disastrous. Rising global temperatures will cause sea levels to rise and local climate conditions to be altered, affecting forests, crop yields, and water supplies. It will also affect human health, accelerate species extinction, and disrupt many types of ecosystem. Deserts may expand and some of our countryside may be permanently altered.

For this reason it is vital that all individuals, businesses, organisations and governments work towards the common goal of reduced carbon emissions. The carbon footprint assessment will enable your business to:

- Report on greenhouse gas (GHG) emissions
- Set targets to reduce emissions
- Base supply chain selection on environmental factors
- Achieve cost savings through managing resources, energy saving and implementing good environmental practice
- Generate great PR through communicating your environmental successes
- Improve reputation with potential and existing customers
- Broaden market opportunities by differentiating your products and brands
- Raise staff morale and attract high-calibre employees
- Attract ethical investors
- Be prepared for future legislative changes

1.5 Abbreviations

CO ₂	Carbon Dioxide
CO ₂ e	Carbon Dioxide Equivalent
ECA	Enhanced Capital Allowance
EU	European Union
GHG	Greenhouse Gas
ISO	International Standards Organisation
km	Kilometres
kWh	Kilowatt Hours
PR	Public Relations
ROI	Return On Investment
SMB	Small & Medium size Businesses
SME	Small & Medium size Enterprises
UN	United Nations

2 Carbon Footprint Results

2.1 Summary of results

The total carbon footprint for The Courier Company (UK) Ltd for the 6 month period ending 30 June 2011 was 180.42 tCO₂e.

The following table provides a summary of results for The Courier Company (UK) Ltd's carbon footprint calculation by scope.

Table 3 showing the results of The Courier Company (UK) Ltd's carbon footprint assessment by scope

Scope	Activity	Tonnes CO ₂ e
Scope 1	Site gas consumption	2.60
	Company owned car travel	13.34
	Van travel and distribution	49.89
	Refrigeration & A/C	1.47
Scope 1 Sub Total		67.29
Scope 2	Site electricity	6.43
Scope 2 Sub total		6.43
Scope 3	Lorry freight	3.79
	Rented vans	0.85
	Business rail travel	0.02
	Business flights	2.48
	Air freight	99.57
Scope 3 Sub Total		106.70
Overall Total		180.42

The following table provides a summary by business unit and source activity.

Table 4 summary of carbon footprint results per activity

Element of Footprint	Tonnes of CO ₂ e
Site electricity	6.43
Site gas	2.60
Refrigeration & A/C	1.47
Company owned car travel	13.34
Rented vans	0.85
Rail travel	0.02
Flights	2.48
Van travel and distribution	49.89
Lorry freight	3.79
Air freight	99.57
Total	180.42
Tonnes of CO₂e per employee	12.03
Tonnes of CO₂e per £M turnover	99.68

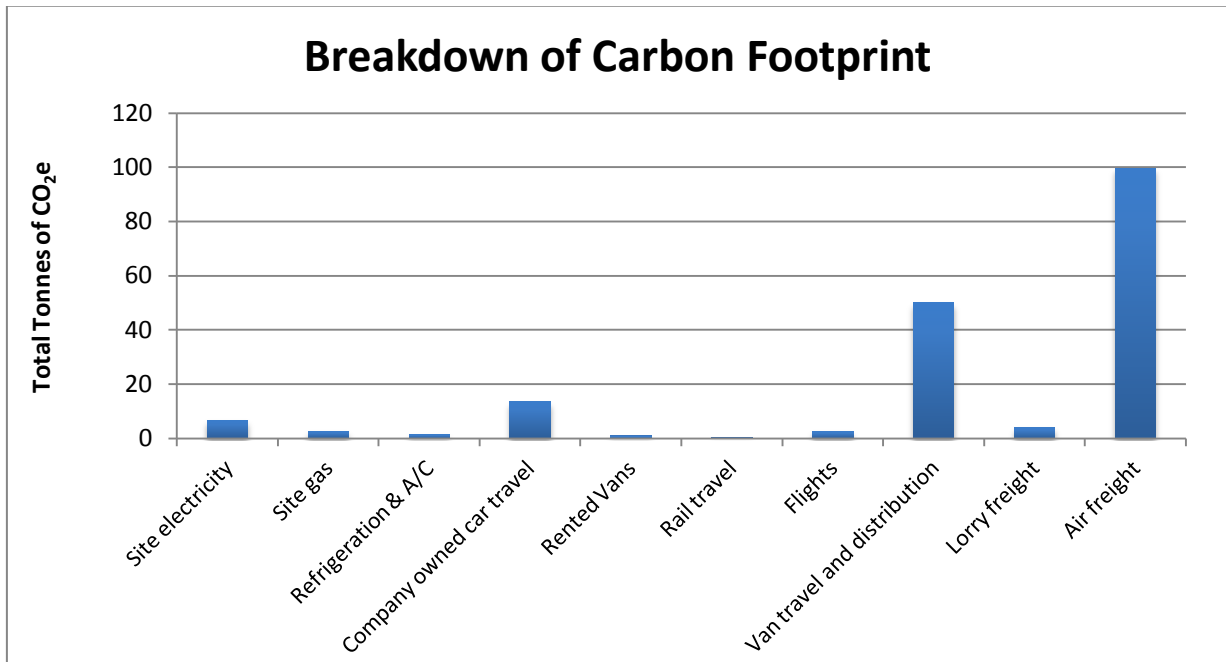


Figure 1 showing the contribution in tonnes of CO₂e of each element

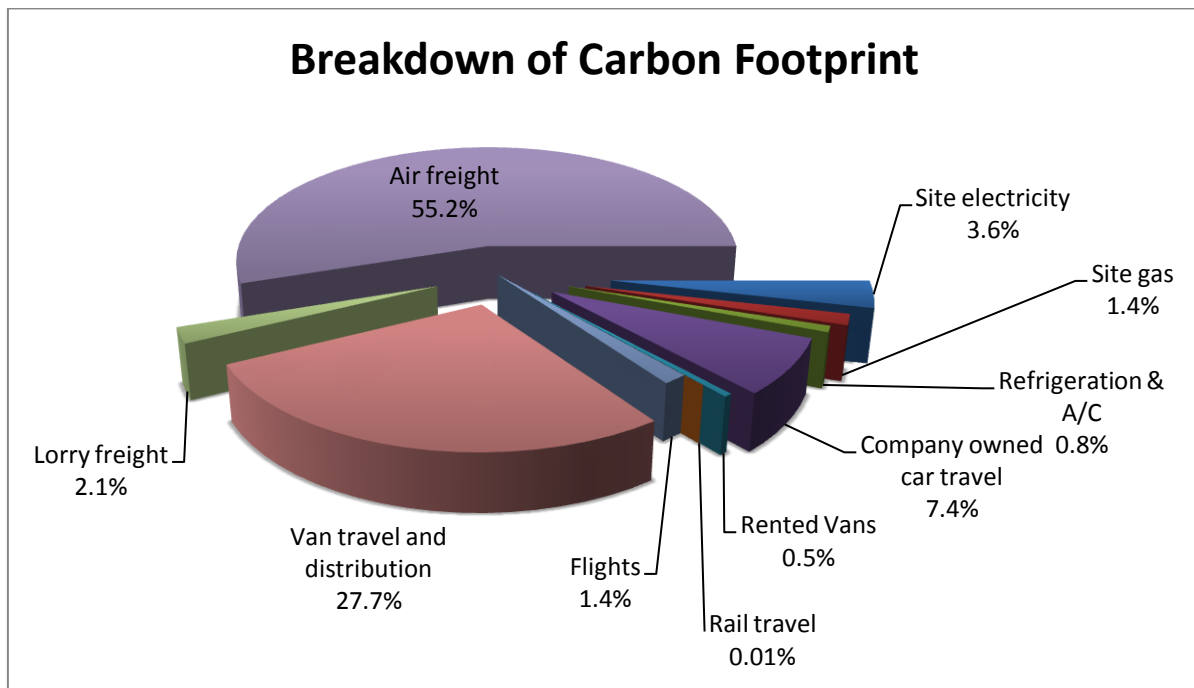


Figure 2 showing the percentage contribution of each element contributing The Courier Company (UK) Ltd's carbon footprint

3 Comparison & Bench Marking

3.1 Comparison to base year emissions

Although several carbon footprint assessments have been carried out in the past (by another third party), various irregularities in the calculations have significantly affected the accuracy of the results. The main irregularity was not distinguishing domestic flights, from short haul and long haul, for air freight, assigning an average conversion factor not provided by Defra (and therefore not official). This issue has been sorted in these calculations and therefore this new six month appraisal will set the baseline for future carbon footprint assessments.

3.2 Internal and external benchmarking

The following table is a summary of results of research published on “Low Carbon Life” web site (ref 3). The data is derived from company carbon footprint submissions on the Carbon Disclosure Project (CDP).

Table 5 showing building emissions per employee for a range of sectors

Sector	Energy use per employee (kWh)	CO ₂ output per employee (tonnes)
For comparison, the domestic average home	9,600	2.21
Office-based service companies	6,360	2.26
Offices, combined with some retail		
Financial	8,180	2.88
Mobile phone	6,120	2.35
Non-grocery retailing	14,060	5.54
Grocery retailers	12,350	4.72
Entertainment and media companies	15,130	5.37

Your organisation might not fall into one of the above categories; this is due to the limited information that is readily available from organisations like the CDP.

Carbon Footprint Ltd recommends that organisations use the first appraisal year as a benchmark to measure yourself against. When using the first appraisal year as a benchmark, organisations can set realistic reduction targets and measure their progress year on year. This can also provide excellent marketing opportunities, where real figures can demonstrate your commitment towards helping fight climate change.

4 Carbon Footprint Standard

4.1 Brand endorsement

The Courier Company (UK) Ltd has assessed its carbon footprint. By achieving this The Courier Company (UK) Ltd has qualified to use the Carbon Footprint Standard branding. This can be used on all marketing materials, including web site and customer tender documents, to demonstrate your carbon management achievements.



The Carbon Footprint Standard is recognition of your organisations commitment to carbon management. The text to the right hand side of the logo demonstrates what level you have achieved in line with international best practice.

4.2 Carbon Neutrality

Many leading organisations include carbon offsetting as part of their carbon management programme to help them achieve the goal of carbon neutrality.

Promoting a business as carbon neutral has many advantages, including:

- Differentiation from competitors
- Demonstrating real commitment to the environment beyond purely costs saving measures
- Increased staff engagement in the environmental / carbon management programme
- Increased understanding of the cost of carbon
- Helping to develop emissions reductions around the world that otherwise would not happen

Used as part of a well thought out carbon management programme, these factors can help businesses retrain and win new sales.

Carbon Footprint Ltd provides a full range of offset programmes to help you become carbon neutral; these range from local projects to government approved international clean energy offsets meeting Kyoto and UN requirements.

Further details and quotations for these projects are available on request.

5 Recommendations

Carbon Footprint Ltd advises organizations like yours to work towards the reduction of their emissions. In so doing this will maximize business benefits through reduced energy and travel costs, and new marketing opportunities.

Below are top level recommendations to ensure your organization leverages the most out of being a carbon footprint approved business.

1. Set targets to reduce emissions year on year
2. Communicate targets and actions to employees, customers and other stakeholders
3. Monitor your usage of electricity, fuels and travel during the year, to ensure you stay on track towards meeting your targets
4. Investigate ways of reducing emissions (in your buildings and in travel), and implement the most cost effective solutions
5. Consider offsetting your remaining emissions to become a carbon neutral business and achieve a higher level of "Carbon Footprint Approval"
6. Market your company as "Carbon Footprint Approved" by using the branding on all your marketing and sales materials, including web site, leaflets, business cards, e-mails, letter headed paper etc.

Contact Carbon Footprint Ltd if you would like to discuss these or any other carbon management activities.

6 References

1. 2011 Guidelines to Defra / DECC's GHG Conversion Factors for Company Reporting
2. Guidelines to Defra's Greenhouse Gas (GHG) Conversion Factors for Company Reporting – annexes
3. The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, Revised Edition