



SHRED STATION

2018 Greenhouse Gas Assessment

On behalf of Natural Capital Partners

712980R(01)

8TH JULY 2019





RSK GENERAL NOTES

Project No.: 712980R(01)

Title: 2018 Greenhouse Gas Assessment for Shred Station

Client: Natural Capital Partners

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1 CARBON NEUTRAL CERTIFICATION SUMMARY

1.1 CarbonNeutral® company & CarbonNeutral® fleet

Organisation:	Shred Station
CarbonNeutral certification:	CarbonNeutral® company CarbonNeutral® fleet
Reporting period:	2018 Calendar Year
Consolidation approach:	Operational Control

Table 1. CarbonNeutral® company Certification Summary

Scope	Emissions Source Category		Required / Recommended?	Included ?	tCO ₂ e
1	Direct emissions from owned, leased or directly controlled stationary sources that use fossil fuels or emit fugitive emissions		Required	N/A	--
	Direct emissions from owned, leased or directly controlled mobile sources		Required	✓	1,146.4
	Emissions from the generation of purchased electricity, heat, steam or cooling		Required	✓	85.1
3	Purchased goods & services	Water supplied	Recommended	✓	0.3
		Fuel and energy related activities	Upstream emissions of purchased electricity	Recommended	N/A
	Transmission and distribution losses		Required	✓	7.3
	Upstream transportation and distribution	Outbound courier deliveries of packages	Recommended	X	--
		Third party transport & storage of production goods	Required	N/A	--
		Third party transport & storage of products	Required	N/A	--
	Waste generated in operations	Wastewater	Recommended	✓	0.5
		Other waste	Required	✓	<0.1
	Business travel	Transport by air, public transport & leased vehicles	Required	✓	13.5
		Emissions from hotel accommodation	Recommended	X	--
Employee commuting		Recommended	✓	-- ¹	
Overall compliance				✓	1,253.1
Total (Minus fleet emissions)				✓	106.7
TOTAL FOR OFFSET (tCO₂e)					107

¹ Accounted for under business travel



Table 2. CarbonNeutral® fleet Certification Summary

Emissions Source Category	Required?	Included?	tCO₂e
All direct emissions from mobile sources used to deliver the activity	Required	✓	1,146.4
Emissions from consumption of purchased electricity (including transmission losses) and/or steam used to deliver the activity	Required	N/a	--
Overall compliance		✓	1,146.4
TOTAL FOR OFFSET (tCO₂e)			1,147

2 CONTEXT

2.1 Why Measure GHG Emissions?

Greenhouse gas (GHG) emissions assessments quantify the total greenhouse gases produced directly and indirectly from a business or organisation's activities. GHG assessments may also be conducted for products or services. Also known as a “carbon footprint”, a GHG assessment is an essential tool in the process of monitoring and reducing an organisation's climate change impact as it allows reduction targets to be set and action plans formulated.

GHG assessment results can also allow organisations to be transparent about their climate change impacts through reporting of GHG emissions to customers, shareholders, employees and other stakeholders. Regular assessments allow clients to track their progress in achieving reductions over time and provide evidence to support green claims in external marketing initiatives such as product labelling or Corporate Social Responsibility (CSR) reporting.

2.2 The Kyoto Greenhouse Gases (GHG's)

GHG assessments quantify all six Kyoto GHGs, where applicable, and are measured in terms of tonnes carbon dioxide (CO₂) equivalence, or tCO₂e, where equivalence means having the same warming effect as CO₂ over a period of 100 years. The six Kyoto gases are CO₂, methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), sulphur hexafluoride (SF₆) and perfluorocarbons (PFCs). The global warming potential (GWP) of each GHG is presented in Table 3.

Table 3. Kyoto Protocol GHGs and their Global Warming Potential (GWP)

Greenhouse Gas	Chemical Formula	GWP (CO ₂ e)
Carbon dioxide	CO ₂	1
Methane	CH ₄	25
Nitrous oxide	N ₂ O	298
Hydro fluorocarbons	HFCs	Depends on specific gas
Sulphur hexafluoride	SF ₆	22,800
Perfluorinated compounds	PFCs	Depends on specific gas

2.3 Calculating Emissions

GHG assessments use client-supplied activity data (i.e. kWh's of electricity consumed, or litres of fuel burned), from which GHG emissions estimates are quantified by applying the most relevant emission factor(s) from published reputable sources (i.e. DEFRA).

An 'emissions factor' is a representative value that attempts to relate the quantity of a pollutant released to the atmosphere with an activity associated with the release of that pollutant. Emissions factors are typically available from government publications, independent agencies, and scientific research journals, however the quality and accuracy of such factors can vary significantly. Factors can differ depending on the research body and/or underlying methodologies applied. It is therefore best practice to apply emissions factors only from reputable sources, such as DEFRA.

2.4 Reporting Standards

GHG assessments are generally carried out in accordance with one of two recognised standards for accounting and reporting corporate greenhouse gas emissions. The most well-known is the "*Greenhouse Gas Protocol - Corporate Accounting and Reporting Standard*" (GHG Protocol) developed in a partnership of the World Business Counsel for Sustainable Development (WBCSD) and the World Resource Institute (WRI). The UK Standard Organisation (ISO) also produced the *ISO14064* specification series, detailing specification and guidance for the organisational and project levels, as well as for the validation and verification of emissions.

The CarbonNeutral Protocol developed by Natural Capital Partners (NCP) is an additional quality layer on top of The GHG Protocol and describes the requirements for achieving specific CarbonNeutral® compliant certifications (i.e. 'company', 'product', 'event').

2.5 Emissions Scopes

The aforementioned standards break down emission sources into three distinct categories or 'Scopes'.

2.5.1 Scope 1

'Scope 1' accounts for direct emissions released from sources that are owned or controlled by the reporting company (e.g. corporate car fleets, power generation facilities, fuel combustion for heating and power, and refrigerant gas losses).

2.5.2 Scope 2

'Scope 2' accounts for the indirect emissions associated with the generation of purchased electricity, heat and steam generated off-site.

An increasing number of countries have adopted policies to allow and encourage electricity suppliers to offer zero carbon renewable electricity to their customers, typically through tariffs or power purchase agreements (PPA's). In January 2015, the GHG Protocol published revised Scope 2 GHG reporting guidelines, which state that any operations in markets providing product or supplier-specific data in the form of contractual instruments shall report Scope 2 emissions in two ways and label each result according to the respective method: one based on the location-based method, and one based on

the market-based method. This is also termed 'dual reporting'. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs, while a market-based method reflects emissions from electricity that companies have purposefully chosen (i.e. Renewable Obligation Certificates).

As per The CarbonNeutral Protocol, zero emissions may only be awarded when double-counting is avoided. Any businesses seeking to make a Scope 2 reporting declaration in support of CarbonNeutral® certification must complete and sign a disclosure form provided by NCP, which outlines the contractual instrument(s) purchased, the total consumption covered (MWh), and the reporting period it applies to.

2.5.3 Scope 3

'Scope 3' includes all other indirect emissions sources not accounted for within Scope 1 and 2 (e.g. business travel, staff commuting, water consumption, waste disposal and outsourced activities such as deliveries).

The GHG Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard (WRI and WBCSD, 2011) groups Scope 3 emissions into 15 distinct categories, which is intended to provide companies with a framework to organise, understand and report their emissions from wider upstream and downstream impacts. The CarbonNeutral® Protocol requires inclusion of certain Scope 3 emissions depending on the certification targeted (typically waste and business travel), however other non- 'required'/recommended' sources may be included at the discretion of the client, should they be deemed as relevant to the activities of the company.

The GHG Protocol describes the quantification of Scope 1 and 2 as mandatory, whereas Scope 3 emissions are considered optional. Depending on the nature/remit of an organisation, Scope 3 activities can contribute a significant proportion of overall emissions, and therefore to gain a proper understanding of an organisation's GHG emissions it is advisable to include all relevant sources.

2.6 Measuring Climate Impacts from Aviation

From 2014, it is a requirement of The CarbonNeutral Protocol that clients consider the evidence regarding the overall effect of aviation on climate, aside from simply GHG emissions released during combustion of jet fuel; including but not limited to soot particles and aviation induced clouds. Having considered the evidence, clients may elect to calculate their aviation carbon impact by considering only greenhouse gas emissions (an Aviation Impact Factor (AIF) of 1), or alternatively may elect to address the wider effects of aviation by applying an Aviation Impact Factor (AIF) of 2.

2.7 GHG Accounting Principles

RSK's approach to carbon accounting is to follow the GHG Protocol's core principles where possible:

- **Relevance:** selecting an appropriate inventory boundary that reflects the GHG activities of the company and serves decision-making needs of users;
- **Completeness:** accounting for all emission sources within the chosen inventory boundary, with any specific exclusions disclosed and justified;
- **Consistency:** aim to collect meaningful and consistent data over time and transparently document any significant changes to data quality and/or format;
- **Transparency:** address all relevant issues in a coherent and clear manner; and
- **Accuracy:** minimise uncertainty and avoid systematic over or under quantification of emissions, and ensure any necessary estimates or assumptions required are conservative and guided by best practice.

2.8 Data Quality and Accuracy

The accuracy of a GHG assessment is directly related to the quality of the activity data provided. 'Primary' data should always be used where available, which denotes actual activities which occurred during the reporting period (i.e. kWh's of electricity consumed via invoice). It is accepted that 'secondary' data in the form of estimates, extrapolations and/or industry averages may be used when strong data is not available. Assessments based largely on secondary data should only be viewed as an estimate of GHG emissions impact, and actual emissions may vary significantly. All clients should aim to improve the proportion of primary data over time.

3 METHODOLOGY

3.1 Introduction

This greenhouse gas (GHG) assessment has been prepared by RSK, on behalf of Natural Capital Partners, to estimate GHG emissions associated with Shred Station's company activities during the 2018 calendar year reporting period to ensure compliance with the CarbonNeutral® Company and CarbonNeutral® Fleet certification standards.

Shred Station employed 33 full time employees (FTE's) in 2018 across their Norwich and Harlow sites. Table 4 displays a breakdown of all office locations assessed within this report:

Table 4. Shred Station Office Locations

Office Name, Location	Floor Area (m ²)	FTEs
Norwich, UK	334	27
Harlow, UK	46	6
Total	380	33

3.2 Approach

Upon project commencement, a Quality Assurance form was completed by RSK to review all activity data provided by the client, with conservative assumptions proposed where necessary to ensure a best practice approach was adhered to.

GHG emissions were then quantified by applying the most relevant emission factor(s). GHG emission factors relating to the 2018 reporting year are predominantly sourced from DEFRA's 2018 UK GHG Conversion Factors for Company Reporting (June 2018).. See **Appendix A** for details of all GHG emissions factors used in this assessment.

Shred Station did not have any air travel for their 2018 assessment period and did therefore not have to allocate an Aviation Impact Factor (AIF) (see Section 2.6 for additional detail).

3.3 Operational Boundary & Data Quality

Table 5 displays the operational boundary applied for this assessment along with an overview of the quality of data provided by the client.

Table 5. Operational Boundary and Data Quality

Scope	Emissions Source	Requirement	Data Quality
I	Refrigerant gas losses	Required	Complete
II	Electricity consumption	Required	Complete
III	Water	Recommended	Partially Estimated
	Wastewater	Recommended	Partially Estimated
	Waste	Required	Complete
	Outbound courier deliveries of packages	Recommended	N/A
	Business travel	Required	Complete
	Hotel stays	Recommended	N/A
	Staff commuting	Recommended	Complete

3.4 Key Assumptions

Upon completion of the Quality Assurance phase, the following assumptions were agreed with the client:

- While refrigerant gas consuming assets are present at the Norwich office, no top-ups of refrigerants were required during the 2018 assessment period;
- For water consumption and water treatment for the Norwich site, consumption has been uplifted to account for the missing 3.5 months' worth of data; and
- It is understood that staff commuting data has been included within business travel data provided.

3.5 References

- The Greenhouse Gas Protocol - Corporate Accounting and Reporting Standard (WBCSD & WRI, 2004);
- The Greenhouse Gas Protocol - Scope 2 guidance, An amendment to the GHG Protocol Corporate Standard (WBCSD & WRI, 2015);
- The Greenhouse Gas Protocol - Corporate Value Chain (Scope 3) Accounting and Reporting Standard (WBCSD & WRI, 2011);
- Environmental Reporting Guidelines, including streamlined energy and carbon reporting guidance (2019);
- The Carbon Neutral Protocol by Natural Capital Partners (2019); and



- DEFRA's UK 2018 GHG Conversion Factors for Company Reporting (June 2018).

4 RESULTS

4.1 GHG Emissions Summary

Table 6 displays a summary of GHG emissions estimated for Shred Station. Absolute greenhouse gas (GHG) emissions can vary over time and often correspond to the expansion or contraction of an organisation. It is therefore useful to use reporting metrics that take these effects into account to establish emissions intensity. Common emissions intensity metrics are tCO₂e per FTE staff or per square metre floor area.

Table 6. GHG Emissions Summary

Metric	GHG Emissions
Total GHG emissions	1,253.1
GHG emissions per FTE (33)	37.9
GHG emissions per floor area (380m ²)	3.30

4.2 GHG Emissions by Scope

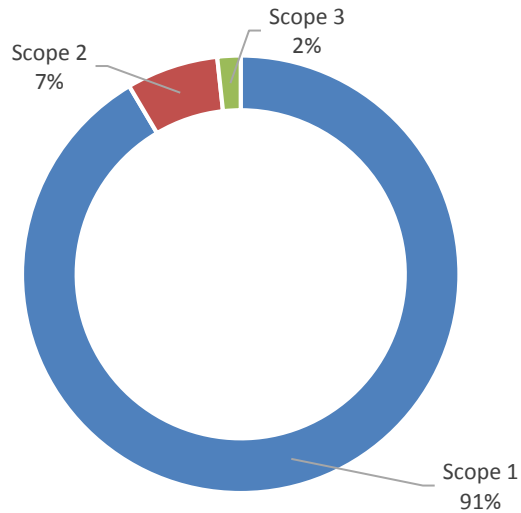
Table 7 and Figure 1 present GHG emissions by Scope estimated for Shred Station's company activities.

Table 7. GHG Emissions by Scope

Emissions Scope	GHG Emissions (tCO ₂ e)
Scope 1 – Direct Emissions	1,146.4
Scope 2 – Indirect Electricity Emissions	85.1
Scope 3 – Other Indirect Emissions	21.6
Total	1,253.1

Scope 1 emissions from Shred Station's company owned fleet vehicles account for the vast majority (91.5%) of total emissions, followed by electricity consumption (6.8%). Scope 3 emissions contribute the remaining 1.7% of the carbon footprint, namely from business travel.

Figure 1. GHG Emissions by Scope (tCO₂e)



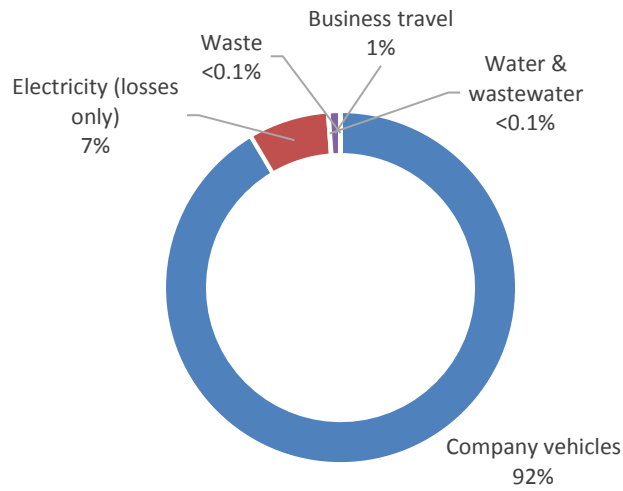
4.3 GHG Emissions by Source

Table 8 and Figure 2 present GHG emissions by source relating to Shred Station’s company and fleet activities.

Table 8. GHG Emissions by Source Category

Activity	GHG Emissions (tCO ₂ e)	Sub-Total (tCO ₂ e)
Company Cars (Fleet)		
Diesel vehicles	1,146.4	1,146.4
London Premises		
Electricity consumption inc. T&D losses	92.4	93.2
Refrigerant gases	0.0	
Water & wastewater	0.7	
Waste	<0.1	
Business Travel		
Cars	13.5	13.5
Total	1,253.1	1,253.1

Figure 2. CN Company GHG Emissions by Source (tCO₂e)



GHG emissions from Shred Station's owned fleet of company vehicles accounts for 98.2% of the carbon footprint, followed by electricity consumption including losses (7.4%), and business travel (1.1%). Water, wastewater and waste each account for less than 1% of emissions.

Appendix A: Applied Emissions Factors

Table 9. Applied Emissions Factors

Emissions Source	Notes	Factor	Unit	Reference
Electricity	Generated, UK	0.28307	kgCO ₂ e/kWh	DEFRA 2018
	T&D losses, UK	0.02413		
Company owned fleet vehicles	Diesel fuel (biofuel blend)	2.62694	kgCO ₂ e/km	DEFRA 2018
Diesel Car	Small	0.2338	kgCO ₂ e/km	DEFRA 2018
	Medium	0.27927	kgCO ₂ e/km	DEFRA 2018
	Large	0.34634	kgCO ₂ e/km	DEFRA 2018
Water supply	--	0.344	kgCO ₂ e/m ³	DEFRA 2018
Water treatment	--	0.708	kgCO ₂ e/m ³	DEFRA 2018
Waste combustion	Municipal Waste	21.38242	kgCO ₂ e/tonne	DEFRA 2018
Notes DEFRA 2018 - Guidelines to DEFRA GHG Conversion Factors for Company Reporting				



Appendix B: Supplied Activity Data

Shred Station Ltd - Electricity Usage (Scope 2 & 3)

Office Location	Head Office, Norwich
Postcode	NR13 6LH

Month/year	Electricity Usage (total kW)	kgCO ₂ e	kgCH ₄	kgN ₂ O
January 2018	19251.80	5,449.61	12.71	29.46
February 2018	15951.20	4,515.31	10.53	24.41
March 2018	13860.70	3,923.55	9.15	21.21
April 2018	13660.30	3,866.82	9.02	20.90
May 2018	13266.20	3,755.26	8.76	20.30
June 2018	11036.70	3,124.16	7.28	16.89
July 2018	11785.60	3,336.15	7.78	18.03
August 2018	16647.90	4,712.52	10.99	25.47
September 2018	17273.00	4,889.47	11.40	26.43
October 2018	21084.90	5,968.50	13.92	32.26
November 2018	20788.50	5,884.60	13.72	31.81
December 2018	19003.00	5,379.18	12.54	29.07

TOTAL PER ANNUM	193,609.80	54,805.13	127.78	296.22
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Office Location	Unit F3, Harlow
Postcode	CM20 2DP

Month/year	Electricity Usage (total kW)	kgCO ₂ e	kgCH ₄	kgN ₂ O
January 2018	10502.60	2,972.97	6.93	16.07
February 2018	7939.70	2,247.49	5.24	12.15
March 2018	10636.60	3,010.90	7.02	16.27
April 2018	7950.90	2,250.66	5.25	12.16
May 2018	10197.90	2,886.72	6.73	15.60
June 2018	7213.30	2,041.87	4.76	11.04
July 2018	10320.10	2,921.31	6.81	15.79
August 2018	8486.00	2,402.13	5.60	12.98
September 2018	8472.90	2,398.42	5.59	12.96
October 2018	9243.70	2,616.61	6.10	14.14
November 2018	9241.70	2,616.05	6.10	14.14
December 2018	6986.00	1,977.53	4.61	10.69

TOTAL PER ANNUM	107,191.40	30,342.67	70.75	164.00
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ANNUAL KWH	300,801.20
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	kgCO ₂ e	kgCH ₄	kgN ₂ O
Scope 2 OVERALL ANNUAL EMISSIONS FOR SITES	85,147.80	198.53	460.23
Scope 3 Transmission and Distribution	7,258.33	18.05	39.10

* conversion rates based on 2018 conversion rates
Source: DEFRA Standard Set 2018

SOLAR PANELS OFFSET

Office Location	Head Office, Norwich
Postcode	NR13 6LH

Month/year	Electricity Generated (total kW)	kgCO ₂ e	kgCH ₄	kgN ₂ O
January 2018	2,225.34	629.93	1.47	3.40
February 2018	-	-	-	-
March 2018	4,880.97	1,381.66	3.22	7.47
April 2018	5,040.99	1,426.95	3.33	7.71
May 2018	5,209.03	1,474.52	3.44	7.97
June 2018	6,770.26	1,916.46	4.47	10.36
July 2018	7,057.55	1,997.78	4.66	10.80
August 2018	7,057.55	1,997.78	4.66	10.80
September 2018	2,222.80	629.21	1.47	3.40
October 2018	2,132.74	603.71	1.41	3.26
November 2018	2,063.94	584.24	1.36	3.16
December 2018	2,108.47	596.84	1.39	3.23

TOTAL PER ANNUM	46,769.64	13,239.08	30.87	71.56
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Shred Station Ltd - Business Travel (Scopes 1 and 3)

Employee ID	Distance travelled (miles)						
	Business travel - air (domestic)	Business travel - car (small)		Business travel - car (medium)		Business travel - car (large)	
		Petrol	Diesel	Petrol	Diesel	Petrol	Diesel
Pool Car 1.6 Diesel - End 2018 21,250			7325				
Chris Willgress					22752		
Debra May			4904				
Oliver Grice							12504

Travel Category	Total distance travelled (miles)	kgCO ₂ e	kgCH ₄	kgN ₂ O
Air (domestic)	0			
Car (small) - petrol	0			
Car (small) - diesel	12229	2860.24081	0.24458	36.44242
Car (medium) - petrol	0			
Car (medium) - diesel	22752	6353.95104	0.45504	67.80096
Car (large) - petrol	0			
Car (large) - diesel	12504	4330.63536	0.25008	37.26192

	Total distance travelled (miles)	kgCO ₂ e	kgCH ₄	kgN ₂ O
Total for all categories	47,485.00	13,544.83	0.95	141.51

* conversion rates based on 2018 conversion rates
 Source: DEFRA Standard Set 2018

Shred Station Ltd - Business Vehicles (Scope 1)

Fleet Vehicles Norwich and Harlow 2018

VRN end	Fuel Type	Fuel consumption (litres) per month												Subtotal (l)	kgCO2e	kgCH4	kgN2O	
		Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18					
No Reg/Shd	Diesel	2505.65	2505.65	2505.65	2505.65	868.87	3803.6	3162.44	2187.7	2987.73	2975.51	2624.37	2374.64	31007.46	83341.54	13.02313	1152.547	
SJF	Diesel	1159.36	1159.36	1159.36	1159.36	326.88	246	1423.98	2640.61	875.92	1021.49	206.34	114.35	11493.01	30890.8	4.827064	427.1952	
A066KWH	Diesel													75.84	203.842	0.031853	2.818973	
AP17UEE	Diesel	519.92	519.92	519.92	519.92	173.6	649.93	601.34	654.83	557.43	592.56	511.96	445.41	6266.74	16843.68	2.632031	232.9347	
AP18MLX	Diesel													721.53	728.9	528.26	2843.66	
AP67FSL	Diesel	504.47	504.47	504.47	344.75	731.44	370.98	570.74	465.2	666.38	625.05	444.94	181.53	5914.42	15896.72	2.484056	219.839	
AU11AOD	Diesel	1269.85	1269.85	1269.85	1269.85	1269.85	599.22	2066.85	1593.85	819.48	2049.5	881.66		14359.81	38596.15	6.03112	533.7541	
AU12CHN	Diesel	1126.97	1126.97	1126.97	1126.97	763.8	1562.53	1230.75	950.82	315.1	371.22			9702.1	26077.21	4.074882	360.6271	
AU13AHD	Diesel	538.79	538.79	538.79	538.79	346.92	478.29	621.62	708.33	614.07	746.64	732.98	553.41	6957.42	18700.08	2.922116	258.6073	
AU60AFZ	Diesel	1203.46	1203.46	1203.46	1203.46	1203.46	1313.1	1470.34	1179.44	850.97	1046.19	1057.25		12934.59	34765.46	5.432528	480.7787	
AU65WX	Diesel	183.97	183.97	183.97	183.97	41.48		81.67	428.76	30.14	68.69	74.06	151.86	1612.54	4334.169	0.677267	59.93811	
AU65XHB	Diesel	227.83	227.83	227.83	202.76	152.19	334.78	221.58	335.16	307.75	308.23	211.39	270.91	3028.24	8139.273	1.271861	112.5597	
AU66BDY	Diesel	711.17	711.17	711.17	812.38	972.21	144.15	915.95	303.65	560.94	791.01	862.92	431.64	7928.36	21309.77	3.329911	294.6971	
AV12LUA	Diesel	566.96	566.96	566.96	566.96	375.06	702.27	583.07	607.45	492.48	748.82	542.08	434.25	6753.32	18151.51	2.836394	251.0209	
AY68VHK	Diesel													224.42	601.07	825.49	2218.744	
CK67GFU	Diesel								145.64				154.31	1310.13	161.35	1771.43	4761.232	
EA13VXR	Diesel	933	933	933	933	606.27	1233.69	1029.92	862.12	387.06	474.56	776.84	538.19	9640.65	25912.04	4.049073	358.343	
FD15VVR	Diesel	1178.83	1178.83	1178.83	1178.83	881.67	1628.7	1136.07	1068.9	1385.21	1563.36	1376.41	1029.92	14785.56	39740.48	6.209935	549.5793	
FD17XRP	Diesel	1609.53	1609.53	1609.53	840.65	1985.66	2229.73	1382.09	2157.82	1763.43	2103.96	2024.16	1647.6	20963.69	56346	8.80475	779.2204	
FD18AHO	Diesel								694.94	1178.77	1265.85	998.42	1115.19	5253.17	14119.42	2.206331	195.2603	
FD18AKJ	Diesel								380.95	1038.72	1147.18	1565.14	1388.35	5520.34	14837.51	2.318543	205.191	
FD63UTU	Diesel	537.45	537.45	537.45	537.45	419.57	398.59	609.91	721.72	630.84	886.74	614.93	544.77	6976.87	18752.36	2.930285	259.3303	
FG64FJA	Diesel	2065.21	2065.21	2065.21	1598.71	2356.38	1605.59	2700.18	2765.75	2017.82	2140.88	2953.53	2517.41	26851.88	72172.21	11.27779	998.0844	
FH65ASZ	Diesel	525.28	525.28	525.28	525.28	320.18	566.28	601.94	612.71	669.92	812.49	744.84	575.26	7004.74	18827.27	2.941991	260.3662	
FJ11FHH	Diesel	1111.06	1111.06	1111.06	1111.06	529.56	1301.56	1241.57	1371.54	954.3	1370.82	1151.53	784.74	13149.86	35344.06	5.522941	488.7803	
FJ16VXR	Diesel	662.87	662.87	662.87	662.87	521.91	124.55	980.13	1024.87	923.57	1095.6	670.57	1016.79	9009.47	24215.56	3.783977	334.882	
FJ16VYM	Diesel	534.2	534.2	534.2	534.2	270	357.54	533.36	975.9	1213.9	591.62	797.4	7410.72	19918.46	3.112502	275.4565		
FJ18NMU	Diesel					693.16	2316.2	2063.39	1731.66	1926.74	2103.35	1999.43	1455.43	14289.36	38406.8	6.001531	531.1355	
FJ18NUU	Diesel					606.41	1423.03	1712.16	1386.71	1136.88	1069.53	896.56	988.42	9219.7	24780.62	3.872274	342.6962	
FJ18NWC	Diesel					165.5	693.94	642.47	760.85	759.6	859.53	644.5	586.49	5112.88	13742.35	2.14741	190.0457	
FJ18NWD	Diesel					173.6	631.54	616.39	1060.85	823.59	964.39	1066.03	783.77	6120.16	16449.7	2.570467	227.4863	
FJ18NWK	Diesel								644.78	1404.93	1670.74	1730.71	1481.02	1417.38	8349.56	3.506815	310.3531	
FJ63CVL	Diesel	1514.24	1514.24	1514.24	1514.24	950.27	1936.29	1789.4	1381.02	1566.95	1722.33	1798.16	1225.5	18426.88	49527.58	7.73929	684.9271	
FJ64VIF	Diesel	873.14	873.14	873.14	873.14	172.59	1007.01	868.37	1444.58	1016.27	1142.36	1052.12	776.35	10972.21	29491	4.608328	407.837	
FL17TAV	Diesel	986.21	986.21	986.21	986.21	986.21	688.53	1355.05	476.58	1424.68	1353.15	1280.88	1102.84	12612.76	33900.45	5.297359	468.8163	
FM66BSO	Diesel	1449.53	1449.53	1449.53	1449.53	1257.03	1654.83	1287.5	1598.73	1453.23	1659.63	1482.53	1363.97	17555.57	47185.69	7.373339	652.5405	
FN14HHW	Diesel	1668.16	1668.16	1668.16	1668.16	794.67	2107.68	1843.81	1926.46	1637.63	1973.39	1869.35	1371.67	20197.3	54286.1	8.482866	750.7336	
FN17BJE	Diesel	464.47	464.47	464.47	464.47	351.73	338.26	645.62	522.28	647.99	599.77	622.84	353.63	5940	15965.47	2.4948	220.7898	
FN17BJF	Diesel	603.18	603.18	603.18	226.57	775.64	623.55	786.97	775.5	571.99	759.27	592.73	602.65	7524.41	20224.03	3.160252	279.6823	
FN68HSX	Diesel													1103.2	1203.2	1663.17	4.063344	
FN68HTG	Diesel											284.19	1465.02	1295.13	3044.34	8182.547	1.278623	
FN68HVV	Diesel													667.32	1714.43	2381.75	6401.644	
FP66PPF	Diesel	1759.99	1759.99	1759.99	932.14	1931.36	1904.36	2272.1	1700.86	1827.15	2336.05	2047.01	1705.96	21936.96	58961.94	9.213523	815.3968	
FP67PKZ	Diesel		1811.69	1811.69	1793.63	1693.57	1767.1	1992.49	1820.39	1160.8	1920.7	1932.14	1278.4	18982.6	51021.24	7.972692	705.5832	
KM13ZPR	Diesel								59.18	406.55	227.38	71.03		764.14	2053.848	0.320399	28.40308	
KU18EKK	Diesel																	
YPI3XZH	Diesel						352.23	156.97										
															72.98			
															582.18	1564.778	0.244516	21.63963

	kgCO2e	kgCH4	kgN2O
TOTAL FUEL (l)	436,407.77	1,172,972.44	183.29
			16,221.28

* conversion rates based on 2018 conversion rates
Source: DEFRA Standard Set 2018

Shred Station Ltd - Waste Recycling (Scope 3)

Office Location	Head Office, Norwich
Postcode	NR13 6LH

Month/year	Waste Type	Weight produced (t)	kgCO ₂ e produced by disposal method				
			Open loop	Closed loop	Combustion	Composting	Anaerobic digestion
January 2018	Municipal Waste	0.065			1.389973		
February 2018	Municipal Waste	0.065			1.389973		
March 2018	Municipal Waste	0.065			1.389973		
April 2018	Municipal Waste	0.065			1.389973		
	WEE - Mixed	0.05			1.06921		
May 2018	Municipal Waste	0.065			1.389973		
June 2018	Municipal Waste	0.065			1.389973		
July 2018	Municipal Waste	0.065			1.389973		
August 2018	Municipal Waste	0.065			1.389973		
September 2018	Municipal Waste	0.065			1.389973		
October 2018	Municipal Waste	0.065			1.389973		
November 2018	Municipal Waste	0.065			1.389973		
December 2018	Municipal Waste	0.065			1.389973		

TOTAL WASTE PRODUCED (t)	0.83
TOTAL EMISSIONS (kgCO₂e)	17.748886

* conversion rates based on 2018 conversion rates
 Source: DEFRA Standard Set 2018

Shred Station Ltd - Water Usage (Scope 3)

Office Location	Head Office, Norwich
Postcode	NR13 6LH

Bill Period	Water Usage (m ³)	kgCO ₂ e	Water Treatment (m ³)	kgCO ₂ e
01/01/18 - 14/03/18	159.00	54.70	143.10	101.31
15/03/18 - 15/06/18	159.00	54.70	143.10	101.31
16/06/18 - 09/09/18	149.00	51.26	134.10	94.94
10/09/18 - 09/12/18	157.00	54.01	141.30	100.04
10/12/18 - 31/12/18	51.57	17.74	46.42	32.87

TOTAL PER ANNUM	675.57	232.40	608.02	430.48
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TOTAL kgCO₂e PER ANNUM	684.89
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Office Location	Unit F3, Harlow
Postcode	CM20 2DP

Bill Period	Water Usage (m ³)	kgCO ₂ e	Water Treatment (m ³)	kgCO ₂ e
09/17 - 03/18	32.00	11.01	-	-
03/18 - 09/18	32.00	11.01	-	-
		-	-	-
		-	-	-

TOTAL PER ANNUM	64.00	22.02	-	-
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* conversion rates based on 2018 conversion rates
 Source: DEFRA Standard Set 2018