One Carbon World

Report

Presented to:

Ribble Valley Borough Council

May 2021

One Carbon World Limited is a not-for-profit company limited by guarantee. Registered in England No. 11948392
Registered Office: Unit 8 & 9 Parsons Court, Welbury Way, Aycliffe Business Park, Newton Aycliffe, County Durham, DL5 6ZE

One Carbon World

Ribble Valley Borough Council CO2e Report May 2021

Disclaimer:
All reasonable measures have been taken to ensure the accuracy of this report and any errors in data used for footprint calculations are the responsibility of the grant recipient named in this report.

Third Parties:
Any disclosure of this report to a third party is subject to this disclaimer. The report was prepared by One Carbon World Ltd for use by the grant recipient named within the report. This report does not in any way constitute advice to any third party who is able to access it by any means and excludes, fully lawfully permitted, all liability whatsoever for any loss arising from reliance on the content of this report.

Contents

Please consider the environment before printing this report.

Introduction

Ribble Valley Borough Council have been awarded the One Carbon World Carbon Neutral International Standard grant.

This report details the carbon footprint of Ribble Valley Borough Council and provides recommendations to reduce and off-set its footprint.

The activities included in the carbon footprint measurement were agreed in consultation between One Carbon World and Ribble Valley Borough Council. The calculation of the footprint was undertaken by One Carbon World after a desk-top review of data provided by Ribble Valley Borough Council.

This report meets the reporting requirements of the Green House Gas (GHG) Protocol Corporate Standard and is compatible with international standards ISO 14064 and PAS 2060.

One Carbon World have taken all reasonable measures to ensure the accuracy of this report. Any omissions or errors in data are the responsibility of the grant recipient named in this report.

Carbon Footprint Report

Name: Ribble Valley Borough Council

Address: Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA

Description: Borough Council

Footprint boundary: All activities under operational control, covered under Scopes 1, 2 and 3 of the Green House Gas (GHG) Protocol Corporate Standard as detailed below.

Footprint Period: 01/04/2019 to 31/03/2020

Activities/Emissions included in footprint:

- Energy,
- Fuel,
- Water,
- Waste,
- Business Travel
- Commuting &
- Materials Use/Purchasing.

The GHG Protocol Corporate Standard requires reporting a minimum of scope 1 and scope 2 emissions.

Scope 1 - Direct Green House Gas (GHG) Emissions:

Scope 1 (direct emissions) emissions are those from activities owned or controlled by an organisation. Direct emissions are principally the result of the following types of activities:

- Generation of electricity, heat, or steam. These emissions result from combustion of fuels in stationary sources, e.g. boilers, furnaces, turbines

- Transportation of materials, products, waste, and employees. These emissions result from the combustion of fuels in company owned/controlled mobile combustion sources (e.g. trucks, trains, ships, airplanes, buses, and cars)

- Fugitive emissions. These emissions result from intentional or unintentional releases, e.g., equipment leaks from joints, seals, packing, and gaskets; methane emissions from coal mines and venting; hydrofluorocarbon (HFC) emissions during the use of refrigeration and air conditioning equipment; and methane leakages from gas transport

- Physical or chemical processing. Most of these emissions result from manufacture or processing of chemicals and materials, e.g. cement, aluminium, and waste processing

Scope 1 Emissions data supplied and included in footprint:

- Total Fuels : Liquid fuels : Gas oil litres : Volume
- Total Fuels : Liquid fuels : Diesel (average biofuel blend) litres : Volume
- Total Fuels : Gaseous fuels : Natural gas cubic metres : Volume

Scope 2 - Indirect GHG Emissions:

Scope 2 (indirect) emissions are those released into the atmosphere that are associated with the consumption of purchased electricity, heat, steam and cooling. These indirect emissions are a consequence of an organisation's energy use, but occur at sources not owned or controlled.

Scope 2 Emissions data supplied and included in footprint:

- Total UK electricity : Electricity generated : Electricity: UK kWh :

Scope 3 - Other Indirect GHG Emissions:

Scope 3 (other indirect) emissions are a consequence of actions that occur at sources not owned or controlled and not classed as Scope 2 emissions. Examples of Scope 3 emissions are business travel by means not owned or controlled by an organisation, waste disposal, or materials or fuels an organisation purchases. Deciding if emissions from a vehicle, office or factory are Scope 1 or Scope 3 may depend on how operational boundaries are defined.

Scope 3 Emissions data supplied and included in footprint:

- Total WTT- UK & overseas elec : WTT- UK electricity (T&D) : Electricity: UK kWh :
- Total WTT- UK & overseas elec : WTT- UK electricity (generation) : Electricity: UK kWh :
- Total WTT- fuels : WTT- liquid fuels : Gas oil litres : Volume
- Total WTT- fuels : WTT- liquid fuels : Diesel (average biofuel blend) litres : Volume
- Total WTT- fuels : WTT- gaseous fuels : Natural gas cubic metres : Volume
- Total WTT- commuting travel- land : WTT- rail : National rail passenger.km :
- Total WTT- commuting travel- land : WTT- cars (by size) : Average car miles : Unknown
- Total WTT- business travel- land : WTT- cars (by size) : Small car miles : Unknown
- Total WTT- business travel- land : WTT- cars (by size) : Small car miles : Petrol

- Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Unknown
- Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Petrol
- Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Hybrid
- Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Diesel
- Total WTT- business travel- land : WTT- cars (by size) : Large car miles : Unknown
- Total WTT- business travel- land : WTT- cars (by size) : Large car miles : Diesel
- Total WTT- business travel- land : WTT- cars (by size) : Average car miles : Unknown
- Total Water treatment : Water treatment : Water treatment cubic metres :
- Total Water supply : Water supply : Water supply cubic metres :
- Total Waste disposal : Refuse : Commercial and industrial waste tonnes : Combustion
- Total Waste disposal : Refuse : Commercial and industrial waste tonnes : Closed-loop
- Total Waste disposal : Paper : Paper and board: mixed tonnes : Closed-loop
- Total Transmission and distribution : T&D- UK electricity : Electricity: UK kWh :
- Total Money Value to CO2e : Stationary & Paper : Stationary & Paper supplies :
- Total Money Value to CO2e : Rubber & Plastic : Rubber & Plastic costs :
- Total Money Value to CO2e : Road Transport : Road Transport cost :
- Total Money Value to CO2e : Rail Transport : Rail Transport cost :
- Total Money Value to CO2e : Postage & Courier : UK & International :
- Total Money Value to CO2e : Computer, electronic and optical products : Computer, electronic and optical product costs :
- Total Money Value to CO2e : Clothes : Clothes costs :
- Total Commuting travel- land : Rail : National rail passenger.km :
- Total Commuting travel- land : Cars (by size) : Average car miles : Unknown
- Total Business travel- land : Cars (by size) : Small car miles : Unknown
- Total Business travel- land : Cars (by size) : Small car miles : Petrol
- Total Business travel- land : Cars (by size) : Medium car miles : Unknown
- Total Business travel- land : Cars (by size) : Medium car miles : Petrol
- Total Business travel- land : Cars (by size) : Medium car miles : Hybrid
- Total Business travel- land : Cars (by size) : Medium car miles : Diesel
- Total Business travel- land : Cars (by size) : Large car miles : Unknown
- Total Business travel- land : Cars (by size) : Large car miles : Diesel

- Total Business travel- land : Cars (by size) : Average car miles : Unknown

Footprint Calculation Method:

The most common approach for calculating GHG emissions is through the application of documented and approved GHG emissions conversion factors. These factors are calculated ratios that relate GHG emissions to a proxy measure of activity at an emissions source.

Further detail on emissions factors and the methodology behind them can be found at https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting

The activity data or amount of 'resources' used are multiplied by the relevant emissions factors to calculate total Greenhouse Gas equivalent (CO_2e) emissions.

GHG emissions = activity data x emission conversion factor

There are seven main GHGs that contribute to climate change, as covered by the Kyoto Protocol: carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF_6) and nitrogen trifluoride (NF_3). Different activities emit different gases and an organisation should report on the Kyoto Protocol GHG gases produced by its activities.

CO_2e is the universal unit of measurement to indicate the global warming potential (GWP) of GHGs, expressed in terms of the GWP of one unit of CO_2. The GWPs used in the calculation of CO_2e are based on the Intergovernmental Panel on Climate Change (IPCC) Fourth Assessment Report (AR4) over a 100-year period (this is a requirement for inventory/national reporting purposes).

All conversion factors used in this report are in units of kilograms of carbon dioxide equivalent (kg CO_2e).

Emissions factors used in footprint calculation:

Activity Type	Emissions Factor	Source
WTT- UK & overseas elec	Total WTT- UK & overseas elec : WTT- UK electricity (generation) : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- UK & overseas elec	Total WTT- UK & overseas elec : WTT- UK electricity (T&D) : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- fuels	Total WTT- fuels : WTT- gaseous fuels : Natural gas cubic metres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- fuels	Total WTT- fuels : WTT- liquid fuels : Diesel (average biofuel blend) litres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- fuels	Total WTT- fuels : WTT- liquid fuels : Gas oil litres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- commuting travel- land	Total WTT- commuting travel- land : WTT- cars (by size) : Average car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- commuting travel- land	Total WTT- commuting travel- land : WTT- rail : National rail passenger.km :	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Average car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Small car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Large car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Large car miles : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Small car miles : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Hybrid	DEFRA Conversion Factors Full Set for Advanced Users 2019
Water treatment	Total Water treatment : Water treatment : Water treatment cubic metres :	DEFRA Conversion Factors Full Set for Advanced Users 2019
Water supply	Total Water supply : Water supply : Water supply cubic metres :	DEFRA Conversion Factors Full Set for Advanced Users 2019

Waste disposal	Total Waste disposal : Refuse : Commercial and industrial waste tonnes : Combustion	DEFRA Conversion Factors Full Set for Advanced Users 2019
Waste disposal	Total Waste disposal : Refuse : Commercial and industrial waste tonnes : Closed-loop	DEFRA Conversion Factors Full Set for Advanced Users 2019
Waste disposal	Total Waste disposal : Paper : Paper and board: mixed tonnes : Closed-loop	DEFRA Conversion Factors Full Set for Advanced Users 2019
UK electricity	Total UK electricity : Electricity generated : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2019
Transmission and distribution	Total Transmission and distribution : T&D- UK electricity : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2019
Outside of scopes	Total Outside of scopes : Forecourt fuels containing biofuel : Diesel (average biofuel blend) litres :	DEFRA Conversion Factors Full Set for Advanced Users 2019
Money Value to CO2e	Total Money Value to CO2e : Computer, electronic and optical products : Computer, electronic and optical product costs :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Rail Transport : Rail Transport cost :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Road Transport : Road Transport cost :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Rubber & Plastic : Rubber & Plastic costs :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Postage & Courier : UK & International :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Stationary & Paper : Stationary & Paper supplies :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Clothes : Clothes costs :	Defra / OCW
Fuels	Total Fuels : Gaseous fuels : Natural gas cubic metres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
Fuels	Total Fuels : Liquid fuels : Diesel (average biofuel blend) litres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
Fuels	Total Fuels : Liquid fuels : Gas oil litres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
Commuting travel-land	Total Commuting travel- land : Cars (by size) : Average car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
Commuting travel-land	Total Commuting travel- land : Rail : National rail passenger.km :	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Average car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Small car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Medium car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Large car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019

Business travel- land	Total Business travel- land : Cars (by size) : Medium car miles : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Large car miles : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Small car miles : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Medium car miles : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Medium car miles : Hybrid	DEFRA Conversion Factors Full Set for Advanced Users 2019

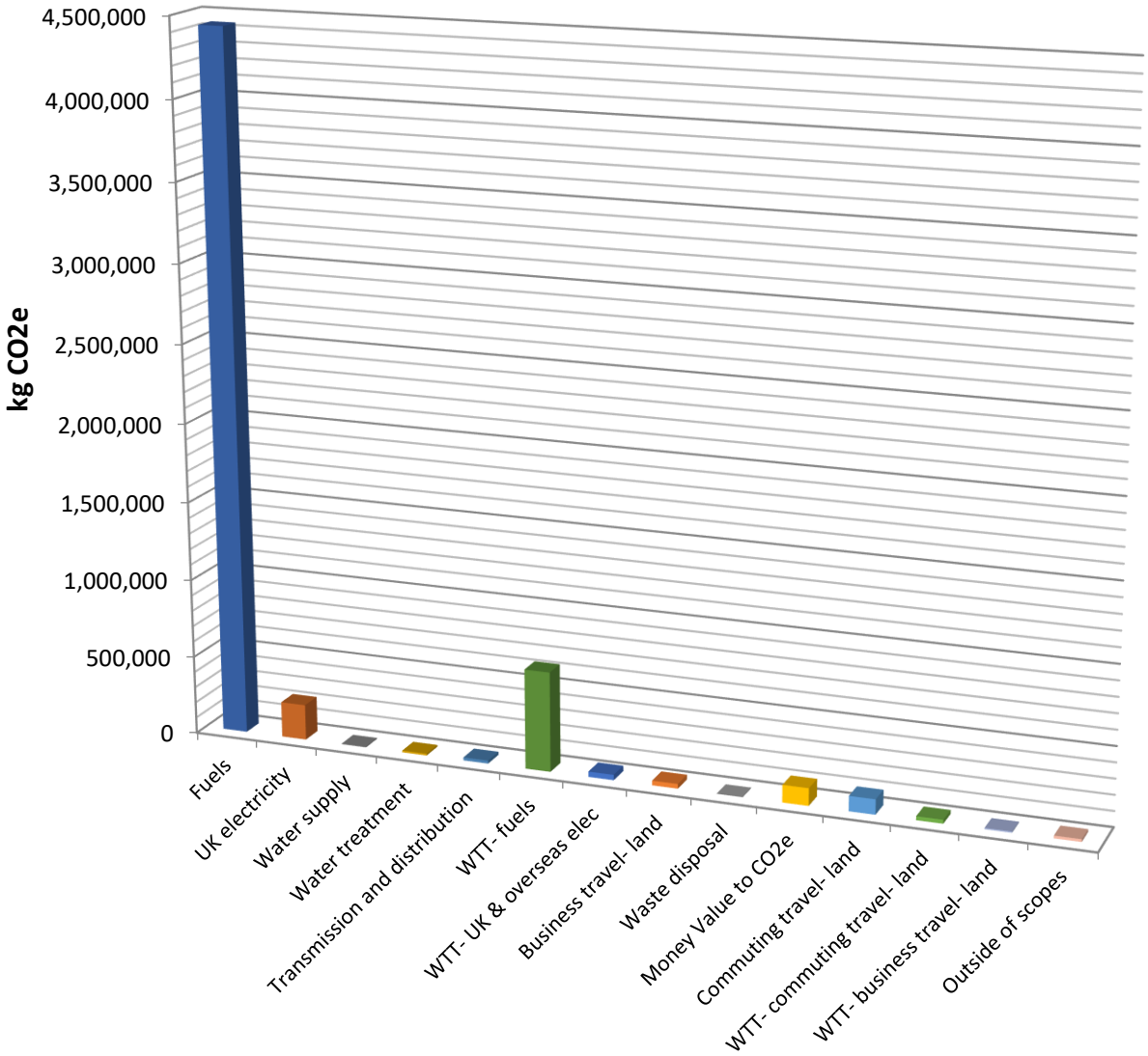
Assumptions and/or Omissions:

- Fleet fuel assumed to be in litres of diesel
- Small Vehicles = <1.4l
- Medium Vehicles = 1.4-2l
- Medium Vehicles = >2l
- Electricity Tab - Sports Pavillion and Vallery Parks not included as no data available
- Waste - Weekly General Waste taken as combustion (energy from waste)
- Waste - Weekly Co-mingled Recycling taken as open loop recycling
- Waste quantities converts size of bin and frequency of emptied bins per week using the following calculation: litres to m3 = /1000, from m3 to tonnes = 0.24 for mixed and paper wastes to estimate tonnes of waste per year
- Waste - Recycling Paper taken as closed loop
- Waste - Co-mingled Recycling taken as closed loop
- Newspapers taken as ‘Stationary and Paper’ Spend
- Reference Books taken as ‘Stationary and Paper’ Spend
- ICT Purchases taken as ‘Computer, electronic and optical products’ Spend
- Staff commuting miles taken from a staff survey with a response rate of 46%.
- Commuting survey takes estimated weekly mileage by transport mode and number of people travelling to calculate an annual mileage.
- Well to Tank Scope 3 emissions associated with extraction, refining and transportation of raw fuels and Transmission and distribution (T&D) Scope 3 emissions associated with grid losses (the energy loss that occurs in getting the electricity from the power plant to the organisations that purchase it),are not included in the footprint calculations.
- Outside of scopes emissions are also included in the footprint calculations. Outside of scopes emissions account for the direct carbon dioxide (CO2) impact of burning biomass and biofuels. The emissions are labelled ‘outside of scopes’ because the Scope 1 impact of these fuels has been determined to be a net ‘0’ (since the fuel source itself absorbs an equivalent amount of CO2 during the growth phase as the amount of CO2 released through combustion). Full reporting of any fuel from a biogenic source should have the ‘outside of scopes’ CO2 value documented to ensure complete accounting for the emissions created.

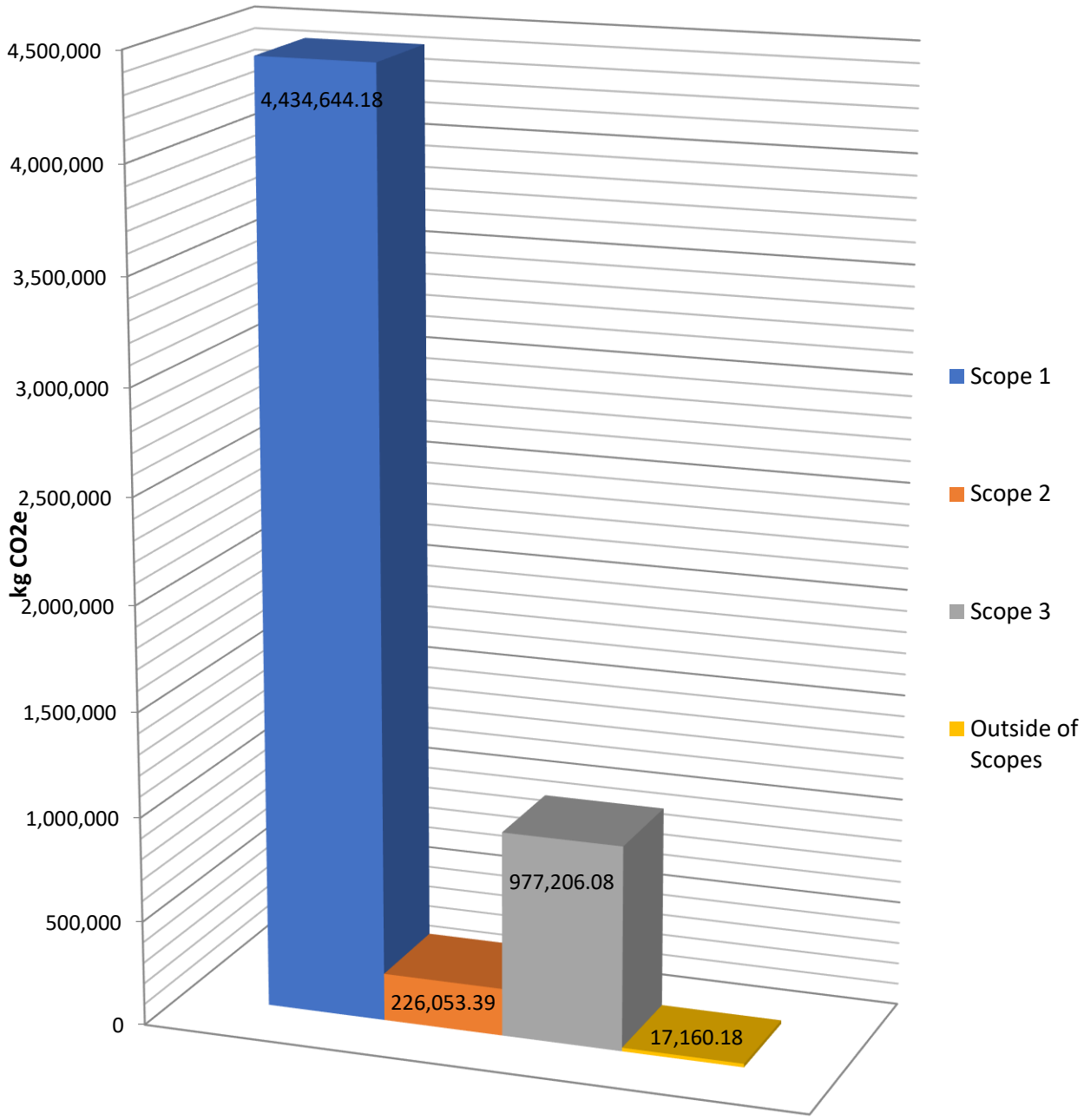
Carbon Footprint:

The Total Carbon Footprint of the activities measured = **5,655.06 tonnes CO_2e.**

Sources of CO_2e by emission activity

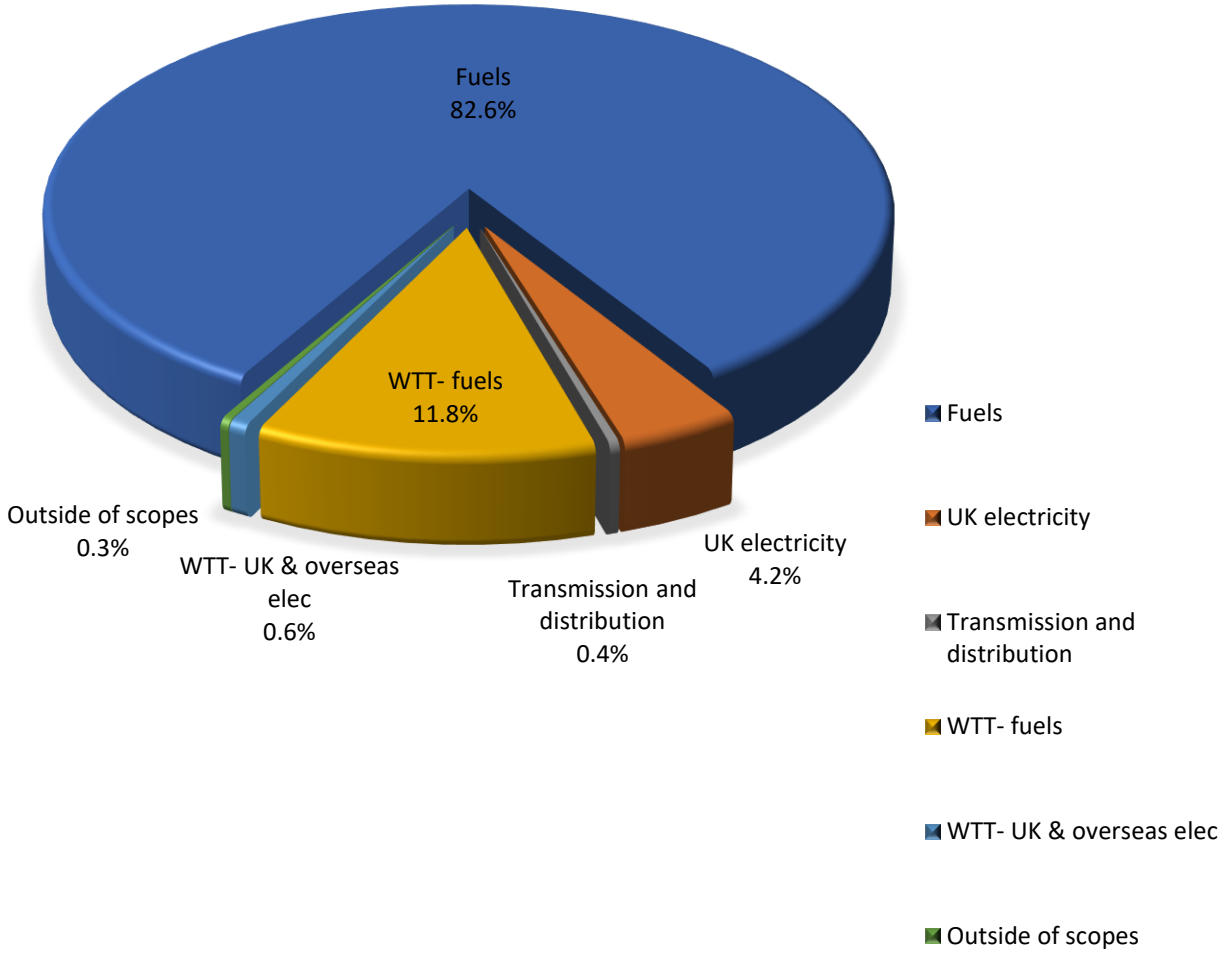


Sources of CO_2e emissions by GHG Protocol Scope

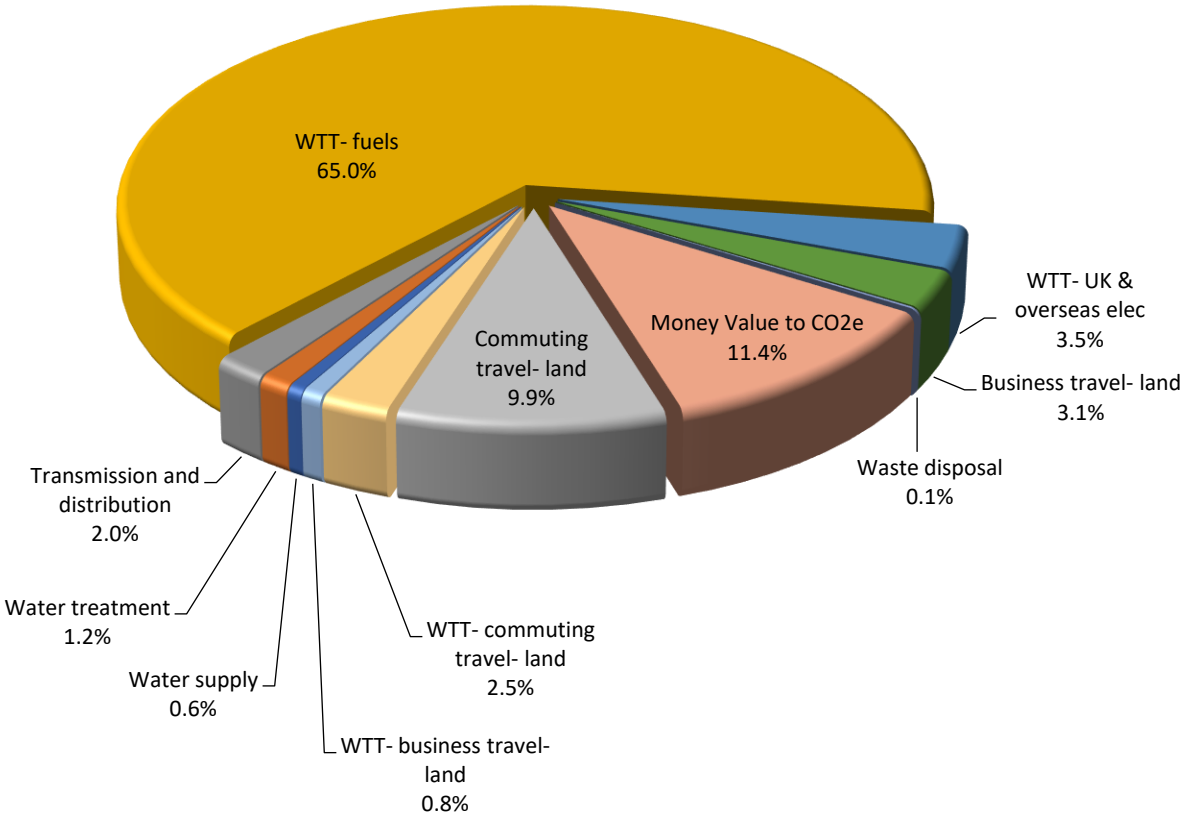


Footprint detail

Sources of CO2e emissions by Energy & Fuel Use



Sources of CO2e by Indirect Emissions (Scope3)



Carbon Footprint Reduction Recommendations

The most significant sources of CO_2e emissions identified is:

- Use of electricity and fuels.
- Use of vehicles.

To reduce emissions, it is recommended that Ribble Valley Council consider the following;

Energy and Fuels

- Improve consumption visibility by setting up a central platform for monitoring and targeting of building energy use.
- Ensure out of hours energy consumption is minimised where possible.
- Develop and implement a staff energy and environmental awareness programme, consider introducing a web based tailored staff awareness training solution.
- Where relevant review the Ribble Valley Energy Performance of Buildings Directive (EPBD) reports (DECs/EPCs/TM44) covering the Councils buildings. Assess and roll out recommendations where appropriate.
- Opportunities may include improvements to building fabric, higher efficiency heating systems, use of alternative/renewable energy sources for heating for example Air Source Heat Pumps (ASHPs) Ground Source Heat Pumps (GSHPs), solar thermal, solar PV or additional biomass capacity.
- Ensure roll out of high efficiency LED lighting with integrated lighting sensors and controls where appropriate.
- Ensure all PCs and ancillary equipment is switched off out of hours, consider introducing a site wide script to isolate all equipment outside of business hours.

Transport

- Improvements to fuel and mileage monitoring and management and development of a transport policy and objectives.
- As more electric vehicles are available in the marketplace, by phasing out over time vehicles that run on diesel/petrol and replacing them with electric vehicles, Ribble Valley will be able to further reduce the carbon footprint of its operations as well as costs.
- It is understood that staff are required to travel during day-to-day activities however a travel hierarchy could be implemented by applying the following principles;

1. Is the travel necessary – can the required meeting be undertaken virtually/ using electronic communication (zero emissions)?
2. If the travel is necessary is it local and can 'active travel' be used (zero or very low emissions)?
3. If the travel is necessary and not local can public transport be used (low emissions)?
4. If the above are not practical utilise pool cars, car clubs or hire cars, making sure they are low emission and hire cars are used for more than 100-mile trips only (prioritise low emission vehicles).
5. If the above are not practical or available ensure the grey fleet expenses policy rewards use of low emission vehicles and enables coordinated car share (encourage low emission vehicles).
6. Only use air travel where this is necessary (High emissions).

To effectively monitor the Carbon Footprint of Ribble Valley Borough Council over time, it is also recommended that a relevant performance indicator is chosen e.g. tonnes CO_2e per Employee.

5,655.06 tonnes CO2e / 250 employees = 22.62 tonnes of CO_2e per person per year.

Other performance indicators could also be used, such as those based on financial data e.g. $KgCO_2e$ per £, with the cost indicator linked to financial turnover and/or profit.

These recommendations are non-exhaustive and are designed to provide guidance only.

Ribble Valley Borough Council CO2e Report May 2021

Scope kg CO2e Summary Table

Activity	Total kg CO2e	Total Tons CO2e
Scope 1	4,434,644.18	4,434.64
Scope 2	226,053.39	226.05
Scope 3	977,206.08	977.21
Outside of Scopes	17,160.18	17.16
Total	**5,655,063.83**	**5,655.06**

Activity Type kg CO2e Summary Table

Activity Type	Total kg CO2e	Total Tons CO2e
Fuels	4,434,644.18	4,434.64
UK electricity	226,053.39	226.05
Water supply	5,552.85	5.55
Water treatment	11,428.54	11.43
Transmission and distribution	19,191.55	19.19
WTT- fuels	635,535.89	635.54
WTT- UK & overseas elec	34,208.71	34.21
Business travel- land	29,839.47	29.84
Waste disposal	1,154.26	1.15
Money Value to CO2e	111,320.74	111.32
Commuting travel- land	96,718.93	96.72
WTT- commuting travel- land	24,657.41	24.66
WTT- business travel- land	7,597.75	7.60
Outside of scopes	17,160.18	17.16
Total	**5,655,063.83**	**5,655.06**

Type kg CO2e Summary Table

Type	Total kg CO2e	Total Tons CO2e
Gaseous fuels	3,886,621.23	3,886.62
Liquid fuels	548,022.95	548.02
Electricity generated	226,053.39	226.05
Forecourt fuels containing biofuel	17,160.18	17.16
Water supply	5,552.85	5.55
Water treatment	11,428.54	11.43
Paper	100.27	0.10
Postage & Courier - Money Value	22,291.64	22.29
Stationary & Paper - Money Value	24,834.65	24.83
Road Transport - Money Value	85.20	0.09
Rail Transport - Money Value	735.48	0.74
Computer, electronic and optical products - Money Value	3,745.24	3.75
Rubber & Plastic - Money Value	47,862.64	47.86
Clothes - Money Value	11,765.89	11.77
T&D- UK electricity	19,191.55	19.19
Cars (by size)	125,876.96	125.88
WTT- gaseous fuels	505,492.56	505.49
WTT- liquid fuels	130,043.33	130.04
WTT- UK electricity (generation)	31,528.97	31.53
WTT- UK electricity (T&D)	2,679.74	2.68
WTT- cars (by size)	32,124.34	32.12
WTT- rail	130.82	0.13
Rail	681.44	0.68
Refuse	1,053.99	1.05
Total	**5,655,063.83**	**5,655.06**

Class & UOM kg CO2e Summary Table

Class & UOM	Total kg CO2e	Total Tons CO2e
Natural gas cubic metres	3,886,621.23	3,886.62
Diesel (average biofuel blend) litres	510,497.50	510.50
Gas oil litres	37,525.45	37.53
Diesel (average biofuel blend) litres	17,160.18	17.16
Electricity: UK kWh	226,053.39	226.05
Water supply cubic metres	5,552.85	5.55
Water treatment cubic metres	11,428.54	11.43
Paper and board: mixed tonnes	100.27	0.10
Uk & International	22,291.64	22.29
Stationary & Paper Supplies	24,834.65	24.83
Road Transport cost	85.20	0.09
Rail Transport cost	735.48	0.74
Computer, electronic and optical product costs	3,745.24	3.75
Rubber & Plastic costs	47,862.64	47.86
Clothes costs	11,765.89	11.77
Electricity: UK kWh	53,400.25	53.40
Small car miles	7,524.25	7.52
Medium car miles	20,238.70	20.24
Large car miles	8,317.52	8.32
Average car miles	121,920.82	121.92
Natural Gas cubic metres	505,492.56	505.49
Diesel (average biofuel blend) litres	121,437.76	121.44
Gas Oil litres	8,605.57	8.61
National rail passenger.km	812.27	0.81
Commercial and industrial waste tonnes	1,053.99	1.05
Total	**5,655,063.83**	**5,655.06**

Client Reference kg CO2e Summary Table

Scope	Reference	Total kg CO2e	Total Tons CO2e
Outside of scopes	Fleet Fuel	17,160.18	17.16
Scope 1	Fleet Fuel	510,497.50	510.50
Scope 1	Fuel	37,525.45	37.53
Scope 1	Gas	3,886,621.23	3,886.62
Scope 2	Electricity	226,053.39	226.05
Scope 3	Business miles	33,187.01	33.19
Scope 3	Car - Business Travel - Petty Cash	709.10	0.71
Scope 3	Commuting	121,376.35	121.38
Scope 3	Company Cars	2,893.47	2.89
Scope 3	Electricity	53,400.25	53.40
Scope 3	Fleet Fuel	121,437.76	121.44
Scope 3	Fuel	8,605.57	8.61
Scope 3	Gas	505,492.56	505.49
Scope 3	ICT Purchases	3,745.24	3.75
Scope 3	Materials - Other Paper	4,141.18	4.14
Scope 3	Materials - Other Plastic	47,862.64	47.86
Scope 3	Materials - SSTOR	10,547.49	10.55
Scope 3	Mini Bus 3032	85.20	0.09
Scope 3	Newspapers	2,702.79	2.70
Scope 3	Other Publications	467.84	0.47
Scope 3	Postage & Courier	22,291.64	22.29
Scope 3	Protective Clothing	11,765.89	11.77
Scope 3	Rail - Business Travel	638.69	0.64
Scope 3	Rail - Business Travel - Petty Cash	96.78	0.10
Scope 3	Reference Books	6,975.35	6.98
Scope 3	Travel Expenses 3038	647.64	0.65
Scope 3	Waste - Co-mingled Recycling	100.27	0.10
Scope 3	Waste - General	540.99	0.54
Scope 3	Waste - Recycling Paper	513.00	0.51
Scope 3	Water Supply	5,552.85	5.55
Scope 3	Water Treatment	11,428.54	11.43
	Totals	**5,655,063.83**	**5,655.06**