

CDL Group Ltd

Green House Gas Emissions Report 2021

Purpose & Objectives

This report outlines the greenhouse gas emissions arising from the activities of CDL Group Ltd. (Print & Facilities Management Company) within its operational site & administrative boundaries. It is for the year dated 2021 and follows the The Government Conversion Factors 2021 Condensed Set GHg. <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021>

The report is produced to demonstrate the monitoring of the companies CO2 levels with the objective to look into improvement initiatives as part of the companies Environmental Management system and good practice.

Intended Use & Intended Users of GHG Inventory

The report audited and verified by a UKAS accredited certification body and is made publicly available to both internal & external interested parties as part of the companies commitment to:

ISO 14064-1:2018 Part 1:Greenhouse gases — Specification with guidance at the organisation level for quantification and reporting of greenhouse gas emissions and removals.

Strategies, Programmes, Policies and Procedures

The company is accredited to Quality, Environment & Information Security ISO certifications and has a structure in place for Greenhouse Gas Reporting information management procedures are in place and built around the structure of ISO 14064-1:2018 standard.

The system is regularly reviewed for it's relevance and effectiveness by our Management Team and independently assessed by a globally recognised certification body.

Responsibilities for Preparation & Reporting

It is the responsibility of the Managing Director and his Management Team to support and promote the company procedures and monitor to ensure continued compliance in all aspects of the reporting.

The Head of IT & ISO is appointed GHG Representative for the Green House Gas reporting and calculation of the GHG Inventory Assessment and monitoring of method of calculations data and changes that affect the companies boundaries.

Consultant & (Lead Auditor) is appointed to conduct impartial Internal Audits, Base Year Reviews and data accuracy checks and support the GHG Representative in report preparation.

Frequency of Report

The GHG report will be produced annually using information from the previous reporting period.

Report Structure & Format

The inventory report is constructed using The Government Conversion Factors 2021 Condensed Set GHg. <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2021>
Table calculations have been produced using Excel calculating CO2e emissions.

Data and information included within the report

Data & information within the report is compiled by GHG Representative direct from primary records. We have used the financial control approach, meaning we have identified and reported on emissions from the operations over which we have financial control.

Organisation & Organisational Boundaries.

This report describes the emissions arising from the activities of activities of CDL Group Ltd. (Print & Facilities Management Company) within its operational site & administrative boundaries. Based in the South East of England.

The company operates from:

1 Vestry Road
Sevenoaks
Kent
TN14 5EL

The report includes emissions from site and activities (listed Scope 1,2,3) including home working. The structure of the organisation has remained un-changed for a number of years.

GHG Inventory Reporting Period

The report covers emissions in the period 1st January 2021 to 31st December 2022.

Documentation of Reporting

The Company has established methods and documented provisions for implementing and reporting annually the GHG emissions for the following activities at the Vestry Road, Sevenoaks site including:

Direct Emissions – Burning of Gas for heating, Calculated using mileage data of Delivery Vehicles.

Indirect Emissions - Direct Electricity (UK Office) energy usage at site, Energy & Gas calculations for individual home working, General use of water usage at the site, General use of waste water at the site, Business community vehicle data, Transmission & Distribution - Loss CO₂ associated with electricity usage.

Emissions are calculated in CO₂e in accordance with Greenhouse Gas Protocol's for Direct & Indirect GHG emissions.

Scope 1 Direct - emissions are direct emissions from owned or controlled sources.

Inclusions S1:

Fuels (Gas) - Burning of natural gas for heating on site
SECR KWh Pass & Delivery Vehicles - Calculated using mileage data only

Exclusions S1:

Bio Energy - Don't use combustrials fuels
Refrigerant & other - Excluded from scope calculations in 2021.
Passenger Vehicles - Don't own passenger vehicles.
Delivery Vehicles - Not calculating using direct consumption data.

Scope 2 Indirect - emissions are indirect emissions from the generation of purchased energy.

Inclusions S2:

UK Electricity- Office - Direct energy usage at site.
Home - Energy & Gas calculations for individual home working.

Exclusions S2:

Overseas electricity - No overseas operations
UK electricity for EVs - No electric vehicles
SECR KWh UK Electricity - No electric vehicles
Heat & Steam - Not used in heating of the site

Scope 3 Indirect - emissions are all indirect emissions (not included in scope 2) that occur in the value chain of the reporting company, including both upstream and downstream emissions.

Inclusions S3:

- Water Supply - General use of water usage for the site
- Water treatment - General use of waste water at the site
- Managed assets - Business community vehicle data.
- Transmission & Distribution - Loss CO2 associated with electricity usage

Exclusions S3:

- WTT-Fuels - No refining or transport of fuel sources
- WTT-Bioenergy - No refining or transport of bio energy sources
- UK Electricity T&D for EVs - No electric vehicles
- WTT - UK & Overseas Electricity - No extraction, refining or transportation of primary fuels.
- WTT - Heat & Steam - No extraction, refining or transportation of primary fuels.
- Material Use - Data not able to be calculated for materials within the current reporting period.
- Waste disposal - No data available for the current reporting period.
- Business Travel (Air) - No air travel for the current reporting period.
- WTT-(Air) - No extraction, refining or transportation of primary fuels for air.
- Business Travel Sea - No extraction, refining or transportation of primary fuels by Sea.
- WTT Business Travel Sea - No extraction, refining or transportation of primary fuels

Summary Emissions

Summary Emissions for the reporting period, the previous year and baseline year		
	Tonnes CO ₂ e	
	2021	2021 Baseline Year
Scope 1	8	8
Scope 2	25	25
Scope 3	18	18
Total	51	51

		2021	ISO 14064 Ref from Appendix B	2021 Baseline Year
Scope 1	Natural Gas	7	B.2.2 a	7
	Delivery Vehicle	1	B.2.2 b	1
Scope 2	Grid Electricity	20	B.3.2 a	20
	Home Working	5	B.4.2 c	5
Scope 3	Water Supply	1	B.7	1
	Water Treatment	1	B.7	1
	Business Commuting	14	B.4.2 e	14
	Grid Electricity - Transmission and distribution	2	B.4.1	2
Total		51		51

Exclusions of Significant GHG sources or Sinks from quantification.

No Significant GHG sources Carbon Sinks have been identified by the company.

Base Year GHG Emissions

The GHG base year applies to Scope 1, Scope 2, and Scope 3 emissions as set out above and has been prepared in accordance with the GHG reporting policies set out here. The base year GHG emissions are adjusted when new sources of Scope 3 emissions are reported.

The base year GHG emissions were set as of 2021 as this was the first year the organization reported detailed greenhouse gas emissions. The appropriateness of the base year GHG emissions are reviewed on an annual basis.

The base year GHG emissions are adjusted to reflect acquisitions and divestitures that result in a change of any significant changes in reporting policy.

Base Year Changes (Historical, Recalculations, Limitations, Quantification approaches & changes)

No changes to Base Year calculations or Quantification approaches and changes.

GHG Emission Removal factors used.

GHG reduction initiatives to remove, reduce, prevent GHG emissions or enhance GHG removals are currently considered including within the companies Environmental Management system initiatives as part of ISO 14001:2004 certification.

Uncertainties

Currently no data gaps (historical gaps) under consideration.

Uncertainties currently include: Home working, Managed assets - Business community vehicle data, SECR kWh Pass & Delivery Vehicles - Calculated using mileage data only
Covid & estimated bills.

GHG Reporting

This report & GHG inventory has been produced and verification by a UKAS accredited certification body in accordance with ISO Standard 14064-1:2018 (*Part 1:Greenhouse gases — Specification with guidance at the organisation level for quantification and reporting of greenhouse gas emissions and removals*).

The report is approved as a reasonable level of assurance.

Publication date: 13th October 2022