

ADM Computing

Welcome to the South East Business Carbon Hub (or Hub for short). By joining our online network, we hope that you will be able to overcome some of the barriers that you are facing to making environmental improvements within ADM Computing. Through our [website](#), you will be able to update your carbon footprint, identify your highest sources of emissions and start making steps to reduce your carbon and save you money.

In this report, we have already identified how you could potentially save up to £2500 per annum.

Useful links and contact details are included at the end of this report. We hope you find the advice useful and we look forward to working with you!

Business brief

ADM Computing are based in Kent and offer IT professional services. Accredited by the major manufacturers, including Microsoft, Hewlett Packard, IBM, Citrix, Epson, Sage and many more, ADM's 15-strong Service Department provides IT services, maintenance, installation, repair and cabling for networks and IT equipment across Kent. Their Technical Services team can advise on implementation of Internet Solutions, accounts packages and help manage IT projects.

They won Kent Company of the Year in 2000 and Highly Commended in 2002. ADM also won the top accolade for Customer Service in 2000, 2003 and 2007.

Initial carbon footprint

Based on the data you provided in your initial survey, we have estimated your business carbon footprint for the year (2010) as 54.65 metric tonnes of carbon dioxide equivalent (CO₂ eq.) (Figure 1). To improve the accuracy of your carbon footprint, you should log onto the Hub and enter more data (see Access to Hub). A table of where you can find this information is in Appendix 1 at the end of this report.

Your carbon footprint of 54.65 tonnes of CO₂ eq. is equivalent to the consumption of 125.70 barrels of oil each year and would require 11.64 acres of pine, or fir forest to sequester the carbon annually!

Business carbon footprints measure the amount of greenhouse gases that your organisation emits through your everyday activities, like heating and lighting your premises, driving or travelling by public transport, throwing away rubbish, using water and procuring supplies and services. Carbon footprints are measured in tonnes of carbon dioxide equivalent.

Your estimated business annual carbon footprint is based on the figures below:

Contributor	Unit Amounts	Period	Estimated annual carbon emissions ¹ (tonnes of CO2 eq.)
Electricity (Kwh)	50000.0	2010	27.2
Gas (Kwh)	0.0	2010	0.0
Water (m ³)	240.0	2010	0.23
Waste (Tonnes)	32.0	2010	7.52
Business Travel (Litres)	8439	2010	19.7
TOTAL			54.65
Tonnes of CO2 eq. per person			54.65

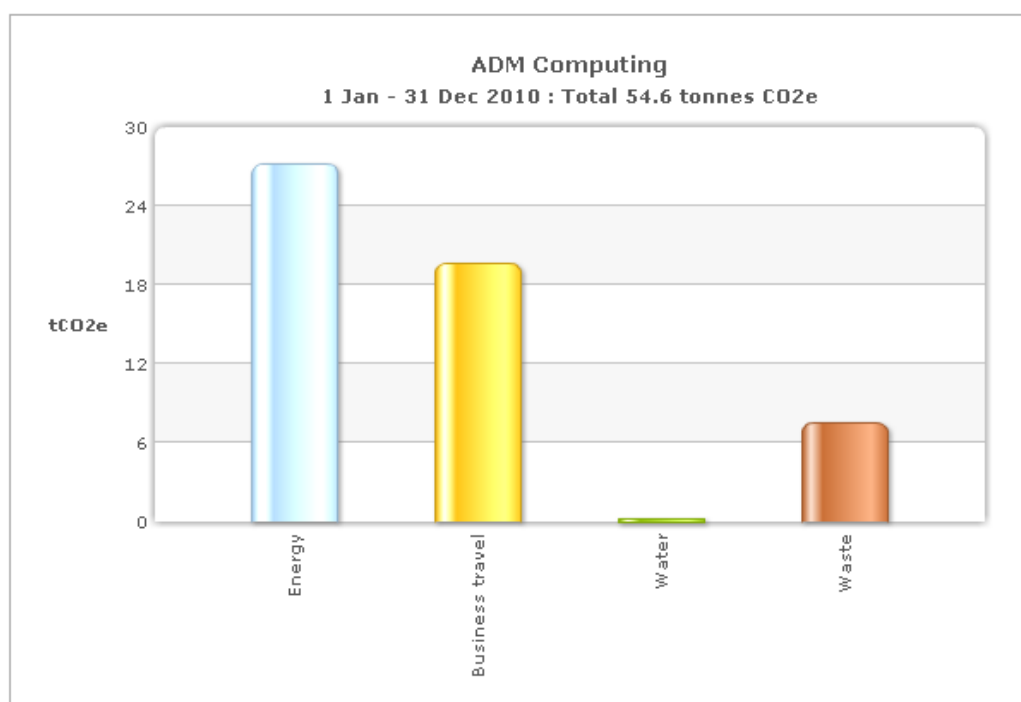


Figure 1: ADM Computing estimated annual carbon footprint (2010)

Your highest source of carbon is from business travel, with your lowest source of carbon being your water. This is echoed in your annual expenditure with your business travel bill totalling £10000.00.

¹ Carbon emissions have been calculated using the following 2010 conversion factors: 4p per kWh of gas; 10p per kWh of electricity; £2.50 per cubic meter of water; £50 per tonne of regular waste, £90 per tonne of aggregate waste, £1.185 per litre of fuel (on an average vehicle with average mpg).

Recommendations

We have recommended the following actions to get you started on reducing these emissions. All these actions have been selected from our comprehensive list of reduction actions on the Hub. We have already added these actions to your hub profile so all you need to do is monitor your progress.

Drive more economically

With an annual fuel bill of £10000, ADM Computing could benefit from Eco-driving lessons. Kent County Council and the South East Business Carbon Hub are currently subsidising eco-driving lessons for 1 employee per company to demonstrate this quick win for travel. Contact the Sustainable Transport Advisor, Carl Ruffell (carl.ruffell@kent.gov.uk) for more details.

Cost: Nothing (if arranged through carl.ruffell@kent.gov.uk). £20 if booked through the Energy Savings Trust.

Savings: 15% fuel savings per vehicle. This could save as much as £1500.00 off business travel per annum if all vehicles are driven economically all of the time.

Regularly maintain your vehicles

Fast and cost-effective solution to instantly reduce your emissions, save money and ensures your vehicle's longevity. Checking your tyre pressure can save up to £100 per year and checking your oil can avoid a £1,400 repair bill.

Visit AutoTrader.co.uk ^[5] for tips on maintaining your vehicles.

Cost: Nothing if you do it yourself.

Savings: Up to 10% of your fuel bill. For your business that equates to savings of nearly £1000.00 per annum.

Investigate alternative fuels for your fleet

Evaluate alternative fuels (electricity, biodiesel, bio fuel, LPG, hybrids) and other highly efficient petrol and diesel vehicles. Use the department for transport calculator to allow you to compare different vehicles. Please visit: <http://vanfueldata.dft.gov.uk/> for an online Van Co2 and fuel consumption database.

Cost: Varies

Saving: Actions can go beyond fuel savings – Lower tax, MOT, Low Emission Zone charges etc will also be less.

If these actions do not suit you or you have already implemented them, then please do refer to our full list of reduction actions on the Hub or contact us to get more advice.

Further guidance

It is great that you have taken steps to review and reduce your environmental impacts through energy, waste measures and transport measures. These actions may have helped you reduce your impacts already, so it would be beneficial to add previous data to the hub to see if you have indeed had an impact. However, based on your carbon footprint data your highest source of emissions is business travel, so this may be a good opportunity to look at this aspect of your business for reduction if you have not done so already.

With 26% of carbon emissions in the UK being caused by transport, this often overlooked area is being targeted by our dedicated Sustainable Transport Advisors. The operation of business vehicles can often contribute significantly to a business's carbon emissions and contribute to a business's running costs. We provide free travel plans, surveys and audits to help firms wishing to reduce their business travel emissions.

Your business currently has transport issues with:

High business travel/fuel costs. By assessing alternatives to travel, your use of vehicles, delivery systems and technology, we can develop a reduction plan for your business. We can help source information on eco-driving lessons, grants and loans, choosing low carbon vehicles and implementing smarter working options.

Your company's biggest environmental concerns are:

Energy costs. Most energy costs for businesses are related to the building; including lighting and heating. Before investing in technologies to reduce these, ensure your staff are aware of their responsibilities to 'switch off' where appropriate.

As you are interested in operating a formally accredited environmental management system; we offer the Steps to Environmental Management Service (STEM)^[8]. The service is user friendly, fast, accessible and can help you work towards enhancing your green credentials. It will also help to reduce costs by identifying inefficiencies, assist you in maintaining a legal business register and prepare you for attaining further accredited systems.

Environmental Policy

You have already experienced customers asking for your environmental policy For more information and good practice, please see: Environmental Policy Guidance Notes^[9]

Maintaining and updating your business continuity programme is important for high risk businesses. We have devised a document: 'Is my business at risk from climate change'^[17] to help you identify risks, opportunities, recommendations and an emergency contact list.

Specialist Services

You specified that you would be interested in some of our services, so I have added more information on each one below.

Environmental Certification (STEM)

Learn how to implement an environmental management scheme through our step by step STEM scheme. STEM will help you identify your most significant environmental impacts, write an environmental policy, create a training and communications plan and ensure you are compliant with all environmental legislation amongst other things. Upon successful completion of the STEM Assessment Form (See Attached), you will receive a certificate, logo, report and listing on the registry at: <http://www.kent.gov.uk/stemregistry>. If you require further support with your application, you can arrange an appointment with a Sustainable Business Advisor at County Hall, Maidstone.

Workshops/Webinars

The South East Business Carbon Hub team run online webinars that you can participate in from your own office. We also run ad hoc workshops on specific industry events. You will receive invitations to all relevant upcoming workshops/webinars.

Renewables Feasibility Studies

If you have already implemented energy-saving measures within your organisation and are looking to reduce your energy costs further by using renewable energy sources, you could benefit from a Renewables Feasibility Study. An assessor will visit your premises to carry out the study and will follow up the meeting with a report, providing impartial advice on the suitability of different renewables, such as solar thermal panels, for the business. The study and report is FREE and is available through the Low Carbon Essentials programme run by BSK-CiC Ltd. Contact the Low Carbon Advisors to discuss your needs on 08457 226655.

Environmental Awards

You expressed an interest for entry into any environmental awards on offer. We can keep up to date with any upcoming award events and help you provide evidence to attain these awards, please contact us for further advice.

Next steps

Action	Who	Completed
Log onto the Hub and activate your account.	You	
Implement reduction actions and add to a reduction action plan in the hub.	You	
Join us at one of our webinar sessions. We send out details to all our hub members.	Us & You	
Complete the first stage of your environmental certification - STEM Blue: level 1 ^[11] .	You	
Discuss the Green Directory, Workshops and Review with an LCE Low Carbon Advisor to discuss your needs on 08457 226655.	You	
We will phone you in a month's time to find out how things are going and advise you on further ways to save money and carbon.	Us	

Contact

To find out more about any of the advice given here, or to discuss what you need to do next, please contact us through the following means.

Email: carbon.hub@kent.gov.uk **Telephone:** 01622 696950

Post: South East Business Carbon Hub, 2nd Floor Invicta House, Kent County Council, County Hall, Maidstone ME14 1XX.

Web: www.kent.gov.uk/businesscarbonhub

This service is provided to you free of charge as it is funded by Kent County Council and the South East European Regional Development Fund Competitiveness Programme 2007 – 2013.



Access to Hub

Now that you are a member of the Hub, you are able to access a range of free services from our interactive website (<https://southeastbusiness.carbon-hub.com>). Following this report, you will receive an email from South East Business (application@carbon-hub.com) giving you a link from which you can set up your username and password on the South East Business Carbon Hub.

When you have a free moment, click on the link and set up your account. We advise you to then take the following steps:

<p>Step 1: Click here to enter you company details</p>	<p>Step 2: Update your carbon footprint data or enter more data.</p>	<p>Step 3: Implement the reduction actions recommended in this report choosing them from our full list of reduction</p>
<p>Step 4: See your carbon footprint in Analysis & Reports</p>	<p>Step 5: Ask questions, read-up on topics and access services, by clicking on the HUB.</p>	<p>Step 6: Got a good environmental story? Call us to see how you can share it.</p>

Appendix 1: Where to find your carbon data

Emission-releasing activity	Source of information
Electricity	Total kilowatt hours from <u>electricity bills OR meter readings</u>
Natural gas	Total kilowatt hours from <u>gas bills OR meter readings</u>
Water	Total water in cubic meters (m ³) from <u>water bill</u>
Business travel	Litres of fuel purchased from <u>invoices and receipts</u> OR vehicle mileage from vehicle <u>log books/odometers</u>
Commuter travel	Send the online <u>Staff travel survey</u> to all your employees. We will gather the data and send you the results.
Waste/recycling	Amount of bags/skips/tonnes of waste or recycling collected from <u>waste collection provider</u>

Appendix 2: Useful links

[1] Business Waste Audit

<https://shareweb.kent.gov.uk/Documents/environment-and-planning/environment-and-climate-change/Carbon%20hub/Business%20Waste%20Audit.doc>

[2] Sustainable Construction

http://www.kent.gov.uk/environment_and_planning/environment_and_climate_change/sustainable_business/sustainable_construction.aspx

[3] Recycle Now Top Tips on Packaging

http://www.recyclenow.com/why_recycling_matters/packaging/top_tips_on.html

[4] Carbon Trust Guide to Installing Roof Installation

<http://www.carbontrust.co.uk/pages/searchresults.aspx?q=roof+insulation&o=Rank&od=asc&ct=CT09+Publication&pn=0&ps=10>

[5] AutoTrader Car Maintenance

http://www.autotrader.co.uk/EDITORIAL/CARS/FEATURES/ADVICE/OTHER/money_saving_tip_of_the_day_service_your_car.htm

[6] 5 Minute Commuter Survey

<http://www.kent.gov.uk/af3/an/default.aspx/RenderForm/?F.Name=twH1Bzjk59T>

[7] Carbon Trust's online refrigeration maintenance guide

<http://www.carbontrust.co.uk/cut-carbon-reduce-costs/products-services/technology-advice/Pages/refrigeration-maintenance.aspx>

[8] STEM information web page

http://www.kent.gov.uk/environment_and_planning/environment_and_climate_change/sustainable_business/business_carbon_hub/stem.aspx

[9] Environmental Policy Guidance Notes

<https://shareweb.kent.gov.uk/Documents/environment-and-planning/environment-and-climate-change/Carbon%20hub/Environmental%20Policy%20Guidance.pdf>

[10] Pre-report questions for carbon footprint report

<https://shareweb.kent.gov.uk/Documents/environment-and-planning/environment-and-climate-change/Carbon%20hub/Pre-report%20questions%20for%20carbon%20footprint%20report.doc>

[11] Steps to Environmental Management Scheme

http://www.kent.gov.uk/environment_and_planning/environment_and_climate_change/sustainable_business/business_carbon_hub/stem.aspx

[12] Futerra's Greenwash Guide

<http://www.futerra.co.uk/services/greenwash-guide>

[13] Energy Efficiency Financing Scheme

<http://www.carbontrust.co.uk/cut-carbon-reduce-costs/products-services/financing/pages/financing.aspx>

[14] Enhanced Capital Allowances

<http://etl.decc.gov.uk/etl>

[15] Environment Agency's Flood Map

<http://www.environment-agency.gov.uk/business/topics/32354.aspx>

[16] Would your business stay afloat?

<http://publications.environment-agency.gov.uk/pdf/GEHO0111BTJI-e-e.pdf>

[17] Is my business at risk from climate change?

<http://tinyurl.com/3jrlt9y>

[18] Green Chain Directory

<http://www.greenchain.org.uk>

[19] Environment Agency Water Guide:

<http://www.environment-agency.gov.uk/business/topics/water/default.aspx>

Disclaimer

The annual business carbon footprint is calculated from the data provided by the business in the South East Business Carbon Hub registration form. All data is extrapolated to annual data (if necessary) and is indicative. More accurate calculations can be made by updating the carbon hub frequently with your bills or meter readings. The recommendations are also only indicative and it is your responsibility to determine whether they are suitable for your organisation and within the law.