

Revision register				
rev	date issued	author	reviewed by	description of revision
/	30/10/08	GM	Team Green	First Draft (Oct07 – Sept08 Footprint)

Energy Footprint Report October 2008

Period Oct 07 – Sept 08

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1. Introduction

Edward Cullinan Architects began to assess the carbon emissions of its everyday activities as part of the CIBSE '100 days of Carbon Counting' during the autumn of 2006 and again in 2007. After analysis it was felt that figures were too defined to a busy period for increased heating and lighting. There needed to be a prolonged period of measurement to attain a full footprint and comparison of monthly figures. To account for seasonal variations a full 12 month period was chosen. As the readings were taken from October 2007 the initial 12 month period is set as Oct 07 – Sept 08. This will eventually be superseded by 12 month calendar periods, beginning January 2008.

This carbon footprint is based on advice from the Carbon Trust. It encompasses a range of emission sources from direct use of fuels to indirect impacts such as employee travel. The common classification is to group and report on emissions by the level of control which an organisation has over them¹ - emissions are classified into three main scopes of influence:

Scope 1:

- Direct emissions that result from activities the organisation controls.

Most commonly, direct emissions that result from combustion of fuels which produce CO₂ emissions, for example, gas used to provide hot water and heating.

Scope 2:

- Emissions from the use of purchased electricity.

Although not directly in control of the emissions, by purchasing electricity it is indirectly responsible.

Scope 3:

- Indirect Emissions from products and services.

Each product or service that is purchased by an organisation is responsible for emissions. This includes water and waste supplies together with any transport issues.

It should be noted that this assessment is for the operational activities of the company and does not cover any products or services that ECA produces. Energy considerations of our buildings are dealt with throughout the design process.

¹ This classification follows the definition provided in the Greenhouse Gas Protocol, a standard for corporate emissions reporting.

2. Data Collection

Data was collected through various methods, including meter readings, invoices and expense accounts. As ECA sublets space² it was essential for energy consumption figures that individual meter readings were read to divide invoice figures. All business travel was taken from monthly accounts and for simplicity monthly figures represent the period in which travel was paid for. Also taken into consideration were resources, such as paper and toner cartridges, which, though listed will not be accounted in the footprint itself.

We have collated an up-to-date Carbon Footprint for monthly figures under the following remits and used the up-to-date conversion figures from DEFRA to equate all units into KgCo2e.

Our remit covers the following areas:

Scope 1: RED

Gas usage

- British Gas

Heating & Hot Water (specific meter readings for ECA)

Scope 2: GREEN

Electricity usage

- Green Energy

Power on all three floors (specific meter readings for ECA)

- EDF Energy

Air Conditioning unit in the server room (specific meter readings for ECA)

Scope 3: BLUE

- Water Usage

Thames Water (6 monthly reading)

- Waste Management

Bywaters Waste Management (6 monthly reading)

- ECA Business Travel

- ECA Commuter Travel

Emissions are shown as in measurements of CO2e (Carbon Dioxide equivalent). For great accuracy all figures are measured in Kg CO2, with a final figure shown in tonnes (t CO2).

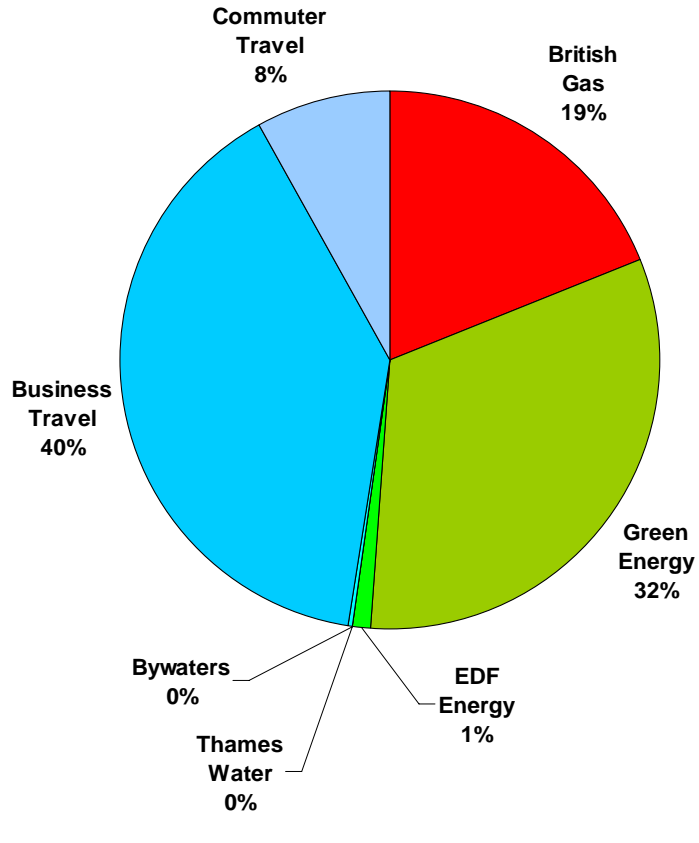
Fig. 1
Image of Excel Spreadsheet of Data Collection

² We use approximately 48 % – 50% of the electricity billed by Green Energy for the office, with Panopus and the studios using the remainder. Of the amount supplied by EDF we only use around 15% - 20%, solely for the air conditioning unit in the Server Room. The gas meter is for Building C which will include a small amount for Panopus, though negligible.

3. Carbon Footprint

Carbon Footprint
 October 2007 – September 2008

ENERGY USE	TOTAL KgCO2e	%
Heating: British Gas	12,742	19%
Electricity: A. Green Energy B. EDF Energy	21,912 773	32% 1%
Water: Thames Water	0.27	0%
Waste: Bywaters	24	0%
Business Travel	26,784	40%
Commuter Travel	5,470	8%
TOTAL	67,705	



Total Carbon Footprint
67.7 tCO2e

1.6 tCO2e
 Av. per person (42 employees)

5.6 tCO2e
 Av. per month (12 months)

9.3 KgCO2e
 Av. per hour (87,403 hrs)

84 KgCO2e
 Av. per m2 office space (420 m2)

Figs. 2 & 3
 Breakdown of Carbon Footprint & Chart

		Units = kgCo2e							Scope 1, 2, 3	
Year	Month	Scope 1		Scope 2		Scope 3			Monthly Totals Scope 1,2	Monthly Totals Scope 1,2,3
		Gas Supply	Electricity	Water Usage	Waste	Business Travel	Commuter Travel			
		British Gas	Green Energy	EDF Energy	Thames Water	Bywaters	Business Travel	Commuter Travel		
Average/Baseline		1,061.81	1,826.03	64.45	0.02	2.01	2,231.98	455.82	2,962.30	5,642.12
2007 - 2008	Oct-07	902.50	1,930.21	81.85	0.0299	2.00	1,562.95	450.95	2,914.56	4,930.49
	Nov-07	1,401.64	1,948.20	42.96	0.0299	2.00	2,000.78	450.95	3,392.80	5,846.56
	Dec-07	2,540.73	1,968.07	38.30	0.0299	2.00	1,797.39	450.95	4,547.10	6,797.46
	Jan-08	1,631.89	2,058.02	27.99	0.0299	2.01	1,753.32	459.29	3,717.90	5,932.55
	Feb-08	2,072.75	1,928.49	16.09	0.0189	2.01	1,133.96	459.29	4,017.33	5,612.61
	Mar-08	1,965.99	1,661.43	12.08	0.0189	2.01	7,240.52	479.88	3,639.50	11,361.94
	Apr-08	1,376.83	1,822.00	41.27	0.0189	2.01	1,134.02	466.87	3,240.10	4,843.02
	May-08	511.84	1,661.75	78.11	0.0189	2.01	6,004.71	466.87	2,251.70	8,725.31
	Jun-08	84.83	1,700.15	94.91	0.0189	2.01	1,304.65	466.87	1,879.89	3,653.44
	Jul-08	83.67	1,742.90	128.04	0.0189	2.00	1,306.02	447.21	1,954.61	3,709.86
Aug-08	86.56	1,721.74	115.94	0.0200	2.00	965.39	430.10	1,924.23	3,321.74	
Sep-08	82.52	1,769.43	95.86	0.0200	2.00	580.07	440.61	1,947.80	2,970.50	
TOTAL		12,741.74	21,912.40	773.39	0.27	24.07	26,783.78	5,469.83	35,427.54	67,705.49
Scope TOTALS		12,741.74	22,685.80		32,277.95					
Energy: Direct / Indirect		35,427.54								
Footprint TOTAL		67,705.49								
TOTAL / m2 Scope 2 + 3		84.35								
									No. of UEL Drums filled with KgCO2e (from Direct & Indirect Energy)	No. of UEL Drums filled with KgCO2e (from Direct & Indirect Energy)
									4.4	8.5

Fig. 4

Full monthly breakdown of Carbon Footprint Oct 07 – Sept 08 (Cells in grey are estimate figures – final data due in Feb 2009)

**ECA Office Total Carbon Consumption, KgCO2e
 (Individual Factors)**

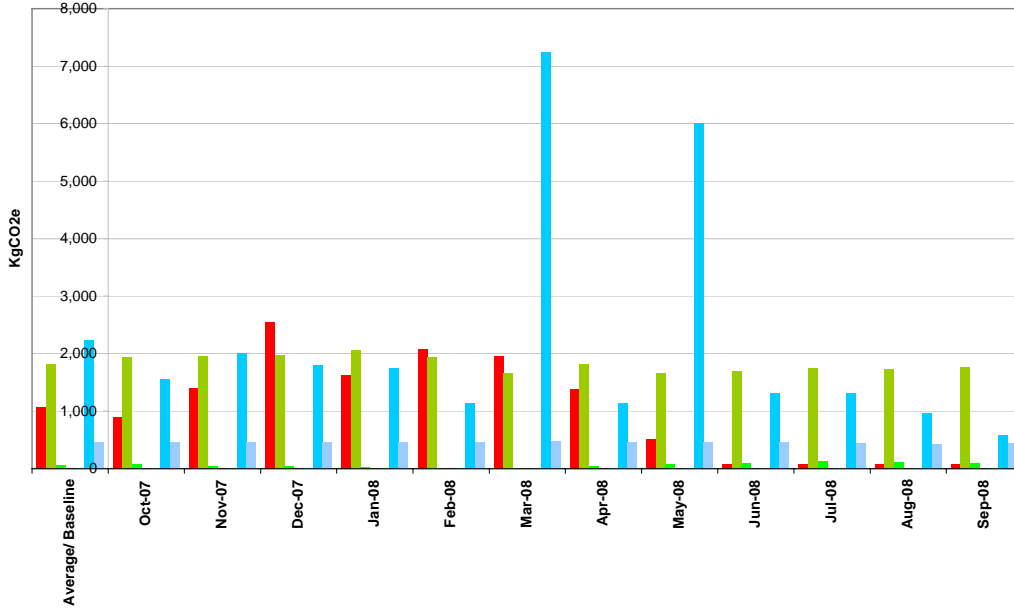


Fig. 5
 Full monthly breakdown of Carbon Footprint Oct 07 – Sept 08
 Comparison chart with Baseline figures

**ECA Office Total Carbon Consumption, KgCO2e
 (Individual Factors)**

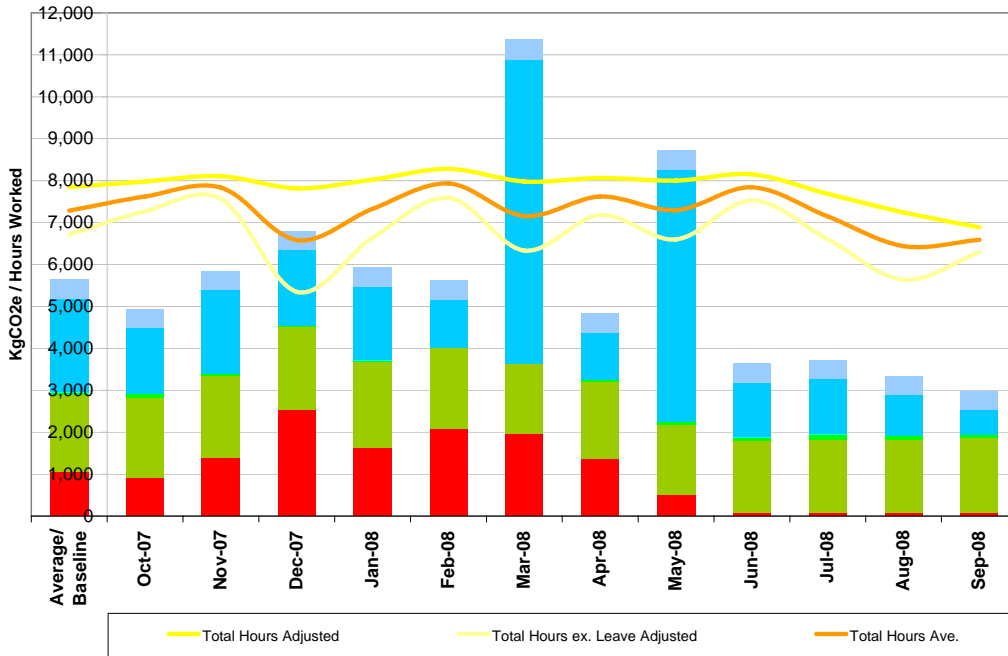


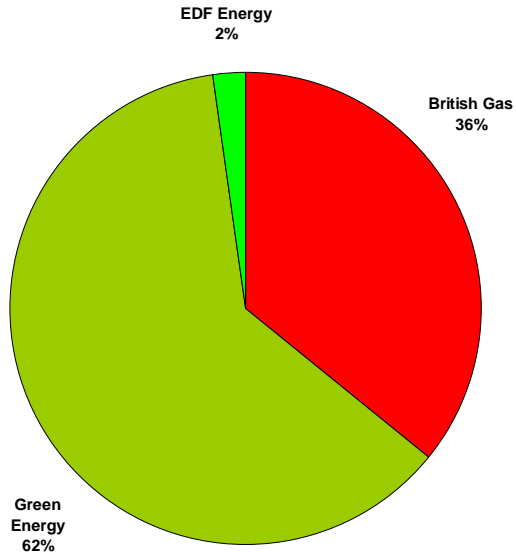
Fig. 6
 Full monthly breakdown of Carbon Footprint Oct 07 – Sept 08
 Comparison chart with Baseline figures, Figures measured against hours worked

3. 1. Office Utilities

There are two main sources of direct energy within the office – gas and electricity. As is evident from the data electricity is the main source of energy – the requirement for the gas supply fluctuates throughout the year due to seasonal climate variation. This is evident in the monthly charts (fig.8).

Utilities Footprint
October 2007 – September 2008

ENERGY USE	TOTAL KgCO2e	KwHrs
Heating:		
British Gas	12,742	68,874
Electricity:		
A. Green Energy	21,912	40,804
B. EDF Energy	773	1,440
TOTAL	35,427	111,118



Utilities Footprint
35.4 tCO2e

Fig. 7 (left)
 Total Office Utilities Footprint: Oct 07 – Sept 08
 Fig. 8 (right)
 Chart show percentage of KgCO2e emissions

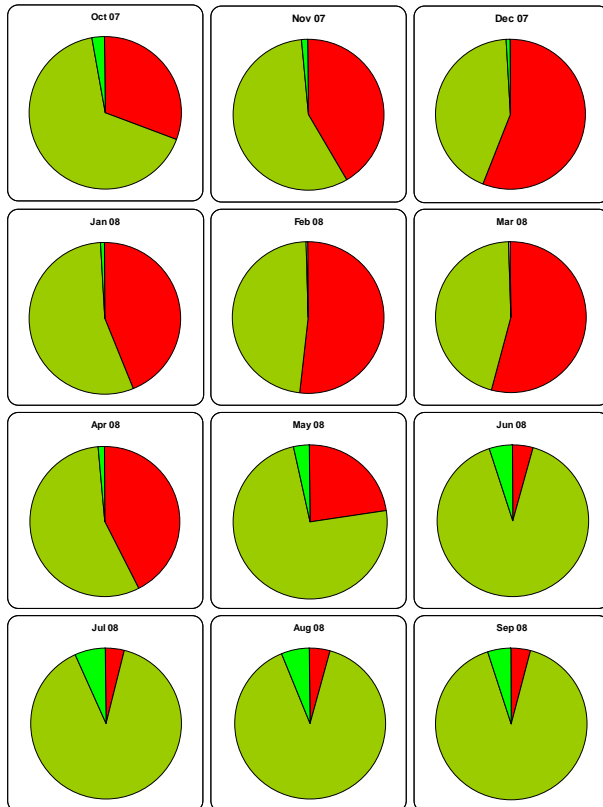


Fig. 9

Monthly Direct Energy Emissions Oct 2007 – Sept 2008

3. 2. Office Travel

With the Carbon Footprint all travel has been categorized into two sections: Business and Commuter Travel. All figures from Business Travel were taken from overall accounts (inc. staff expenses, petty cash, invoices and credit card payments) and sub-divided into modes of transport. Figures are as accurate as possible and have been calculated into carbon emissions using factors as defined in the ‘Guidelines to Defra’s GHG Conversion Factors’ document, April 2008.

For commuter travel accurate journeys have been calculated for each employee and each month times by an average amount of days in the office, allowing for leave etc. For full time staff this was 17 days, and 14/10 days for staff working reduced days.

The following internet links were used to define journey distances:

Train journeys:
<http://www.co2balance.uk.com/co2calculators/rail-travel/>

Road distances:
www.maps.google.co.uk

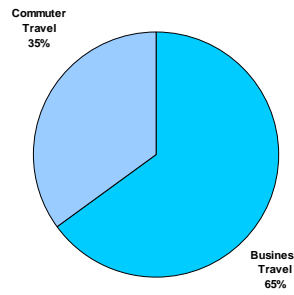
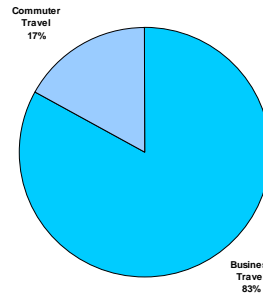
Air distances:
<http://www.terrapass.com/carbon-footprint-calculator/#air>

Pinpoint distances, such as approximate tube journeys:
<http://www.walkjogrun.net/>

Office Travel Footprint
October 2007 – September 2008

TRAVEL	Total KgCO ₂ e	Kms Travelled
Business Travel:	26,784	288,137
Commuter Travel:	5,470	154,449
TOTAL	32,254	442,586

Travel Footprint
32.3 tCO₂e



KgCO₂e

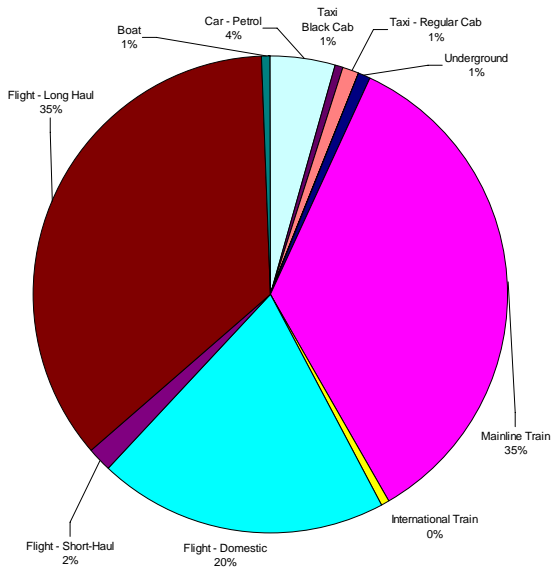
Kms Travelled

Fig. 10 (above)
 Total Office Travel Footprint: Oct 07 – Sept 08
 Fig. 11 (right)
 Total Office Travel Footprint: Chart show percentage of KgCO₂e emissions
 Fig. 12 (far right)
 Total Office Travel Footprint: Chart show percentage of Kms Travelled

	Walk	Cycle	Motorcycle	Car - Petrol	Taxi - Black Cab	Taxi - Regular Cab	Bus	DLR	Underground	Mainline Train	International Train	Flight - Domestic	Flight - Short-Haul	Flight - Long Haul	Boat	Total
Business Travel																
Total KgCO ₂ e	0.00	0.00	0.00	1,173.23	160.52	286.76	13.18	0.00	250.60	9,281.78	120.44	5,318.67	465.92	9,545.82	166.86	26,783.78
Total Kms	0.00	1,921.56	0.00	5,667.79	934.22	1,878.18	122.87	0.00	3,836.87	154,155.84	6,804.31	27,835.21	4,348.45	79,182.94	1,448.41	288,136.66
Commuter Travel																
Total KgCO ₂ e	0.00	0.00	105.12	12.67	0.00	0.00	611.55	216.14	1,770.97	2,753.38	0.00	0.00	0.00	0.00	0.00	5,469.83
Total Kms	19,919.02	48,651.96	1,442.00	612.00	0.00	0.00	8,070.20	2,771.00	27,245.64	45,737.20	0.00	0.00	0.00	0.00	0.00	154,449.02
Total Office Travel																
Total KgCO ₂ e	0.00	0.00	105.12	1,185.90	160.52	286.76	624.74	216.14	2,021.57	12,035.16	120.44	5,318.67	465.92	9,545.82	166.86	32,253.61
Total Kms	19,919.02	50,573.52	1,442.00	6,279.79	934.22	1,878.18	8,193.07	2,771.00	31,082.51	199,893.04	6,804.31	27,835.21	4,348.45	79,182.94	1,448.41	442,586.68

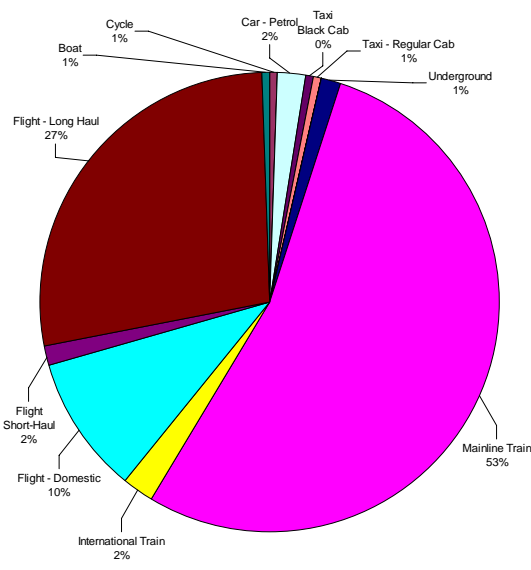
Fig. 13
 Total Office Travel Footprint: Full breakdown of KgCo₂e & Kms Travelled by mode (Business and Commuter Travel)
 (Cells in grey are modes not applicable)

3. 2. 1. Office Travel: Business Travel



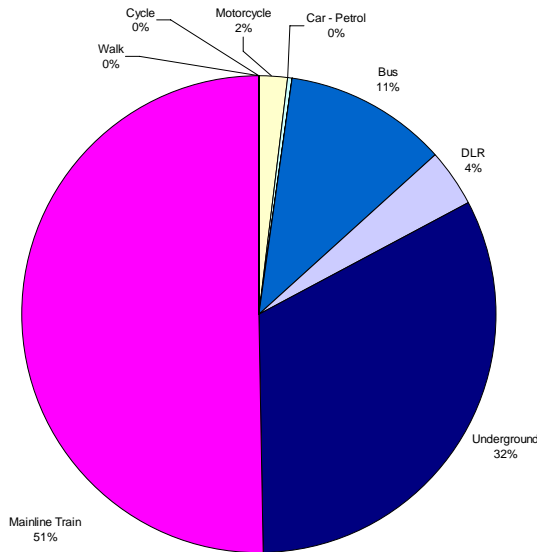
KgCO2e by mode of transport

Fig. 14 (left)
 Business Travel Footprint: Chart show percentage of KgCOe emissions by mode



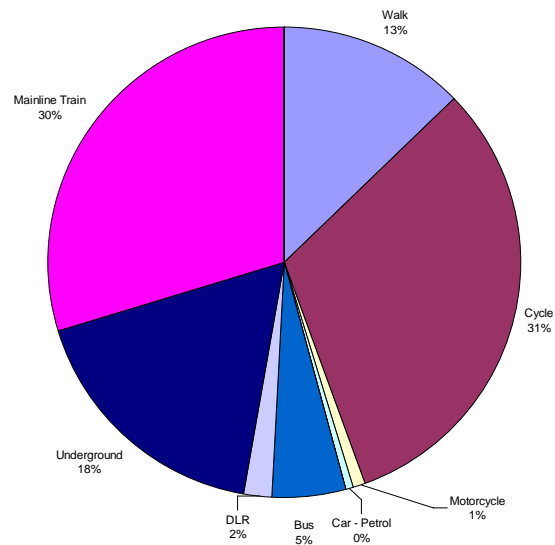
Kms Travelled by mode of transport

3. 2. 2. Office Travel: Commuter Travel



KgCO2e by mode of transport

Fig. 16 (left)
 Commuter Travel Footprint: Chart show percentage of KgCOe emissions by mode



Kms Travelled by mode of transport

Fig. 17 (right)
 Commuter Travel Footprint: Chart show percentage of Kms Travelled by mode

3. 3. Waste Management

All waste is disposed of by Bywaters Waste Management Services. Along Baldwin Terrace we keep three 1,100 litre waste containers (2 for dry recyclable and 1 for residual waste). Dry recyclables include all paper, cardboard, cans, plastic bottles and cartons - sent to a Materials Recovery Facility (MRF). Residual Waste is either incinerated or sent to landfill. All toner cartridges are recycled through a charity every three months.

Figures: (Jan – Jul 08)

Dry collected	3,3 Tonnes
Residual collected	2,6 Tonnes
Total waste collected	5,9 Tonnes.

3. 4. Resources: Paper

Alongside the recording of energy emissions the following details the amount of paper bought over the period in an effort to reduce consumption and eventual waste.

Total purchased general paper:

A4 Recycled Paper	194 reams	97,000 Sheets	2,310 sheets per person (ave. 42 employees)
A3 Recycled Paper	112 reams	56,000 Sheets	1,222 sheets per person (ave. 42 employees)

Large stationery:

Nov 2007	Compliments Slips	2,000 Slips (666 sheets A4)
Dec 2007	Office Brochure	500 Brochures, 150mm ²
Feb 2008	Office Brochure	500 Brochures, 150mm ²
Sept 2008	Headed Paper	15,000 A4 Sheets

Total washroom hand towels packs ordered:

254 (550 sheets / pack)

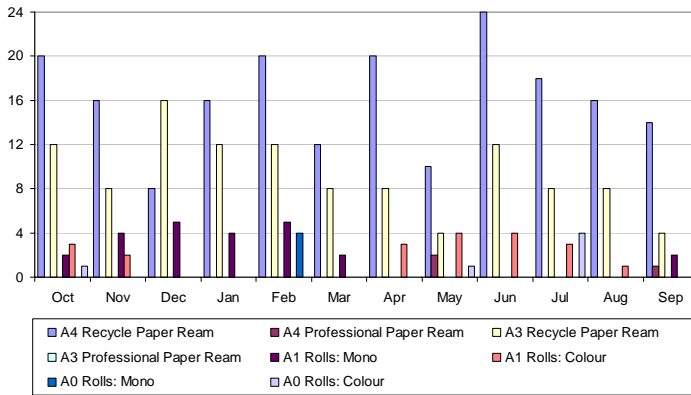


Fig. 18 Paper: Total purchased consumption Oct 07 – Sept 08, monthly orders

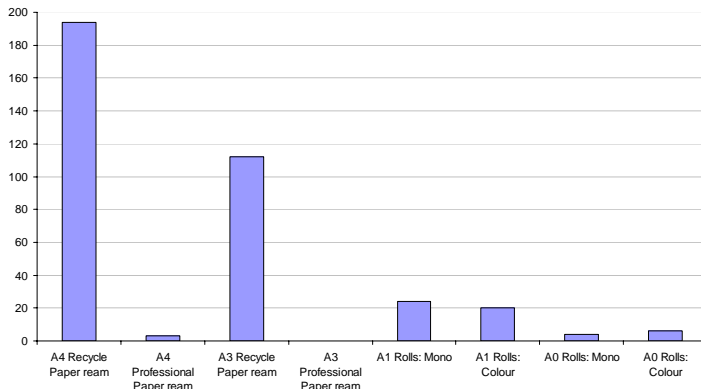


Fig. 19

Paper: Total purchased consumption *Oct 07 – Sept 08, total packs ordered*

4. Analysis & Breakdowns

From this full-scale footprint it is evident where the main areas of the company's activities are that contribute to carbon emissions. The three main areas of activity that are of the greatest concern are the office utilities (gas and electricity) and business travel – these account for a total of 92% of all CO₂e. These are the main areas where reductions can be made.

Office utilities:

The supply of gas is accountable for 19% of all emissions. This is reliant upon seasonal climate, though there is a minimum value shown which accounts for general hot water in the kitchen, washrooms and shower areas facilities.

The two sources of electricity are accountable for 72% of all emissions. As with the gas supply EDF Energy is reliant upon seasonal climate variations as it controls the air conditioning unit in the server room, which is automatically responsive to the room's needs. However, the supply from Green Energy illustrates a relatively constant supply for the practice's main power throughout the three floors of the office. There are certain 'overheads' that remain on regardless of the number of employees in the office at any one time This includes, for examples; the four printers and one photocopier, dishwasher, microwave and lights etc which would all be on regardless if there were either 20 or 40 staff in the office. The main issue is how their use can be minimised.

It should be noted that the main supply of electricity is purchased from Green Energy, who report that they 'only buy green electricity from Ofgem approved green and renewable suppliers'.³ It was considered whether this supply should be accounted for in the main carbon footprint, due to its renewable considerations. However, the Carbon Trust, though they acknowledge the benefits of renewable electricity, report that there is currently significant uncertainty regarding its additional benefits. These include whether this service achieves any renewable capacity, if there is any carbon saving beyond that created by regulation and the potential concerns over possible double counting of the carbon benefit from renewable generation. In light of their concerns, for reporting purposes, Defra recommend that organisations calculate emissions from renewable tariffs using average electricity emissions factor for the UK. They do not, as yet, recognise that renewable energies should be viewed as a 'Zero carbon' benefit. As such, we have included our emissions within the findings.

Travel:

- Business travel in the office accounts for 40% of all emissions.
- 23% of the entire office footprint is attributed to air travel – more than the total 18% of gas emissions.
- 18% of the footprint is as a result of train travel: 14% on Business Travel, 4% on Staff Commuting (which amounts to 51% of the carbon emissions for all commuter routes)

Though these figures seem quite startling and give possibilities for reduction it should be noted that during this period there were four projects which required long-distance travel (to Bristol, Edinburgh, Aberdeen and Hong Kong) and Ted gave various lectures internationally (in Copenhagen and Chile). The main areas which can be looked at are the reduction of domestic flights (which have recently reduced to sleeper train services) and an increase in business cycle journeys. Distances travelled are reliant upon the projects won – once these are secured it is essential to determine the best option of transport in each case.

Netviewer:

To combat excessive travel the practice has also been using a video conferencing software programme, Netviewer. In the future, details of this usage will be recorded – however, so far we only have data from August 2008 onwards.

Period: 05th August 2008 – 16th September 2008

Total uses: 13

Total time spent: 22hrs 40 mins 16 secs

Comparative breakdowns:

From our complete records it is now possible to determine a full breakdown of analysis. The following sections give an account of some energy uses in comparison to the size of the company.

³ Their supply is made up from Solar, biomass, hydro, cleaner CHP (combined heat & Power), anaerobic digestion and wind power.

4. 1. Breakdowns:
Direct energy emissions in relation to floor space

Annual direct office energy use and impacts, per m2 of floorspace									
	Floor Area m2	Data Year	Electricity Use (KWh)	Gas Heating inc. Hot Water (KWh)	c02e from Electricity (tonnes)	CO2 from Heating (tonnes)	Total Scope Electricity & Gas tCO2e / m2	Electricity %	Heating %
ECA: Oct 07 - Sep 08	420	07 - 08	101	164	0.054	0.030	0.084	64%	36%
CABE*	not given	2006	189.4	101.5	0.081	0.027	0.108	75%	25%
Best Practice*	not given	2006	128.0	97.0	0.055	0.022	0.077	71%	29%
Typical*	not given	2006	226.0	178.0	0.097	0.040	0.137	71%	29%

* Figures taken from CABE 'An Ecological Footprint and Carbon Audit of CABE', Dec 2006

Fig. 20
 List of Annual direct office energy use and impacts, per m2 of floor space

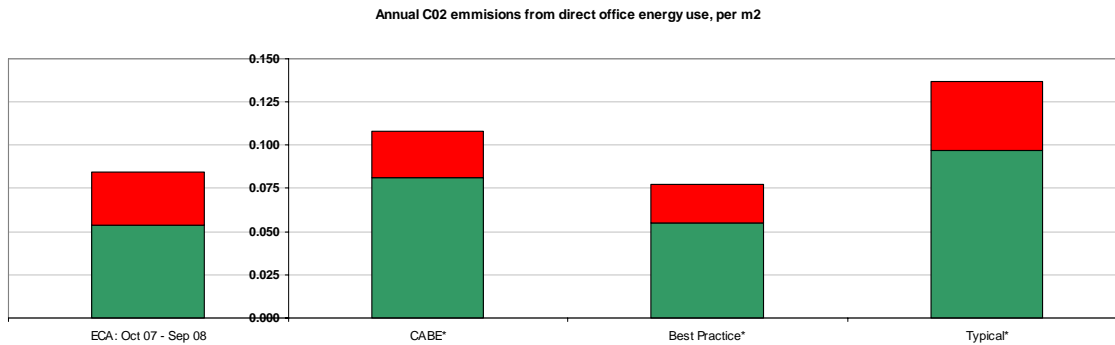


Fig. 21
 Chart of Annual direct office energy use and impacts, per m2 of floor space

4. 2. Breakdowns:
Energy emissions in relation to hours and employees

From employee timesheets total hours worked throughout the 12 month period can be considered against energy emissions. Looking at further considerations, with regard to total hours and leave, an average total hours figure can be seen. This can be seen against individual emissions on fig. 5. The chart below details a full analysis of hours worked and assessed against emissions per hour and emissions per employee.

Emissions per hour

- An average of 4.9KgCO2e per hour for direct energy emissions (heating & electricity)
- An average of 9.3KgCO2e per hour for all energy emissions

Emissions per employee

Annually:

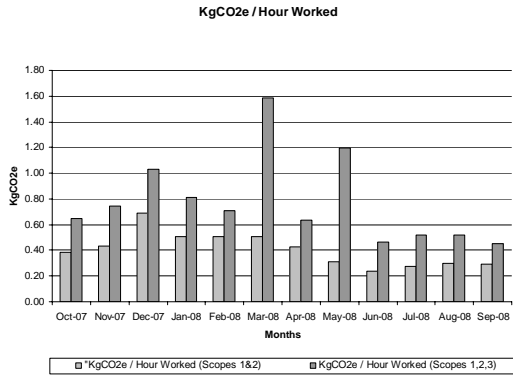
- An average of 0.8 tCO2e per employee for direct energy emissions
- An average of 1.6 tCO2e per employee for all energy emissions

Monthly:

- An average of 69.6 KgCO2e (or 11 stone / an average adult) per employee, per month for direct energy emissions
- An average of 132.8 KgCO2e (or 20 stone) per employee, per month for all energy emissions

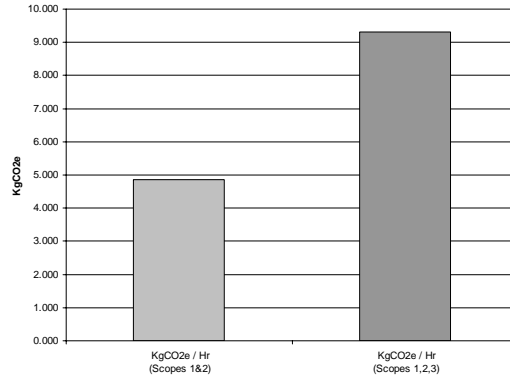
	Staff Hours											
	Total Hrs	Total Hrs ex. Leave	Days	No. Staff	Adjusted Total Hrs	Adjusted Hrs ex. Leave	Average Hrs	Average Hrs / Staff	KgCO ₂ e / Hr (Scopes 1&2)	KgCO ₂ e / Hr (Scopes 1,2,3)	KgCO ₂ e / employee (Scopes 1&2)	KgCO ₂ e / employee (Scopes 1,2,3)
Average/Baseline	7794	6686	31	42	7852	6715	7284	172	0.406	0.776	69.595	132.776
Oct-07	7182	6540	28	42	7980	7267	7624	182	0.3823	0.6467	69.3944	117.3927
Nov-07	9121	8511	35	42	8107	7565	7836	187	0.4330	0.7461	80.7810	139.2037
Dec-07	7037	4811	28	42	7819	5346	6582	157	0.6908	1.0327	108.2644	161.8444
Jan-08	9028	7466	35	44	8025	6636	7330	167	0.5072	0.8093	84.4978	134.8307
Feb-08	7451	6834	28	44	8278	7593	7936	180	0.5062	0.7073	91.3029	127.5593
Mar-08	7183	5696	28	43	7981	6329	7155	166	0.5087	1.5880	84.6396	264.2312
Apr-08	9069	8077	35	43	8061	7180	7621	177	0.4252	0.6355	75.3512	112.6284
May-08	7201	5937	28	43	8001	6597	7299	170	0.3085	1.1954	52.3652	202.9142
Jun-08	7335	6780	28	44	8150	7533	7842	178	0.2397	0.4659	42.7248	83.0326
Jul-08	8649	7430	35	42	7688	6604	7146	170	0.2735	0.5192	46.5382	88.3300
Aug-08	6520	5072	28	39	7244	5636	6440	165	0.2988	0.5158	49.3393	85.1729
Sep-08	7750	7082	35	39	6889	6295	6592	169	0.2955	0.4506	49.9437	76.1667
TOTAL	93525	80237		42	94224	80582	87403	172	4.869	9.312	835.142	1,593.307

Fig. 22
 Chart of total hours worked, compared to KgCO₂e / Hr and KgCO₂e / employee

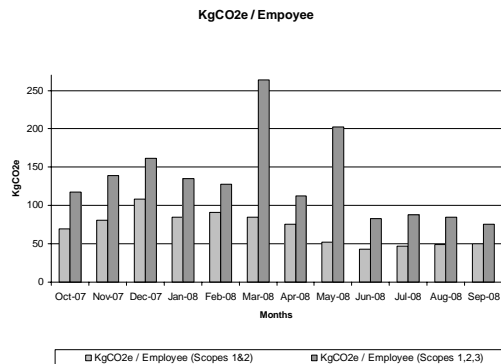


KgCO₂e / Hours Worked – Monthly Totals

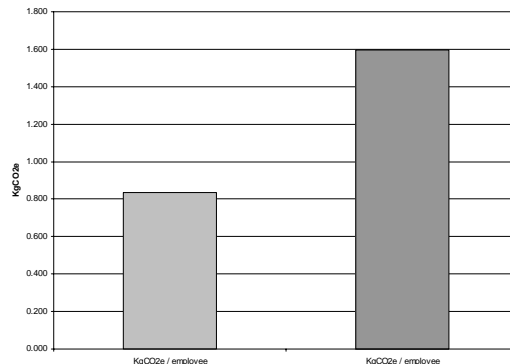
Fig. 23 (left)
 Chart of Monthly KgCO₂e emissions per hour worked
 Fig. 24 (right)
 Chart of Total KgCO₂e emissions per hour worked



KgCO₂e / Hours Worked – Annual Total



KgCO₂e / employee – Monthly Totals



KgCO₂e / employee – Annual Total

Fig. 25 (left)
 Chart of Monthly KgCO₂e emissions per employee
 Fig. 26 (right)
 Chart of Total KgCO₂e emissions per employee

5. Personal Footprints

Over the last three years ECA staff has each completed their own personal carbon footprints. The following charts detail all staff and their own footprints. Each year of entry is for the previous calendar year period (2007 figures are completed in 2008 etc.)

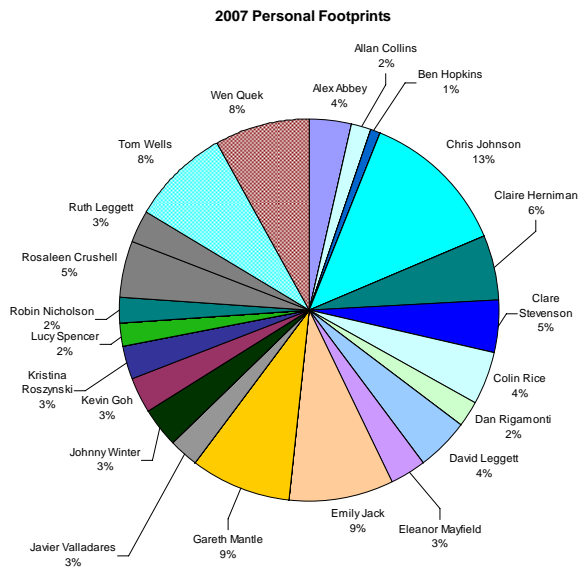


Fig. 27 (above)
 2007 Personal Carbon Footprint of ECA employees
Total: 149.6 tCO2e
Average: 6.8 tCO2e
Employees Completed: 22 / 48 Total (46%)

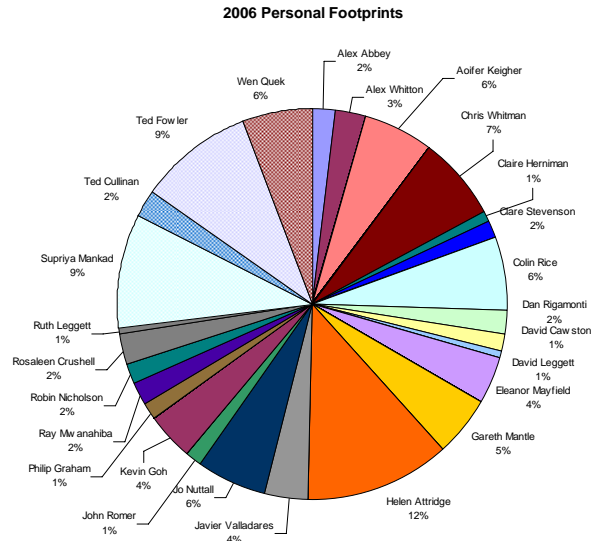


Fig. 28 (above)
 2006 Personal Carbon Footprint of ECA employees
Total: 283.3 tCO2e
Average: 10.9 tCO2e
Employees Completed: 26 / 55 Total (47%)

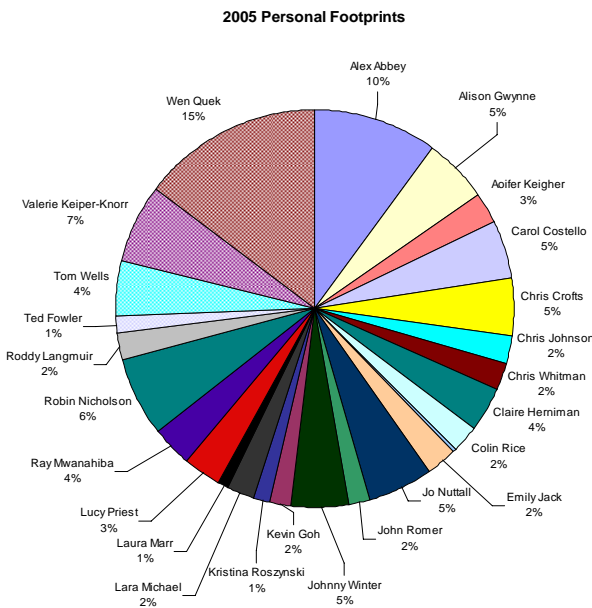


Fig. 29 (above)
 2005 Personal Carbon Footprint of ECA employees
Total: 132.1 tCO2e
Average: 5.08 tCO2e
Employees Completed: 26 / 58 Total (45%)

6. Recommendations for Improvement

The following baseline figures are taken from the initial Carbon footprint 12 month period (Oct 07 – Sept 08). A fuller assessment will be coordinated in January 2009 using the Jan – Dec 2008 figures for annual consistency.

Baseline Figures

Source	KgCO2e		Units		Proposed % Change
	Monthly Av.	Annual	Monthly Av.	Annual	
Gas British Gas	1,061.81	12,741.74	5,740 KwHrs	68,874 KwHrs	Annual Reduction: 5%
Electricity Green Energy	1,826.03	21,912.40	3,400 KwHrs	40,804 KwHrs	Annual Reduction: 5%
Electricity EDF Energy	64.45	773.39	120 KwHrs	1,440 KwHrs	Remain at current levels
Water Thames Water	0.02	0.27*	22 KwHrs	269 KHwHrs*	Remain at current levels
Waste Bywaters Dry Recyclables Residual Waste	2.01	24.07*	0.98 Tonnes 0.55 Tonnes 0.43 Tonnes	11.8 Tonnes* 6.6 Tonnes 5.2 Tonnes	Annual Reduction: 5% Increase: 10% Reduction 10%
Business Travel	2,232	26,784	24,011.39 Kms	288,136.66 Kms	
Cycle	0	0	160 Kms	1,922 Kms	Increase: 50%
Car – Petrol	97	1,173	472 Kms	5,668 Kms	Reduce
Taxi – Black Cab	13	161	78 Kms	934 Kms	Reduce
Taxi – Regular Cab	24	287	157 Kms	1,878 Kms	Reduce
Bus	1	13	10 Kms	123 Kms	Increase
Underground	21	251	320 Kms	3,837 Kms	Increase
Train – Mainline	773	9,282	12,846 Kms	154,156 Kms	Reduction: 25%
Train – International	10	120	567 Kms	6,804 Kms	Increase
Flight – Domestic	443	5,319	2,320 Kms	27,835 Kms	Reduction: 25%
Flight – Short Haul	39	466	362 Kms	4,348 Kms	Reduction: 50%
Flight – Long Haul	795	9,546	6,599 Kms	79,183 Kms	Undefinable
Commuter Travel	455.82	5,469.83	12,870.75 Kms	154,449.02 Kms	Undefinable
	Reams / Rolls				
Resources: Paper					
A4 Recycled	16	194			Reduction: 5%
A3 Recycled	9	112			Reduction: 5%
A1 Plotter – Colour	1.6	20			Reduction: 5%
A1 Plotter – Mono	2	24			Reduction: 5%
A0 Plotter – Colour	0.5	6			Reduction: 5%
A0 Plotter – Mono	0.3	4			Reduction: 5%

* Estimated figure