

The Planet Mark™ Certification Report St Monica Trust

1st January 2017 – 31st December 2017



St Monica Trust



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About The Planet Mark™

The Planet Mark™ is a certification programme recognising commitment to continuous improvement in sustainability.

HOW IT WORKS

Our 3-step process is as simple as 1, 2, 3

1. MEASURE



We measure your carbon footprint and environmental performance

2. ENGAGE



We help you engage your employees and suppliers to drive improvements

3. COMMUNICATE



We provide marketing channels and materials to promote your achievements



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The Planet Mark™ Certificate

The Planet Mark™ Certificate recognises your commitment to continuous improvement in sustainability and to measuring and reducing your carbon footprint on an annual basis. Display it publicly to promote your achievements.



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Supporting the Eden Project and Cool Earth

A donation has been made on your behalf to the Eden Project and Cool Earth to support education on climate change and to protect an acre of endangered rainforest.

Along with The Planet Mark™ Certificate you will receive The Planet Mark™ Acre of Rainforest Certificate and free tickets to visit the Eden Project.



THE PLANET MARK™ ACRE OF RAINFOREST CERTIFICATE

CONGRATULATIONS! THIS CERTIFICATE RECOGNISES ST MONICA TRUST'S COMMITMENT TO SUSTAINABLE IMPROVEMENT THROUGH THE PLANET MARK™ BY PROTECTING AN ACRE OF THE WORLD'S MOST ENDANGERED RAINFOREST WITH THE AWARD-WINNING CHARITY COOL EARTH

 PROJECT ASH-ANINICA LOCATION NORTHERN PERU VIEW YOUR ACRE	 240 TREES PROTECTED	 2,960 PEOPLE SUPPORTED
 245 TYPES OF ANIMAL SHELTERED	 22 ENDANGERED SPECIES PROTECTED	
 260 TONNES OF CO ₂ STORED	 76,000 LITRES OF WATER PRODUCED ANNUALLY	

COOL EARTH IS THE CHARITY THAT WORKS ALONGSIDE INDIGENOUS VILLAGES TO HALT RAINFOREST DESTRUCTION

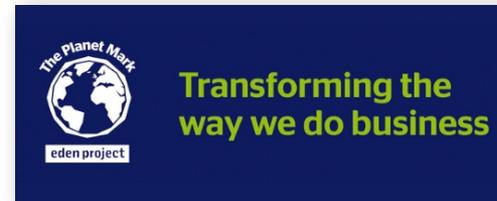
February 2018, Certificate No: 18022201 © Cool Earth - Registered charity no. 1117078

The Planet Mark™ digital stickers

The Planet Mark™ makes communicating your sustainability achievements easy. Use these digital stickers to help you.



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Executive summary

St Monica Trust provide a unique blend of retirement villages, specialist care houses and support for older people in the places where they live.

This is St Monica Trust's first year of business carbon footprint reporting. It calculated the emissions of its UK business operations (which included Cote Lane, Westbury Fields, Sandford Station and Monica Wills House but excluded The Chocolate Quarter which was newly added to the estate in October 2017) for the year ending December 2017 and set a target to reduce emissions by 5% annually.

This year's footprint includes emissions from energy use in buildings (natural gas, purchased electricity and biomass), from water usage, business travel and waste disposal.

The relative carbon footprint in year ending December 2017 was 4.09 tCO₂e per employee and the total carbon footprint was 2,840.5 tCO₂e.

Natural gas emissions account for **49%** of total emissions followed by electricity which accounts for **44.2%**.

First year certification to The Planet Mark™ is based on the commitment to continuous improvement in sustainability in its business operations by measuring and reducing its carbon footprint and engaging its stakeholders



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Executive summary

To meet its sustainability commitments going forward, St Monica Trust should:

- Carry out energy audits throughout the organisation's estate
- Introduce a 'switch off' awareness campaign
- Produce and implement an organisational-wide Sustainability Plan
- Develop staff engagement programmes and workshops focusing on energy reduction and sustainability awareness
- Increase the availability of recycling facilities throughout the organisation's estate



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What we did this year

St Monica Trust has achieved certification to The Planet Mark™ by showing good practice in sustainability including:

Investment to the **Eden Project** to support education on climate change

2,840.5
tCO₂e

measured carbon included electricity, natural gas, biomass, water, waste, travel

4.09
tCO₂e

total carbon per employee

260 tCO₂
stored in one acre of protected rainforest

Commitment to engage employees and suppliers to drive improvement

Natural gas accounted for

49%

of total carbon footprint



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What we are going to do next year

TARGETS



Recommendations

- Data collection: Improve the transparency of central data collection for electricity, gas and water.
- Energy efficiency: Energy audits will help identify where most energy is being used and potential wastage from equipment, lights and heat loss.
- Business travel: Increase the uptake of teleconferencing options to reduce business mileage.
- Staff engagement: Carry out regular sustainability workshops and introduce a Sustainability Champions Network.
- Waste: Record and monitor monthly invoices for all waste streams from associated waste contractors.





Total carbon footprint overview

St Monica Trust

Reporting year ending 2017 / Highlights

Carbon footprint (tCO ₂ e)	2,840.5
Per employee (tCO ₂ e)	4.09
Next reduction target	5%
Data quality score	11 out of 16

Used	3,572,654	kWh of electricity
Used	7,558,630	kWh of natural gas
Used	21,384	kWh of biomass
Produced	462	tonnes of waste
Used	42,044	m ³ of water
Travelled	472,457	km for business

Boundary: UK business operations (Cote Lane, Westbury Fields, Sandford Station and Monica Wills House)

Emissions measured:

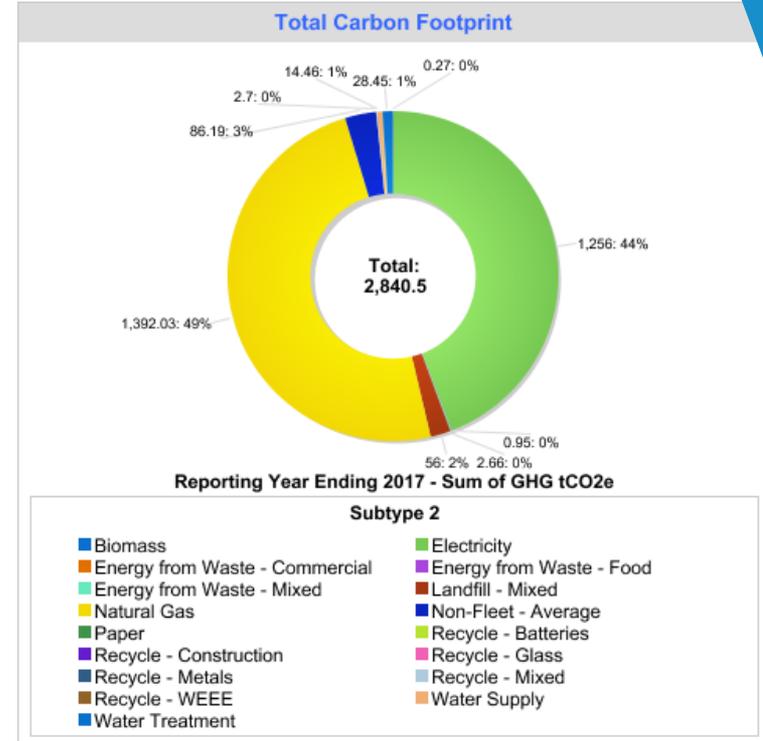


FIG 1- Total carbon footprint by emission source for reporting year ending Dec 2017



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Total carbon footprint by scope

tCO ₂ e	YE 2017
Scope 1: Natural gas, biomass	1,392.3
Scope 2: Electricity	1,256.0
Scope 3: Waste, water, travel	192.2
Total	2,840.5

Highlights

- Total carbon emissions are **2,840.5 tCO₂e**
- **Scope 1** (direct emissions- natural gas, biomass) accounts for **49%** of total emission,
- **Scope 2** (imported emissions- electricity) accounts for **44%** of total emissions
- **Scope 3** (indirect emissions- water, waste and travel) accounts for **7%** of total emissions.

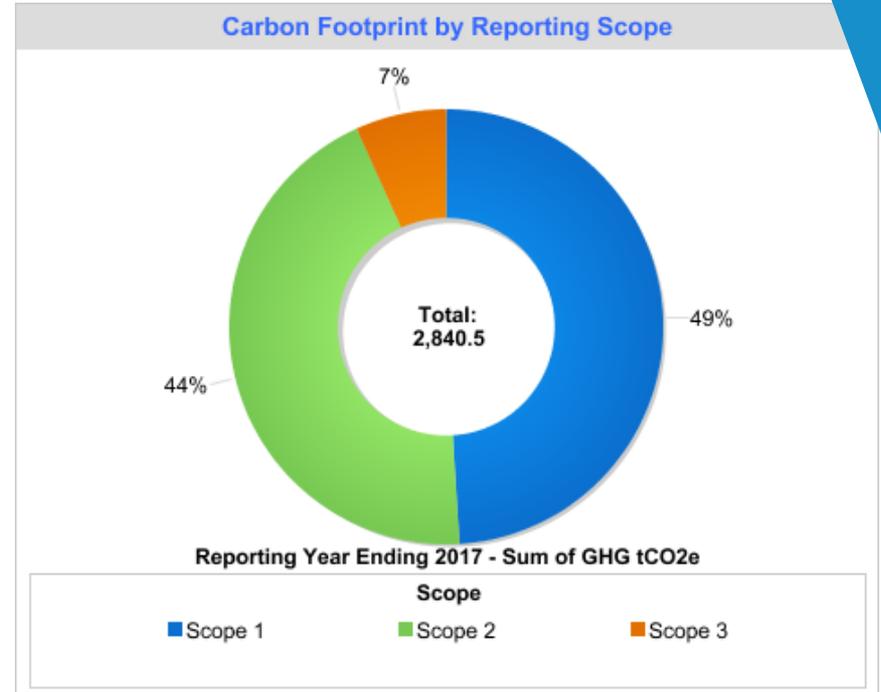
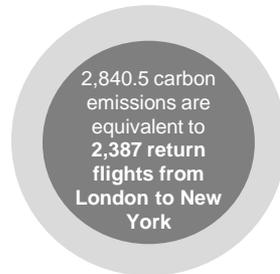


FIG 2- Total carbon footprint by scope for reporting year ending 2017





Total carbon footprint – detailed view

Source	Scope	Unit	current		% total carbon footprint
			1st January 2017 - 31st December 2017		
			Amount	tCO ₂ e	
Building					
Electricity	2	kWh	3,572,653.5	1,256.0	44.2%
Natural Gas	1	kWh	7,558,630.2	1,392.0	49.0%
Biomass	1	kWh	21,384.0	0.3	0.0%
Waste					
Landfill	3	tonnes	95.1	56.0	2.0%
Recycled	3	tonnes	192.1	3.3	0.1%
Energy From Waste	3	tonnes	174.4	3.8	0.1%
Water					
Water Supply	3	m ³	42,044.3	14.5	0.5%
Water Treatment	3	m ³	40,189.1	28.5	1.0%
Travel					
Vehicle- Non Fleet	3	km	472,456.7	86.2	3.0%
Total		tCO₂e	2,840.5		
No. employees		Number	695		
Total per employee		tCO₂e	4.09		
Turnover £m		£m	2.3		
Total per £m		tCO₂e	1,217		

Highlights

Most notable contributor: **49%** of total emissions come from **natural gas** followed by **electricity** which accounts for **44.2%**.



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Breakdown – business travel

Business travel emissions

Highlights

- 3% of total emissions
- 86.2 tCO₂e

ACTION! Record vehicle type (size and fuel) for each individual journey

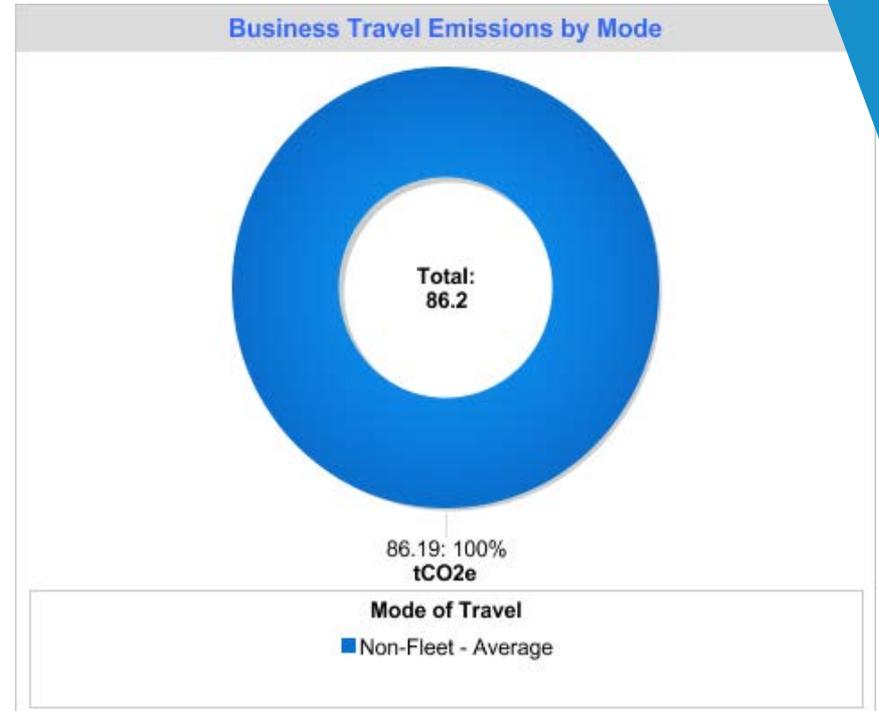


FIG 3- Breakdown of travel emissions by mode of travel for reporting year ending 2017





Breakdown – building

Building emissions

Highlights

- **93.2%** of total emissions
- **2,648.3** tCO₂e
- **Natural gas** accounts for **53%** of the building emissions, followed by **electricity** which accounts for **47%**

ACTION! Improve transparency of data collection processes

Did you know? By installing energy efficient lighting you can save 20% of electricity

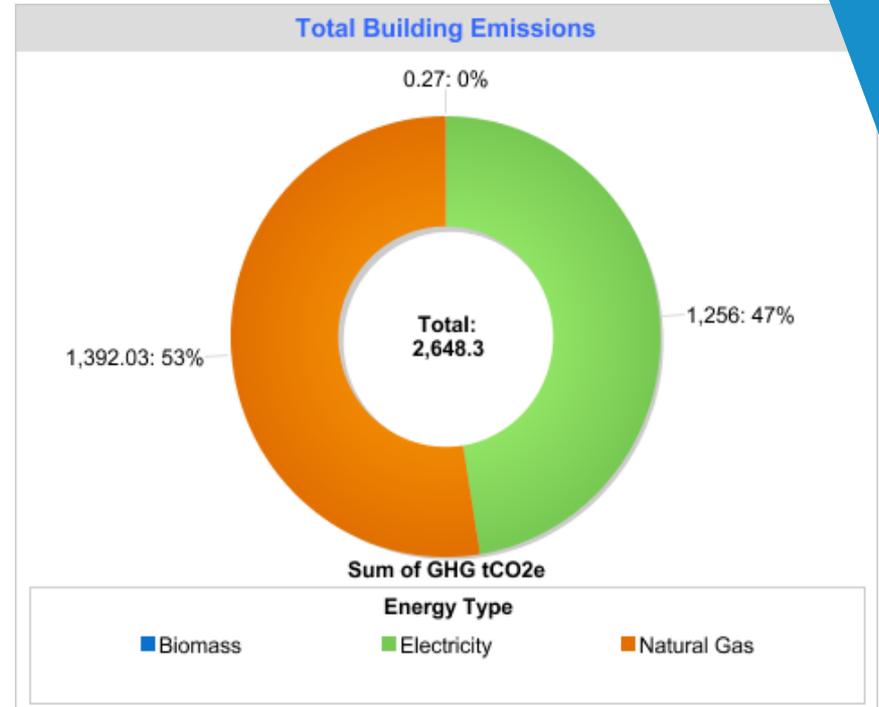
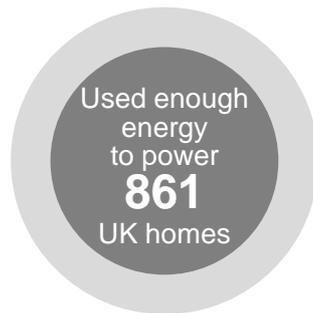


FIG 4- Breakdown of building emissions by energy type for reporting year ending 2017





Breakdown – waste

Waste emissions

Highlights

- 2.2 % of total emissions
- 63.1 tCO₂e
- 42% of waste was recycled this year and 38% went to energy from waste.

Weight of waste produced equivalent to **66** London buses

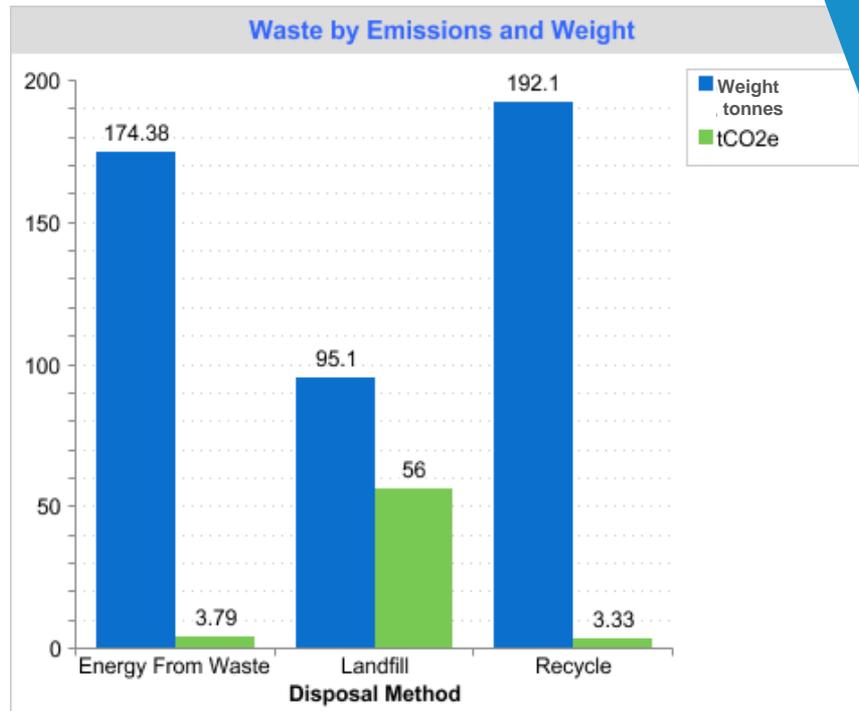


FIG 5- Breakdown of waste emissions by disposal method for the reporting year ending 2017





Breakdown – water

Water emissions

Highlights

- 1.5% of total emissions
- 42.9 tCO₂e from water supply and treatment
- 42,044.3 m³ of water was used
- Water supply emissions are 14.5 tCO₂e
- Water treatment emissions are 28.5 tCO₂e

ACTION! Run a water conservation and awareness campaign to promote water-saving activities

275
Litres per
employee
per day

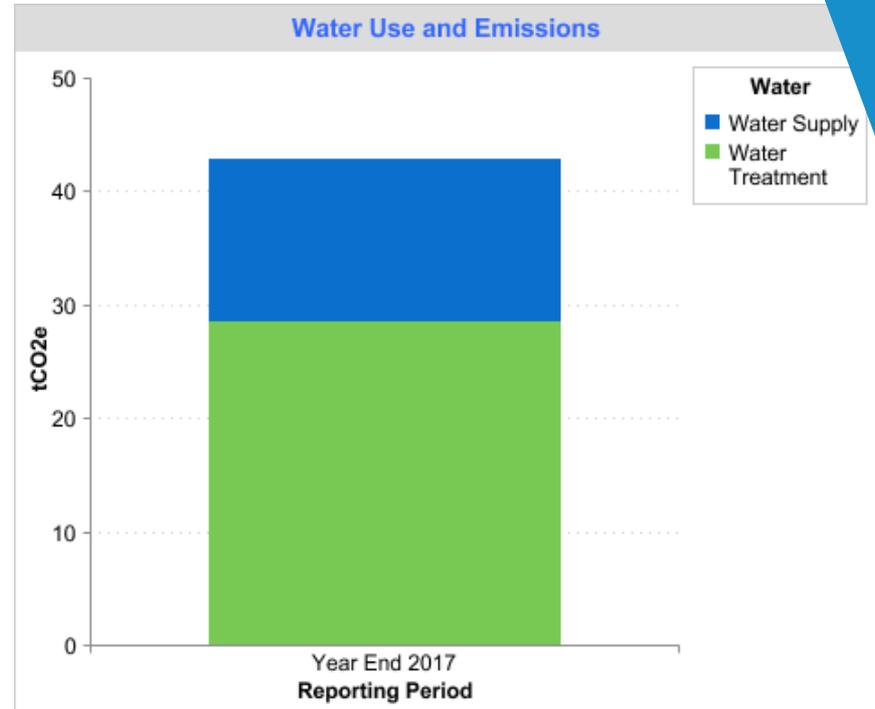


FIG 6- Breakdown of water emissions category by type for reporting year ending 2017



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Cost analysis

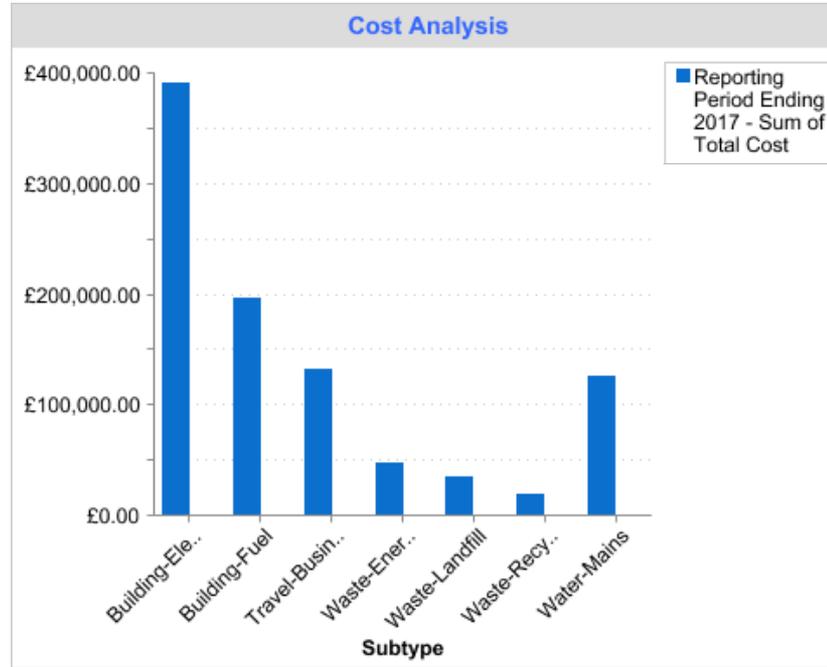


FIG 7- Total cost spent per emission category for year ending 2017

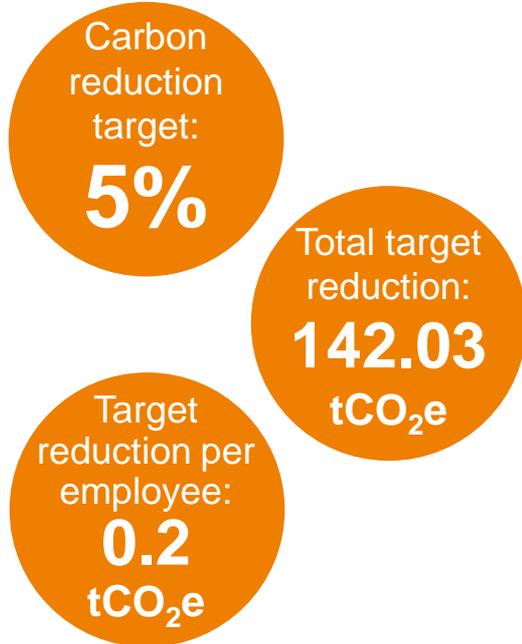




Carbon reduction target

The Planet Mark™ toolkits provide advice and resources to support you towards achieving your carbon reduction target. You can access all our resources through The Planet Mark™ website using your unique login. Please contact your Planet Mark Account Manager if you require a login account.

Follow link to access toolkits: <http://www.theplanetmark.com/members/login/>



Topic	Toolkits
Sustainability Strategy	Sustainability policy template Carbon savings calculator Carbon reduction strategy template Carbon reduction plan template
Energy	Energy toolkit
Waste	Waste toolkit
Water	Water toolkit
Travel	Travel toolkit
Engagement	Setting up a sustainability champions programme Sustainability engagement toolkit The Planet Mark™ case study template
Communication	The Planet Mark™ first digital stickers The Planet Mark™ logo Certification press release





About this report – data quality

The data quality score is based on the 'Data Quality Matrix' in The Planet Mark™ Code of Practice and provides an indication of data assurance when using information in this report in your business.

	1st January 2017 - 31st December 2017	Definition
Relevance of boundary	3	Boundary accurately reflects the majority of the business carbon footprint for studied period.
Data completeness	3	12 months of data provided and all GHG emission sources within the boundary accounted for, no disclosure of exclusions.
Transparency	2	Data collection procedure insufficiently disclosed, partial disclosure of assumptions.
Data accuracy	3	Efforts made to reduce uncertainties. No estimated meter readings, actual data provided where possible. Some estimations/sampling.
TOTAL SCORE	11 out of 16	

Target data quality improvement
2 points

Priorities

- The central spreadsheet for recording electricity, gas and water consumption should be developed to clearly detail the input consumption figures taken from invoices and energy reporting software.
- The consumption of produced waste and recycling materials should be accurately accounted for with associated invoices/annual reports issued by the associated waste contractors.
- Start recording fuel used or mileage travelled by fleet vehicles.
- Adjust expense claim spreadsheet by adding a column for mode of travel (i.e. rail, air, taxi), and columns for travel origin and destination so distance travelled can be calculated.



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About this report – general info

Company Name	St Monica Trust
Sector	Health and Social Care
Reporting Period	1st January 2017 - 31st December 2017
Year Of Certification	1st
Reporting Boundary	Bristol estate operations (Cote Lane, Westbury Fields, Sandford Station, Monica Wills House)
Emission sources included	Electricity, natural gas, biomass, water, business travel, waste
Total FTE Employees	695
Data Collection Lead	Mark Thomas, Facilities Operations Manager - Mark.Thomas@stmonicastrust.org.uk
Exclusions	The Chocolate Quarter, Keynsham opened in October 2017 - not included within scope.
Baseline Conversion Factor	n/a
Current Conversion Factor	DEFRA 2017
Methodology	We follow the GHG Protocol for Corporate Emission Reporting. Refer to The Planet Mark™ Code of Practice for detailed information on the methodology and standards used in the preparation of this report
Community Project	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of The Planet Mark™ Certification
Prepared by:	David Carlyon, Associate Consultant, The Planet Mark™
Checked by:	Nadia Karagianni, Sustainability Consultant, The Planet Mark™
Date:	13 April 2018





About this report – caveats

Operational Boundary	Scope	Unit	Data Collection	Data Accuracy	Evidence Submitted	Omissions, estimates or extrapolations	Organisational Boundary
Electricity	2	kWh	Primary source - invoices	Actual	Sample Invoice/Meter Reads/Reporting Software	Energy consumption for December 2017 estimated using previous consumption figures.	All
Natural Gas	1	kWh	Primary source - invoices	Actual	Sample Invoice/Meter Reads/Reporting Software	Energy consumption for December 2017 estimated using previous consumption figures.	All
Biomass	1	kWh	Primary source - internal monitoring	Actual	Meter Reads	None	All
Landfill	3	tonnes	Primary source - internal monitoring	Actual	Internal Monitoring Spreadsheet	None	All, plus Chocolate Quarter
Recycled	3	tonnes	Primary source - internal monitoring	Actual	Internal Monitoring Spreadsheet	None	All, plus Chocolate Quarter
Energy From Waste	3	tonnes	Primary source - internal monitoring	Actual	Internal Monitoring Spreadsheet	None	All, plus Chocolate Quarter
Water Supply	3	m ³	Primary source – invoices	Actual	Sample Invoice	None	All
Water Treatment	3	m ³	Primary source – invoices	Actual	Sample Invoice	None	All
Non Fleet vehicles	3	km	Primary source - expense claims	Actual	Expense claim report	None	All
Number of employees	Includes Care at Home employees						



The Planet Mark™

in partnership with
The Eden Project

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