

Summary of carboNZero certification:



Team Document Limited

Team Document Limited meets the requirements of the carboNZero^{Cert™} certification having measured its greenhouse gas emissions in compliance with ISO 14064-1: 2006, committed to managing and reducing its emissions and neutralised its remaining unavoidable emissions through the cancellation of an appropriate number of verified carbon credits in respect of the operational activities of its organisation.



Introduction¹ – Team Document Limited is an exclusive Ricoh dealership that specialises in document printing and management solutions in the Taranaki and Wanganui area. Based on the requirements of Landcare Research's carboNZero programme, Team Document Limited has identified and prioritised cost effective opportunities for the ongoing reduction of greenhouse gas emissions in the business. This plan includes initiatives aimed at directly reducing emissions as well as raising awareness & assisting in cultural changes.

Boundary – The boundary for the preparation of Team Document Limited's greenhouse gas (GHG) inventory is for one site. All business activities have been included.

Consolidation approach – operational control

Base year – 01/04/2009 to 31/03/2010

Measurement period – 01/04/2010 to 31/03/2011

Emissions source inclusions – the diagram below shows the operational GHG emissions for Team Document Limited by emissions source. Team Document Limited's total emissions for this period were 57.71 tonnes carbon dioxide equivalents (tCO₂e) comprising:

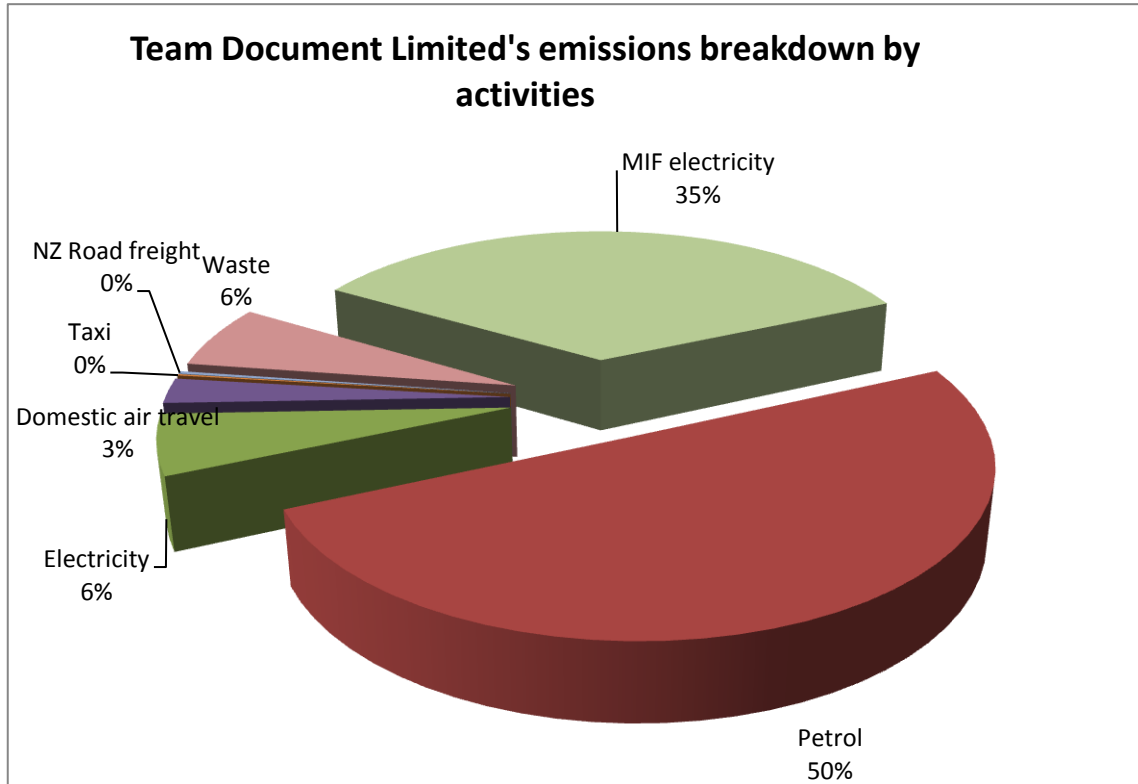
Scope 1: 28.95 tCO₂e

Scope 2: 3.4 tCO₂e

Scope 3: 25.36 tCO₂e

¹ **Disclaimer:** This Disclosure Statement is a summary of the verified information considered for certification and the certification decision. It should not be taken to represent the full submission for certification. While every effort has been made to ensure that the information in this Disclosure Statement is accurate and complete, Landcare Research does not, to the maximum extent permitted by law, give any warranty or guarantee relating to the accuracy or reliability of the information.

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Emissions source exclusions –Machines in Field (MIF) electricity consumption for non-energy efficient machines are excluded from the inventory as these are outside of the operational boundary. Courier use is excluded from this inventory as it was proved to be *de minimis*.

Emissions reduction commitments – Team Document Limited has developed a GHG emissions reduction plan. Some projects in this plan include:

- Reduce waste to landfill by 5%
- Reduce electricity consumption by 3%
- Reduce overall fuel consumption
- Reduce road freight emissions by 2% by end of 2012

Emissions reductions and removals

Base year GHG emissions = 60.91 tCO₂e

GHG emissions calculated for this reporting period = 57.71 tCO₂e

Difference in GHG emissions = -3.2 tCO₂e

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Additional comments or notes: Reduction in emissions contributed by staff awareness of recycling initiatives and also the purchase of two new company cars, which can be used to transport machines to and from customer site, this helped to reduce road freight.

Offset – 58 tCO₂e Beijing 48MW Guanting Wind Power Project Credits. Serial numbers 10015087-10015144 have been cancelled (or equivalent) on the Markit Environmental Registry.

Verified by – Green Fox Limited

Threshold of materiality – excluded emissions do not exceed 5% of the total footprint for organisation boundary stated.

Level of assurance – Limited assurance

Certification status – carboNZero certified “organisation”

Certificate number – 2011153J

Valid until – 31 July 2014

Team Document Limited, Corner of Ingestre & Victoria Ave, Wanganui 4541, New Zealand and 19 Eliot St, New Plymouth, New Zealand. Tel: +64 (0) 6 345 7426, Email: admin@ricohwanganui.co.nz, Web: www.ricohnz.co.nz