

# Summary of carboNZero certification:



## Bay Document Solutions Limited

*Bay Document Solutions Limited meets the requirements of the carboNZero<sup>Cert™</sup> 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.*



**Introduction<sup>1</sup>** – Bay Document Solutions Limited (BDSL) is a privately owned Photocopier supplier and service company based in Tauranga and Rotorua and supply the Ricoh brand of equipment to a wide range of organisations across the Bay of Plenty. As part of our ongoing approach to business we review our practices to find better ways to supply our clients more cost effective and efficient services. The carboNZero programme fits nicely with our approach to business and life.

**Boundary** – The boundary for the preparation of BDSL’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 BDSL by emissions source. BDSL’s total emissions for this period were 121.07 tonnes carbon dioxide equivalents (tCO<sub>2</sub>e) comprising:

Scope 1: 88.98 tCO<sub>2</sub>e

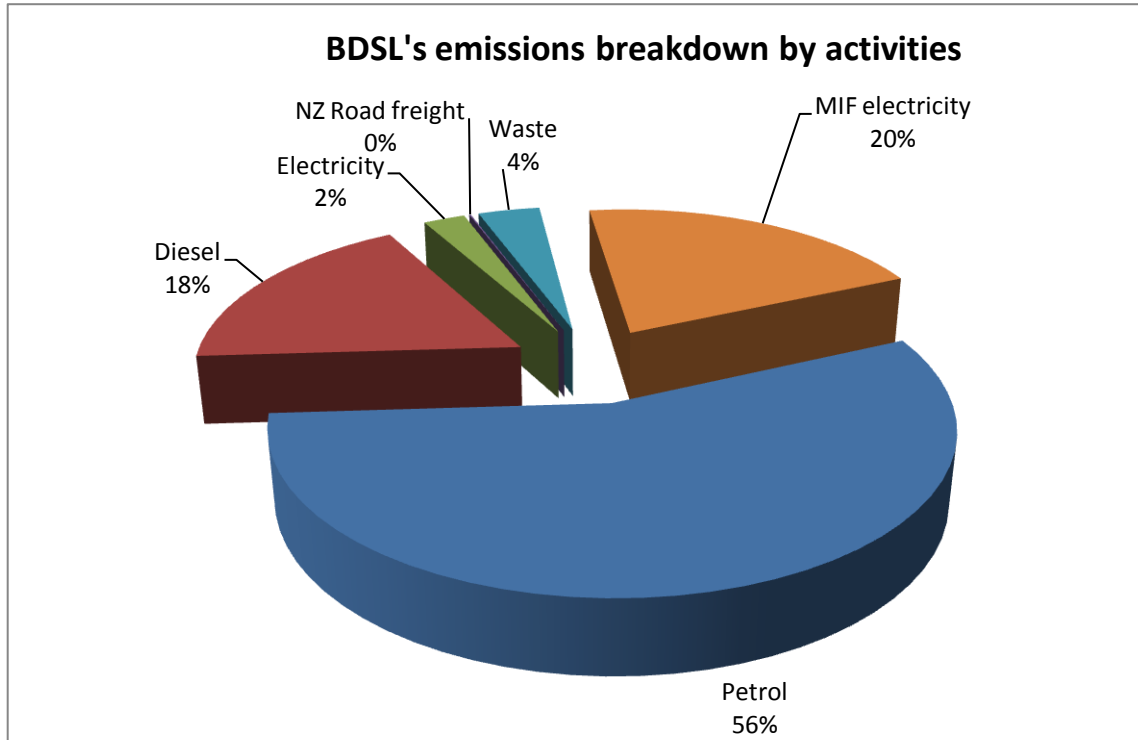
Scope 2: 2.93 tCO<sub>2</sub>e

Scope 3: 29.19 tCO<sub>2</sub>e

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<sup>1</sup> **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.

## Bay Document Solutions Limited



**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.

**Emissions reduction commitments** – BDSL has developed a GHG emissions reduction plan. Some projects in this plan include:

- Minimise the use of couriers by 10%
- Reduce the amount of fuel used by our company cars by 5%

**Offset** – 122 tCO<sub>2</sub>e EBEX21 Native Forest Regeneration Projects (PFSI Compliance). Serial numbers 804160-804281 have been cancelled (or equivalent) on the New Zealand Emissions Unit Register.

**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** – Reasonable assurance

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### Bay Document Solutions Limited

**Certification status** – carboNZero certified “organisation”

**Certificate number** – 2011111J

**Valid until** – 31 July 2014

Bay Document Solutions Limited, 1/24 Marsh Street, Tauranga 3110 Bay Of Plenty, New Zealand.  
Tel: +64 (0) 7 578 0155, Email: [craig@ricohbop.co.nz](mailto:craig@ricohbop.co.nz), Web: [www.ricoh.co.nz](http://www.ricoh.co.nz)