

Summary of carboNZero certification:

Bay Document Solutions Ltd (Tauranga Ricoh dealership)

Bay Document Solutions Ltd meets the requirements of carboNZero^{Cert™} certification having measured its greenhouse gas emissions in compliance with ISO 14064-1, committed to managing and reducing its emissions and neutralised the remaining unavoidable emissions in respect of the operational activities of its organisation.



Introduction¹ – Bay Document Solutions Ltd is an exclusive authorised Ricoh Dealership that specialises in document printing and management solutions in the Bay of Plenty area that is committed to achieving and maintaining carboNZero certification. Some of the reasons why BDSL is undertaking the carboNZero small enterprise certification include; achieve bottom line cost savings, reduce GHG emissions, setting targets and systems for ongoing monitoring and to reflect Ricoh Group's global commitment to environmental sustainability.

Boundary – The boundary for the preparation of Bay Document Solutions Ltd'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 – 01/04/2009 to 31/03/2010

GHG emissions source inclusions – The diagram below shows the operational GHG emissions for Bay Document Solutions Ltd by emissions source. Total emissions for this period were **111.15** tonnes carbon dioxide equivalents (tCO₂e). The breakdown for the total emissions by scope was

Scope 1: 84.18 tCO₂e

Scope 2: 2.90 tCO₂e

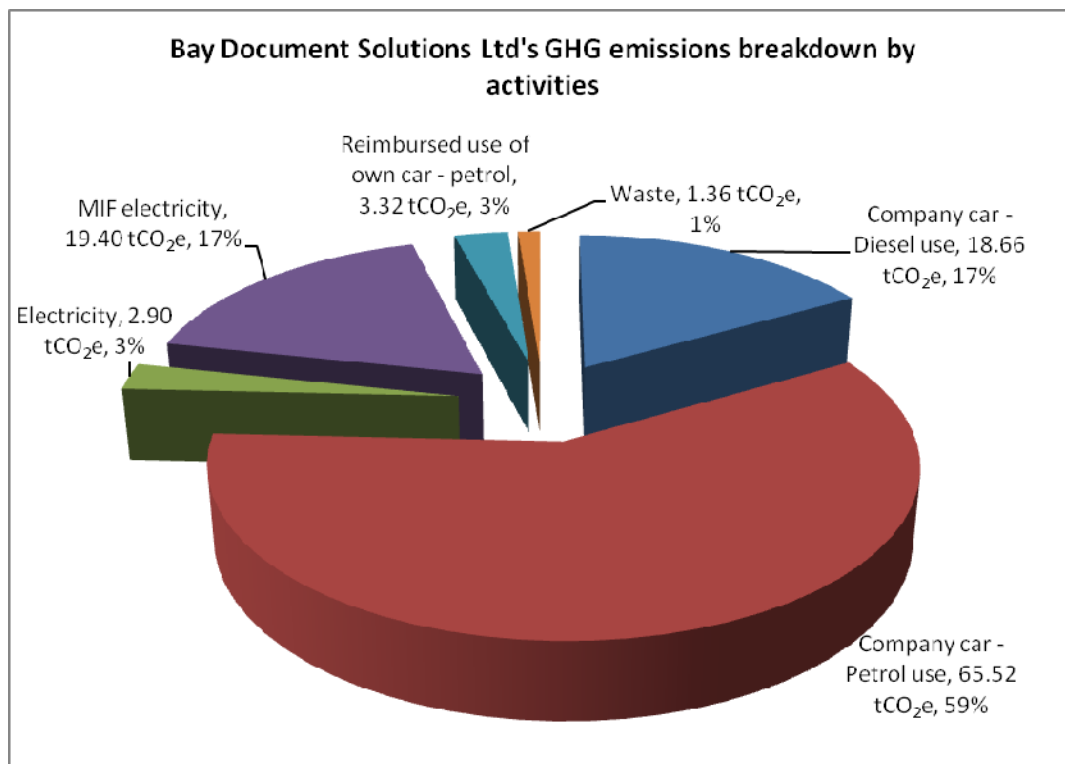
Scope 3: 24.08 tCO₂e

GHG emissions source exclusions – Freight under 2kg was excluded from this inventory which is accepted under the *de minimis* rule.

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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GHG emissions reduction commitments – Bay Document Solutions Ltd has developed the following emissions management goals:

1. Minimize the use of couriers by 5%
2. Reduce the amount of fuel used by our company cars by 3%
3. Reduce our power consumption by 4%

Offset – 112 t CO₂e. PRE Awapuni Landfil. Serial numbers 207399-207510 have been cancelled (or equivalent) on the carboNZero registry.

Verified by – carboNZero Strategic Business Unit

Level of assurance – Reasonable assurance

Threshold of materiality – Excluded emissions do not exceed 5% of the total footprint for the small enterprise boundary stated.

Certification status – carboNZero certification covering all operational emissions at one site.

Certificate number – 2010090J

Certification valid until – 30 June 2011

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