

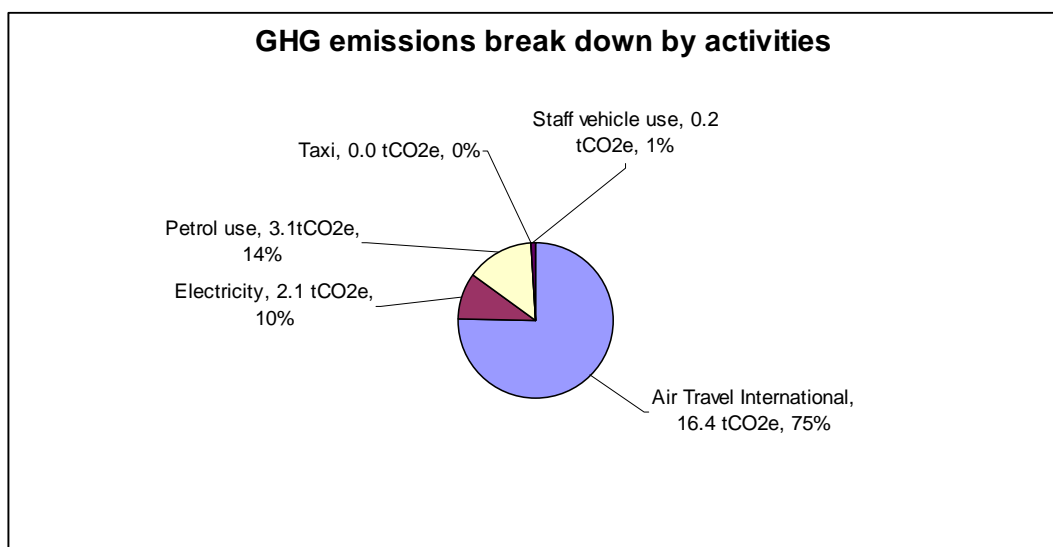
## SARAH TROTMAN & ASSOCIATES

**Introduction<sup>1</sup>** – Sarah Trotman Limited organises and markets a number of initiatives in the business support sector, namely the Business Expos, the Excellence in Business Support Awards and an Expo magazine. It holds a significant database of business owners gathered from these initiatives, who are proactive in growing their business. Our vision is to build a global business support brand to include a global database of proactive business owners by connecting business owners with sustainable business support. As part of our overall journey towards a sustainable business model, we have aimed to “measure”, “manage” and “mitigate” our greenhouse gas emissions across all of our initiatives. The carboNZero programme provides the framework for us to minimise our environmental impact. All emissions for the Expos were measured, including staff travel and exhibitor site transport. An extensive national communications campaign advises exhibitors and attendees as to how to manage their travel and transport to reduce their carbon emissions. We work closely with the Expos venues to ensure energy efficient systems are in place for the Expos. Expert speakers, mentors and services are available at the Expos to provide realistic steps for the attendee to integrate sustainable strategies into their normal business practices.

**Boundary** – The boundary for the preparation of Sarah Trotman Ltd’s greenhouse gas (GHG) inventory is for one site. All business activities have been included.

**Consolidation approach** – Operational control.

**GHG emissions source inclusions** – The diagram below shows the operational GHG emissions for Sarah Trotman Ltd by emissions source. Total emissions for this period were 21.8 tonnes carbon dioxide equivalents (CO<sub>2</sub>e).



<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.

## Summary of carbonZero certification: Sarah Trotman Ltd



**GHG emissions source exclusions** – Waste to landfill was excluded in the inventory. Waste was found to be minimal and accounts for less than 1% of the total emissions profile. Use of couriers is minimal and data on this source was not available. Accommodation, domestic air travel and other general activities associated with the Small Business Expo and the Vero Excellence in Business Awards was excluded. The emissions associated with these activities was covered by the Small Business Expo and Vero Excellence Award EIR report - submitted with this application.

**GHG emissions reduction commitments** – Sarah Trotman Ltd has developed a GHG emissions management plan. Some projects in this plan include:

- All staff to remove their rubbish bins from under their desks and have replace it with a small box on their desks for anything that cannot be recycled.
- Install recycling bins for all waste, paper, plastic etc in the main kitchen area.
- Purchased a kitchen bench top compost unit for all our food scraps to go into as well as some bio liners for our kitchen bins.
- Remove paper from general waste bins. Create a special paper bin for each desk.
- Use biodegradable coffee cups for visitors and when purchasing coffee(s) from Gannet Rock Café.
- Turn off lights during the day whenever possible
- Paper use and policies - all PC settings are required to be on double sided copying, black and white copying unless absolutely necessary, less copying overall, recycling toners and intend to use recycled cartridges in the future.
- Use Green Cabs instead of regular cabs. Car pooling for meetings outside of the office, walk where realistic.

**Offset** – 22 tonnes CO<sub>2</sub>e VERs<sup>2</sup> from TrustPower Tararua II PRE windpower<sup>3</sup> project.

**Verified by** – Prescott Horn Ltd, Christchurch.

**Level of assurance** – Reasonable assurance.

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

**Base year** – 01/07/2007 to 30/06/2008

**Measurement period** – 01/07/2007 to 30/06/2008

**Certification status** – carbonZero certified small enterprise covering all operational emissions for the head office.

**Certificate number** – 2009008

**Certification valid until** – 30 September 2009.

---

<sup>2</sup> VERs are created by eligible projects for emissions reductions achieved up to the end of 2007.

<sup>3</sup> PRE - Projects to Reduce Emissions is a New Zealand government scheme for projects that are eligible under the Joint Implementation initiative of the Kyoto Protocol – see [www.mfe.govt.nz](http://www.mfe.govt.nz).