

Summary of carboNZero certification:

Team Document Ltd – trading as Ricoh Wanganui (Ricoh dealership)

Team Document Ltd (trading as Ricoh Wanganui) 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.

RICOH
WANGANUI

Introduction¹ – Ricoh Wanganui is an exclusive authorised Ricoh Dealership that specialises in document printing and management solutions in the Southland area that is committed to achieving and maintaining carboNZero certification. Some of the reasons why HBDT 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 Ricoh Wanganui'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 (projected)

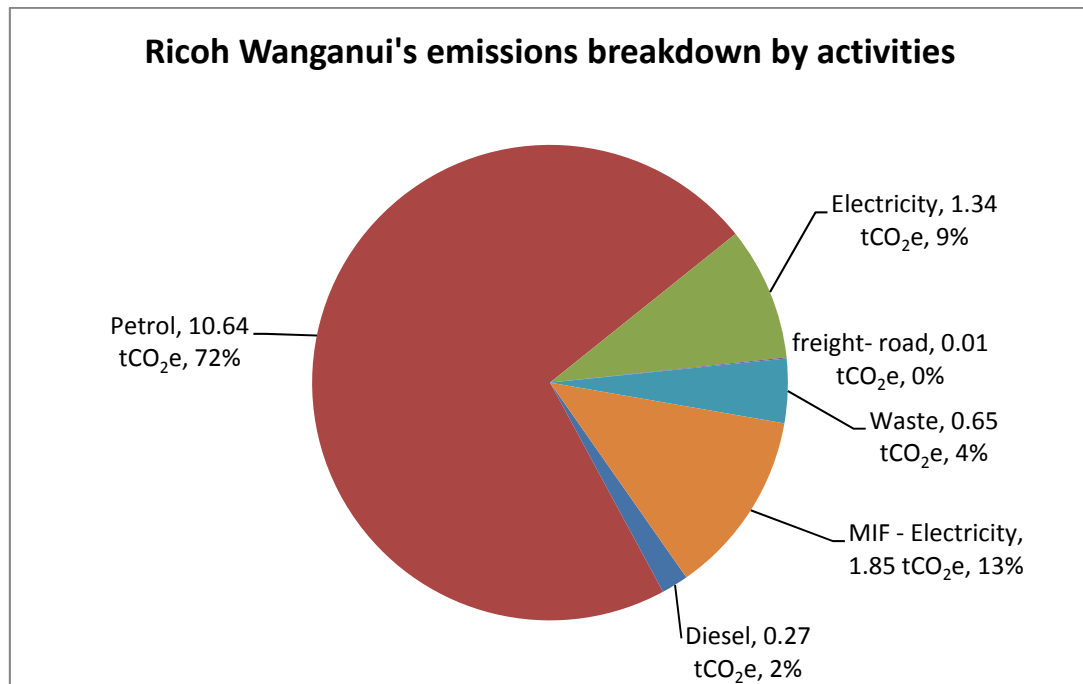
GHG emissions source inclusions – The diagram below shows the operational GHG emissions for Ricoh Wanganui by emissions source. Total emissions for this period were **14.75** tonnes carbon dioxide equivalents (tCO₂e). The breakdown for the total emissions by scope was Scope 1: 10.91 tCO₂e; Scope 2: 1.34 tCO₂e and Scope 3: 2.50 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 – Ricoh Wanganui has developed the following emissions management goals:

1. Reduce company car fuel use by 5% by the end of financial year.
2. Enhance waste management programme.
3. Develop plan to encourage green sourcing.
4. Invite input from staff and reward good ideas

Offset – 14 tonnes CO₂e. VERs² from Gold Standard Meridian Energy windpower projects. Serial numbers 406972-406985 have been cancelled (or equivalent) on the carboNZero registry. The total number of offsets were reduced by 1.34 tonnes CO₂e as electricity is supplied by Meridian Energy.

Verified by – carboNZero Strategic Business Unit

Level of assurance – Limited assurance

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

Certification status – carboNZero certified small enterprise covering all operational emissions at one site.

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

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Certificate number – 2010034J

Certification valid until – 30 June 2010

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