



# Cabinet Office

## CARBON REDUCTION PLAN GUIDANCE

### Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier<sup>1</sup> and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard<sup>2</sup> and Guidance<sup>3</sup>, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

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<sup>1</sup>Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

<sup>2</sup>Technical Standard can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/991625/PPN\\_0621\\_Technical\\_standard\\_for\\_the\\_Completion\\_of\\_Carbon\\_Reduction\\_Plans\\_\\_2\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf)

<sup>3</sup>Guidance can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/991623/Guidance\\_on\\_adopting\\_and\\_applying\\_PPN\\_06\\_21\\_\\_Selection\\_Criteria\\_\\_3\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf)

# Carbon Reduction Plan

Supplier name: ...Dot Medical Ltd.....

Publication date: ..... 19 May 2023.....

## Commitment to achieving Net Zero

Dot Medical Ltd is committed to achieving Net Zero emissions by 2050.

## Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

<b>Baseline Year: 2022</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b> 33 tCO <sub>2</sub> e
<b>Scope 1</b>	Company Facilities: we are tenants in buildings managed by the landlord (Emersons). This data should be reported by the landlord in their annual reports and will be excluded from this to avoid double reporting.
<b>Scope 2</b>	Purchased electricity, heating, and cooling for own use: we don't purchase any of the energy needed for our building as they are all leased and are covered by the landlord.
<b>Scope 3</b> (Included Sources)	<p><b>Scope 3</b> <b>Upstream Categories 1, 2, 3 &amp; 8 and downstream categories 10, 13, 14, &amp; 15</b> These categories are not Included, and no figures are available against these categories. Dot Medical Ltd are a medical device distributor and administration-based organisation and not a manufacturer.</p> <p><b>Category 4 – Upstream transportation and distribution.</b> Upstream transportation and distribution are based on the number of shipments received at Dot Medical Ltd, SK10 2BB and the emissions factor used are referenced below:</p> <p>Number of receipts <span style="float: right;">470</span></p>

Air km (average)	1000
Road km (average)	130
Weight (average)	20
Current Use:	9644.4 kgCO2e

**Category 5 – Waste Generated in operations.**

Dot Medical Ltd does not have specific data on waste generated as an organisation as this is managed through Emmerson's as part of the building lease agreement. However, Dot Medical Ltd will reuse the manufacturers packaging where possible, have introduced an environmentally friendly packing instead of the previously used packaging which was non-recyclable air bags. All office personnel use reusable cups, glasses, plates and cutlery. Any recyclable plastic used is bagged and taken to a local recycle centre.

No figures are reported as they are deemed negligible.

**Category 6 – Business travel**

Business travel has been calculated using air and road milage with the emissions factor used, as referenced below:

Air & Road	7005.2 kgCO2e
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**Category 7 – Employee commuting**

Dot Medical Ltd seeks to reduce the impact of travel and transport. This includes the use of tele/video conferencing to eliminate some journeys, encouraging working from home where appropriate and the use of public transport as our preferred mode of travel to business appointments where appropriate.

Dot Medical Ltd has also introduced a cycle to work scheme.

To calculate the figure for employee commuting, we have used milage for all office personnel who attend at the office daily and pro rata for employees who attend on a ad hoc basis.

To reduce personnel commuting, sales personnel work from home and only attend the office if required to do so.

Employee commuting	7482.4 kgCO2e
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**Category 9 – Downstream transportation and distribution.**

Dot Medical Ltd will reuse the manufacturers packaging where possible and have introduced an environmentally friendly packing instead of the previously used packaging which was non-recyclable 'air bags'. The figure obtained was provided by our couriers and is based on 4 months usage so multiplied this figure by 3 to obtain a 12 month figure:

No of parcels	2168
Current Use:	8830.46 kgCO2e

	<p><b>Category 12 – End of life treatment of products sold</b>          Dot Medical Ltd end of life treatment of products is managed through an approved WEEE waste generating organisation with an annual WEEE waste declaration based on weight of product sold.</p> <p>No figures are reported as they are deemed negligible.</p> <p><b>4.0 Dot Medical Ltd – Commitment:</b></p> <p>Dot Medical has shown commitment in reducing our greenhouse gases by already introducing the following:</p> <ul style="list-style-type: none"> <li>• Working from home options.</li> <li>• Cycle to work scheme.</li> <li>• Using public transport for meetings.</li> <li>• Using remote video conferencing.</li> <li>• Approving a WEEE contractor.</li> <li>• Using environmentally friendly packaging.</li> <li>• Reusing packaging.</li> </ul> <p>Dot Medical Ltd is committed to introducing the following improvements:</p> <ul style="list-style-type: none"> <li>• Adding Carbon reduction section to the Management Review meetings.</li> <li>• Encourage employees to identify areas of improvement at Dot Medical Ltd.</li> <li>• Encouraging employees to adopt good practices outside of the workplace.</li> <li>• Remove the need for the use of plastic as much as possible.</li> <li>• Hold as many meetings as possible via remote video.</li> <li>• Select environmentally friendly couriers /shippers.</li> <li>• Encourage car sharing.</li> <li>• Choose the best options for offsetting carbon use.</li> </ul> <p>When carbon requires offsetting, choose ethical charities responsibly</p>
<b>Total Emissions</b>	<p><b>TOTAL (tCO<sub>2</sub>e)</b></p> <p>33 tCO<sub>2</sub>e</p>

### Current Emissions Reporting

<b>Reporting Year: 2022</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	0 tCO <sub>2</sub> e

<b>Scope 2</b>	0 tCO <sub>2</sub> e
<b>Scope 3</b> (Included Sources)	33 tCO <sub>2</sub> e
<b>Total Emissions</b>	33 tCO <sub>2</sub> e

## Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

Whilst it is Dot Medical Ltd intention to reduce its environmental impact where possible, the majority of its carbon footprint is generated by processes outside of its control. Until schemes are implemented by 3<sup>rd</sup> party couriers, Dot Medical foresees their carbon footprint increasing in line with its growth and achieving net zero Dot Medical Ltd with continue to offset their carbon use by 2035.

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been implemented prior to the 2022 baseline figure and therefore their impact was not measured.

- Cycle to work scheme.
- Remote working.
- Less business travel.
- Environmentally friendly packaging

In the future we hope to implement further measures such as:

- Less air travel.
- More training and meetings held on zoom/teams.
- Car sharing.

## Declaration and Sign Off

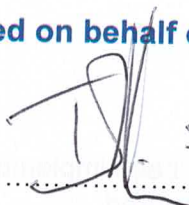
This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>6</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

### Signed on behalf of the Supplier:



IAN RANKIN, MANAGING DIRECTOR

Date: ..... 8<sup>th</sup> JUNE 2023 .....

<sup>4</sup><https://ghgprotocol.org/corporate-standard>

<sup>5</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>6</sup><https://ghgprotocol.org/standards/scope-3-standard>