

Your carbon survey

Preparation, delivery and further support



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Your carbon survey report, written and delivered by an accredited Carbon Trust consultant, will contain information that is specific to your site and/or organisation. This supplement is intended to support you during the survey process, complement the survey report and provide further information to enable you to implement the recommendations made.

Preparation for your survey

Do you have the following information readily available? The more information you can provide, the more value the report and site visit(s) will be to you.

Do you have energy consumption data for your site(s) or company? Including:

<input checked="" type="checkbox"/>	The last 12 – 24 months energy invoices
<input checked="" type="checkbox"/>	Sub-metered energy data (if you have this)
<input checked="" type="checkbox"/>	12 – 24 months half hourly energy data
<input checked="" type="checkbox"/>	Copies of any company energy policies
<input checked="" type="checkbox"/>	Details of existing energy reduction work
<input checked="" type="checkbox"/>	Site or office plans and floor area
<input checked="" type="checkbox"/>	Types of equipment such as boilers, chillers and any industrial equipment

Your consultant will advise you of any further requirements they may have.

The consultant may require reasonable access to all areas of the site. They will need to speak to those people who understand how the site operates, so please ensure they are also available for the site visit.

The more information that you make available to the Carbon Trust consultant, the better. Half hourly data is one of the most valuable ways of building a profile of your energy usage, and therefore identifying possible improvements and savings.

Half hourly energy data

We would like you to obtain 'half hourly' electricity information for the last 12-24 months. Your provider must give you half hourly consumption data for any electricity meter with a power demand of more than 100kW. For a peak demand of less than 100kW, you may elect to have half hourly data from your provider (this will require a particular type of meter and your provider may charge for this service).

Why do we want this information?








- Half hourly electricity consumption data often illustrates areas of electrical waste that are not immediately apparent (for example maintaining power to unoccupied areas).
- We would ideally like information for the last 24 months because it helps us examine complete seasonal usage including shut downs.

How do I get this information?

- Someone in your company may already receive this information; often your accounts or purchasing department are the contact point.
- If you do not automatically receive this data, we would like you to contact your supplier to obtain this information, so you can pass it to our consultant prior to the potential site visit.
- When contacting your supplier, you will need your 'MPAN' or 'supply' number (on your bill) and your company name and address (remembering your site and billing addresses may be different). It may take a little patience to get to the correct department.
- The information is usually available either online or is emailed from your provider.
- Our consultant can get this information on your behalf. However, the process takes longer and will require a letter of authority from you.

The survey process

The flowchart below summarises the stages involved in the delivery of a carbon survey. You will be sent a copy of this supplement after the application, and again with the report itself.

Delivery stage	Activity description
1. Application 	Your completed application will be processed by the Customer Centre. This is usually performed quickly, but it typically takes longer when you are part of a larger organisation or if information is missing.
2. Commissioning 	You will then be contacted to discuss your requirements and choose the service that is right for you. A member of the customer centre will specify the technical skills and sector knowledge required to meet your needs and an appropriately accredited consultant will be selected accordingly.
3. Site visit 	The consultant will contact you to agree when they can visit you. Please ensure you have your energy data readily available by the time of the consultant's visit, to ensure the best use of their time on site.
4. Survey report 	After visiting the site, gathering data and identifying carbon saving opportunities, the consultant will produce a report. This will include a summary table of carbon saving (and therefore cost saving) recommendations. We will review this report to make sure that it delivers what we promised you. You will then have a period of five days in which to highlight any specific amendments required.
5. Your feedback 	You will be contacted after about a month to determine your view of the report and the recommendations made.
6. Implementation support 	Once you have provided feedback on your report, you will be contacted to discuss your options as well as other Carbon Trust products and services available to you.
7. Tracking carbon savings 	You will be contacted some time in the future to track your progress in implementing recommendations. The Carbon Trust will also be on hand to offer further support where you have made significant progress and have shown commitment to implementing recommendations.

Implementation: advice and support

The purpose of the Action Plan in the consultant's report is to help your organisation save carbon emissions, and therefore money. These savings will obviously only be achieved if the measures detailed in the report are properly implemented.

Following receipt of the survey report, discuss the results with relevant colleagues and management. This will enable you to agree who will be responsible for overseeing the implementation of the plan, and the individuals assigned to each action (if they are different). We suggest you agree a timetable to monitor progress and establish firm dates by which specific actions should be completed.

You will also receive copies of recommended publications to assist with the implementation of your Action Plan.

The Carbon Trust offers a range of support mechanisms to assist you in implementing your Action Plan. If you are unclear how to proceed with specific activities please contact the customer centre where a member of the advice line will guide you.

Executive briefing

As part of our follow-up support we encourage the senior management within the organisation to receive a briefing from our consultant. The briefing provides an ideal opportunity to explain the benefits of implementing the plan and respond to any concerns. If you are not scheduled to receive an executive briefing as part of your follow-up support, please contact the Customer Centre to determine if you are eligible for a visit.

Follow-on products

For companies that demonstrate that they have made significant progress and a commitment to implementing further actions, the Carbon Trust has a range of products to provide further assistance.

To discuss these options, please contact the Customer Centre advice line on **0800 085 2005** which is open from 08:30 to 17:30, Monday to Friday.

Offerings from other organisations

Envirowise

Your Carbon Trust survey report focuses on energy efficiency, but making optimum use of other resources such as water, raw materials and waste minimisation also offers cost saving opportunities for your organisation. Envirowise (a programme funded by the Department for Environment, Food and Rural Affairs and the Department for Business, Enterprise and Regulatory Reform) provides a helpline service on environmental issues and publications on waste minimisation, clean technology, water and effluent savings and more. Further information can be found on the Envirowise website: www.envirowise.gov.uk or by calling their advice line on **0800 585794**.

Department for Transport

The mobility of people and goods is a key element of successful business, but transport can also offer good opportunities for reducing carbon emissions and costs. The Department for Transport funds a number of free advice programmes, services, training and grants to help your organisation cut costs and emissions from business travel, fleet and freight operations. You can find further information on these programmes at www.dft.gov.uk/pgr/sustainable/businessrelatedtransport.

Implementation: financial support

The Carbon Trust offers a range of financial services to help organisations implement carbon saving measures.

Energy-Efficiency Loans

The Carbon Trust offers interest-free energy-efficiency loans to qualifying businesses that wish to invest in energy savings projects that replace or upgrade existing equipment. There are no arrangement fees and the online application process is straight forward. It can take as little as 10 days for a successful applicant business to receive a loan offer.

The Energy-Efficiency Loans Scheme is open to small or medium-sized enterprises (SMEs) in England and Scotland and all businesses in Wales and Northern Ireland that have been trading for at least 12 months. Energy-efficiency loans are unsecured, available from £5,000 to £100,000, and are repayable over a period up to four years. For businesses in Northern Ireland loans of up to £400,000 are available. In addition all applicant businesses must not undertake activities that fall within a restricted sector¹. The Carbon Trust will assess the cost and energy saving potential of the proposed project. The estimated value of the energy saved over five years must exceed the requested loan amount. A commercial credit check is performed on all applicant businesses.

Enhanced Capital Allowances

The Enhanced Capital Allowance (ECA) scheme for energy saving technologies is designed to encourage (via a financial incentive) businesses to purchase energy saving equipment. The scheme provides accelerated tax relief for spending on plant or machinery that meets published energy saving criteria. By claiming an ECA, businesses can write off the whole cost of the qualifying equipment against taxable profits in the year of purchase. This provides a useful cash flow boost and shortens the payback period in addition to the cost savings achieved from reduced energy bills.

The Energy Technology List (ETL), which is managed by the Carbon Trust, identifies those products that qualify for accelerated tax relief. The ETL currently features over 15,000 energy saving products in 14 technology categories:

- Air-to-air energy recovery
- Automatic monitoring and targeting (AMT)
- Boiler equipment
- Combined heat and power (CHP)
- Compact heat exchangers
- Compressed air equipment
- Heat pumps for space heating
- Heating, ventilation and air-conditioning (HVAC) zone controls
- Lighting
- Motors and drives
- Pipework insulation
- Radiant and warm air heaters
- Refrigeration equipment
- Solar thermal systems

To learn more about enhanced capital allowances for energy saving visit the ECA scheme website at www.eca.gov.uk/etl or call the Carbon Trust on **0800 085 2005**.

¹ Loans are subject to eligibility terms and conditions. Full details of the scheme and how to apply can be found at: www.carbontrust.co.uk/loans

The Carbon Trust Standard

Recognition for real carbon reduction.



The Carbon Trust Standard is awarded to organisations that have genuinely reduced their carbon footprint and demonstrated commitment to making further reductions year on year.

Benefits of achieving the Standard include:

1. The right to use the Carbon Trust Standard logo.
2. Independent confirmation of your environmental credentials to customers.
3. Assist with meeting environmental procurement requirements.
4. Improve investors' view of your organisation's future.
5. Retain and attract an increasingly environmentally-aware workforce.
6. Reduce the cost of compliance under the Carbon Reduction Commitment (CRC).

Reduce the cost of compliance under the Carbon Reduction Commitment

The Carbon Reduction Commitment is the UK's new carbon trading scheme for large, non-energy intensive, organisations. The first phase begins in April 2010 and will be compulsory for organisations that consumed over 6,000 MWh (6,000,000 kWh) of electricity through half hourly meters during the 2008 calendar year. At today's prices, this is roughly equivalent to electricity bills of £500,000 per year, or more.

There are two early action metrics which influence positioning in the CRC league table; **The Carbon Trust Standard** and Automatic Meter Reading. Points will be awarded for the extent to which organisations have taken action against these two metrics. In the first year of the CRC (where there is no reduction data), position on the league table is entirely determined by the early action metrics. This means that holders of the Carbon Trust Standard will benefit from a higher ranking within the league table.

For more information on the CRC visit <http://www.carbontruststandard.com/UsingtheStandard/CarbonReductionCommitment.aspx>

The Carbon Trust Standard requirements

Assessment against the Standard is undertaken by independent third-party assessors, based on the evidence you provide. To achieve certification against the Standard your organisation must meet the requirements in all three of the following areas:

Measurement

Your organisation will need to measure its key greenhouse gas emissions. Initially this means measurement of the electricity and fuel you use onsite, and the fuel you use in your vehicles.

Management

Your organisation needs to show good carbon management performance. This means providing evidence of activity such as investment in new equipment, maintenance programmes and staff training.

Reduction

Your organisation must be able to show emissions reduction over the last year – either on a total emissions basis, or on a relative basis (e.g. emissions/£m turnover).

Further information

If your organisation is committed to measuring, managing and reducing its carbon footprint, then find out how the Carbon Trust Standard can give you the recognition you deserve.

More information on how to qualify for, and retain, the Carbon Trust Standard can be found at www.carbontruststandard.com or by calling 0800 019 1443.

The Carbon Trust was set up by Government in 2001 as an independent company.

The Carbon Trust's mission is to accelerate the move to a low carbon economy, by working with organisations to reduce carbon emissions now and develop commercial low carbon technologies for the future.

We cut carbon emissions now

- By providing business and the public sector with expert advice, finance and accreditation.
- By stimulating demand for low carbon products and services.

We cut future carbon emissions

- By developing new low carbon technologies through project funding and management, investment and collaboration.
- By identifying market barriers and practical ways to overcome them.

www.carbontrust.co.uk

0800 085 2005



ACT ON CO₂ is the Government's initiative to help individuals understand and reduce their carbon footprint. Visit <http://actonco2.direct.gov.uk> for more information.

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