

Templates

Environmental footprint

Resources	Amount used per year	Amount sustainably sourced per year	Target reduction per year
Mains tap water	litres		5%
Bottled drinking water	litres		10%
Paper	reams		10%
Other stationery			10%
Food	tonnes		10%
Other			

Recycling	Amount per year in tonnes	Amount or % recycled	Annual target for recycling
Paper			25% increase
Cardboard			15% increase
Plastic			8% increase
Glass			5% increase
Non-recyclable			5% decrease in non-recyclable rubbish produced

Carbon footprint

These figures are correct as of March 2009 and are taken from the 2008 Guidelines to Defra's GHG Conversion Factors. Please check up-to-date figures for your country each time you complete this table.

FUEL	Amount of fuel used per year	Multiply by this to convert to Kg of carbon dioxide equivalent	Total carbon dioxide equivalent emissions in Kg
Mains electricity supply in kilowatt hours (kWh)	kWh	0.537	
Mains gas (in cubic metres)	Cu M	2.2	
Bottled gas	litres	1.495	
Diesel supply from generator in litres (1 gallon = 4.546 litres)	litres	2.63	
Sourced from renewable energy, such as solar panels, wind or water turbine	Nil		Nil
VEHICLES	Distance travelled	Multiply by this to convert to Kg of carbon dioxide equivalent	Total carbon dioxide equivalent emissions in Kg
Small motorbike (50 to 125cc engine)	Km	0.073	
Small petrol car (up to 1.4 litre engine)	Km	0.1809	
Medium motor bike (125 to 500cc)	Km	0.0939	
Medium petrol car	Km	0.2139	
Large motorbike (500cc engine and above)	Km	0.0939	
Large petrol car or 4WDrive	Km	0.2958	
Small diesel car (up to 2.0 litre engine)	Km	0.1513	
Large diesel car (over 2.0 litre engine)	Km	0.2580	
PUBLIC TRANSPORT	Distance travelled	Multiply by this to convert to Kg of carbon dioxide equivalent	Total carbon dioxide equivalent emissions in Kg
Rail travel	Km	0.06	
Bus travel	Km	0.1073	
Long distance bus or coach	Km	0.029	
PLANE TRAVEL (distances are hard to calculate so instead work out hours of flying time)	Hours flown	Multiply by this	Total carbon dioxide equivalent emissions in Kg
Total of all flights worked out in terms of actual hours flown	hours	250	
ORGANISATIONAL TOTAL FOR CARBON DIOXIDE EQUIVALENT EMISSIONS IN KG			

ASSESSMENT PART 1 Condition of resources

Natural resource	Notes on condition of the resource
Water	
Land and soil	
Air	
Flora	
Fauna	
Other, such as clay, coal, minerals	

ASSESSMENT PART 4 Action plan

Project activities	Impact of environment on activity (part 2)	Impact of activity on environment (part 3)	Appropriate actions (part 4)

