



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 supplier¹ 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 Standard² and Guidance³, 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.

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

²Technical 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

³Guidance 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

Carbon Reduction Plan Template

Supplier name: GAP Medical Solutions Limited.

Publication date: 16th June 2023

Commitment to achieving Net Zero

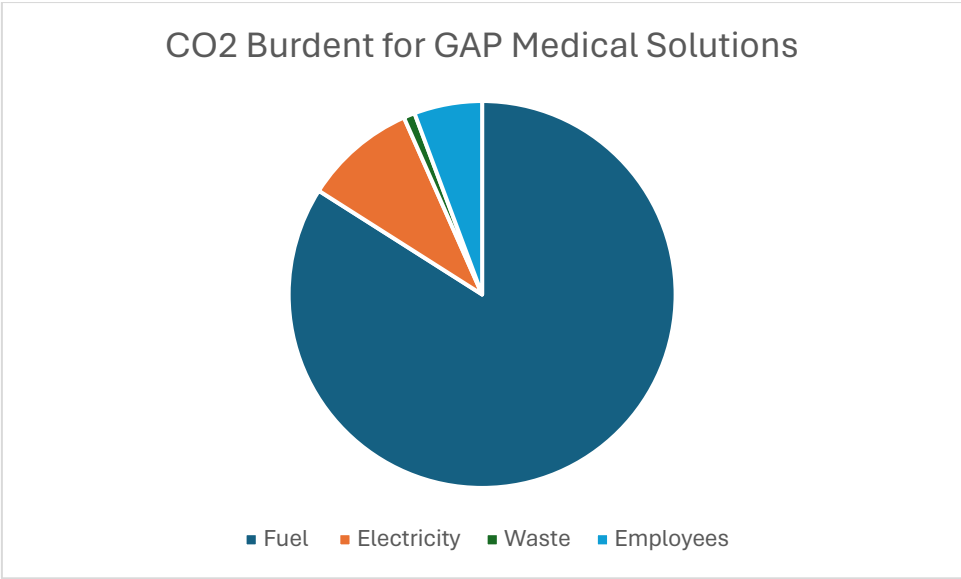
GAP medical Solutions Limited is committed to achieving Net Zero emissions by 2050

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.

Baseline Year: 2022 - This is our first year of reporting	
Additional Details relating to the Baseline Emissions calculations.	
<i>No prior scope 2 or Scope 3 figures</i>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	Baseline are 2022 figures
Scope 2	No previous emissions reported
Scope 3 (Included Sources)	No previous emissions reported
Total Emissions	21,045 KgCO₂e

Whole Business carbon Footprint: The total business CO₂ output in 2022 was 21,045 KgCO₂e broken down by the business into



Energy Consumption: All our energy to run our offices comes from Electricity, nothing from gas and on average our consumption is 774.1 KW/h per month. Making our 2022 CO2 benchmark 1,972 KgCO2e.

Transportation emissions: We currently do not have any company owned company cars, but we do contribute to business miles, in 2022 our employees combined did 66,568 business miles with is a CO2 burden of 17,679 KgCO2e, giving a whole.

Where the network allows we have replaced car journeys with a number of public transport option, around 30% higher than 2021

Waste Generation: At GAP Medical Solutions Limited we currently recycle 90% of the waste generated by the business, this is either reusing boxes or packaging or using recycling materials that the business produces. In 2022 132kg of waster was collected from P-14 Medical if the 1 tonne of municipal waste generates 0.7 Tonnes of CO2 P-14 Medical has contributed 198 KgCO2e from waste.

Employee emissions: Most of the office or home-based employees live within 10 miles of the warehouse, so this generates 1,196 KgCO2e in 2022.

Current Emissions Reporting

Reporting Year: 2022 This is our first year of reporting	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	21045
Scope 2	Reduction of 10% 18940
Scope 3 (Included Sources)	No prior scope

Total Emissions	21045
------------------------	--------------

Emissions reduction targets

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

Reducing CO2 emissions as medical distribution business is an important step towards sustainability and mitigating the impacts of climate change. These will form our road map for future trading relationships in our aim to becoming carbon neutral by 2050.

Green Logistics: We will encourage our delivery partners to Implement eco-friendly transportation methods, such as using electric or hybrid vehicles for delivery purposes. Help then utilise advanced logistics software to optimize delivery routes, minimizing mileage, and reducing fuel consumption. Efficiently planning routes can help minimize the number of vehicles on the road, leading to lower emissions.

Packaging Optimization: continue to opt for sustainable packaging materials and reduce excess packaging wherever possible. Use recyclable or biodegradable packaging materials to minimize waste. Additionally, consider lightweight packaging options to reduce the overall carbon footprint associated with packaging and transportation.

Supplier Engagement: Collaborate with suppliers who prioritize sustainability and have environmentally-friendly practices. Encourage them to adopt greener manufacturing processes, reduce their own carbon emissions, and source materials sustainably.

Energy Efficiency: This year we will improve energy efficiency within our facilities by investing in energy-saving technologies, such as LED lighting, motion sensors, and efficient HVAC systems. Conduct energy audits to identify areas for improvement and set targets for reducing energy consumption.

Renewable Energy Sources: Transition to renewable energy sources, such as solar panels or wind turbines, to power your facilities. Generating clean energy on-site can significantly reduce your reliance on fossil fuels and lower your carbon footprint. We have already engaged with our landlord to gain permission and received quotations for investment.

Sustainable working and customer support: Encourage remote work and utilize teleconferencing tools whenever possible to reduce the need for business travel. This can lead to fewer vehicle emissions and overall energy consumption.

But where travel is essential we will increase further our utilisation of public transportation. In 2022 we replaced car journeys with public transport significantly and as our team grows, we will encourage public transportation usage making sure that at least 30% of all journeys taken will be using public transportation.

Carbon Offsetting: Our plan it to reduce emissions by 5% - 10% year on year until 2040, ten years sooner than required. Over the coming years as our business grows, we can only go so far, so we will need to consider participating in carbon offset programs to neutralize our remaining emissions. Invest in projects that promote renewable energy, reforestation, or other carbon reduction initiatives to offset the emissions our business cannot eliminate directly.

Reducing CO2 emissions requires a long-term commitment and continuous improvement, at GAP Medical Solutions Limited we are committed to doing this.

Progress against these targets can be seen in the graph below:

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 2022 baseline.

Warehousing: In 2022 GAP Medical Solutions Limited operated out of two locations, in January 2023 we relocated to one facility cutting our electricity and waste emissions by 30%.

Transportation emissions: This is by far the costliest CO₂ burden we have as a business and from January 2023 we have incentivised our mobile workforce into Electric vehicles. In March the first electric vehicle was put into use cutting our fuel burden by 25%.

Over the last year we have increased the use of public transportation, mainly through train journeys.

Waste Generation: we have continued our great work of recycling heavily and where possible using less waste and recycling more.

Employee emissions: We encourage all our employees to use public transport or bicycles where practicable and we will continue to incentivise our employees to do more.

We have also implemented a no business card culture, we have partnered with V1ce an internet-based company that stores your company information on one card, with the ability to share via SSID technology.

All our employees are moving to laptop-based desktop systems this will reduce energy consumption by 20%.

We operate a no light left on policy within our warehouse.

With the collaboration of our suppliers we have reduced the temperature of the warehouse heating system by 2 degrees, this should save 10% of our energy.

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 standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁵.

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) Standard⁶.

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:



.....

Date: ...19th June 2023.....

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

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

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