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| Carbon Reduction Target | Baseline Year | Year 1  2023/24 | Year 2  2024/25 | Year 3  2025/26 | Year 4  2026/27 | Year 5  2027/28 | Year 6  2028/29 | Year 7  2029/2030 | Year 8  2030/2031 |
| RT | 2022/23 | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% |
|  |  | Year 9 | Year 10 |  |  |  |  |  |  |
|  |  | 90% | 100% |  |  |  |  |  |  |
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| **Introduction** | | | | | | | | | |
| Organisational Context | METLAB is a specialist supplier of chemical products and laboratory equipment with an established reputation for delivering high quality products and reliable and responsive services to a diverse range of customers. We have been in business for over 36 years and have grown steadily over that period because of our commitment to product and service excellence.  We are committed to play our part in helping the UK to achieve Net Zero by building on our current systems, including our continued certification against ISO 14001 and ISO 9001, to make this happen.  We operate from a single site with warehouse and office facilities and supply products and equipment to UK-wide customers. We work closely with a diverse network of major manufacturers, suppliers and importers supplying chemicals and laboratory equipment to a large customer base. | | | | | | | | |
| Governance, Management and Culture | We employ around 27 people comprising small sales and finance teams, a warehouse team and a small team of delivery drivers. The company has a flat management structure with two directors supported by operational managers for office and warehouse operations. This initiative and the implementation of the Carbon Plan is being driven by the Company Directors – Barry and Ian Metcalf. They will drive the plan to fruition using the existing quality and environmental management system to monitor and review progress and ensure any plan improvements are fully implemented.  We achieved the latest version of ISO 14001 in late 2017 and have committed to a programme of continuous improvement to operate sustainably and in doing so help the Government’s quest to create net zero emissions. Advice and guidance suggest that \**‘if we all contribute to the agenda, we can reach a point where the emissions created by human activity are completely balanced by the emissions our activity removes from the atmosphere: a state called net zero.’* Therefore, we believe we can play a small part in supporting national efforts to make a difference so that the cumulative impact results in net zero sooner rather than later.  We have developed this long-term plan to help us build on current progress and will use our integrated quality and environmental management systems to help us set, monitor and review and improve our practice to ensure our actions do result in clear, measurable and tangible improvements in outcomes for the business and the wider environment. We have worked on improving our culture and approach through effective communication with our staff, suppliers and customers to demonstrate our commitment to this vital initiative so that our contribution to making improvements now and in the future. We have signed up to the Government’s Net Zero initiative and will remain enthusiastic, energetic and committed advocates for achieving net zero for our business and in doing so help the UK to deliver on its long-term aspirations and objectives.  **\* Source: https://www.goodenergy.co.uk/business/blog/getting-to-net-zero-a-how-to-guide-for-small-businesses** | | | | | | | | |
| Progress to Date | A summary of the improvements we have made to date are listed below:   * Initiatives to communicate with and engage all staff in reducing energy usage on site – supported by learning and development initiatives * More effective transport management and route planning to reduce unnecessary journeys and fuel usage * Installation of low energy lighting * Regular inspection and servicing of equipment to ensure that they operate efficiently and as cleanly as possible * Setting challenging but realistic recycling and waste reduction targets for office consumables and operational activities * Establishing baseline information for energy and fuel usage to help set improvement targets * Creating a culture where environmental sustainability is at the heart of everything we so as a business | | | | | | | | |
| **Strategy** | | | | | | | | | |
| Context and Drivers for Carbon Reduction | We are committed to this important agenda because it is the right thing to do as a sustainable business. Any contribution we can make as part of a wider collective effort will help to make a difference in protecting our planet for future generations. It also makes business sense. We want to work with like-minded suppliers and customers. Indeed, our suppliers and customers will expect us to be fully committed to this initiative and if we are not, then they will simply look elsewhere when choosing their business partners.  Our main drivers include:   * a desire to build a profitable but sustainable business which plays its part in helping to achieve net zero; * reducing waste and inefficiency makes business sense because it will reduce our operating costs; ans * the need to create a more energy efficient operation through better site management and making significant reductions in energy and fuel consumption. | | | | | | | | |
| Objectives | * Establish accurate and reliable measurements of our baseline position for energy consumption and fuel usage * Seek ways of identifying and sharing best practice with suppliers and customers so that our individual and collective contributions result in improved sustainability outcomes * Set challenging but realistic improvement targets that demonstrate our continued commitment to achieving net zero over time * Transition to fleet of electrical vehicles over time as the infrastructure improves | | | | | | | | |
| **Emissions Baseline and Projections** | | | | | | | | | |
| Data Sources | * Fuel and Utility Charges * Historical Information on costs and charges for energy and fuel consumption * Cost of improvements and benefits delivered e.g. replacement of inefficient lighting | | | | | | | | |
| Limitations on Data Set | * Accuracy and reliability of timely information on fuel and energy usage * Capacity and acquiring skill-sets to interpret date accurately leading to effective improvements in practice * Benchmarking data with suppliers and customers to test the validity of data sources used | | | | | | | | |
| **Scope/Opportunity** | | | | | | | | | |
| Development of Targets and Milestones | Building on current work to establish accurate and reliable baseline information will be the key to setting challenging but realistic improvement targets in key areas. Our initial targets and milestones are as follows:   * 30/09/22 – Complete exercise to address the Greenhouse Gas Protocol by categorising emission types:   Scope 1: Direct Emissions from facilities or equipment we use - includes: electricity, gas, oil, vehicle fuel etc  Scope 2: Indirect emissions from energy we buy from suppliers – includes: energy suppliers, water consumption  Scope 3: Indirect emissions from our company’s value chain – includes: supplier product deliveries, independent verification of supplier and customer commitment to achieving net zero etc   * 31/12/22 – have completed accurate measurement of baseline position for energy usage and fuel consumption and have baseline information on waste and recycling levels for office, warehouse and transport operations. * 01/04.23 - Set 10-year cycle of energy reduction targets for energy and fuel consumption | | | | | | | | |
| Initiatives and Opportunities | We intend to develop a range of practical initiatives to support our initial efforts in the first phase of our plans.   * Evaluation of energy suppliers to identify and move to green energy suppliers * Comprehensive review of plant and equipment to identify scope for sourcing low energy products * Vehicles- complete evaluation of the costs and benefits of having an all-electric fleet * Journey Planning – explore developments in technology to plan more efficient routes and set targets for reducing delivering mileage year on year without compromising service quality * Work with landlord to identify areas for making building more energy efficient and implement any improvements * Further develop model of agile working to reduce energy and fuel costs e.g. reducing number of work commutes, encourage use of cycling to work schemes | | | | | | | | |
| Current Projects | Current projects include:   * Review of energy suppliers, assessment of boiler efficiency and identification of more energy efficient products for heating the building * Assessment of scope and timescales for an all-electric vehicle fleet * Identify opportunities for reducing energy consumption in office environment e.g. low energy equipment * Review waste streams to increase recycling * Assessment of contractors to confirm their commitment to net zero as part of their work for METLAB e.g. waste management and recycling contractors | | | | | | | | |
| Future Projects | The main focus in the first 5 years of this plan is to identify and implement ‘quick win’s – activities and initiatives which can deliver clear and measurable improvements quickly and effectively. Longer-term projects 5-10 years include:   * Reviewing scope for acquiring ‘carbon neutral’ accommodation – purpose built to support the carbon neutral agenda * Logistics – optimising supply and delivery timescales, routes, methods of transportation etc to reduce emissions without compromising service quality | | | | | | | | |
| Limitations | Creating capacity and developing appropriate knowledge and expertise always remain a challenge for small businesses. Acquiring knowledge and developing the required skill sets to identify and implement improvements will need to be refined over time.  Concerns around the impact of global changes on local initiatives. The impact of BREXIT, COVID and latterly the war in Ukraine have been significant and have presented unplanned challenges over the past 3 years showing that nothing can be taken for granted. | | | | | | | | |
| Improvements | To deliver real and measurable reductions in our carbon footprint over the life of this plan and beyond by:   * Energetically and wholeheartedly supporting the national and global objective to achieve net zero * Engaging more effectively with our staff, customers, suppliers and wider stakeholders to reduce our carbon footprint * Monitoring, reviewing and improving our approach and practice and delivering our planned improvements over time | | | | | | | | |
| Supply Chain | Working closely with our network of suppliers and customers to explore ways of individually and collectively contributing to initiatives to achieve net zero across our supply chains and customer base | | | | | | | | |
| Innovation | Identifying, learning from and implementing best practice on reducing emissions and achieving net zero as soon as possible. | | | | | | | | |
| Benefits and Savings | Delivering the agenda should result in individual business savings in addition to supporting this global initiative to protect the planet and its climate. These would include:   * Reducing emissions will help to reduce operating costs and overheads without compromising service quality * Communicating our success will help to market the business as one which is committed to achieving net zero and attract new business opportunities * Improve the company’s long-term profitability while improving service quality | | | | | | | | |
| **Progress Reporting** | | | | | | | | | |
| Reporting Procedures | We intend to use our existing management review processes for ISO 9001 and 14001 as the mechanism for reporting, reviewing and improving our performance. This will include ongoing monitoring and the completion of a formal review at least every 12 months. All actions for improvement will be recorded and monitored to provide an early warning system if activities are moving off-track so that prompt and effective corrective action can be implemented. | | | | | | | | |
| Risk and Opportunities Register | Please refer to our Global Risk and Opportunities Register which forms part of our ISO 9001 and 14001 certifications. | | | | | | | | |
| Plan Review Dates |  | | | | | | | | |
|  | End 2022 | End 2023 | End 2024 | End 2025 | End 2026 | End 2027 | End 2028 | End 2029 | End 2030 |
| Actions and Improvements | Develop and seek approval for the draft Carbon Plan |  |  |  |  |  |  |  |  |
|  | Begin the process for establishing baseline information |  |  |  |  |  |  |  |  |
|  | Communicating out intentions to contribute to the wider net zero agenda |  |  |  |  |  |  |  |  |
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