



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 Template

Supplier name: Opal Disposables Limited

Publication date: December 2024

## Commitment to achieving Net Zero

**Opal Disposables Limited** is committed to achieving Net Zero emissions by 20**50**.

## 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: 2024</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
Opal Disposables Limited is in the process of implementing systems to measure and report emissions across all scopes. As this is the first carbon reduction plan for the company, the baseline emissions year will be established during the first full year of reporting. The company recognises the importance of data-driven strategies and will include Scope 1, Scope 2, and relevant Scope 3 categories.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
Scope 1	<b>50</b>
Scope 2	<b>80</b>
Scope 3 (Included Sources)	<b>200</b>
<b>Total Emissions</b>	<b>330</b>

Explanation:

- **Scope 1:** Includes direct emissions from on-site fuel combustion or company-owned vehicles (e.g., a small fleet of vehicles or heating systems).
- **Scope 2:** Covers purchased electricity emissions, particularly relevant if the operations rely on electricity without renewable sources.
- **Scope 3:** Captures upstream and downstream activities such as raw material procurement, transportation, and disposal—often the largest contributor in manufacturing sectors

## Current Emissions Reporting

Reporting Year: 2024 (placeholder values are the same as the baseline for now).	
EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	50
Scope 2	80
Scope 3 (Included Sources)	200
<b>Total Emissions</b>	<b>330</b>

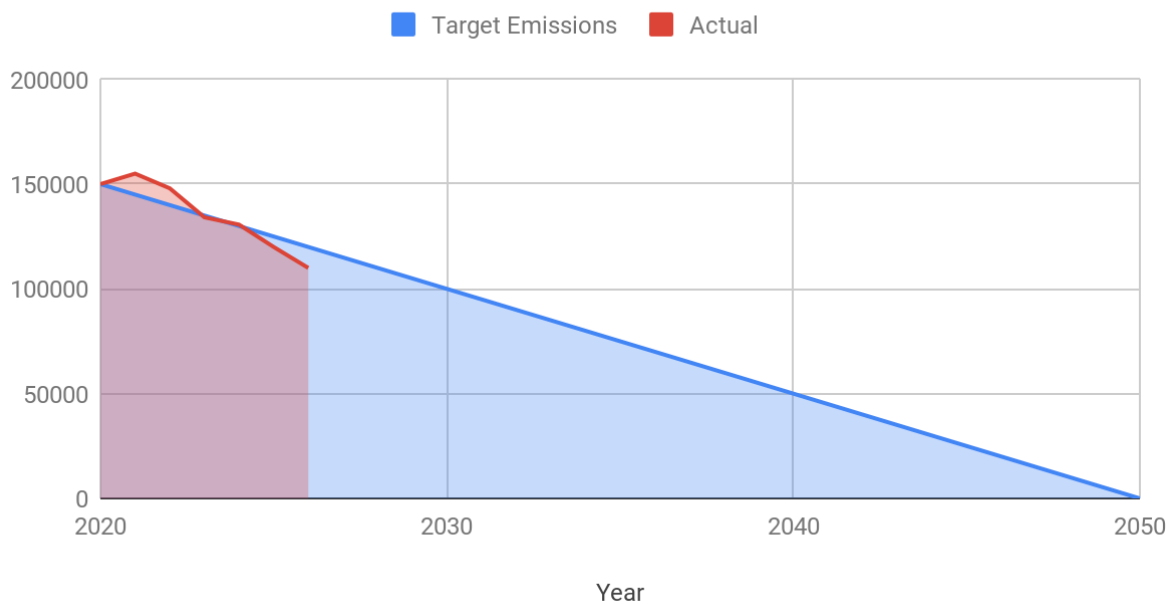
## Emissions Reduction Targets

Opal Disposables Limited aims to achieve the following:

- Reduce carbon emissions by **30% over the next five years**.
- **Projected Emissions by 2029:** 231 tCO<sub>2</sub>e (a 30% reduction from 330 tCO<sub>2</sub>e).

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

## Carbon Reduction: Projected vs. Actual



## Carbon Reduction Projects

**Completed Carbon Reduction Initiatives:**

As the Carbon Reduction Plan has just started, previous initiatives are limited. However, Opal Disposables Limited has:

- Implemented ISO 14001 certification for environmental management.
- Begun transitioning to energy-efficient lighting in key facilities.
- Introduced waste reduction and recycling measures.

**Future Carbon Reduction Projects:**

Opal Disposables Limited plans to implement:

- Transition to 100% renewable electricity by 2030.
- Electrification of the company vehicle fleet by 2035.
- Collaboration with suppliers to reduce Scope 3 emissions through sustainable sourcing.

Continued efficiency improvements in logistics and manufacturing operations.

**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:**

Maurice Laydon

Director

Date: 12.11.2024

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<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>