

# Summary of CEMARS<sup>®</sup> certification:



## Croxley Stationery Limited

*Croxley Stationery Limited meets the requirements of CEMARS<sup>™</sup> certification having measured its greenhouse gas emissions in compliance with ISO 14064-1, and committed to managing and reducing its emissions in respect of its organisation, including all of its manufacturing operations and offices in New Zealand, and inwards and outwards freight.*

# CROXLEY

**Introduction** – Croxley Stationery Limited is a 100% subsidiary of OfficeMax New Zealand Limited, and is New Zealand’s largest manufacturer of stationery products. Croxley has been an iconic New Zealand business for more than 125 years. Of all the products that Croxley sells, 50% are made in New Zealand and they employ some 300 people in New Zealand.

Croxley Stationery operated at a total of 4 sites (Avondale, Wiri, Wellington and Christchurch) during the reporting period. Avondale is the head office and Croxley Stationery’s manufacturing site. Croxley Stationery has a major distribution centre located at Wiri, a small sales office in Wellington, and an office and warehouse operation in Christchurch.

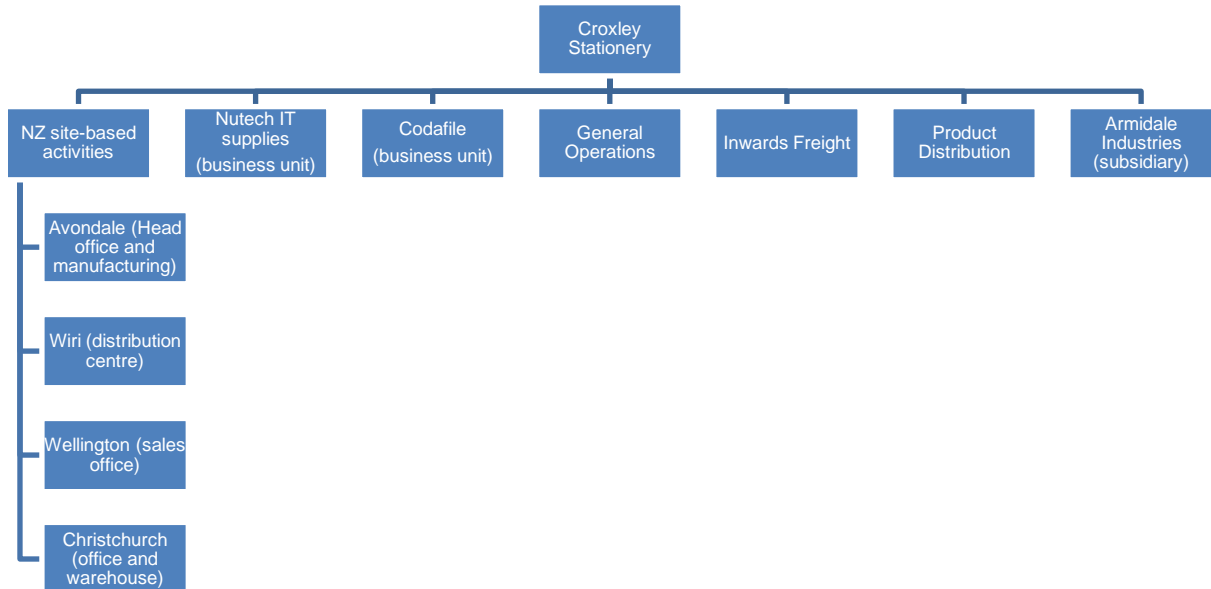
Croxley Stationery has two separate business units that operated under different names during the reporting period: Nutech IT Supplies, located at the Avondale site, is a leading distributor of printer consumables and imaging products, and the country’s largest re-manufacturer and recycler of inkjet and toner printer cartridges. Codafile is a supplier of products and services covering records management consultancy, records management software, and consumable items to cater for all filing and storage.

Croxley Stationery has invested in environmental accreditation programmes such as Enviromark and Envirochoice. These programmes are important in creating robust systems for managing potential impacts Croxley Stationery has on the environment and its communities. Croxley Stationery sources all wood pulp and paper from suppliers certified by the Forest Stewardship Council (FSC). Croxley Stationery is focused on providing industry leadership and is an active member of the New Zealand Paper Forum.

**Boundary** – the diagram below shows the organisational structure used for describing Croxley Stationery’s greenhouse gas (GHG) emissions inventory, and what business activities were included in the CEMARS certification. Business activities in yellow were excluded from the certification. Armidale Industries is a small manufacturer and wholesaler of filing systems located in Wellington. This subsidiary is 66% owned by Croxley Stationery, and was excluded due to lack of operational control.

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**Consolidation approach** – Operational control.

**Base year** – 01/01/2008 to 31/12/2008.

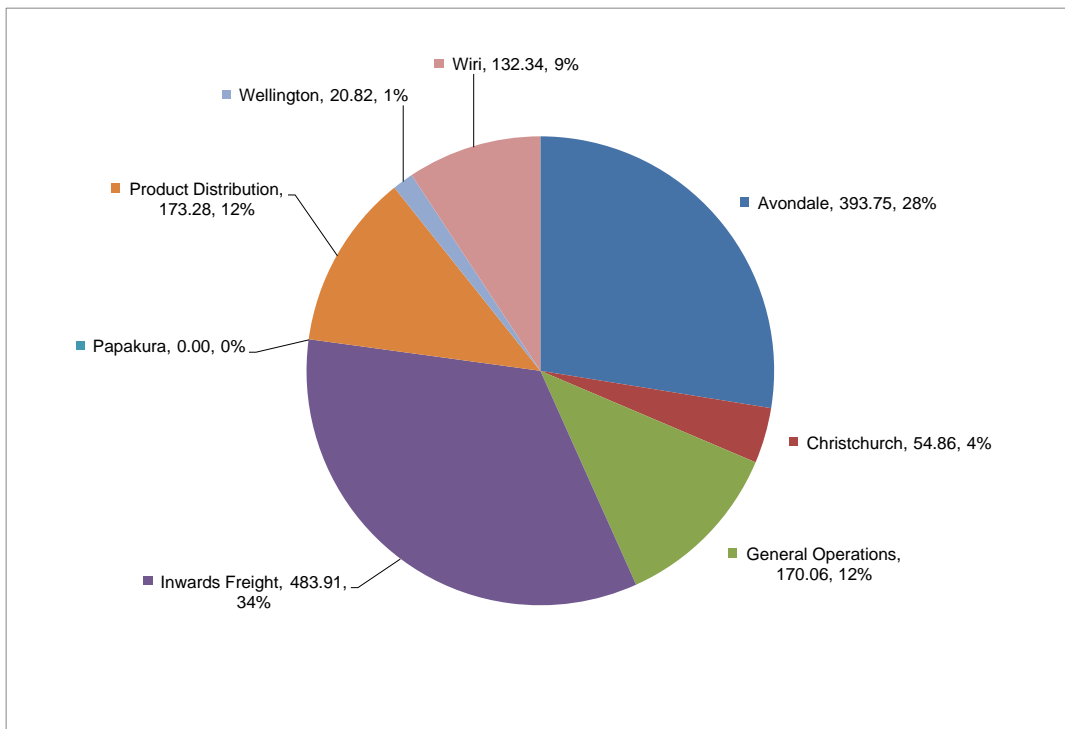
**Measurement period** – 01/01/2010 to 31/12/2010.

**Emissions source inclusions** – The diagram below shows the operational GHG emissions for Croxley Stationery by emissions source. Croxley Stationery’s total emissions for this period (FY 2010) were 1430.18 tonnes carbon dioxide equivalents (CO<sub>2</sub>e), all of which were operational emissions and which comprised 242.80 tonnes CO<sub>2</sub>e Scope 1 emissions, 302.86 tonnes CO<sub>2</sub>e Scope 2 emissions and 883.37 tonnes CO<sub>2</sub>e Scope 3 emissions.

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**Emissions source exclusions** – The following emissions sources were identified and excluded from the inventory:

- Reimbursed vehicle travel – due to lack of activity data and that estimated emissions are less than the *de minimis* of 1%
- Waste to landfill at Wellington and Christchurch sites – due to lack of activity data and that estimated emissions are less than the *de minimis* of 1%
- HFC refrigerants at Wellington site – due to lack of operational control.

**Emissions reduction report against last year's plan** – Croxley Stationery achieved a 4% reduction (51 tonnes CO<sub>2</sub>e) in total emissions from the total emissions of the previous reporting period, The most significant decrease in emissions occurred for waste to landfill and petrol consumption.

**Emissions reduction commitments** – Croxley Stationery has developed a GHG emissions reduction plan that builds on measures already in place at Croxley Stationery. Some of the new initiatives in this plan include:

- Reduce GHG Emissions from Petrol use by 10% by changes in vehicle use policy
- Reduce GHG Emissions from LPG use by 2% by maximising use of new fleet of battery-powered forklifts
- Reduce GHG emissions from Electricity use by 8% by implementing a variety of measures, including updating of machinery in the manufacturing process
- Reduce waste to landfill by 20%, by recovering high value waste for re use and educating staff.

**Verified by** – AsureQuality.

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**Threshold of materiality** – Excluded emissions do not exceed 5% of the total footprint for organisational boundary stated.

**Level of assurance** – Reasonable assurance.

**Certification status** – CEMARS certified “organisation” including all of its manufacturing operations and offices in New Zealand, and inwards and outwards freight.

**Certificate number** – 2011103J.

**Valid until** – 30 April 2014.

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