



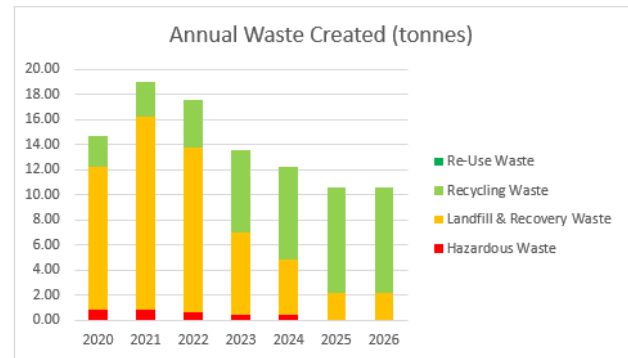
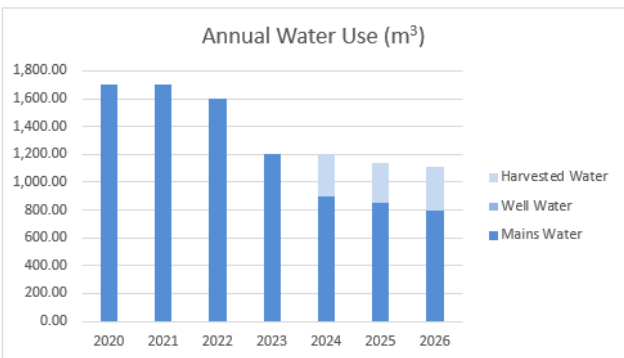
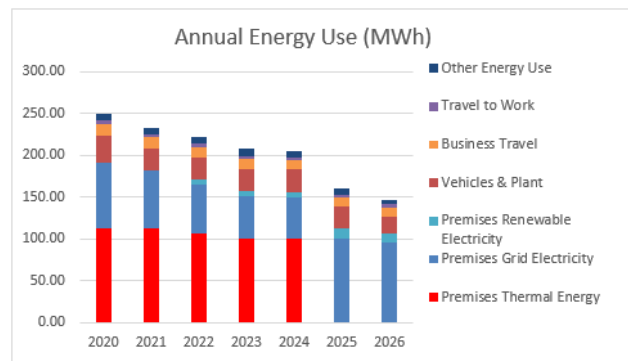
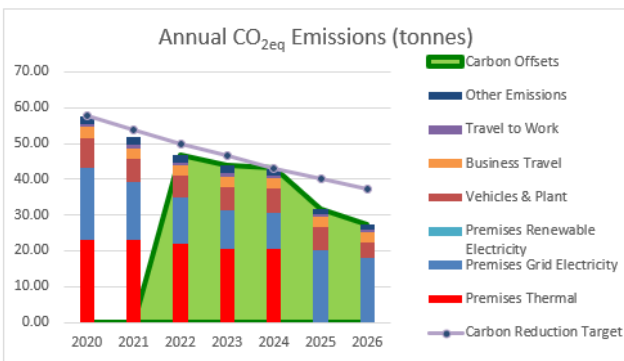
Overview of EcoMerit Reporting Formats

EcoMerit provides a range of graphical reporting formats using bespoke workbooks for each member site. These make use of the environmental performance data required for EcoMerit certification.

The **annual reports** provide graphs of carbon footprint, energy, water and waste as shown below.

EcoMerit Summary Performance Graphs

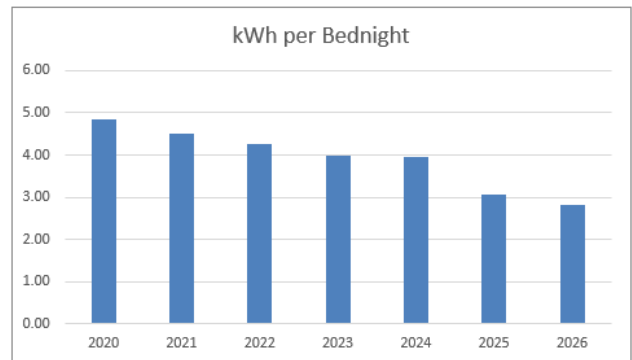
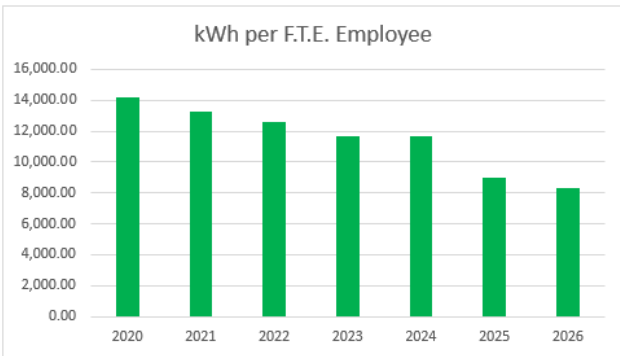
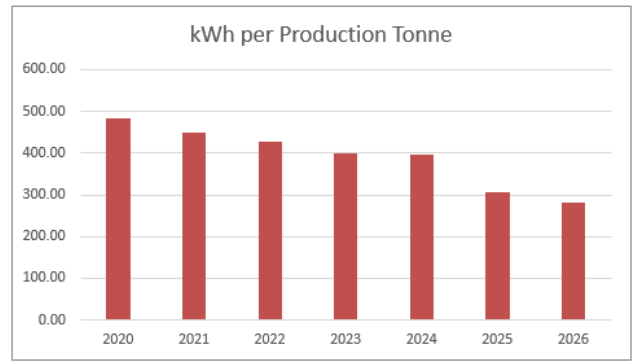
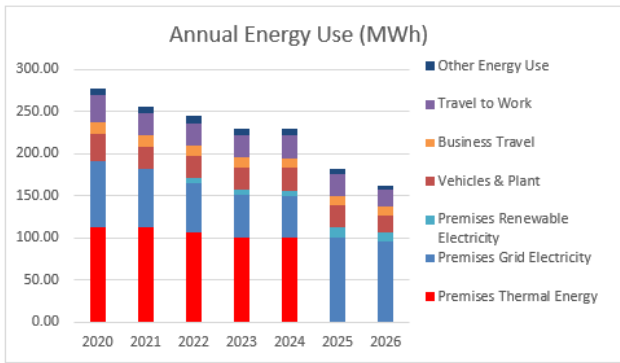
Illustration Example



Note that each graph shows a breakdown of the source of each item. For example, the carbon footprint graph shows premises energy and vehicle & plant energy, in addition to options for business travel, travel to work and other emissions. It also has the facility to show carbon offsets where these may apply. It can also plot carbon emissions reduction targets for the coming years.

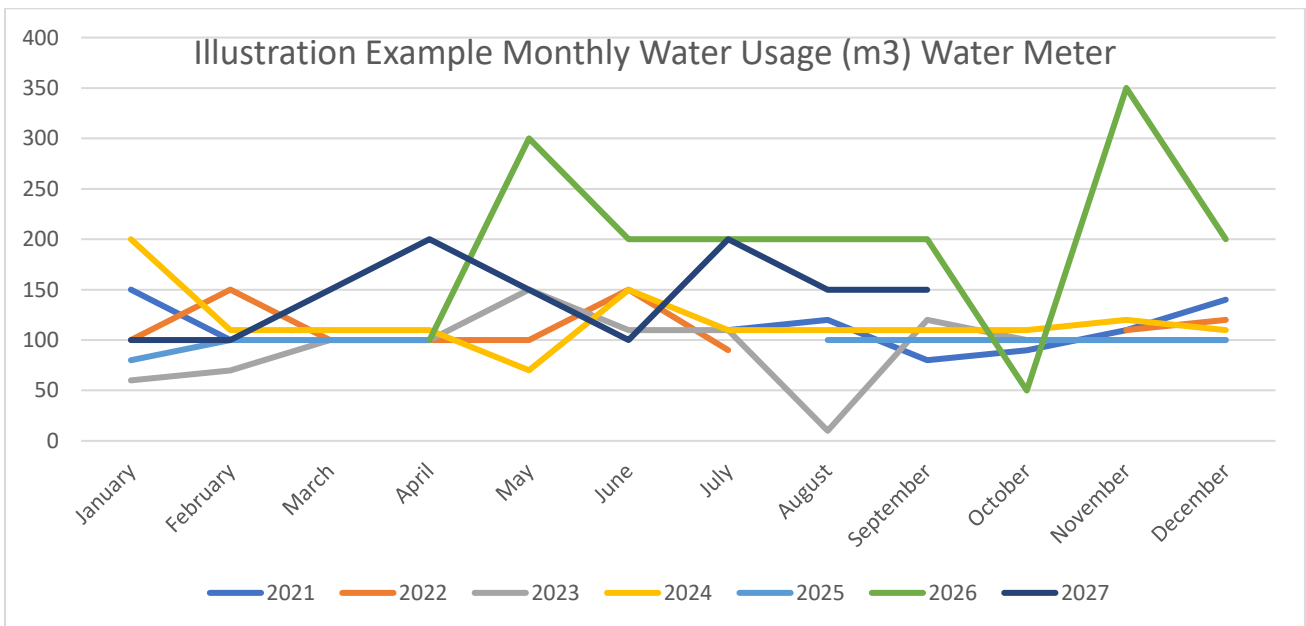
In addition to the above four overall performance graphs, each of the four is reported in further detail according to any three chosen key performance indicators. The examples below show the annual energy use per full time employee; per visitor; and per tonne of production output.

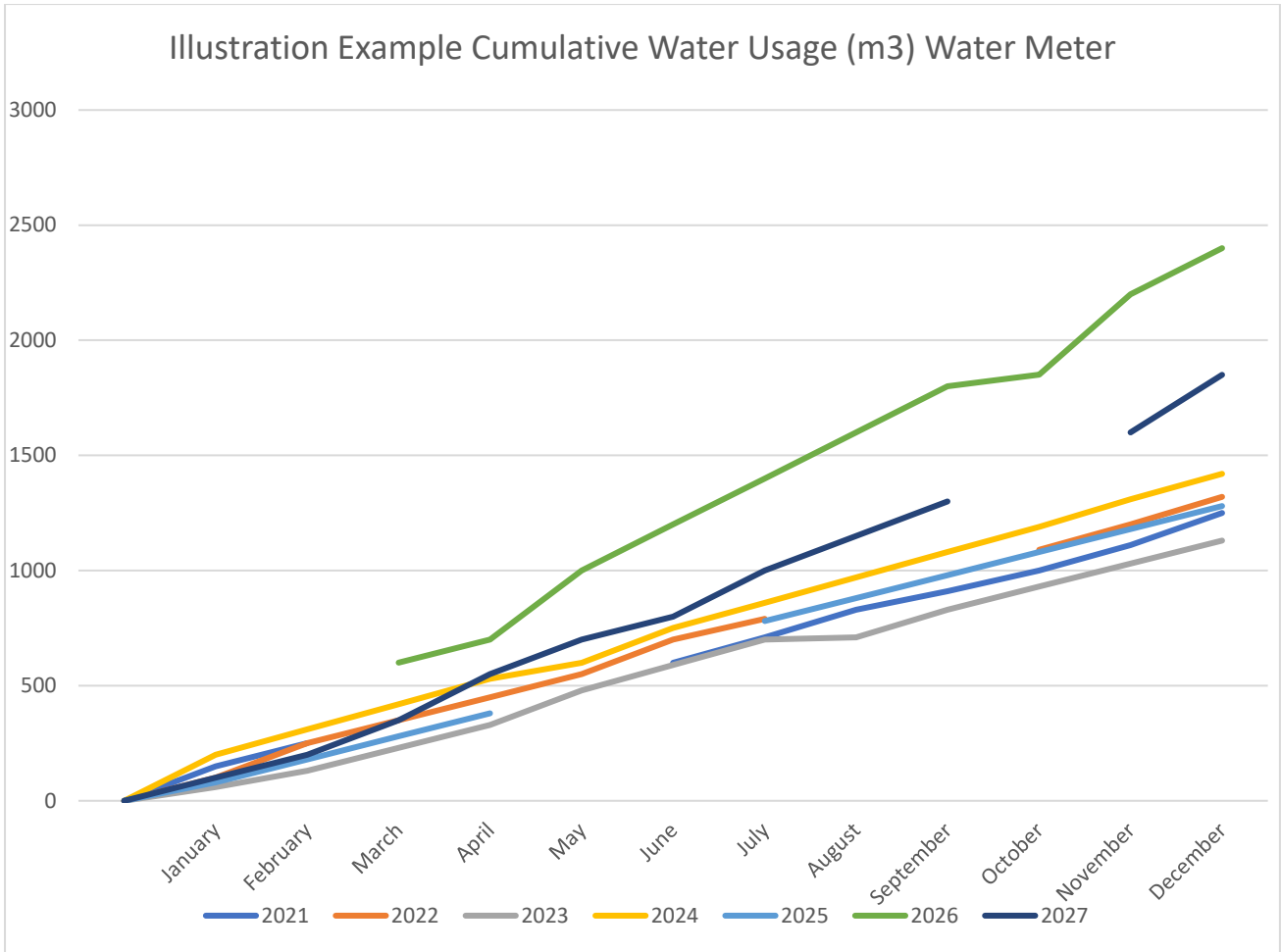
Illustration Example



Each site may choose its own key performance indicators to suit its own requirements.

In addition, each EcoMerit site can be provided with a bespoke **Utilities Record Workbook**, in which to record regular meter readings, bulk fuel purchases and so on. This is especially useful where automatic reporting from a building management system is not available and manual meter readings are required. A performance graph for each meter is produced, on a monthly basis and also on a cumulative basis, see example graphs below.





This allows for easy monitoring of utilities performance and makes any spike in use, or adverse trend, much easier to spot. Note that the graphs are forgiving of missing meter readings, as shown by the gaps in some of the reporting lines.

The Utilities Record Workbook also allows for the recording and evaluation of water leak tests, as shown in the example below.

Leak Test Record		
Date	01-Apr-21	
First Reading	1350.211	m ³
Final Reading	1353.307	m ³
Change	3.096	m ³
Hours between Reads	15.5	hours
Potential Leak Size	199.7	litres per hour
Decision		
Requires investigation.		

Other Features

EcoMerit workbooks contain protection to avoid accidental over-writing of calculation or reporting cells, minimising the risk of losing or corrupting important data for the user.

Each workbook is tailored to the user site, identifying each meter, bulk tank etc. and incorporating meter multipliers where they apply.

EcoMerit members are encouraged to publish annual performance data on their websites as a means of demonstrating their commitment to environmental improvement and to show the progress being made. The EcoMerit performance graphs can readily be used for this purpose.