



CARBON LITERACY SUBMISSION DOCUMENT
Participant Details Form

Essential Information (Please write clearly - What you write goes on your certificate):

Your name:

Postcode: Email:

Job title: Senior Sustainable and Community Travel Officer

Name of your organisation:

Name of the organisation delivering Carbon Literacy: APSE

Additional Information (Optional):

To better understand the audiences for this project with the aim of improving the diversity and reach of Carbon Literacy, in line with our equal opportunities policy, we would like to collect some additional data **at your discretion**: Please circle or highlight your answer:

Gender you identify as: Male / Female / Non-binary / Other / Do not wish to disclose

Age: 0-10 11-15 16-20 21-30 31-40 41-50
 51-60 61-70 71-80 81+ Do not wish to disclose.

How would you describe your working status?

School student, University Student, Self-employed, Employed, Seeking Work, Retired, Homemaker, Carer. Other:

How would you describe your ethnic background / ethnicity?

Asian/Asian British or Black/ African/ Caribbean/ Black British or Mixed/multiple ethnic groups or White.

Other ethnic background _____

Prefer not to disclose.

We love to share brilliant actions pledged by learners, as a way to inspire others. Are you happy for your action to be shared with the wider CL community? Please tick circle or highlight your answer

Yes Anonymously - yes No

If we think your action is particularly outstanding, would you be happy for our team to follow-up with you? Please tick circle or highlight your answer

Yes No

Permission to store and use this information:

I understand **the information I submit here will only be used in connection with The Carbon Literacy Project**. It will only be used to award and keep my certification up to date, keep me informed about enhancements to the Project, my certification, and opportunities directly arising from that, and aggregated, to allow the Project to monitor its performance. My information will never be sold or transmitted to a third party beyond the need to process it.

Signature:

(Signature of parent,
guardian or teacher if
participant under 18)

Date:

Please answer all questions in the space provided.

Evidence Form (requirements)

The focus of Carbon Literacy is about empowering people to take action. To become certified as Carbon Literate you must complete:

Page 1 – Getting to Carbon Neutral

1. Explain clearly the steps we need to take as a society, to be **carbon neutral by 2038***.

Page 2 – Commitments

2. Create at least one significant, new action **within your individual control** to reduce carbon footprint. This action should, wherever possible, be taken in the context in which the training takes place.

3. Create at least one significant, new action **involving other people** to reduce collective carbon footprint via your workplace, community or place of education. This is your **group action**.

The information you write on this form alone will determine whether The Carbon Literacy Project can certify you as Carbon Literate or not.

Getting to Carbon Neutral

Please complete this section to the best of your ability. You may choose to write, draw, or annotate diagrams to explain your answer fully.

1. As a society, what do we need to do to be carbon neutral by 2038*?

We need to reduce our individual and collective group emissions, and in particular those associated with transport and energy. Shifting where possible to active and sustainable travel, or travelling less. Reducing travel by private vehicles that are powered by fossil fuels, and especially reducing air travel (domestic and international). Reducing heating and other energy consumption from sources that are based on fossil fuels, use less and where possible shift to sustainable energy sources such as wind and solar.

We also need to reduce our individual and collective consumption and waste. Especially high carbon footprint foods such as beef, other meats and dairy should be eaten less frequently, or not at all. Where possible sourcing food locally in favour of food requiring to be air freighted. We should look to reduce consumption of all products, repair and recycle where possible instead of replacements. We should also look to reduce food waste.

As a society we need to shift to more sustainable building materials, such as wood, in favour of concrete. As individuals we may be able to influence some decisions on buildings and infrastructure by making choices as a consumer or customer, though this is a longer process. By choosing sustainable companies and demanding more from goods and service providers we can generate a shift at the higher level.

As Local Government employees and council officers, we are able to influence the sustainable shift both in policy development and in the choices we make in procurement. We are also able to challenge and influence the behaviour of colleagues either with direct or indirect messaging, or with behaviour change initiatives, e.g. for active travel.

Commitments – Your Individual and Group Actions

Please justify your answers and note that the person reading your form may not be an expert in your particular field, so please give as much specific detail, as to how your actions will reduce emissions, as possible.

Parts a, b, c, d, (and e) must be completed.

We are looking for evidence that you have an awareness of the carbon emissions/savings associated with the actions pledged. During your training, you will have discussed different emissions associated with various activities. Using the climate science you have learned, please explain and justify your actions and why you're taking them.

Please ensure you pledge at least one significant individual and one significant group action, which are **different**.

They can be on a similar topic or theme if you wish, but you must make it clear how they differ, so we can clearly see at least **two different actions**.

When considering your group action, please make sure you have explained this in your own words, even if working with others from the same training. You must be able to place yourself within your group action, explaining your part and your role.

We have asked you to rate the action with a low (10s kg's), medium (100s kg's) or high (1000s kg's) of CO₂e ranking - please make sure that you use this to consider whether your action is significant enough in relation to your role or position.

Your action could also cause others to save CO₂e, making it an indirect saving. If you have pledged an action that you think will have a low CO₂e saving, but this action is significant to you, please explain why it is significant in part 2c and 3d.

2. Your Individual Action (Please write clearly)

(a). What significant, new carbon reduction action are you committing to as an individual, within your personal control as a result of your Carbon Literacy training? This will normally be in the context (workplace, place of education, or community) in which you are receiving your training. **PERSONAL CONTROL, NOT PERSONAL LIFE.**

Shut down and switch off laptop overnight.

(b). Please select estimated CO₂e saving per year:

Low	Medium	High
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(c). Please outline why your new action is significant to you (i.e., think about your role/position, and how much carbon can be saved through your action, directly or indirectly?):

I currently leave my work laptop in either locked or sleep mode to enable quick access after the end of the working day and to save time in the morning powering up and logging in to work systems. It is also easier to keep documents that are still being worked on open rather than having to save, close and then reopen the following day. Even in standby mode, the computer will be drawing energy and the energy use will generate carbon. However, if the laptop is simply locked, many functions such as email remain active and are receiving live updates from our systems. This is evidenced by alert sounds and occasionally the cooling fan powering up. I will also encourage friends, family and colleagues to do likewise and hopefully create some behaviour shift for indirect savings.

(d). Please outline how it reduces a carbon footprint which is within your individual control. (Think specifically in relation to the climate science portion of your training and which actions reduce which GHG):

According to [Energy Guide UK](#) a typical laptop computer uses 50w of power per hour while in use. This is highly dependent on the type of processing that is being done and in a typical day could be more. If running for 8.5 hours for a full working week (30 hours in my case) that would be 1.5kw (or 0.311kg of CO₂e). While energy consumption in sleep mode is significantly less, worst case scenario if the laptop was left on 24 hrs for 4 days, and some processing was happening continuously, that would be 4.8kw per week (0.994 kg CO₂e)¹. Therefore ensuring the laptop is always powered down, and unplugged, overnight has a potential saving of roughly two thirds.

¹. <https://www.rensmart.com/Calculators/KWH-to-CO2> was used for this calculation.

3. Your Group Action (Please write clearly)

(a). As a result of your Carbon Literacy training, what significant, new carbon reduction action are you committing to undertake, involving a wider group of people?

Rationalising the team's project file storage and removing duplicate files and superseded files. Especially files such as photos, drawing files, and very large PDF documents.

(b). What is the wider group of people?

My immediate team (the Sustainable & Community Travel Team).

(c). Please select estimated CO₂e saving per year:

Low	Medium	High
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(d). In your own words, please outline why your new action is significant to this wider group (i.e. How will this action involve others? Think about your role/position, and how much carbon will be saved collectively, directly or indirectly).

At present we have an inefficient filing system with many duplicate files and folders. As Senior Officer and team manager I have latitude on how these documents are stored, but redesigning (and ultimately using) this filing system will require the input from the whole team. While the direct carbon saving for the team will be comparatively moderate, when set against e.g. transport or heating, if rolled out to the wider Strategic Transport Service, or even wider across the council, There would also be indirect savings when it comes to time spent searching for files or folders or creating duplicate defunct work.

(e). Please outline in your own words how it reduces the wider group's carbon footprint (think specifically in relation to the climate science portion of your training and which actions reduce which GHG):

Data stored on servers or in data centres and accessed via the cloud, require energy to store and access. The more data stored, the more energy required, the more energy use unless 100% green energy, the more carbon released. Reducing the amount of defunct data stored can therefore have a measurable impact on the carbon footprint of our team's operations. While this may seem small, especially in comparison to the carbon footprint of vehicular travel or heating buildings, according to [Greenly](#):

"Data storage is climbing the ladder of sectors responsible for the largest carbon footprints. In fact, data storage now accounts for more carbon emissions than the commercial airline industry - and a single data center uses the same amount of electricity that can power up to 50,000 homes".

While this relates specifically to data storage centres, which involve 24/7 operations of servers running storing files and enabling access, with associated electricity to power the building, temperature control the servers and regular cleaning etc. our team's, and ERC's small proportion of this issue potentially could lead to some real carbon savings. Furthermore, the more organisations who reduce the amount of storage they require, or demand cleaner / carbon neutral solutions, the more the global position will shift.

Thank you for completing your Carbon Literacy Evidence Form.

Please return to: training@apse.org.uk within 7 days of completing your training.

If you do not receive confirmation of receipt within two days, please contact us and a member of the team will help.

End