

ANNEX 1

COVER LETTERS AND TECHNICAL GUIDANCE NOTES

SURVEY

TECHNICAL GUIDANCE

COVER LETTER FOR STANDARD COMPANIES

COVER LETTER FOR SMES

SME POSTCARD

REMINDER LETTER

Government Survey of Environmental Protection Expenditure by Industry: 2010



Please enter company name and address

Please enter 5 digit company reference (if known)

Please complete this form for the Company addressed above but before doing so, please read the instructions below.

Instructions (Please read these before completing the survey)

- The purpose of this survey is to find out how much industry spends annually on protecting the environment. This survey asks questions about spending on measures to reduce various types of environmental impacts. For example, measures to reduce emissions and discharges, dispose of and treat waste, reduce noise pollution, etc. The survey also seeks information on the benefits from actions taken during the year which reduce the impact on the environment, e.g. savings from using raw materials more efficiently or income from selling by-products.
- Depreciation/write-offs and payments of general environmental taxes are not included in this survey.
- The information you provide should preferably be obtained from your accounting system, however if this is not possible then **estimates are acceptable**.
- All expenditure should relate to **2010** or to the financial year **2010/11**, and should relate to **UK operations** only.
- Expenditure should be reported in whole pounds and **exclusive** of VAT.
- Do **not** include any expenditure relating to health and safety.
- Enter **zero** if you made no expenditure or **n/a** if the question is not applicable. Do **not** leave blank.
- Enter **n/k** if the expenditure is not known and you cannot estimate.
- Responses even from companies that have had no costs are very important for the quality of the survey's results. However all companies should attempt to answer questions 1.1 (a), 1.2 B, 1.2. C, 1.3, 2.1 (a), 2.2 (a) and the classification and contact details.**
- When completed please return in the FREEPOST envelope provided by **4 November 2011**
- To:** Defra Environment Survey, Freepost, LON17241, London SW19 4YY
- Please refer to the accompanying **technical guidance notes** for further guidance in filling out this form and examples of environmental protection spending.
- An interactive version of this questionnaire can be found at <http://www.defra.gov.uk/statistics/environment/environmental-survey/>

All responses will be treated in confidence. The information collected is not intended to be used by any person or body to damage or harm the reputation of your company. Individual respondents will not be identified in any reports or other outputs produced as a result of the survey.

Should you require advice completing the form please contact the Survey HELPDESK on 020 8944 3333 (Monday to Friday, 9am to 5pm) or e-mail: defra.survey@urs.com

Contact details

Name in BLOCK letters	<input style="width: 95%;" type="text"/>	Telephone number	<input style="width: 95%;" type="text"/>
			<i>(including national dialling code)</i>
Position in Company	<input style="width: 95%;" type="text"/>	E-mail address	<input style="width: 95%;" type="text"/>

Classification details

- Please specify whether the information provided in this questionnaire is for a site, division, whole company or other
- Number of persons employed (at 31/12/2010) for the unit reported on in this questionnaire
- Turnover in 2010 for the unit reported on in this questionnaire £
- Total Capital Expenditure in 2010 for the unit reported on in this questionnaire £

■ Environmental Protection Expenditure

Environmental protection expenditure is defined as spending incurred by companies **where the primary aim is to reduce environmental pollution** caused during normal operations – that is, expenditure to:

- reduce or prevent emissions to air or water;
- dispose of waste materials;
- protect land, soil and groundwater;
- prevent noise and vibration; or
- protect the natural environment.

Environmental protection expenditure includes:

- operating (running) costs of the company's own 'in-house' environment management and control activities;
- 'external' operating costs including payments to others for environmental protection services such as waste disposal;
- the purchase price of capital goods (to be recorded for the year in which they were introduced); and
- any revenues and cost savings resulting from environmental expenditure e.g. savings from using alternative materials or income from selling by-products.

1. Operating Environmental Protection Expenditure

This section covers in-house expenditure associated with the operation of pollution control or abatement equipment (**1.1 below**) and payments to external organisations for environmental services (**1.2 below**). Waste management and waste disposal costs should also be included. The sum of in-house expenditure and external payments should equal your total operating environmental costs (**1.3 below**).

1.1 In-house operating costs

(a) What were your company's total in-house environmental operating costs in 2010 for all environmental protection facilities and environmental management (including labour, leasing payments for equipment, chemicals etc.)?.....

£ **A**

(b) What are the % estimates of in-house operating expenditure on each environmental protection category below? (Please ensure all percentages add up to **100**).

	Waste water	Air	(Solid) Waste	Soil/ Groundwater	Noise/ Vibrations	Nature Protection	Other	
% of in-house operating costs	<input type="text"/> %	+ <input type="text"/> %	+ <input type="text"/> %	+ <input type="text"/> %	+ <input type="text"/> %	+ <input type="text"/> %	+ <input type="text"/> %	= 100%

1.2 Operating costs paid to EXTERNAL organisations

What sums have been paid to external organisations in 2010 for the following:

- Removal of solid wastes (any waste, including general waste such as paper and cardboard, not classified as liquid waste).
(N.B. Do not deduct revenue from sale of wastes)

£ **B**

of which special/hazardous waste

- Waste water: to Water Service Company for sewage treatment and general sewage charges (not water supply)
- If ZERO please specify why e.g. septic tank or included in leasing cost

£ **C**

to contractors for removal of liquid wastes

£ **D**

- Contaminated soil and/or groundwater. Removal, treatment, site inspection or containment of contaminated soil and/or groundwater

£ **E**

- Regulatory charges, including payments to Environment Agencies or local authorities for discharge consents, consignment notes for special/hazardous waste, Environmental Permit etc.

£ **F**

- Other (please specify)

£ **G**

- **Total EXTERNAL operating costs** (i.e. sum of Box B to Box G).....

£ **H**

1.3 TOTAL Environmental Operating Costs in 2010

What were your company's **TOTAL** environmental operating costs in 2010?

£

This should be equal to the sum of **Box A and Box H**

1.4 Environmental Research and Development

How much was spent during 2010 on Research and Development to reduce the environmental impacts of your company's activities? (This includes in-house R&D and amounts paid to others, such as trade associations and consultants for R&D).....

£

2. Capital Environmental Protection Expenditures

2.1 'End-of-Pipe' Capital Expenditure

'End-of-pipe' equipment is used to treat, handle, measure or dispose of emissions and wastes from production, but **not** equipment which is used in, or as part of, production processes or installations (**covered in 2.2 below**). Examples of 'end-of-pipe' equipment include effluent treatment plant and exhaust air scrubbing systems.

For further examples refer to the technical guidance notes.

(a) What was your company's total capital expenditure (exclusive of VAT) on 'end-of-pipe' pollution control equipment, **which became operational in 2010**, including equipment and installation costs? £

(b) What are the % estimates of 2010 'end-of-pipe' capital expenditure on each environmental protection category below? (Please ensure all percentages add up to **100**).

	Waste water	Air	(Solid) Waste	Soil/ Groundwater	Noise/ Vibrations	Nature Protection	Other	
% of 'end of pipe' capital expenditure	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	= 100%

(c) Please provide a brief description of the main 'end-of-pipe' capital expenditure.

2.2 'Integrated' Capital Expenditure

'Integrated' capital expenditure relates to new or modified production facilities, which have been designed so that environmental protection is an **integral part of the process**.

(a) Most new integrated processes are more efficient and contribute to reducing pollution and/or the use of raw materials in some way. What was the total expenditure on such integrated processes that became operational in 2010? £

(b) The primary aim of some of the expenditure recorded in 2.2(a) may not be to reduce environmental pollution. What is the element that specifically relates to the additional cost of environmentally friendly processes? £

For example, if a new production process was installed in which the design takes account of environmental protection requirements, the environmental protection expenditure comprises the extra cost compared with a cheaper and less environmentally friendly alternative. It can also include the adaptation of an existing installation/process. The environmental protection expenditure is then the total purchase cost of the adaptation.

(c) Of the expenditure recorded in 2.2(b), what are the percentages on each of the environmental protection categories shown below? (Please ensure all percentages add up to **100**).

	Waste water	Air	(Solid) Waste	Soil/ Groundwater	Noise/ Vibrations	Nature Protection	Other	
% of 'integrated' capital expenditure	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	= 100%

(d) Please provide a brief description of the main 'integrated' capital expenditure.

2.3 Main reason for Environmental Capital Expenditure

Please give one reason for your environmental capital expenditure (Please tick one box only)

- Environmental regulation compliance
- Equipment upgrade
- Environmental taxes e.g. climate change levy
- Greenhouse gas emission reduction
- Parent company or owner policy/corporate social responsibility policy
- Other

If other please specify

3. Cost Savings and Income

This section covers cost savings or income arising from expenditures or process changes taken in 2010 that have resulted in environmental improvements.

3.1 Annual savings against business as usual, resulting from:

	Cost Savings	Quantities
(i) improved use of or substitution of raw materials.....	£ <input type="text"/>	<input type="text"/> tonnes
(ii) more efficient water use or reductions in effluent	£ <input type="text"/>	<input type="text"/> cubic metres
(iii) more efficient energy use.....	£ <input type="text"/>	<input type="text"/> kwh
(iv) savings in waste disposal costs	£ <input type="text"/>	<input type="text"/> tonnes
(v) other	£ <input type="text"/>	

3.2 What is the annual level of income, if any, that has been obtained from the sale of by-products arising from expenditures or process changes taken in 2010 that have resulted in environmental improvements?.....

£

Please note that income from the sale of by-products should only be reported where these products are additional to the company's core business.

4. Environmental Management Systems

4.1a) Which of the following Environmental Management Systems have you implemented? (Please tick all that apply)

ISO14001 EMAS In-House (Self-certified) None Don't know

Other (please specify)

4.1b) If answer to Q4.1a) is None, please state reason(s):

4.2a) If implemented before 2010, what were the costs of maintaining your EM system(s) in 2010?

£

4.2b) If implemented during 2010, what were the implementation costs of your EM system(s), including consultancy and certification fees?

£

4.2c) How much of these costs relate to consultation and certification fees?

£

Additional information

- How long did it take you to complete this questionnaire? hours mins
Please include the time required to retrieve/compile the relevant information.

- Are there any comments you would like to make (including reporting on other actions you may have taken to reduce the impact of your company's activities on the environment)?

Thank you for your assistance

Please return the questionnaire in the FREEPOST envelope provided or email it by 4 November 2011, to Defra Environment Survey, Freepost, LON17241, London SW19 4YY

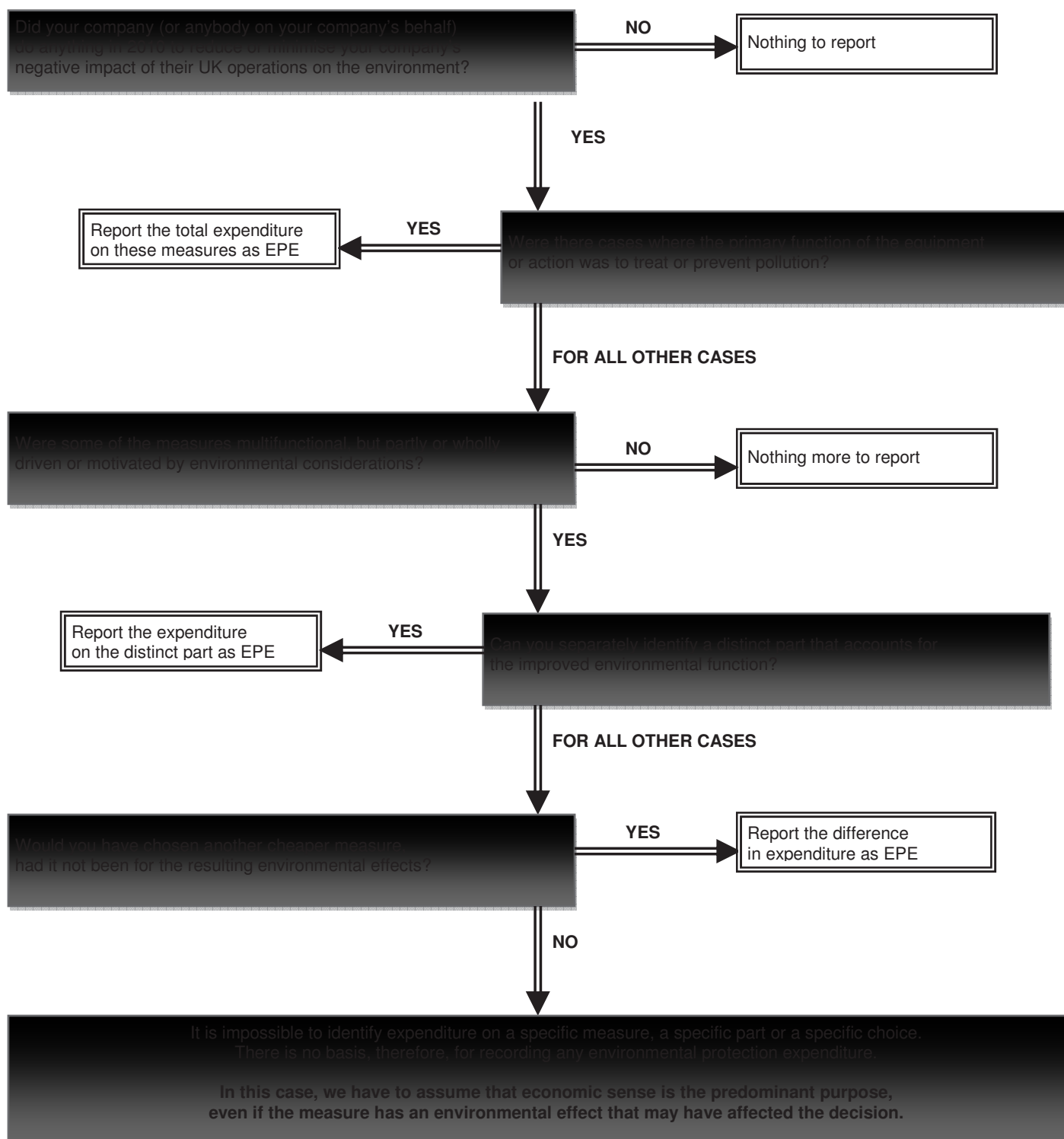
**GUIDANCE NOTE FOR
ENVIRONMENTAL PROTECTION EXPENDITURE BY INDUSTRY
– DEFRA SURVEY 2010**

Environmental protection is an action or activity (which involves the use of equipment, labour, manufacturing techniques and practices, information networks and products) where the main purpose is to collect, treat, reduce, prevent or eliminate pollutants and pollution or any other degradation of the environment resulting from the operating activity of the company.

It may include activities, which generate marketable by-products or result in savings (**section 3**). Environmental protection expenditure (EPE) can be divided into operating and capital expenditure (**sections 1 and 2**).

The aim is not to try to identify an environmental component in everything your business does, but rather to single out a few specific activities that are clearly guided by environmental considerations. When the main direct function or effect is normal production, and not environmental protection, only part (if any) of the expenditure should be included (extra cost, environmental share). This means that you include only measures that are clearly driven or motivated by environmental considerations, and exclude all other measures, regardless of their effect.

The decision tree below illustrates schematically how you could retrieve relevant information and estimate environmental protection expenditure:



Even responses from companies that have had little or no environmental expenditure are important for the quality of this survey's results. Therefore we gratefully accept partly filled questionnaires or questionnaires with no expenditure.

Thank you for your participation.

Front page: CONTACT DETAILS

Name (of the person completing the questionnaire)
Telephone number (including national dialling code)
Position in the company (e.g. Environmental Manager/Finance Director)
E-mail address

Front page: CLASSIFICATION DETAILS

Please specify which unit the information provided in the questionnaire was filled in for (i.e. a site, division, whole company or other).

The number of persons employed at the specified unit – employees are persons who work for an employer and who have a contract of employment and receive compensation in the form of wages, salaries, fees, gratuities, piecework pay or remuneration in kind. The relationship of employer to employee exists when there is an agreement, which may be formal or informal, between an enterprise and a person, normally entered into voluntarily by both parties, whereby the person works for the enterprise in return for remuneration in cash or in kind. A worker is considered to be a wage or salary earner of a particular unit if he or she receives a wage or salary from the unit regardless of where the work is done (in or outside the production unit). A worker from a temporary employment agency is considered to be an employee of the temporary employment agency and not of the unit (customer) in which they work. Employees include part-time workers, seasonal workers, persons on strike or on short-term leave, but excludes those persons on long-term leave. Employees do not include voluntary workers. Please complete this box for the unit (site, division, whole company or other) specified at the top of this section.

Unit Turnover in 2010 – the turnover of the unit (site, division, whole company or other) specified at the top of this section.

Total capital expenditure in 2010 - this is your total capital expenditure ("CAPEX") during 2010 for the unit specified, not just the environmental CAPEX.

1. UK OPERATING ENVIRONMENTAL PROTECTION EXPENDITURE

1.1a	Box A) In-house operating costs include all expenditure for environmental protection except purchases of environmental protection services from external organisations. Only expenditure relating to ENVIRONMENTAL PROTECTION ACTIVITIES E.g. management of on-site waste water treatment, air pollution control equipment, should be included.	Labour <ul style="list-style-type: none">• Operating• Supervisory• Maintenance staff• Staff training• Monitoring	Energy cost <ul style="list-style-type: none">• Operation & maintenance cost• Electricity• Natural gas & other fuels Operating & maintenance cost <ul style="list-style-type: none">• Emergency provision• Insurance premiums• Leasing payments (but not interest or depreciation)	Environmental management <ul style="list-style-type: none">• Reporting• Monitoring• Development plans• Management Systems Materials & service cost <ul style="list-style-type: none">• Replacement costs• Chemicals, filters
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1.1b **In-house operating cost media category percentages.**
2010 in-house operating expenditure (set out in **Box A**) needs to be split into percentage estimates for each category shown. These categories **must sum** to 100 percent. Use estimates where necessary.

1.2	Operating costs paid to external organisations for the treatment &/or disposal or investigation of the following.	Box B) Solid wastes (any waste, including general waste such as paper and cardboard, not classified as liquid waste): Including active, inert, hazardous (special) & non-hazardous wastes, for example but not exclusively. The first box (Box B) should include all solid waste (any hazardous or special waste included in the total should also be entered separately in the box below indented to the left). <ul style="list-style-type: none">• Absorbents• Animal waste products• Asbestos disposal (not removal)• Bark and waste ash• Coal and coke residues• Contaminated earth, soil and items• Drill cuttings and heads• Dust and grit• Earth metal oxides and carbonates• End of Life equipment• Fats and greases• Particulate matter• Plastics and rags• Polymers• Process Consumables• Production residues• Pressed sludge• Resins• Refractory bricks• Sludge e.g. from tannery• Soda equipment• Soiled swabs
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- Filter dust and pulp fibres
- Filter materials
- Fission products
- Fuel ash and carbon
- General waste (e.g. paper)
- Heavy metal precipitates and residues
- Incinerator ash and soot
- Inorganic solids
- Metal fuel cladding
- Metal, metalloids and metal salts
- Oily scale
- Organic acid salts
- Overburden (tailings)
- Packaging waste and scrap components
- Paint residues
- Paper, card and other office consumables
- Spent catalyst and molecular sieve
- Spray booth residues
- Sulphur, sulphates and sulphides
- Synthetic materials
- Tar and solid bitumen
- Transuranic elements
- Unused materials, natural, semi-synthetic and synthetic fibres
- Waste dyes
- Water treatment chemicals

Hazardous (special) waste includes for example:

- Leachable toxic waste
- PCB wastes
- Wastes containing dioxin

Box C) Wastewater: Waste, which may be directly discharged to sewer or watercourse (with or without treatment), for example but not exclusively. **It is expected that almost every company should have an entry for this section as this includes both domestic and industrial uses. If a zero is stated please specify why (for example septic tank or included in leasing costs).**

- Sewage treatment charges to Water PLC
- Discharge to sewer (Water PLC)
- Discharge to controlled waters

Box D) Liquid wastes

Contractors charges to remove & dispose of liquid waste, for example but not exclusively:

- Adhesives, bondants & glues
- Alpha and beta sources
- Aqueous scrubber liquors
- Aqueous waste containing chromium, magnesium & zinc
- Biocides
- Bonding & sizing agents
- Chlorinated & non-chlorinated solvents
- Coal tar
- Cutting & mineral oils
- Degreasers
- Detergents & disinfectants
- Effluents & their treatment chemicals
- Fabric treatment chemicals
- Fire retardant
- Halogenated solvents
- Hydrocarbon solvents
- Leaching solution
- Leather softeners
- Lignin degradation products
- Lubricants & mineral oils
- Metal solutions
- Methanol, ethanol, etc.
- Oil contaminated water discharge
- Oil releases & fuel oils
- Organic acids & alkalis
- Organic dyes
- Particulate matter contaminating water discharge
- Pesticides
- Printing inks, paints & dyes
- Process sludge
- Radioactive effluents & Cobalt 60
- Sludge contaminated with heavy metals
- Sulphate from hydrosulphite bleaching
- Uranium solution
- Wood preservative
- Waste acids & liquors
- Waste water
- Water treatment effluent & chemicals

Box E) Contaminated soil & groundwater: Investigation, removal, treatment, site inspection, or containment of contaminated land or groundwater, for example but not exclusively:

- Monitoring
- Dig & dump
- Pump & treat
- Containment systems

Box F) Regulatory charges

For example, but not exclusively:

- Environment Agency &/or Local Authority charges
- Trade Effluent Discharge Consents
- Waste Management licences
- Consignment Note charges

Box G) Other

For example, but not exclusively:

- Environmental consultants for consultancy services, if they do not clearly fall under categories A – F above) e.g. ISO 14001 (but not for R&D – see **section 1.4**)

Box H) Total external costs

Total external cost is the sum of boxes B to G (**this does not include the hazardous (special) waste box**).

1.4 Environmental Research & Development	Research and development comprises creative work undertaken on a systematic basis in order to increase the stock of knowledge and the use of this knowledge to devise new applications in the field of environmental protection.
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2. CAPITAL ENVIRONMENTAL PROTECTION EXPENDITURE

2.1a 'End of pipe' Capital Expenditure is defined as capital expenditure for methods, technologies, processes or equipment designed to collect, remove pollution and pollutants after their creation, prevent the spread of and measure pollution, and treat and dispose of pollutants generated by the operating activity of the company.

Including both equipment & installation expenditure (examples are given but the list is not comprehensive)

Pollution Control Equipment Expenditure, e.g.:	<ul style="list-style-type: none"> • Primary pollution control devices • Auxiliary Equipment • Instrumentation • Any associated freight equipment • Ancillaries - signage, consumables
Installation expenditure e.g.:	<ul style="list-style-type: none"> • Project definition, design & planning • Purchase of land • General site preparation • Engineering, construction & field expenses • Contractor selection cost & contractor fees

2.1b 'End of pipe' Capital Expenditure media category percentages. 'End of pipe' capital expenditure (set out in **Box 2.1a**) needs to be split into percentage estimates for each category given. These categories **must sum to 100** percent. Use estimates where necessary.

For example with relation to specific environmental areas, but not exclusively:

Wastewater	<ul style="list-style-type: none"> • Tanks & tankers for storage & transport • Waste water treatment plant • Filter presses • Lock out controls on tanks/pipes • Staged interceptors • Flow monitoring equipment
Air	<ul style="list-style-type: none"> • Caustic scrubber • Passive filters (activated carbon etc) • Fume hoods • Stacks, fans etc • Odour mask systems
Solid Waste	<ul style="list-style-type: none"> • Equipment for storage & transport of waste • Equipment for the treatment of waste • Waste compounds • Bunded areas
Soil / Groundwater	<ul style="list-style-type: none"> • Pumps controlling water table • Groundwater monitoring sites • Hard standing repair
Noise & Vibration	<ul style="list-style-type: none"> • Equipment for encasement & acoustic insulation of machines • Acoustic screening
Nature Protection	<ul style="list-style-type: none"> • Rehabilitation or redevelopment of damaged landscape • Conservation measures
Other	<ul style="list-style-type: none"> • Activities not classified above

2.1c 'End-of-pipe' key expenditure Please provide a brief description of the main 'end-of-pipe' capital expenditure (e.g. exhaust air scrubbing system). This would normally relate to the largest percentage entered in 2.1(b).

2.2a 'Integrated' Capital Expenditure, which has a beneficial effect on the environment, relates to new or modified production facilities, which have been designed so that environmental protection is an integrated part of the process.

Integrated capital expenditure also includes capital expenditures for methods, processes and technologies and equipment that are integrated with the overall operating activity. Most new integrated processes are more efficient and contribute to reducing pollution and/or the use of raw materials in some way. Please state your total expenditure of such integrated processes that became operational in 2010.

Investment in this area may be particularly difficult to identify due to the highly specific nature of these projects, however some examples of the type of project, which would qualify as an example under this heading are given below (**section 2.2c**).

2.2b Element of 'Integrated' Capital Expenditure that specifically relates to the additional cost of environmentally friendly processes.

The primary aim of some of the expenditure recorded in 2.2a may not be to reduce environmental pollution. Please identify the element that specifically relates to the additional cost of environmentally friendly processes. For example if a new process was installed in which the design takes account of environmental protection requirements, the environmental protection expenditure comprises the extra cost compared with a cheaper and less environmentally friendly alternative. It can also include the adaptation of an existing installation/process. The environmental expenditure is then the total purchase cost of the adaptation.

When the selected option is standard technology and there is no cheaper less environmentally beneficial alternative available to the company, the measure is by definition not an environmental protection activity, and no environmental protection expenditure should be reported.

2.2c Integrated capital expenditure media category percentages. 2010 'Integrated' capital expenditure (set out in Box 2.2b) needs to be split into percentage estimates for each category given. These categories must sum to 100 percent. Use estimates where necessary.	For example with relation to specific environmental areas, but not exclusively:	
	Wastewater	<ul style="list-style-type: none"> Equipment & plant linked to cleaner technology Installations for reductions in water use & reuse of water
	Air	<ul style="list-style-type: none"> Equipment & plant linked to cleaner technology Installations for reuse of waste gas to prevent air pollution Installations for use of environmentally friendly raw material & auxiliary material
	Solid Waste	<ul style="list-style-type: none"> Equipment & plant linked to cleaner technology Installation for reuse of materials in the production process Plant producing products where waste has a value in-house or externally (but not if "core" company activity)
	Soil / groundwater	<ul style="list-style-type: none"> Equipment & plant linked to cleaner technology Installations for triple walled tanks & overfill protection devices Lock out devices on tanks & pipe work for security, which nonetheless protect the environment
	Noise & Vibration	<ul style="list-style-type: none"> Equipment & plant linked to cleaner technology Equipment & machines designed or constructed for low noise or vibration level Regrouping of installations to reduce noise & vibration pollution
Nature Protection	<ul style="list-style-type: none"> Adaptation of plant or structures to provide habitat or wildlife protection 	

2.2d Integrated key expenditure Please provide a brief description of the main integrated capital expenditure. This would normally relate to the largest percentage entered in 2.2(c).

2.3 Main reason for capital expenditure Please tick **one** box only. If "other" is the reason chosen, please specify the exact reason.

3. COST SAVINGS & INCOME

3.1 Annual cost savings as a result of expenditures or process changes taken in 2010 that have resulted in environmental improvements	Including reduced material costs, energy savings (but only from environmental protection activities), labour savings, savings from reduced regulatory charges. Exclude income from by products – see section 3.2 . Please identify separately cost savings as well as quantities from: <ol style="list-style-type: none"> Improved use of or substitution of raw materials (£ and tonnes) Reduction in water use or production of effluent (£ and cubic metres) Reductions in energy use (£ and kWh) Savings in waste disposal costs (£ and tonnes) Other.
3.2 Annual level of income obtained from the sale of by-products	Value of sales from recovered materials but only where these are additional to the company's core activity. For example energy generated from waste incineration (only the energy generated by the operating activity of the company) and recovered material generated from the company's waste management activities (e.g. collection and sale of metal scrap).

4. ENVIRONMENTAL MANAGEMENT SYSTEMS

4.1(a) Which of the Environmental Management Systems (EMS) have you implemented? Please tick all that apply. If you have implemented another type of scheme, please specify details in the box below.

4.1 (b) If you have answered "None" to 4.1(a) above, please state the reason why an EMS has not been implemented.

4.2a If your EMS was implemented before 2010, what were the maintenance costs (in pounds) in 2010?

4.2b If implemented during 2010, what were the implementation costs (in pounds) of the EMS including consultancy and certification fees?

4.2c How much of these costs (in pounds) relate to consultation and certification fees?

ADDITIONAL INFORMATION

- How long did it take you to complete the questionnaire in hours and minutes?
- Are there any extra comments you would like to make? This can include details of efforts your company has made to reduce its environmental impact.

NEED HELP?

For more information:

- Contact the Survey HELPDESK:
 - By phone on 020 8944 3333 (Monday to Friday, 9am to 5pm) or
 - By e-mail at defra.survey@urs.com
- Alternatively, visit the survey website www.defra.gov.uk/statistics/environment/environmental-survey

Department for Environment, Food and Rural Affairs
Environmental Statistics and Indicators
Foss House, Kings Pool, 1-2 Peasholme Green, York YO1 7PX



Survey Helpline: 020 8944 3333

Email: defra.survey@urs.com

Web: <http://www.defra.gov.uk/statistics/environment/environmental-survey/>

«Title» «First_Name» «Last_Name»

«Position»

«Company name»

«Address_Line_1»

«Address_Line_2»

«Address_Line_3»

«Address_Line_4»

«Address_Line_5»«Post_Code»

Date: September 2011

Dear «Title» «Last_Name»

Government Survey: Environmental Protection Expenditure in 2010

Your company has been selected to participate in this year's survey of UK industry spending on environmental protection and I would appreciate your help in completing the questionnaire. The survey returns will help us to assess how spending is changing and to compare spending by UK industries to those in other EU countries. It can also be used to support evidence based policy making. We publish the results of the survey on our website.

By returning the survey questionnaire you will be helping to establish more accurate estimates for your industry. You can also use the information reported to benchmark your performance and highlight any potential issues or opportunities for your company.

Please return your completed questionnaire by **4 November 2011** using the FREEPOST envelope enclosed or completing an electronic copy available from the survey website. If any requested information is not available, please provide your best estimates.

If you have any questions, please visit the survey website or contact the Survey Helpdesk:

- phone: 020 8944 3333 (Monday to Friday, 9am to 5pm)
- e-mail: defra.survey@urs.com
- survey website: <http://www.defra.gov.uk/statistics/environment/environmental-survey/>

Thank you for your time,

Louise Rawlings
Statistician, Green Economy Statistics



Department for Environment, Food and Rural Affairs
Environmental Statistics and Indicators
Foss House, Kings Pool, 1-2 Peasholme Green, York YO1 7PX



Survey Helpline: 020 8944 3333

Email: defra.survey@urs.com

Web: <http://www.defra.gov.uk/statistics/environment/environmental-survey/>

«Title» «First_Name» «Last_Name»

«Position»

«Company name»

«Address_Line_1»

«Address_Line_2»

«Address_Line_3»

«Address_Line_4»

«Address_Line_5»«Post_Code»

Date: September 2011

Dear «Title» «Last_Name»

Government Survey: Environmental Protection Expenditure in 2010

Your company has been selected to participate in this year's survey of UK industry spending on environmental protection. The survey returns will help us to assess how spending is changing and to compare spending by UK industries to those in other EU countries. It can also be used to support evidence based policy making. The results of the survey are published on our website.

Even basic information from every company selected is really valuable to us. It helps us build a full picture of spending on protecting the environment by all companies large and small. If any requested information is not available, please provide your best estimates.

As a minimum, please complete the following boxes on the questionnaire:

- contact and classification details sections on the first page; and
- section 1.2: Operating costs paid to external organisations for waste disposal and for wastewater disposal.

Please return your completed questionnaire by **4 November 2011** using the FREEPOST envelope enclosed. Alternatively, you can complete an electronic copy, available from the survey website, and email it to us.

If you have any questions, please visit the survey website or contact the Survey Helpdesk:

- phone: 020 8944 3333 (Monday to Friday, 9am to 5pm)
- e-mail: defra.survey@urs.com
- survey website: <http://www.defra.gov.uk/statistics/environment/environmental-survey/>

Thank you for participating,

Louise Rawlings
Statistician, Green Economy Statistics



Are you confused about what this questionnaire means for you?

Each year we receive calls from small companies or family businesses that think this survey is not relevant to them. They think it looks complicated and technical and feel they have a small turnover and don't spend much on protecting the environment.

Even basic information from every company selected is really valuable to us. It helps us build a full picture of the efforts being made by all companies - large and small - in order to protect the environment.

You may be surprised about what you spend on protecting the environment every month without thinking about it. Even paying your monthly sewage bill or paying for skips to take away your waste for recycling counts as spending on protecting the environment - that's why we want to know about it.

We would be really grateful if you could spend a few minutes to help us make this survey really effective. If you can't complete it all, answering Question 1.2 on your spending on waste and wastewater will still really help us. The Classification Details on the front page will tell us a bit more about your company.

We understand that you have very many pressures when running a business, and we're really grateful for your time.

Please call the Survey Helpdesk on 020 8944 3333 or email defra.survey@urs.com if you have any questions or need help with the survey.

THANK YOU

Department for Environment, Food and Rural Affairs
Environmental Statistics and Indicators
Foss House, Kings Pool, 1-2 Peasholme Green, York YO1 7PX



Survey Helpline: 020 8944 3333

Email: defra.survey@urs.com

Web: www.defra.gov.uk/statistics/environment/environmental-survey

«Title» «First_Name» «Last_Name»

«Position»

«Company name»

«Address_Line_1»

«Address_Line_2»

«Address_Line_3»

«Address_Line_4»

«Address_Line_5»«Post_Code»

Date: October 2011

Dear Sir/Madam

Government Survey: Environmental Protection Expenditure in 2010

Your company was recently invited to participate in a survey to establish how much UK industry spends on environmental protection. According to our records, we have not yet received your company's completed questionnaire. If you have already completed and returned it, please ignore this letter and accept our thanks for taking part.

It is important to obtain information from companies such as yours so that we can make more reliable estimates of environmental protection spending by UK industry. The survey returns will help us to assess how spending is changing and to compare spending by UK industries to those in other EU countries. If you are unable to provide actual expenditure figures, please provide best estimates.

As a result of feedback, the deadline for returning the questionnaire has been extended to **2 December 2011**. Please return your completed questionnaire by this date to: Defra Environment Survey, FREEPOST, LON 17241, London, SW19 4YY. Alternatively, you can download an electronic version from the survey website and return a completed copy via the helpdesk email address below.

If you have any questions, please visit the survey website or contact the Survey Helpdesk run on Defra's behalf by URS Scott Wilson:

- phone: 020 8944 3333 (Monday to Friday, 9am to 5pm)
- e-mail: defra.survey@urs.com
- survey website: www.defra.gov.uk/statistics/environment/environmental-survey

Thank you for your time,

Louise Rawlings
Statistician, Green Economy Statistics

