

STEPS TO ENVIRONMENTAL MANAGEMENT SCHEME



STEM is exactly as the name suggests; a step-by-step guide to putting an environmental management system

in place within your business. It is a **free** and self-certifying scheme. We have tried to limit the amount of paperwork required by incorporating STEM with our online carbon management tool, the South East Business Carbon Hub (see back cover for more details).

Benefit to your business

- Enhances green credentials
- Reduces costs by removing inefficiencies
- Assists you in maintaining a legal business
- Prepares you for attaining the Carbon Trust Standard, BS 8555 or ISO 14001

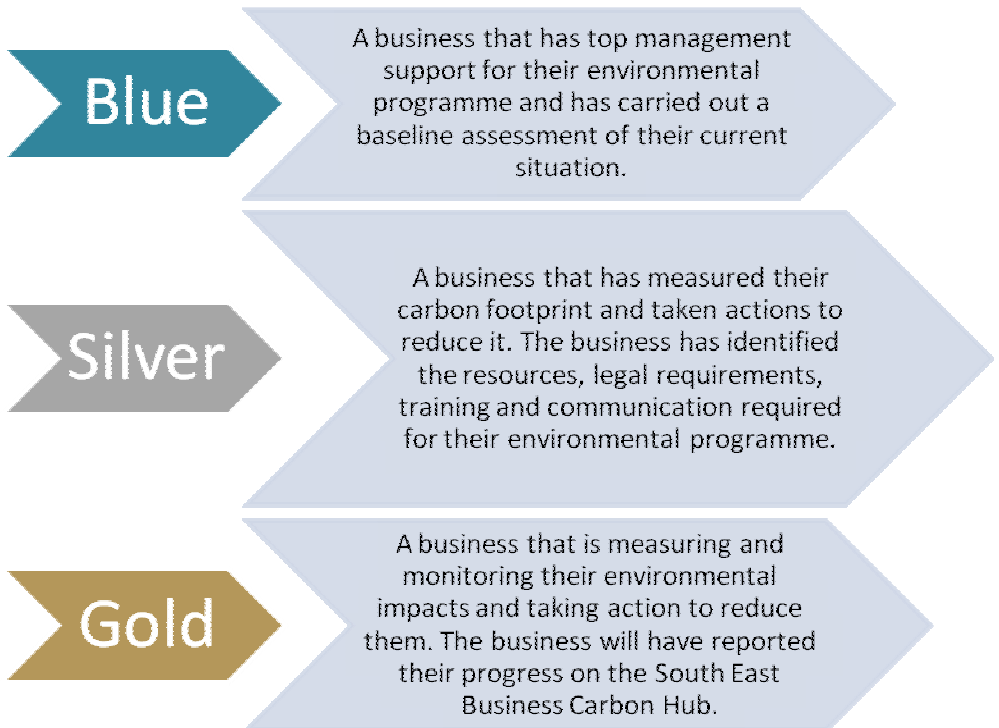
Eligibility

This scheme is free to businesses that are members of the South East Business Carbon Hub. To join, your organisation must meet all of the following requirements:

- Based in the South East and employ less than 250 employees
- Have a turnover of less than £34.9 million or balance sheet less than £30 million.
- Not be owned by a large organisation by more than 25%
- Have received less than €200,000 of state aid in the last 3 years

What's involved in STEM

STEM has three levels: blue, silver and gold. These levels correspond to the three phases of the National Standard BS 8555.



To qualify for each level, there are several actions that need to be carried out and these are documented in our simple assessment form, which will be provided once you have joined the scheme. The form guides you through each action detailing the information required as well as providing useful templates. Our Carbon Hub Advisor is available should you need help at any stage.

Timelines

We estimate that businesses can reach Gold level in about 12 months. Some businesses may be able to achieve this faster if they have already started improving their environmental performance. We estimate that each level will take about 4 months.

Renewing your certificate

The STEM certificate is valid for 12 months. You will have to re-submit your assessment form annually to maintain accreditation.

Audits

In order to maintain the standard of the scheme, some businesses will be audited by an advisor. You will be given two weeks' notice of this audit and a list of documents that will need to be presented as evidence. We will provide any necessary guidance and assistance for this audit.



What next?

On achieving the Gold level of STEM, your business will be well positioned to apply for an internationally recognised environmental certification such as BS 8555, ISO 14001, or the Carbon Trust Standard. The IEMA Acorn Scheme can help you achieve BS 8555 and ISO 14001; for more information please visit www.iema.net/ems/acorn_scheme/acornpart. For more information about the Carbon Trust Standard and certification for SMEs, please visit www.carbontruststandard.com/SME.

Support

The Carbon Trust says:

“We welcome the STEM scheme because it will help small and growing businesses start the journey to cutting their carbon footprint.”

Harry Morrison, Director of Certification & Accreditation Services

South East Business Carbon Hub

STEM is used in conjunction with the online carbon management tool, the South East Business Carbon Hub. This is free to eligible businesses and provides a useful platform for measuring, managing and reducing carbon emissions.

How to apply

You must be a member of the South East Business Carbon Hub in order to join STEM. If you are already a member, go to the Hub section on the website to download your STEM assessment form.

Non-members can join the hub by contacting us at the below and we will send you a South East Business Carbon Hub registration form.

Contact

Email: carbon.hub@kent.gov.uk

Telephone: 01622 696950

Post: South East Business Carbon Hub, 2nd Floor Invicta House, Kent County Council, County Hall, Maidstone ME14 1XX.

Web: www.kent.gov.uk/businesscarbonhub