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Executive Head Global Compact  
United Nations Global Compact Office  
United Nations  
New York NY 10017, USA

Rotterdam, 27 October 2008

Subject: Saybolt's support and Communication on Progress

Dear Sir,

With attached Communication on Progress, Saybolt pledges her support for the United Nations Global Compact for the sixth time since 2002 when Saybolt International and the Rabobank Group were the first in the Netherlands to commit themselves to the principles set out at that time.

During the constitutional meeting of the Netherlands Network of the UN Global Compact in May 2007 at Unilever Corporate Headquarters in Rotterdam, Saybolt was present and witnessed a group of stakeholders showing dedication to addressing the ten UN Global Compact principles. When 80% of all members attend this meeting, one can conclude there is a broad support for a 'national chapter' of the UN Global Compact.

Today I would like to prolong our support to the 10 Principles of the UN Global Compact.

As mentioned above, this letter is accompanied by the Communication on Progress, giving insight in how Saybolt International is supporting the UN Global Compact Principles.

Sincerely yours,



Jan Heinsbroek

President

## *United Nations Global Compact*

### *Saybolt International Communication on Progress (CoP)*

*This Communication on Progress contains an overview of the activities that were undertaken by Saybolt International throughout its world-wide network in the period 2007-2008, but also reflects on actions covering the period 2002-2007.*

#### **1. Saybolt International: a brief introduction**

Saybolt International, founded in 1897, is one of the leading companies in the field of independent inspection, verification, monitoring and analytical services. In its 215 offices and 104 laboratories it employs approximately 3,000 permanent staff located in over 85 country offices around the world.

Saybolt operates on a global scale in the oil & gas, as well as in the petro-chemical, chemical and agricultural industry. On these crossroads, Saybolt furthermore developed a specialism in biofuels and is one of the first to commercially work on jatropha projects. Saybolt provides services to private sector clients, as well as governments and international organisations, mainly in the field of humanitarian aid monitoring.

Saybolt International joined the UN Global Compact in 2002.

Saybolt is part of the Core Laboratories group of companies (Corelab). The Corelab shares are traded on the New York Stock Exchange (symbol "CLB").

#### **2. UN Global Compact Awareness: Newsletter Contributions**

Upon signing up to the UN Global Compact, the first stage was to inform staff throughout our network of the ambitions of the management to actively engage in the promotion of the goals formulated as part of the Global Compact.

In various contributions in the widely circulated Saybolt International Newsletter, attention was drawn to the UN Global Compact, its history, origin and most importantly: the ten principles on Human Rights, Labour, Environment and preventing Corruption. Furthermore, visiting the UN website was promoted.

Subsequently, information on the added tenth principle (preventing corruption) was also widely publicised. This principle fits very well within the context of the Saybolt Compliance Code, which focuses in concrete detail on measures that assist in preventing and fighting bribery and corruption.

In several editorials, the President of Saybolt International underscored the importance of the Global Compact and its Principles. He also announced special programmes that would be developed and implemented as of 2003. As a first topic, the issue of HIV/Aids and the workplace was identified. This was in particular relevant since the company operates world-wide including in countries posing a high risk. We only have to look at the situation regarding HIV/AIDS prevalence

in countries such as South Africa, Russia and Ukraine in order to understand the significance of the issue at stake.

A few newsletters have been attached to this report. Later in 2009, coinciding with the launch of the new corporate website, part of the website will be exclusively devoted to the UN Global Compact activities.

### ***3. Area and Country Managers Meetings & Annual Reports***

Periodically, Saybolt area managers and country managers meet in order to report and debate the progress of business activities worldwide. At such meetings progress reports on UN Global Compact activities are presented. The latest example of this was the 2008 country managers meeting in Rotterdam, covering our special Paper management theme 2008.

The occasions were used by the senior management to demonstrate their commitment to the principles and goals set out in the Global Compact. In the presentations, projects and activities were launched, explained and subsequently reported upon.

It is also during these meetings that progress is monitored and results on implementation are presented.

Saybolt does not publish an individual annual report. The reporting is consolidated through the annual report of the mother company, Core Laboratories. Since a new website will be launched shortly, we will inform our stakeholders of our efforts and results via pages on the website, dedicated to the UN Global Compact. Continuing the Saybolt International Newsletters as well as a dedicated part of the new corporate website are good starting points.

## **4. Activities & Practical Action**

### ***4.1 Special Theme: HIV/Aids and the Workplace (2003-2004)***

Since Saybolt International operates world-wide, it is also affected by the tragic consequences of this epidemic. In particular operations in Sub-Sahara Africa, Russia and Ukraine are exposed to increased risks.

The awareness programme that was introduced among all staff members focused on two tracks: first of all awareness and prevention and secondly applying the non-discrimination principle and company support for those infected. A special policy on HIV/AIDS and the workplace was already in place.

The introduction and implementation of this awareness programme was achieved in the following manner.

1. Material available through UN Global Compact and (in this case) the ILO was used as a basis. Of particular value was the fact that various information was already available in translated form (Russian, Spanish). This will certainly contribute to reaching the maximum possible number of staff.
2. Presentations and documentation were disseminated among (first of all) the area managers. The President of Saybolt International introduced the topic.

3. The area managers were tasked with introducing the material to the respective country managers who in turn were made responsible for informing the staff operating at the various country-offices and laboratories.

In addition to this implementation scheme, the area -as well as- country managers had to sign declarations in which they confirm their implementation activities. During internal audits, the participation was confirmed.

#### **4.2. Special Theme: Environmental Care – Health & Safety (2004/2005)**

This theme requires further clarification in view of its broad scope.

The core activities of the company include the sampling, analysis and storage/disposal of oil, oil products, petro-chemicals and chemicals. By definition tasks that should be executed in accordance with strict norms and due care, in order to safeguard health & safety standards and protection of the environment.

It is mainly on these operational aspects that Saybolt focused. It goes without saying that guidelines and policies are in place to properly conduct the required sampling and testing activities. It seems nevertheless advisable to review the implementation and execution of these guidelines on a regular basis, as we do.

In particular, attention was drawn to the day-to-day environmental management and health & safety standards in the offices around the world.

In addition to the health & safety and environmental policies that are part of the internal audit function, Saybolt launched a review of its existing policies. As a first step, an extensive questionnaire was developed that had to be completed by every Saybolt office around the globe.

The results of the environmental review were discussed during the Area Managers Meeting in September 2004 and it was decided to extend the focus on environmental policies into 2005.

One of the main conclusions was that environmental compliance with domestic legislation and company policies was good to excellent. Where in particular the Saybolt offices thought they could outperform the minimum standards, was in day-to-day environmental care in the offices. In particular small efforts such as waste separation (paper, metals, plastics) will receive more attention.

#### **4.3. Special Theme: Fighting Bribery and Corruption (2005/2006)**

While the UN Global Compact was considering adding its tenth principle:

“Businesses should work against corruption in all its forms including extortion and bribery”

Saybolt was already actively engaged in the drafting process of a new ethics and compliance code that includes a significant part dealing with preventing and fighting corruption. This effort being a follow up to the ethics policies that were already in place for many years, but deserved further updating and fine-tuning.

At first instance, the Saybolt efforts were directed towards developing a compliance code in the International Federation of Inspection Agencies (IFIA). IFIA is the industrial federation that represents the interests of – and develops standards and policies for – the international

inspection, testing and certification industry. Saybolt considers it of utmost importance that anti-corruption measures are based on the broadest possible participation within a specific industry or industry segment.

Late 2003, the IFIA Compliance Code was adopted and beginning 2004 it was fully implemented in the Saybolt global operating procedures. A copy of the Compliance Code has been attached to this report.

The Saybolt Compliance Code provides principles as well as 'behavioural' guidelines in order to prevent and address corruption, bribery and other unethical behaviour.

As part of its global implementation, every staff member has to undergo compliance training. After the training he/she has to take an online compliance exam. The staff also has to sign a declaration that the code and its implications are well understood. These documents form part of the personnel file of the individual employee. Every year, a mandatory compliance refresher course and exam is scheduled.

As part of the implementation process, a helpline is available. Senior management participates in a Global Compliance Committee that meets every quarter to monitor implementation of compliance issues and resolve questions on ethics that might arise.

#### **4.4. Special Theme: Elimination of Discrimination (2006/2007)**

"Businesses should uphold the elimination of discrimination in respect of employment and occupation"

As inspection and testing is very much a task of humans, Saybolt's human resources are hence one of the biggest assets. Discrimination in respect of employment and occupation would therefore be an irrational limitation of a company's own abilities to form the best production mix. As a commercial company, however, Saybolt does not hire people who are not up to providing the best service to our customers, no matter what race, colour, sex, sexual orientation, religion, political opinion, national extraction or social origin they have.

Not only with employment access, but also when being a Saybolt employee, effort is made to ensure discrimination is eliminated. Within Saybolt terms and conditions for employment issues like maternity leave and equal employment remuneration and working hours are common. Also, for a company in such a male dominated sector, Saybolt has a striking male-female balance.

An inventory was made at the U.S. and Netherlands H.R. departments, the backbones of the Saybolt organisation. Because of Saybolt's policy that many aspects of a person's identity are not relevant in a work relation, much basic information needed to measure discrimination is not available.

Feedback from our U.S. offices show for instance that policies on Equal Opportunity state within Policy 165 that all employees should enjoy a work environment "*free from all sorts of discrimination, including sexual harassment*".

And policy nr 110, more generally, states that:

*"Management and supervisory personnel of Core Laboratories are responsible for implementing consistent procedures to ensure the elimination of any discriminatory practice, either intentional or inadvertent, with respect to race, color, creed or religion, sex, age, disability, national origin or*

*status as a Vietnam Era disabled veteran. The employment, retention, training, transfer, and promotion of all employees are subject equally to these conditions.”*

And:

*“The president of Core Laboratories may from time to time issue policy statements delineating Core Laboratories’ policy and responsibility in regard to Equal Employment Opportunity and non-discrimination. Core Laboratories commits itself to the continual monitoring of its practices and procedures to ensure that each member of the Company understands the importance of the program and the responsibility of each employee to contribute to the attainment of this objective.”*

Furthermore it is Core Laboratories, and therefore also Saybolt Policy, to undertake to comply fully with all federal, state and local laws relating to equal employment.

Within the compulsory company training this aspect of Saybolt and Core Laboratories policy is also not left unmentioned.

At Core Laboratories Headquarters in Houston, USA, Deanna Nwankwo, is the companies Compliance officer. She makes sure that any report of work related discrimination is handled. Formal procedures are developed to canalise these possible reports. The ‘help line’, available to report, with the least possible obstruction, any form of discrimination, is promoted throughout the company’s locations. An example of this are the posters distributed throughout the companies locations. Also on a pro active basis she tries to identify discrimination and then follow the procedures designed for violation of the related policies.

In Saybolt’s Global newsletters, attention was raised for the subject of the fight against discrimination within Saybolt. A copy of an issue is included with this CoP.

#### **4.5. Special Theme: Paper Management (2007/2008)**

“Undertake initiatives to promote greater environmental responsibility”

Saving paper could dramatically help reduce methane emissions (a Greenhouse Gas, contributing 23 times more to global warming than Co<sub>2</sub>) by reducing landfill and save energy use. (Recycled paper only uses 44% of the energy used by virgin paper in production<sup>1</sup>), reduce energy use and solid waste reduction, amongst others. In doing so Saybolt could also save substantial amounts of financial resources.

As Saybolt’s main product is information, it is obvious that transporting and storing this information is vital to Saybolt. With projection from a Saybolt survey data we estimate that within Saybolt at least 335 million pieces of paper are used every year. Paper is being used for various reasons, but hardly for packaging. At Saybolt, paper is mainly an information carrier, used for printing and writing. Besides the transport of information, information within Saybolt also has to be stored on paper. Because of above mentioned reasons Saybolt has a strict Document Retention Policy. Certain documents must be retained permanently.

The desired situation is a situation where Saybolt will not use paper inefficiently and in an environmentally responsible way. As sustainability requires an approach that is focused on the long term, sustainability is an economic strategy. Reducing the use of paper should reduce Saybolt’s environmental footprint.

The three stages where Saybolt could change its paper management system are:

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<sup>1</sup> <http://www.conservatree.com/paper/PaperTypes/RPCrecypprFactSheet.pdf>

- 1) The printing and copying
- 2) The disposal of waste paper
- 3) The acquisition of paper

### **The printing and copying**

To reach 35% reduction of paper use within the Saybolt company, the following policies will be implemented or changed.

An awareness campaign is initiated via email or periodic Saybolt newsletter. A phone number and email address are made available to allow Saybolt employees to communicate on this topic. Finally, an awareness campaign will be distributed through an area management meeting, to a countries management meeting, flowing back to the work floor.

The documents to be printed will be adjusted to save paper printing, amongst other by reducing the default width of margins in Microsoft Word documents. (4.75% of all office paper could be saved) Additionally, what will easily save paper is an awareness that title pages, cover pages, and blank pages do not necessarily add to the quality of any (printed) document. If people are aware of this, some blank pages, serving no purpose at all could be saved.

However, what will certainly directly save a lot of paper en therefore money is setting hardware for double printing and copying.

### **The disposal of waste paper**

Waste paper has a certain value, primarily as feedstock for new paper.

By comparing the Bureau of International Recycling (BIR)'s member list with Saybolt's location directory we were able to bring our offices in contact with recycling companies. In countries where Saybolt is active, but BIR has no members, chances are that there is still opportunity for paper recycling. In this case the local business community or local municipality is consulted for information about the possibility to recycle waste paper.

Alternatively Saybolt offices around the globe are now aware of relevant existing legislation in this field. Usually the national environmental, forestry or sometimes even economical ministry is responsible for this legislation. They should also be able to inform about any current recycling programs.

### **The acquisition of paper**

To achieve the desired situation also practical actions are taken in the field of the acquisition of (office) paper. Since Saybolt does not use large quantities of paper in our laboratories, it is usually only the office that is capable of making a difference when it comes to good paper management.

The Corelab Records Retention policy<sup>2</sup> prescribes certain categories of documents with various retention periods (1, 3, 5, 7, 20 years or permanent). The ISO 9706-norm guarantees the paper to last for 200 years and stand 50 folds or more. Many brands of copying paper comply with this norm although most of them do not implicitly mention this on the packaging or website. Post-consumer fibre does not include material from a printer's overrun, converters' scraps or newsstand returns, recycled paper containing this and complying with the Retention Policy will function as printing paper for Saybolt offices.

#### **4.6. Activities in other fields**

As a company working in the energy sector, Saybolt felt an obligation to comply with a trend to act energy efficient. Saybolt decided all lease cars for employees should at least fall into the top 3 of fuel efficient car segments.

#### **5. Measurements of Outcomes**

The outcome of the activities and programmes initiated under the UN Global Compact philosophy is measured as follows.

1. The UN Global Compact Officer is the overall coordinator of all activities. In close co-operation with the senior management he develops the activities and programmes and coordinates implementation and reporting. For many activities, country management (at Director's level) directly reports to the UN Global Compact Officer.
2. An important instrument for measuring the outcome of programmes is the internal audit function. By adding audit requirements regarding the UN Global Compact activities to the regular audit scheme, a fixed input of measurements is generated. Furthermore on this years special theme a special paper index survey was initiated. This will have a 3 year running time.
3. In addition, country management will report separately on the implementation and actions taken.
4. All reports on active programmes are analysed at Headquarters level and the results presented to the Area and Country Managers Meetings that take place twice per year. The Area and Country Managers will communicate the results back to their respective staff and also communicate the bottom-up information that will flow back to the UN Global Compact Officer.
5. In addition and with regular intervals, measured outcome and activities are reported in the Saybolt International Newsletter. Latest examples have been attached to this report.
6. With the expected launch of the delayed Saybolt website, a special part of the site will be devoted to the UN Global Compact.
7. Saybolt can compare its car park energy consumption with the rest of the lease company. In 2008 Saybolt had a substantial lower energy consuming car park average compared to the average of the whole lease-company.

#### **6. UN Global Compact Netherlands Chapter**

The Netherlands Network of the UN Global Compact (GC NL) is an initiative of Dutch business leaders to further the contribution of private business – within its sphere of influence – to sustainable development. Led and driven by signatory companies like Saybolt, GC NL is guided in its efforts by the ten Global Compact principles and by the Millennium Development Goals.

Annually one or two symposia are organised to promote collective learning on the implementation of the Global Compact Principles and the Millennium Development Goals.

In January 2007 GC Netherlands got off the ground. In accordance with the mission statement and action plan, the first conference of GC NL took place on May 29, 2007, at the headquarters of Unilever International in Rotterdam. It was a successful event, with approximately 60 participants from all relevant societal groups: in addition to business representatives (both members and non-members), NGO's, government and academics. The theme of the conference was the research report 'The relation between International Business and Poverty Reduction: the case of Unilever Indonesia,' produced in 2005 by Oxfam GB, Oxfam-NOVIB, Unilever and Unilever Indonesia.

Even though many of the themes touched are more practical to large scale companies and/or consumer-targeting companies, Saybolt does frequently attend the meetings. We attended the opening-symposium on 29 May 2007 "Partnerships for Development", the sustainability symposium at Shell Headquarters, The Hague on 17 March 2008 and the symposium on sustainable chain management in upcoming markets, organized by Akzo-Nobel on 11 June 2008.

During this latest symposium Saybolt became aware on the influence of suppliers on the companies footprint. This influenced our Paper Management project in the way that we sought after paper suppliers that work with paper from recycled origin.

The network function of the Netherlands Network of the UN Global Compact could still be developed further. When doing research for the attached Paper Management Project, Saybolt sought advice from another Netherlands Network of the UN Global Compact-partner. This was hard to retrieve however.

## Jubileum

Op 1 oktober 2007 was het 25 jaar geleden dat Koenraad Sluimer bij Saybolt in dienst trad.

Op 1 december 2007 is Kees Romijn 12 ½ jaar in dienst bij Saybolt.

Wij feliciteren beide heren van harte met het bereiken van deze mijlpaal. →

## Geboorte

Op 28 september 2007 is Zoë Melissa geboren. Zij is de dochter van Marcel Valois en Ulrike Duine.

Op 15 oktober 2007 is Jan geboren. Hij is de zoon van Duncan Kikkert en Vanessa Obinu.

Veel geluk en gezondheid toegewenst!

## Overig nieuws

*Voorgenomen fiscale maatregelen (lease)-auto's 2008; autogebruik wordt duurder; milieuvriendelijk rijden wordt beloond.*

Het fiscale regime voor de zakelijke mobiliteit gaat flink veranderen. Volgens de maatregelen die het kabinet op Prinsjesdag heeft gepresenteerd, wordt het autobezit minder belast, terwijl het autogebruik juist zwaarder wordt belast. Energiezuinig en schoon autorijden wordt op diverse manieren aangemoedigd. Voor alle duidelijkheid; de plannen worden pas definitief op het moment dat ze door zowel de Eerste en Tweede Kamer worden goedgekeurd.

De directie van Saybolt Nederland wil bij deze maatschappelijke ontwikkelingen aansluiten met betrekking tot de samenstelling van het wagenpark. Dit heeft ertoe geleid dat we in de keuzelijsten vanaf heden alleen de auto's in de energie-klassen A t/m C gaan aanbieden. Onderstaand vindt u de voorgestelde fiscale maatregelen. Bij punt 3 kunt u lezen dat de bijtelling voor de leaseauto's wordt verhoogd. Echter, voor zeer zuinige auto's wordt de bijtelling verlaagd naar 14% van de fiscale waarde.

Van de bijna 12.000 auto's die nu leverbaar zijn, worden er door de overheid 47 gekenmerkt als zijnde schoon. Van deze 47 auto's zijn, kan slechts van twee auto's worden gezegd dat ze binnen het leasesegment vallen. Het betreft de Honda Civic IMA 1.3i Hybrid 4drs en de Toyota Prius 1.5 Hybrid Synergy Comf. Beide auto's hebben een A-label.

De Honda Civic IMA 1.3 Hybrid 4drs en de Toyota Prius 1.5 Hybrid Synergy Comfort zullen wij als organisatie in de functiecategorie "10, 11 en controleurs" kostenneutraal in de keuzenlijst laten opnemen. U betaalt slechts voor de eventuele extra's. Wij hopen hiermee het rijden in deze auto's te stimuleren.

### 1) **Bpm (belasting van personenauto's en rijwielen):**

De wijzigingen die worden voorgesteld zijn een tariefaanpassing en een energielabelaanpassing, waarbij onzuinige auto's zwaarder worden belast en zuinige auto's worden beloond. Daarnaast wordt fijnstofuitstoot (roetuitstoot) ook belast.

#### Tarief:

*Wanneer* Aanpassing per 1 februari 2008.

*Wat* Vooruitlopend op de kilometerheffing, die vanaf 2011 stapsgewijs wordt ingevoerd, wordt het bpm-tarief verlaagd van 45,2% naar 42,3%. Voor benzineauto's geldt daarbij een korting van € 1.442,-, terwijl voor dieselauto's een opslag van € 307,- geldt. Gelijktijdig wordt het tarief van de houderschapsbelasting verhoogd.

#### Energielabels:

*Wanneer* Aanpassing per 1 februari 2008.

*Wat* De bonus-malusregeling in de bpm, waarbij afhankelijk van het energielabel een korting of een opslag op de bpm geldt, wordt aangepast. Het verschil tussen het A- en het G-label wordt hierdoor vergroot van € 1.540,- naar € 3.000,-. Hiernaast treft u de nieuwe energielabel aan: →

WE'RE FAST!

## Overig nieuws (vervolg)

Energielabel A: € 1.400 bonus  
Energielabel B: € 700 bonus  
Energielabel C: € 0,0 (neutraal)  
Energielabel D: € 400 malus  
Energielabel E: € 800 malus  
Energielabel F: € 1.200 malus  
Energielabel G: € 1.600 malus

Het energielabel is terug te vinden in de keuzelijst van Arval.

Voor hybride auto's geldt een stimuleringsprogramma. Dit programma waar binnen een bpm-korting geldt, blijft tot 2010 in stand. Op de normale bonus voor deze auto's komt een extra bonus van € 5.000,- voor label A en € 2.500,- voor label B. Zero-emissie auto's (auto's met een elektromotor of waterstofmotor) zijn tot 1 juli 2013 vrijgesteld van bpm.

Voor zeer onzuinige auto's wordt een CO2-toeslag (slurptax) ingevoerd. De toeslag bedraagt € 110,- per gram CO2-uitstoot boven en bepaald maximum. Bij auto's met een benzinemotor is dat maximum 240 g/km, bij auto's met een dieselmotor is dat 200 g/km. De CO2-toeslag geldt alleen voor kentekens vanaf 1 februari 2008.

### Fijnstof:

*Wanneer* Aanpassing per 1 februari 2008.

*Wat* Voor dieselpersonenauto's wordt een differentiatie naar uitstoot van fijnstof ingevoerd. Zo wil het kabinet de aanschaf van schone dieselauto's bevorderen. Een dieselauto met een uitstoot van 0 mg/km krijgt een bpm-korting van € 1.000,-. Met elke extra mg/km uitstoot zal de korting met € 200,- afnemen. De maximale toeslag op de aanschaf is € 4.000,- en geldt alleen voor kentekens vanaf 1 februari 2008.

### 2) **Mrb (motorrijtuigenbelasting):**

*Wanneer* Aanpassing per 1 februari 2008.

*Wat* Tegenover de verlaging van het bpm-tarief staat een verhoging van de motorrijtuigenbelasting met gemiddeld 7,2%. De mrb voor zeer zuinige auto's wordt gehalveerd. De halvering geldt voor benzineauto's met een CO2-uitstoot van maximaal 110 g/km en voor dieselauto's met een CO2-uitstoot van maximaal 95 g/km.

### 3) **Fiscale bijtelling:**

*Wanneer* Aanpassing per 1 februari 2008.

*Wat* Voor de berekening van de bijtelling wordt uitgegaan van de fiscale waarde (=cataloguswaarde inclusief bpm en btw). De bijtelling wordt verhoogd van 22% naar 25% van de fiscale waarde. Voor zeer zuinige auto's wordt de bijtelling verlaagd naar 14% van de fiscale waarde. Voorwaarde is dat de CO2-uitstoot bij dieselauto's niet hoger mag zijn dan 95 g/km en bij benzineauto's niet hoger dan 110 g/km.

### 4) **Accijns:**

*Wanneer* Gefaseerde verhoging per 1 juli 2008 en 1 januari 2009.

*Wat* De dieselaccijns wordt verhoogd met drie cent per liter vanaf 1 juli 2008 en één cent per liter vanaf 1 januari 2009.

### 5) **Btw (omzetbelasting):**

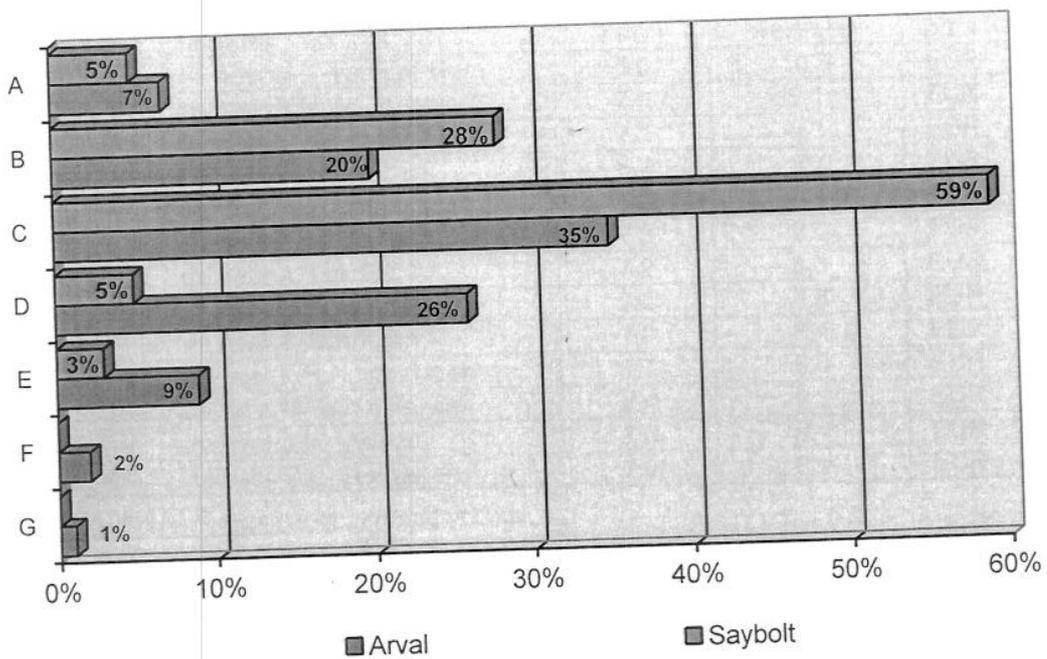
*Wanneer* Aanpassing per 1 januari 2009.

*Wat* Het btw-tarief wordt verhoogd van 19% naar 20%.

Anneke Corpeleijn

## Energielabels

verdeling auto's in beheer naar energielabel in procenten (inzetten vanaf 2007)



# Biofuels

## Challenges and Opportunities

**By: Marnix Koets**  
**Business**  
**& Special Projects**  
**Saybolt International**



As we experience at Saybolt offices in the Netherlands,

Spain, Latvia, the U.S. and other places around the world, demand for biofuels have increased tremendously. This is without mentioning Brazil, who already have a very long history of usage of biofuels. With rising oil prices, biofuels become more and more attractive to the rest of the world as well. Besides this budgetary argument, biofuels also help the world reduce its Co2 footprint (Biofuels contain carbon that was taken out of the atmosphere by plants and trees as they grew. Fossil fuels are adding stored carbon dioxide (CO2) to the atmosphere ) and perhaps equally important; reduce the world's dependency on oil in the industry sector.

Today only about 1% of the worlds transport fuel consumption is covered by biofuels, but this expected to grow to 6% in 2020. The EU countries however, have proposed a more ambitious plan. The EU plans to oblige member states to have 5,75% of their fuel consumption consist of biofuels by 2010.

Even so, this week Oxfam issued a warning that these EU plans could be disastrous for the world's poorest people. Oxfam reasons that, amongst others, food prices will rise because of the increased demand for scarce land and food crops themselves. This would limit poor people to buy the food they need to survive. Food prices may rise because of the diversion of food (grain, maize, etc) to biofuels directly or indirectly because of land conversion away from food to fuel crops.

This illustrates very clear the "Food or Fuel"-discussion that has been going on for a while. It is true that we have seen a price increase in food. Corn prices in the U.S. rose 70% during the last two decades. In 1998 5% of the U.S. corn harvest went to ethanol production, in 2007 this is approximately 20%. The Chinese government chose differently and announced a moratorium on the production of ethanol from corn and other food crops.

Other worries are that the higher demand will yield more ecological damage than expected. The burning of large parts of Malaysian and Indonesian rain forests to facilitate palm oil plantations could potentially produce more Co2 than the use of biofuels could ever prevent.

This last concern is one to worry about. However, well informed sources claim at least 80% of the Malaysian palm plantations are ecologically sustainable and that pressure for sustainability from the demand side can prevent much damage in Malaysia and more importantly Indonesia. There is actually a good potential in the sustainability-certification of palm oil plantations.

The first concern about food or fuel is also something to worry about, but more importantly to think about. For the past few years American and European subsidies kept food prices unnaturally low. It is being argued that this is partly being corrected at this moment.

# Paper

## UN Global Compact

**By: Marnix Koets  
Business  
& Special Projects  
Saybolt International**



Approximately 42% of the industrial wood harvest is used to make paper.

The paper industry is the 4th largest contributor to greenhouse gas emissions among United States manufacturing industries. In the U.S. 93% of all waste is paper waste. And about half the paper consumed at present is dedicated to packaging.

Saving paper could dramatically help reduce methane emissions (a Greenhouse Gas, contributing 23 times more to global warming than Co2) by reducing landfill and save energy use. (Recycled paper only uses 44% of the energy used by virgin paper in production), reduce energy use and solid waste reduction, amongst others.

*"But Marnix, I am fed up with do good-feel bad information that makes me work inefficiently and does not really help real progress", you could reply. A reply well made. I understand the sceptics and would therefore want to approach this topic in a different way.*

Paper was invented less than two millennia ago in China and took more than a millennium before the art of the papermaking was practiced in Europe. Paper is also an almost necessary condition for the development of civilizations. (The United Nations estimate that 30-40 kilos is the minimum needed to meet basic literacy and communication needs.) At present Americans use 330 kg of paper per capita against 200 for Europeans and 6.5 kg in Africa. As Saybolt is an information-generating company, one can imagine that paper is also vital to our business.

Saybolt is since 2002 an active member of the UN Global Compact, itself founded in the year 2000. We are acknowledging responsibility for the 10 principles as set out by the UN Global

Compact. To date the UN Global Compact is the most extensive private-public sector movement embracing corporate social responsibility in its various forms. This membership puts us in par with various high ranking global companies, but also requires us to put our money where our mouth is. Every year, every member selects a principle to design a project supporting this principle.

This year, Saybolt choose to put effort in her paper management, which would fall into the UN Global Compacts 8th principle (undertaking initiatives to promote greater environmental responsibility) and more specifically touches the issue of inefficient resource use.

The way we manage paper could very well be improved without compromising our daily way of working too much. Paper management is an excellent way to show how sustainability is an economic principle, not a meaningless do-good phrase.

Imagine how much paper could potentially be saved by just printing double sided. Imagine, the paper saved if less emails were printed. Did you know that a study by Xerox showed that 45% of the paper printed in offices ends up in the bin by the end of the same day? In another research it was found that 52% of European office workers found that their organisation was wasting paper for nothing in the office. Finally, Lexmark found that in European offices 17% of all printed paper is never looked at and hence considered waste. Again, using paper is good, producing paper without any function is waste.

In general, many Saybolt offices are involved in sustainable paper management. There are plenty offices that use recycled paper and various offices have separate paper waste collection systems in place. There are however additional ways to prevent unnecessary paper use. To make us all aware of the possibilities and to get Saybolt offices in par with best practices, soon all country managers will be asked to help out in a 3 year paper management project.

The next edition will see the launch of the campaign for better paper management. In this issue tips will be added to help print double sided and other paper saving tips.

For now, please read the first lines with statistics again and look through your economical window. Can you see how looking again at Saybolt paper use makes perfect sense?

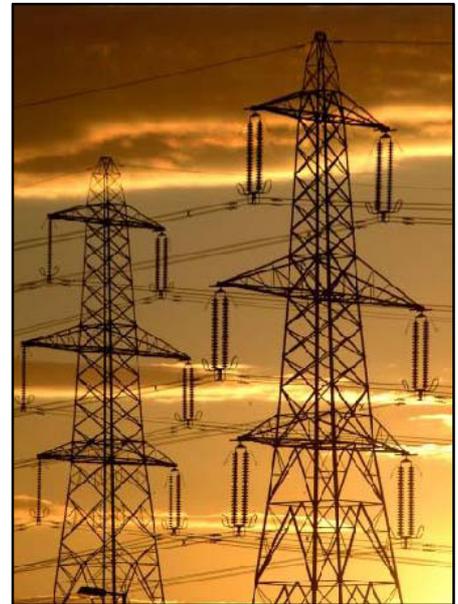
⚡ If working near electrified railways or tramways consult the line or track operating company. Understand that some of these ways use electrified rails rather than overhead cable

**An example of a recent incident involving electricity:**

Recently one of our inspectors suffered a serious incident involving an electric arc (A luminous discharge of current that is formed when a strong current jumps a gap in a circuit or between two electrodes.) when he was working on top of the tank car being under the electricity transmission line. Unfortunately he suffered more than 50% burns on his body.

Surveyors are at risk when they work on installations where overhead lines are present. Make sure you know where the lines are and know the precautions to take.

**Maximum electrical safety is the minimum. Don't let it be a shock!**



*Need any assistance, have questions, any comments??*

Contact:

 [saybolt.safety@corelab.com](mailto:saybolt.safety@corelab.com)



## PAPER-MANAGEMENT

### UN GLOBAL COMPACT

**By: Marnix Koets**  
**Business**  
**& Special Projects**  
**Saybolt International**



In previous articles I announced the launch of the paper management project, aiming at reducing Saybolt's inefficient resource use. In this issue I would like to involve you as Saybolt employee in this project that also qualifies as a UN Global Compact project.

As an information-generating company, paper is vital to our business. There are, however, ways to reduce our paper use.

Measures proposed hereunder could help without compromising the quality of work. The measures can be divided in 3 groups dealing with paper use within the Saybolt company. At most, these measures will involve some change.

#### 1) The printing and copying

We can minimise our paper use the most within this field. We could easily print and copy the same content on less paper. When we would adopt the following measures we could reach a 35% reduction of paper use.

- a) Be aware that title pages, cover pages, and blank pages do not necessarily add to the quality of any (printed) documents. Avoid them if possible;
- b) Setting hardware for double printing and copying. The bulk and savings should come from this measure;

c) Reducing the default width of margins in Microsoft Word documents to be printed can be adjusted to save paper printing. Setting the Microsoft Word default for 2 centimeters (0.75") margin would save 4.75% of all office paper used.

Some printers automatically print on both sides of a page (automatic duplex printing); other printers allow you to manually reinsert pages to print the second side (manual duplex printing); and some printers do not support duplex printing at all. To find out whether your printer supports duplex printing, you can check the printer manual, contact the printer manufacturer, or check the printer's properties by clicking Properties in the Print dialog box.

On the next page you'll find exact instructions how you can set your Word settings to double sided printing. Remember however, to set your document for ONE SIDED printing when dealing with letterheads, who are not double sided yet.

## 2) The disposal of waste paper

Saybolt offices around the globe should be aware of relevant existing legislation in the field of separately collected waste. In most countries there is paper recycling activity. If so, country management will consider asking them to collect paper waste separately. If you are concerned with office management you could inform with a local BIR organisation (<http://www.bir.org/>), or alternatively contact me for an organisation in your country ([marnix.koets@corelab.com](mailto:marnix.koets@corelab.com)).

This will also require you to throw paper in different bins than you would throw your other waste.



This waste paper will then be recycled and used in various products.

## 3) The acquisition of paper

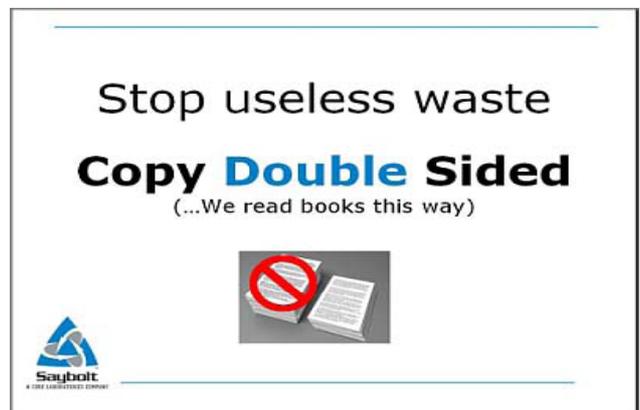
The Corelab Records Retention policy prescribes certain categories of documents with various retention periods (1, 3, 5, 7, 20 years or permanent). The ISO 9706-norm guarantees the paper to last for 200 years and stand 50 folds or more. This should be more than sufficient for most retention periods. It is advisable that when purchasing printing and copying paper the supplier should be asked for the ISO 9706 compliance.



If you are dealing with the acquisition of paper for your Saybolt office, you might have had a communication about this with your country manager. If not, consult him or her to see how you could buy paper with a more recycled content, without compromising the Corelab Records Retention policy.

To measure progress, every year country managers will post their index numbers on paper use.

Look at it this way: Throwing away resources like paper is like throwing away money.



...continued on page 16