



DATA COLLECTION FOR CARBON FOOTPRINT MEASUREMENT

There are direct benefits to organisations from measuring their carbon footprint as they will benefit from lower energy and resource costs, a better understanding of their exposure to the risks of climate change and a demonstration of leadership which will help strengthen their green credentials in an increasingly environmentally conscious marketplace.

One Carbon World will support you to identify which activities in your organisation are responsible for GHG (Green House Gas) emissions being released into the atmosphere.

Each organisation has a unique and different carbon footprint.

That is why One Carbon World and its team of technical experts can now report on over 7000 calculations.

Our team will guide you through this process.

The GHG Protocol Corporate Standard classifies a company's GHG emissions into three 'scopes'. These scopes assist to define the sources of pollutants within each organisation.

Scope 1 Emissions are direct emissions from owned or controlled sources.

Scope 2 Emissions are indirect emissions from the generation of purchased energy.

Scope 3 Emissions that are a consequence of your actions, which occur at sources which you do not own or control and which are not classed as scope 2 emissions.

To get started, we kindly ask you to prepare as much of the following information as possible, for your 12 month measurement period (example from 01/01/2019 - 31/12/2019 or 01/04/2019– 31/03/2020)

Scope 1: Direct

Fuels Combustion
(e.g. boilers, furnaces or turbines)

Owned Transport
(e.g. trucks, trains, ships, airplanes, cars)

Process Emissions
(e.g. cement, aluminium, waste processing)

Fugitive Emissions
(e.g. air conditioning and refrigeration leaks, methane leaks from pipelines)

Scope 2: Energy Indirect

Consumption of purchased electricity, heat, steam and cooling

Scope 3: Other Indirect

Purchased materials and fuels
(e.g. extraction, processing and production)

Transport-related activities*
(e.g. commuting, business travel, distribution)

Waste disposal
(e.g. waste, recycling)

Leased assets, franchising and outsourcing

Sold Goods and Services (e.g. Use of goods and services)

Key:

Recommended

Discretionary

*From / to point of ownership transfer



We have created a simple guide below to help you get started :

Scope 1

Liquid Fuels –

- **Total use over the footprint period of all fuels**, in assets that are owned or are under the operational or financial control of your organisation, **in litres and fuel type**.
- **Total use over the footprint period of any other liquid fuels e.g. Kerosene, Biofuel etc.**, in assets that are owned or are under the operational or financial control of your organisation, **in litres and fuel type**.

Gaseous Fuels –

- **Total use over the footprint period of natural gas supplied through the grid**, in assets that are owned or are under the operational or financial control of your organisation, **in kWh (Gross CV)**.
- **Total use over the footprint of any other gases e.g. LPG, Biogas etc.**, in assets that are owned or are under the operational or financial control of your organisation, **in litres and gas type**.

Air-conditioning & Refrigeration –

- **Any liquids/gases used over the footprint period to top-up or re-fill** air-conditioning or refrigeration units that are owned or are under the operational or financial control of your organisation, **in kilograms and name/type**.



Scope 1

Fleet Vehicles –

- Where total annual volume of fuel used is not available, **vehicle make/model/type** and **total miles/kilometres over footprint period** of each make/model/type.
- Where mileage of vehicles is not known, **vehicle make/model/type** and **total cost of fuels over footprint period** for each vehicle.

Fertilizers –

- **Total use over the footprint period of any fertilizers**, on assets that are owned or are under the operational or financial control of your organisation, **in kilograms and type/name**.

Scope 2

Electricity –

- **Total use over the footprint period of electricity supplied through the grid**, in assets that are owned or are under the operational or financial control of your organisation, **in kWh (Gross CV)**.

Electric Vehicles –

- **Vehicle make/model/type** and **total miles/kilometres over footprint period**.
- **Percentage (approximate) of charging** undertaken at assets that are owned or are under the operational or financial control of your organisation.



Scope 3

Water –

- **Total use over the footprint period of mains water**, in assets that are owned or are under the operational or financial control of your organisation, **in cubic meters/litres**.

Waste –

- **Total waste produced** over the footprint period, in assets that are owned or are under the operational or financial control of your organisation, **in kilograms/tonnes and waste type e.g. plastic/paper/metal, land-fill or recycled**.

Freight/Logistics –

- **Miles/kilometres and kilograms/tonnes over footprint period** of all in-bound/outbound deliveries to/from assets that are owned or are under the operational or financial control of your organisation, **by transport type**.

Business Travel –

Air

- **Total miles/kilometres travelled** over footprint period by all employees, **by type/class of flight**, e.g. long-haul, economy etc.

Land

- **Total distance travelled** over footprint period by all employees, **by mode of transport**, car (by make/model/type), rail, bus, motorbike.

Sea

- **Total distance travelled** over footprint period by all employees, **by mode of transport**.

Hotel

- **Total no. nights** over footprint period by all employees, **by country**.



Scope 3

Employee commuting –

- **Total distance travelled** over footprint period by all employees, **by mode of transport**, car (by make/model/type), rail, bus, motorbike.

Hire/Lease Vehicles –

- **Total distance travelled** over footprint period by all vehicles, **by vehicle type/make/model**.

Materials –

- **Total procurement** over footprint period of materials e.g. books, clothing, food and drink electrical items, plastic, paper, **by material type and kilograms/tonnes**.
- Where **kilograms/tonnes unknown**, by material type and **cost**.

Services –

- **Total cost** over footprint period of services e.g. administration, warehouse, sales, postage and courier etc., **by service type and cost**.

