

Climate Springboard

WORKSHOP 2

How to create a carbon footprint

Creating a carbon footprint may sound daunting, but it's far easier than it seems. Follow this simple step guide to ensure you create a carbon footprint in line with guiding principles.

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Carbon Footprint

A measure of the total greenhouse gas emissions caused directly and indirectly by a person, company, event or product. This document will focus on how to make a **company** carbon footprint.

Example Emission Sources

- Natural gas or heating fuel
- Combustion of fuel in company owned vehicles
- Purchased electricity
- Business travel
- Waste generated through operations
- Purchased goods and services

All potential emission sources are listed [here](#).

Units

Carbon dioxide, methane and nitrous oxides are all greenhouse gases (GHGs).

We measure GHGs **in tonnes of CO₂ equivalent (tCO₂e)**.

Do I have to include everything in my footprint?



Greenhouse Gas Protocol

The Greenhouse Gas (GHG) Protocol is the world's most widely used set of emissions accounting standards, that can help organisations create an accurate and useful carbon footprint. There are multiple standards for the different types of footprints.

This guide follows the GHG corporate standard ([Standards & Guidance | GHG Protocol](#)).

It categorises emission sources into scopes based on the level of 'control' an organisation has over the source. Businesses are then provided with a better understanding of their specific reduction opportunities.



[Learn more about the Greenhouse Gas Protocol](#)

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PART 1

How to set your boundary

STEP 1

Follow the GHG Protocol

This states:

- You must include Scope 1 and 2.
- You can include what is 'reasonable and relevant' from Scope 3.



→ [Find all emission sources here](#)

STEP 2

Decide what is 'reasonable and relevant'

- **Significance to footprint**
Include the activities you do the most of. This can often be measured on what you spend the most on.
- **Data availability**
How easy would it be for you to calculate how much of the activity you have done? E.g. how much you have bought of a specific product.
How long will it take you to get this data?
- **Influence you have over it**
Can you currently change the emissions associated with this activity? And do you have the influence to reduce it?
- **Has someone requested it? What is the purpose?**
Has a funder requested your footprint? If so, what do they want to see included?

Key reminder

You can reset your boundary.
E.g. You set a boundary for your baseline footprint and expand out to include more in year 3 and repeat.

Carbon Footprint Boundary

Fill in this worksheet with your chosen boundary.

EXAMPLES

Applicable and included

E.g. Business travel

Our organisation conducts a significant amount of business travel and we have the data to hand.

Key point

It is useful to explain 'why' something is not included. Adding a short sentence with your reasoning can help.

Not included

E.g. Purchased goods and services

Due to unavailability of data we are excluding purchased goods and services from our baseline. We are taking action to start to record this data and will look to include our top 3 purchases in year 3.

Now your boundary is set, let's move on to a carbon footprint!

Not relevant/not currently applicable

E.g. Fleet

The business has no owned fleet.

Applicable and included

Not included

Not relevant/not currently applicable

PART 2

Set the timeframe

Your organisational carbon footprint is the total greenhouse gas emissions your company was responsible for over one year.

It could be a calendar year, financial year or any other 12-month timeframe.

Our company carbon footprint timeline:

to



PART 3

Find your data

General rule

TIER 1 DATA

Consumption level

How much did you consume?

TIER 2 DATA

Cost

How much did you spend?

Note

Financial data is not as accurate an option as consumption data but can be used as an alternative. You may use financial data in year 1 and set up data collection processes to use in future years.

Hints and tips

Does anyone already have this data? Is someone within your organisation already tracking certain emission sources? Facilities or estates can be a good place to start.



GAS



ELECTRICITY



FLEET

	GAS	ELECTRICITY	FLEET
Unit	kWh	kWh	Litres
Finding the data-gold standard	Smart meter. Reading from last year (on invoice)	Smart meter. Reading from last year (on invoice)	Record of litres of fuel purchased
Alternatives	Spend	Spend	Spend on fuel, record of mileage
Who has this data?	Finances	Finances	Operations

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How to find your gas and electricity data

TIER 1 DATA

Kilowatt per hour

TIER 2 DATA

Cost in pounds (£)

STEP 1

If no one has your data, what meter do you have? Manual or Smart?

MANUAL METER

- Has someone submitted your meter reading recently? If not, you should be because you are likely being overcharged.
- **To find usage:** usage will be listed on the invoice. To calculate a year, compare last year invoice vs this year invoice or total up monthly.

→ Use our data tracking Excel file

SMART METER

- If you have a smart meter, explore your readings by logging into your energy account online.
- If you can't find this data, contact your energy provider. You might find someone else at the company was emailed the login details a while back so re-request access.
- You can also utilise free apps such as [Bright](#) to review your data.

STEP 2

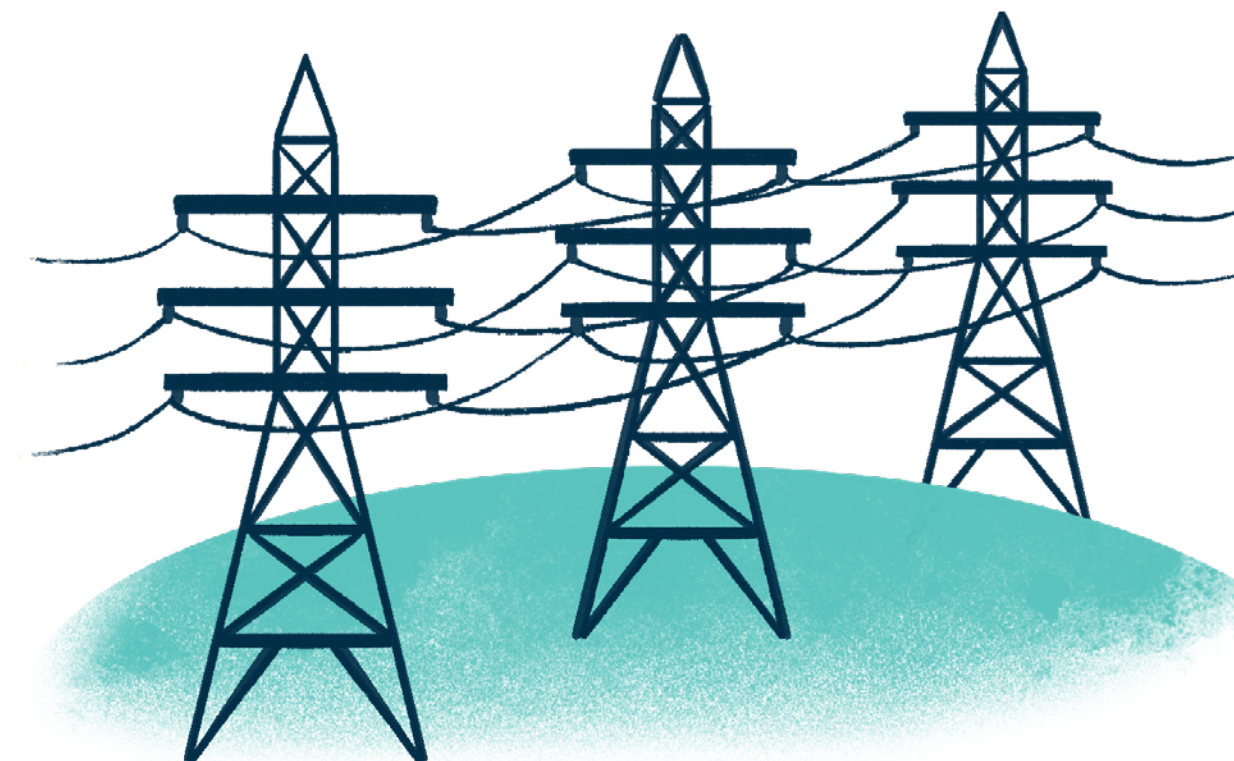
If no reader has ever been submitted, ensure you establish a system to start recording and submitting your meter readings, you could start with monthly readings.

STEP 3

Write down the process you took to find this data. This will save you time next year!

Tips to manually log the readings at intervals for a basic overview of your consumption patterns:

- See [Citizens Advice](#) for how to read your meter
- Business Energy Scotland has a template for recording available via this [webpage](#).



How to find your fleet data

TIER 1 DATA

Litres of fuel

TIER 2 DATA

Miles/Cost in pounds (£)

STEP 1

If you're using telematics, the mileage and fuel should be recorded. If not, how is fuel paid for? Fuel cards should record spend and hopefully litres, whereas receipts will also work.

STEP 2

If you were unable to easily access the best data, your task for next year is to look at establishing a system for tracking.

Is there a software or app you can utilise?

- Start tracking your mileage and fuel use using the [Fleet Management Toolkit](#) from Energy Saving Trust.
- Some modern vehicles automatically track miles per gallon (MPG), or you can use an MPG calculating app such as [Fuely](#).

EXTRA STEPS

Ways to capture the data if you're not already

Try to ensure staff track the mileage data for every trip they take.

Include the following:

- Number of miles covered
- Driver and vehicle used
- Why the trip was made
- The number of stops on the route
- Record your fuel costs, the type, and where it was purchased and when.

Ways this data can be collated

- Fuel cards can log this, allowing you to track spend and limit usage (see [Expert Market's review](#) of the best card providers for your circumstances).
- An even simpler method to utilise is an electronic logging device (sites like [Expert Market](#) can compare systems based on the size of your fleet) or a fleet management app that also monitors mileage (see: [Software Advice](#)).



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Optional extras

We have detailed tips for tracking data for Scope 3 emission sources. These are optional and based on your chosen boundary.



WASTE

Option 1

How much do you spend on waste disposal?

Option 2

How much waste is roughly collected? E.g. number of bags.

Option 3

What weight is collected of each type? E.g. 120 kg of landfill, 70 kg of food waste, 20 kg of mixed recycling.

Tips

Your waste contractor should provide a waste transfer note (you legally need one), detailing how much waste was collected (number of bags) and what type (landfill or recycling). Ideally, you want to start logging this into a spreadsheet!

Alternatively, you can use a proxy

How many bins × frequency of emptying × how full when emptied



BUSINESS TRAVEL

Focus on the most polluting types

Air travel and private hire vehicles.

Data to be collected

Mode of transport and number of miles travelled.

Tips

- If you use a travel agent, they may have this data.
- Mileage claims should have number of miles travelled.
- If booking through a taxi company, they can often record this for you if requested.



PURCHASED GOODS AND SERVICES

Step 1

Pick a maximum of 3 to 5 purchases to start with.

Step 2

What quantity to you buy?

- **Tier 1** How much exactly of what product. E.g. 100,000 reams of recycled paper.
- **Tier 2** Financial data. E.g. £10,000 of paper.

Recording the data

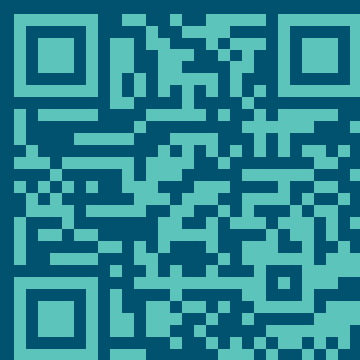
[You can also use our data collection Excel file](#)

Scope	Emission Source	Consumption Unit (£, kWh, miles)	Consumption data for year	Name of person who holds the data	Notes/improvements for next year
<small>EXAMPLE</small> Scope 1	Natural Gas	Cost – Pounds (£)	£100,000	Jane Joe (Head of finances)	Use kWh. John from operations will now take a monthly meter reading and submit it to the supplier.
	Natural Gas				
	Electricity				
	Fleet				

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PART 4

Input data into a calculator



Carbon Planner

[NatWest – Carbon Planner – Customer Portal – Login](#)

A free and user friendly tool to input your data.



Welsh template

[net-zero-carbon-reporting-spreadsheet.xlsx \(live.com\)](#)

The welsh template offers more opportunities to input figures for purchased goods and services.

Tips

The section 'Additional questions' allows you to input more data.

Footprint tips

- When giving to the funder, always separate Scopes 1 and 2 from your total footprint to allow easier comparison.
- Add a metric, tCO₂e per £1 of revenue or staff member etc. This will help track reductions even if the business is growing.

Common misunderstandings

- How do I account for a growing company? Use a metric to report your carbon footprint.
- What's normal? Benchmarking.
- You can do this in-house. Online calculators use the government issued emission factors!



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Well done on completing your carbon footprint

STEP 1

Are you using this to create a climate strategy? Input your carbon footprint into your strategy. Find our [template here](#).

STEP 2

Now time to reduce your carbon emissions. Access our simple step action plans [here](#).

[See our Carbon Reduction Plan Template](#)



Great resources

- [Our simple steps](#)
- [BES Green Champion training](#)
- [Industry guides: The Carbon Trust Green Business Fund | SME energy efficiency support](#)
- [Free fleet reviews by the Energy Savings Trust for Scottish businesses](#)
- [Grey fleet review for your business – Energy Saving Trust](#)

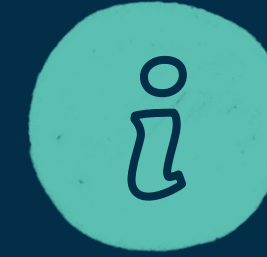




Get in touch

Get in touch if you have any questions or would like to book in a call to talk more.

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Find out more

More about the Net Zero transition for SMEs.

 [Access resources](#)

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