Carbon footprint data collection check-list

the carbonhub™

You will need to collect some business data to calculate your carbon footprint: the more detailed this information is, the better. This document offers a summary of the main sources of data you need to gather information from.

Category of emissions	**Requirements**	**Notes**
Energy	12-month electricity, gas, heating oil bills Building surface	If you do not have access to energy bills, emissions can be estimated online based on benchmark data for offices, retails and catering buildings.
Company-owned vehicles	12-month fuel consumption (or mileage) data for petrol/diesel cars, LGV, HGV, and others	This includes leased vehicles and own delivery vehicles
Business Travel	12-month employee-owned vehicles mileage and other other business travel activities: flights data, train data, car rentals, and hotels	This includes employee-owned vehicles used for business purposes
Commuting	12-month employees car and public transport mileage data: train, bus and underground	
Deliveries	12-month 3rd party delivery related petrol/diesel fuel consumptions data or corresponding mileage	Does not include own delivery vehicles. We recommend to ignore this category if volume are negligible (e.g. below 100 letters a week)
Waste	12-month non-recycled and recycled waste data % Incinerated versus landfill waste	
Other	12-month air conditioning, refrigeration equipments waste data (leaked refrigerant) plus others.	Other emissions categories not covered in previous sections can be added here. We recommend to ignore this section if volume are negligible (e.g. small A/C unit and/or simple kitchen fridge)