

Environmental
Coalition of
South Seattle

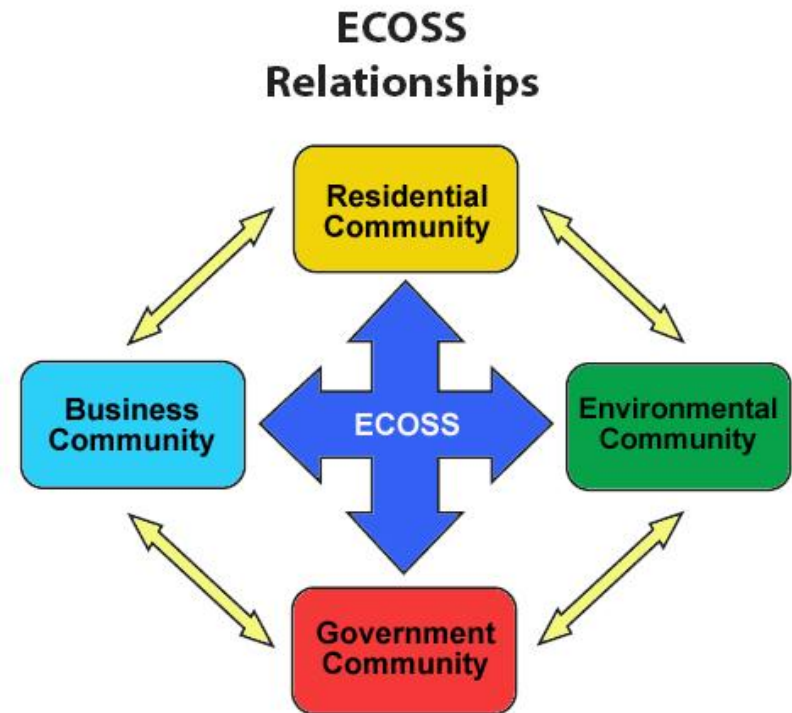
Conducting a Carbon Footprint

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Our Mission

ECOSS is a nonprofit organization that encourages urban redevelopment and a healthy environment by providing education, resources and technical assistance to diverse businesses and communities in the Puget Sound region



Today's Quick Run Down:

1. How can a Carbon Footprint help my business go green?
2. 101 on what you measure: Gases, Activities and Emissions
3. Walk through of Seattle Climate Partnership tool and areas where ECOSS can help

How can a Carbon Footprint help my business go green?

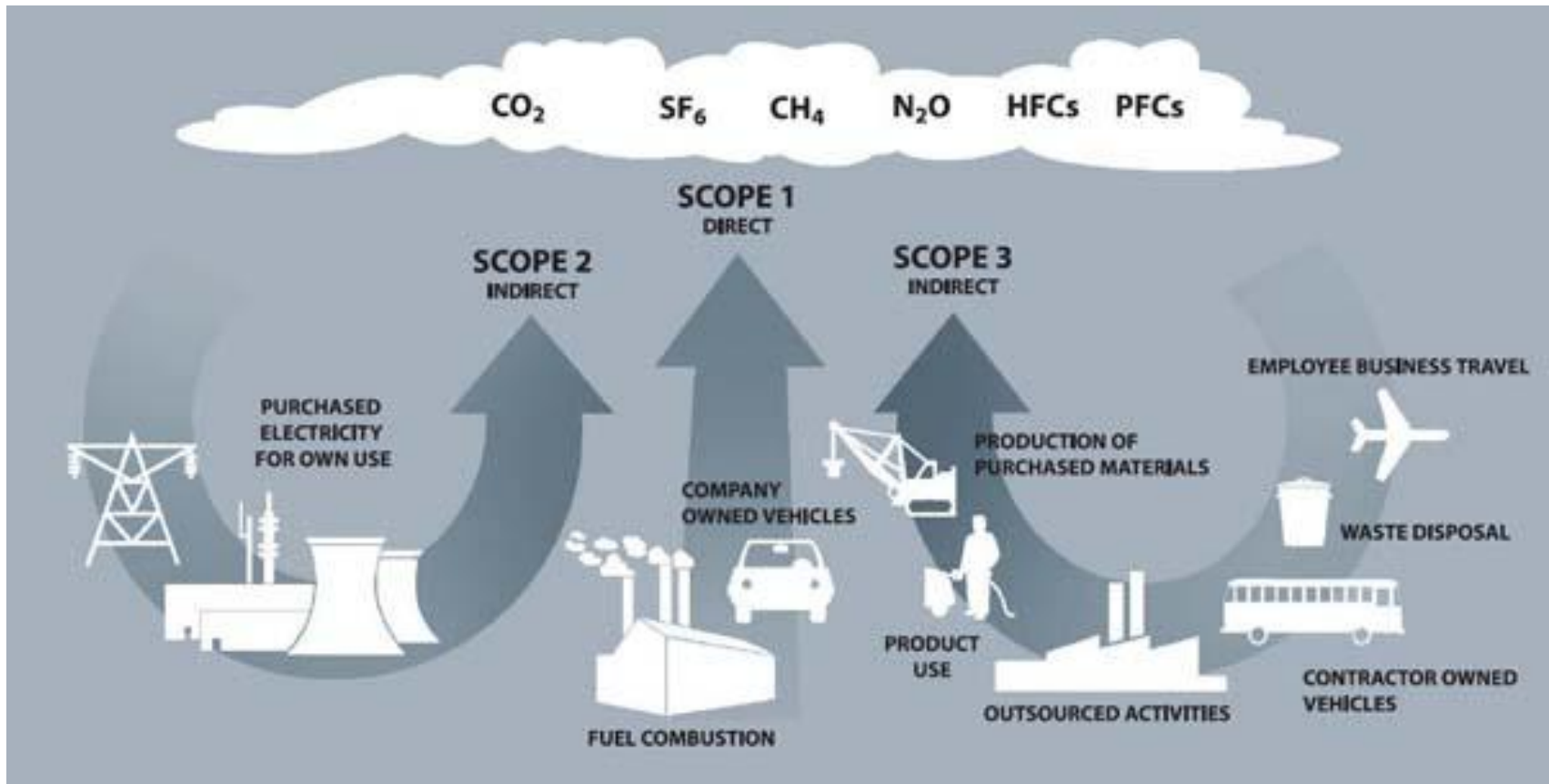
- ❑ The very process of collecting data can lead to new discoveries unrelated to CO2 (efficiencies, cost savings, accounting gaps)
- ❑ Sets a baseline, allowing you to measure progress and set goals
- ❑ Breaks down your impact by area for strategic targeting
- ❑ Resonates with customers, shareholders and the public

101 on Measurement: Gases, Activities and Emissions

Greenhouse Gases	Global Warming (GW) Potentials
Carbon dioxide (CO ₂)	1
Methane (CH ₄)	21
Nitrous oxide (N ₂ O)	310
Hydrofluorocarbon (HFC)-134a	1,300

- Measures all GHGs in terms of CO₂e
- Footprints typically corresponds to 1-year timeframe

What You Measure: Scope Categories



Source: World Resources Institute

Step 1: Set Boundaries

Carbon Footprint Calculator

Getting Started - Data Checklist



INSTRUCTIONS

This data checklist will help you gather information needed to complete your organization's footprint using the Seattle Climate Partnership Carbon Footprint Calculator. For each section listed below, do your best to obtain the information listed in bold type. If those data are not available, then consider using the data specified in the indented check-boxes. For more information on what is needed, please visit the corresponding worksheet for each section.

BUILDING ENERGY DATA

- Annual company electricity use in kWh.** Information should be available from utility invoices or can be requested from your electric utility. If you are not individually billed for electricity, then instead you will need:
 - Total building area (square feet)
 - Total company share of building (square feet)
 - Total annual building electricity use (in kWh)
- Annual company natural gas use in therms.** Information should be available from utility invoices or can be requested from your natural gas utility. If you are not individually billed for natural gas, then instead you will need:
 - Total building area (square feet)
 - Total company share of building (square feet)
 - Total annual building natural gas use (in therms)
- (If applicable) Annual steam use in klbs.** Information should be available from utility invoices or can be requested from your steam provider. If you are not individually billed for steam, then instead you will need:
 - Total building area (square feet)
 - Total company share of building (square feet)
 - Total annual building steam use (thousand lbs, sometimes abbreviated as mlbs)

TRANSPORTATION DATA

- Annual fleet fuel use in gallons, including type of fuel used.** Accounting records regarding dollars spent on fuel will be most helpful. If this is not available, gather information on the following:

Total miles travelled

Intro & Start | **Getting Started** | 1. Company Info | 2. Energy | 3. Transport | 4. Materials | 5. Waste | 6. Results

- **Energy**
(building electricity, natural gas, steam)
- **Transportation**
(employee commuting and business travel)
- **Material Use**
(paper)
- **Waste**
(trash, recycling and composting quantities)

Step 2: Collect Data

G17 Office - Other professional

white) backgrounds should populate automatically based on other user inputs.

COMPANY INFORMATION

Facility info

	Facility Name (if applicable)	Avg. # of employees (FTEs)*	Facility type	Facility location <small>(see map below for definitions of U.S. service areas, if needed)</small>
Facility 1	ECOSS Headquarters	7	Office - Other professional	Seattle (Seattle City Light)
Facility 2	ECOSS PN Office	5	Office - Other professional	Seattle (Seattle City Light)
Facility 3			(select from list)	(select from list)
Facility 4			(select from list)	(select from list)
Facility 5			(select from list)	(select from list)
Total		12		

You can unhide rows if you have more than five facilities. *- Please enter number of full-time-equivalent employees averaged over the year

Footprint Year

	Month	Year	
Start:	January	2010	(Please enter the starting month of your footprint. The ending month will be automatically entered assuming a one-year period.)
End:	December	2010	

Additional Info

Describe any special conditions or notes about how you completed this carbon inventory (for your own, future reference)

see "notes" spreadsheet

Intro & Start Getting Started Notes **1. Company Info** 2. Energy 3. Transport 4. Materials 5. Waste 6. Results

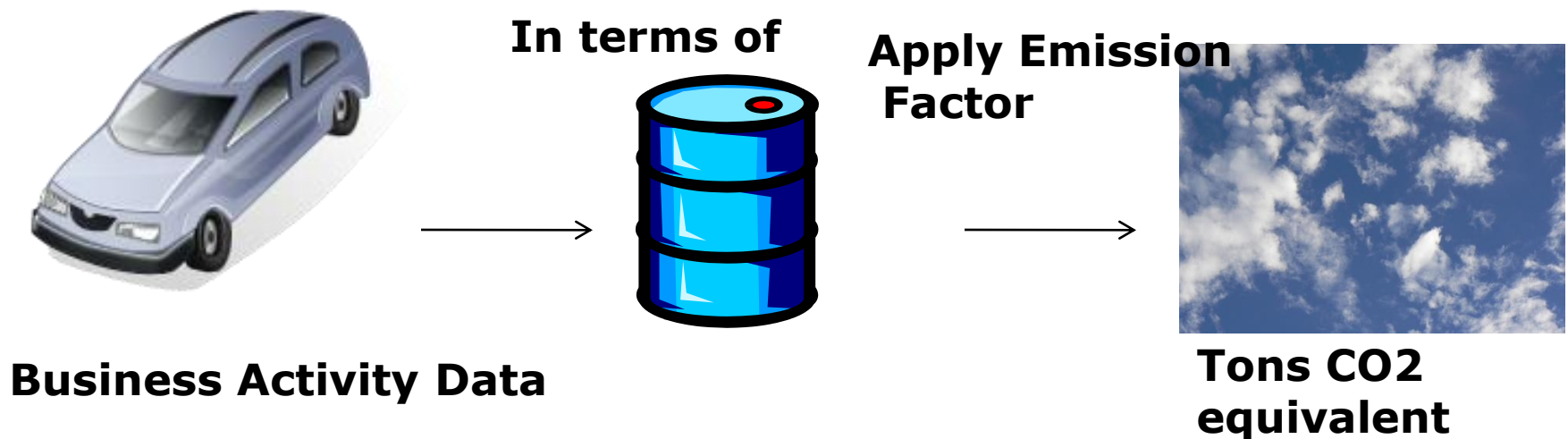
Ready

Things to consider:

- Most helpful to include areas that you have some control/influence over
- What data will you be able to obtain?
- How much time do you want to invest?

Step 3. Calculate Footprint

- ❑ Convert business activities into appropriate units
- ❑ Standard emissions factors
- ❑ Turn business activities into CO₂eq
- ❑ Local considerations



Step 4: Create an Action Plan and Implement Changes

ECOSS assists with:

- Energy Efficiency
- Water Conservation
- Equipment Incentives
- Recycling/Reuse
- Pollution Prevention
- Support for a green team

The screenshot displays the 'Carbon Footprint Calculator' spreadsheet, specifically the 'Actions' section. The spreadsheet is titled 'Carbon Footprint Calculator' and includes a 'seattleclimatepartnership' logo. The 'Actions' section is divided into three tiers, each with a description and a list of actions:

- Tier 1: Build Your Plan**
 - Identify Desired Actions to Develop Plan
- Tier 2: Refine the Assumptions**
 - Customize the Plan to Fit Your Business
- Tier 3: Sector-Specific Assumptions**
 - Customize Overarching Assumptions to Ensure Plan Accuracy

The spreadsheet also shows the 'SET YOUR GOAL' section, which includes instructions for evaluating potential scenarios for setting a reduction goal. The bottom of the spreadsheet shows a navigation bar with tabs for 'Intro & Start', 'Getting Started', 'Notes', '1. Company Info', '2. Energy', '3. Transport', '4. Materials', '5. Waste', '6. Results', 'Actions', and 'Over Time'. The current tab is 'Actions'.

Step 5: Communicate Success and Reassess your Progress

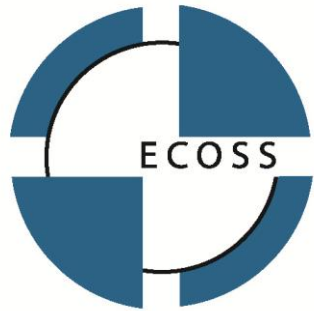
ECOSS assists with:

- Share your results with your organization and Seattle Climate Partnership
- ECOSS can help recognize your successes
- Provide the opportunity to discuss your experience with other businesses through networking events and partner media outlets.



Get Started:

- ❑ How to Guides for SCP Carbon Footprint Tool:
<http://seattleclimatepartnership.org>
- ❑ 2010 CO2 tool:
<http://www.growseattle.com/green> or visit
ECOSS website
- ❑ Signed pledge form & completed baseline =
recognition
- ❑ Need Help? Contact ECOSS or Seattle Climate



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Always Free, Always Confidential

Questions? Contact:

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