



**Welcome to the Seattle Climate Partnership!**

**July 2011**

The Seattle Climate Partnership is a voluntary pact among Seattle organizations to take action to reduce their greenhouse gas emissions. By joining the partnership, your organization will receive assistance in calculating your emissions, working through your action plan, and recognize your business for your accomplished goals. Together we strive to reduce *energy use, water use and vehicle miles traveled* by 10% by 2015. This not only saves emissions, but also your organization's bottom line.

**Step 1:** Sign the pledge (attached) OR email a response to this email noting your participation.

**Step 2:** Save the [2010 excel based](#) carbon footprint calculator

- Assign a staff member who has access to your accounting information
- Save the calculator to your server/desktop as "2010 CO2 Baseline"
- Add a "notes" worksheet in the tool to add details on how you gathered your information.

**Step 3:** Read the "getting started" worksheet and begin inputting your data for the entire 2010 year.

- To survey your staff to get data for the transportation tab- contact ECOSS (email below) for the password to use the [survey monkey](#) that pastes into your calculator.
- If you own a 50,000 sq ft. building in Seattle you are required to use EPA free energy portfolio to benchmark your energy consumption. Input your Portfolio Manager data in your CO2 footprint for a more comprehensive evaluation of your organization. Seattle City light can provide you a [year use report](#)

**Step 4:** Send a program administrator your completed baseline or a PDF of your results page. Your results will not be shared without your permission.

**Step 5:** Send your organizations logo (JPG format) and 100 word summary of your findings and next steps to reach your goals to [Stephanie@ecoss.org](mailto:Stephanie@ecoss.org)

Your goals, successes and challenges will be shared on ECOSS website, local newspapers and social media outlets with your permission.

**Program Assistance:**

[Charlie Cunniff](#) (Director)

Brian Geller (Administrator for Downtown)

[Stephanie Gowing](#) (Administrator for South Seattle/Ballard)

[Office of Economic Development](#)

[Seattle 2030 District](#)

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