CLIMAGAP

FAQ

Carbon Calculator

Welcome!

This FAQ takes you through each element of the carbon calculator to make it easy for you and your team work out what your business' carbon footprint is. This guide will take you through the information required to do a full carbon calculation. At the end of the document we have created a check-list to ensure that you and your team have all the right information at hand before starting.

However, if you do not have all the information at hand, the calculator is set up with sector specific default values that you can use. Once you are logged in, the calculator also saves your data, so you can log-in again and update your information or create a brand new calculation with more accurate information.

At the end of the calculation the calculator will provide you with a report. The report can be downloaded in excel. It will also be saved for the future. Every year you can create a new report for your business and it will automatically compare year on year in the report.

Now let's get started!

Location

Location and Sector

Location Name

Please create a name for the business or outlet you want to create a report for. You can also choose a previously saved entry.

Sector

Please select the sector which most appropriately reflects your business. It is important to fill this in correctly because carbon emissions vary greatly across different business industries and sectors. The carbon calculator automatically populates the fields in the calculator on the basis of sector and location, using national default averages. By just telling the calculator the sector and location of your business it will provide you with a default estimated carbon footprint. You can add more information in the calculator and it will then provide a more accurate picture of your business' carbon footprint.

Country

Please select the country your business is located in. The calculator is currently available for the US, UK, Australia, NZ, Singapore and Germany. If you are interested in finding out your carbon footprint but is outside those locations please contact us at contact_us@climagap.com

If you are based in the US the calculator will also ask you to specify state and county.

If you are in Australia the calculator will also ask you to specify state.

State/ County

Depending on the country you are in you may be able to select the state and/or county your business is located in. This is to provide the most accurate information about the energy supply for your business.

Emissions Report Year

Report Year

Please choose the year you want to report on. Previous year(s) reports for the same location will be marked with an asterisk. You can view a previous report for the same location by clicking on that year. Currently, the calculator produces

reports on an annual basis.You can create a new report for your business each year and the report will automatically compare with previous years report.

Size and Capacity Defaults

Staff

As the amount of employees directly affects the carbon footprint of your business, it's preferable to write the correct number. If you are not sure, you can use the default values!

Weekly Visitors (count once per visit)

Visitors include all visitors including: staff, worshipers, children in daycare, or any other visitor who stays for an event or service. Some of these may not be relevant to your sector but are listed as examples.

Size of Facilities

Please enter the size of your facility. You can choose to use metric units or feet.

Please note if you have more than one facility it is best to create individual reports for each facility and aggregate the carbon footprint of the individual reports. You can create as many reports as you want.

Save + Report

Please click on the button "Save new location and edit" at the bottom of the calculator. This will save your report and have access to personalise your data.

You have now completed the first part of your carbon footprint. Filling in this part of the calculator will give you an estimate of your company's carbon footprint.

If you want to further specify your report you can click on the images at the top of the calculator (pictured below). Greenhouse gas emissions have been organised into four types: Facilities, Transportation, Food and Procurement.
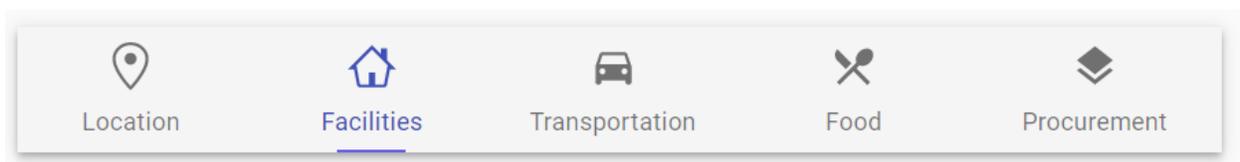
The calculator automatically populates each item with default values based on national averages.

Facilities

This section asks you to fill in actual information about your business' energy use for the year. We want to reiterate that if you do not know the answer for your business you can always leave the default values.

Electricity

Please enter the amount of kWh/year of electricity used. This information is found on your electricity bill. Electricity bills are usually provided monthly so you will need to aggregate that information by adding up all of the energy bills for the year you are reporting and then input your annual usage into the calculator.

Percent purchased from a clean energy program

This adjusts the GHG emissions intensity factor of your electricity. By default, emissions intensity is based on the average for your country or state. If you select 50%, then average emissions intensity will be reduced by 50% (we assume zero emissions from renewable energy). Your electrical bill may note a percentage from clean energy and you can add that information here. If a percentage is not provided but an amount is provided in KwH you can calculate the percentage by using the following formula: kWh from Clean Energy Program divided by total amount of kWh used.

Natural Gas

Please consult your natural gas bill. The calculator offers a number of unit items. Please choose one that reflects your Gas bill. Please note that one therm equals approximately 100 cubic feet (1 Ccf) or 100,000 BTU. You can use the dropdown to select the correct unit of measure.

Other Fuel

This section includes heating oil, gasoline, kerosene, propane and other fossil fuels. Do not include wood or any biofuels; these are not available in the tool. You can enter the number in gallons or liters. The default value is in gallons.

Water and Wastewater

Please enter the amount your company has spent on Water & Wastewater. However, we do recommend using the default value, which is based on national averages for the size of facilities. This estimate assumes average prices and average emissions intensity. Please select your local currency for the most accurate result. The information is usually located on your water bill.

Solid Waste (Including Recycling)

Enter total short tons (2,000 pounds) or tonnes (1,000kg) of solid waste (including recycling). Use the default of 9 tons per 10 employees if unknown.

Paper Recycled: In this section you have to enter the percentage of "Solid Waste (Including Recycling)" that is Paper recycled. All the values will be in percentage. You can calculate this by dividing the amount of Paper recycled by the total amount of "Solid Waste (Including Recycling)".

Metals Recycled: In this section you have to enter the percentage of "Solid Waste (Including Recycling)" that is Metals recycled. All the values will be in percentage. You can calculate this by dividing the amount of Metals recycled by the total amount of "Solid Waste (Including Recycling)".
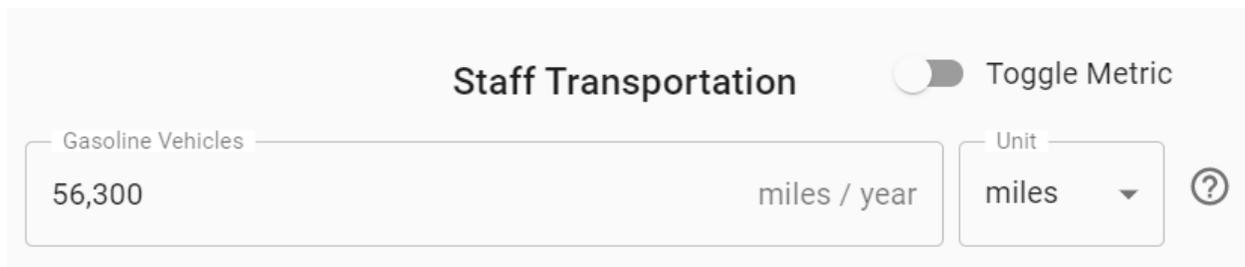
Plastic Recycled: In this section you have to enter the percentage of "Solid Waste (Including Recycling)" that is Plastic recycled. All the values will be in percentage. You can calculate this by dividing the amount of Plastic recycled by the total amount of "Solid Waste (Including Recycling)".

Glass Recycled: In this section you have to enter the percentage of "Solid Waste (Including Recycling)" that is Glass recycled. All the values will be in percentage. You can calculate this by dividing the amount of Glass recycled by the total amount of "Solid Waste (Including Recycling)".

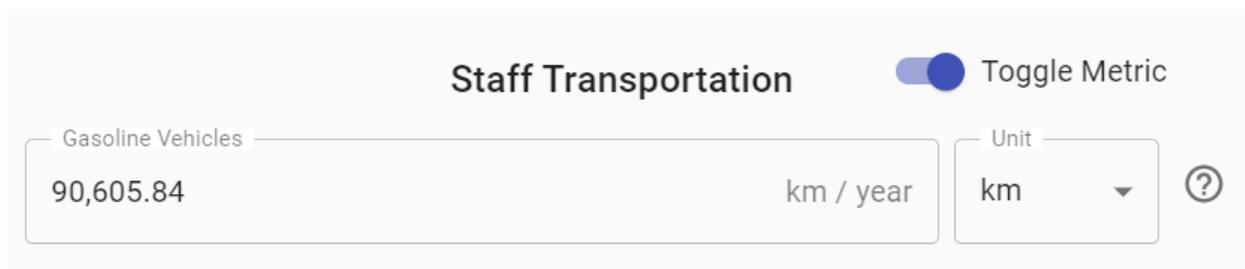# Transportation

Staff Transportation

Depending on where you are in the world, this section allows you to switch between metric units and miles. Please turn on the toggle metric to choose km instead of miles for each unit. To switch the toggle metrics on please drag the round button from right to left, per below.

Toggle Metric off

Toggle Metric on

Gasoline Vehicles

Enter miles/km driven by gasoline vehicles, including gasoline hybrid vehicles, owned by the business and used by staff and used by employees for their commute, including any taxis used as part of a commute.

Electricity Cars

Enter miles/km driven by electric vehicles owned by the business and used by staff, and used by employees for commuting, including any taxis used as part of a commute.

Public Transit

Please enter the amount of public transit (bus, subway, etc.) used by staff during work hours and commuting in miles/km.

Rail

Enter miles/km ridden by rail by staff during work hours and commuting.

AirTravel

Enter miles/km flown by staff for work.

Visitor Transportation

Average distance visitors live from facilities

Enter average distance visitors live from facilities in miles or kilometers. This will allow the calculator to estimate the commute to and from the facilities on the basis of their transportation mix.

Bike, Walk, and Transit

Enter the percent of visitors who use bike, walk, and public transit, etc.

Electric Vehicles

Enter the percent of visitors who use electric vehicles.

People per Vehicle

Enter the average number of persons per Electric Vehicle, e.g. if visitors normally drive in groups of 2 enter 2.

Responsibility for Vehicles

Enter the % level of responsibility the business wants to take for business travel to the facility. The default is set at 50%, but your business may want to alter this amount.

One way to capture this information is by asking visitors when they check in and then aggregate that information. Otherwise, you may wish to estimate it based on what you know about the type of visitors you have.

Food

This section calculates the amount of emissions related to the food consumed in relation to your business operations.

Events with Meals per Week

Just enter the total number of events with meals per week. Default Value given is 5.

Food Categories

Below food categories assume that visitors enjoy meals during events at your business and that you take responsibility for 25% of emissions related to that. If this default is not applicable to your business, you can update the calculator to represent a more accurate picture for your business. One way to do this is to track the meals at your business over a four week period and then divide the total by four weeks to find a weekly average. If you know the information perfectly for the year you can also divide by 52 (weeks) to find the actual weekly average and input those amounts.

Red Meat

Total servings per event. The default value is U.S. average number of servings of food category per meal x number of weekly visitors x 25% of visitors per meal.

Fish, Chicken, Eggs

Total servings per event. Default Value = U.S. average number of servings of food category per meal x number of weekly visitors x 25% of visitors per meal.

Other Meat

Total servings per event. Default Value = U.S. average number of servings of food category per meal x number of weekly visitors x 25% of visitors per meal.

Dairy

Total servings per event. Default Value = U.S. average number of servings of food category per meal x number of weekly visitors x 25% of visitors per meal.

Grains and Bread

Total servings per event. Default Value = U.S. average number of servings of food category per meal x number of weekly visitors x 25% of visitors per meal.

Fruits and Vegetables

Total servings per event. Default Value = U.S. average number of servings of food category per meal x number of weekly visitors x 25% of visitors per meal.

Other Food and Drinks

Total servings per event. Default Value = U.S. average number of servings of food category per meal x number of weekly visitors x 25% of visitors per meal.

Procurement

Procurement Categories

This section allows you to change the currency to access the default values in your local currency.

Printing Services

We recommend using the default value, which is based on national averages for the number of full-time equivalent employees in your business sector. This estimate assumes average prices and average emissions intensity.

Supplies

We recommend using the default value, which is based on national averages for the number of full-time equivalent employees in your business sector. This estimate assumes average prices and average emissions intensity.

Facilities Maintenance

We recommend using the default value, which is based on national averages for the number of full-time equivalent employees in your business sector. This estimate assumes average prices and average emissions intensity.

Textiles

We recommend using the default value, which is based on national averages for the number of full-time equivalent employees in your business sector. This estimate assumes average prices and average emissions intensity.

Electronics

We recommend using the default value, which is based on national averages for the number of full-time equivalent employees in your business sector. This estimate assumes average prices and average emissions intensity.

Furniture and Appliances

We recommend using the default value, which is based on national averages for the number of full-time equivalent employees in your business sector. This estimate assumes average prices and average emissions intensity.

Paper Products

We recommend using the default value, which is based on national averages for the number of full-time equivalent employees in your business sector. This estimate assumes average prices and average emissions intensity.

Other Goods & Services

We recommend using the default value, which is based on national averages for the number of full-time equivalent employees in your business sector. This estimate assumes average prices and average emissions intensity.

Carbon Offsets

Carbon Offsets

Enter the number of metric tons of CO2 equivalent offsets through the Carbon Covenant or other program.

Report and Buy Offsets

At any time after you press "Save new location and edit" you can log out of the calculator and log back in at a later date to update your report or create a new report. All reports are saved under "Reports". Your total carbon footprint is what is listed on top of the graph on the right hand side graph next to Total. In the example below the Total is 226.87 metric tons CO2e.

The reports provide a summary of the information provided and can be saved in PDF or downloaded in .csv, which can be used for excel purposes.

You can Buy Offsets by clicking on "Buy Offsets" in the top right corner of the calculator. This will take you through to our Projects, which provides a wide selection of carbon offset projects that you can invest in.
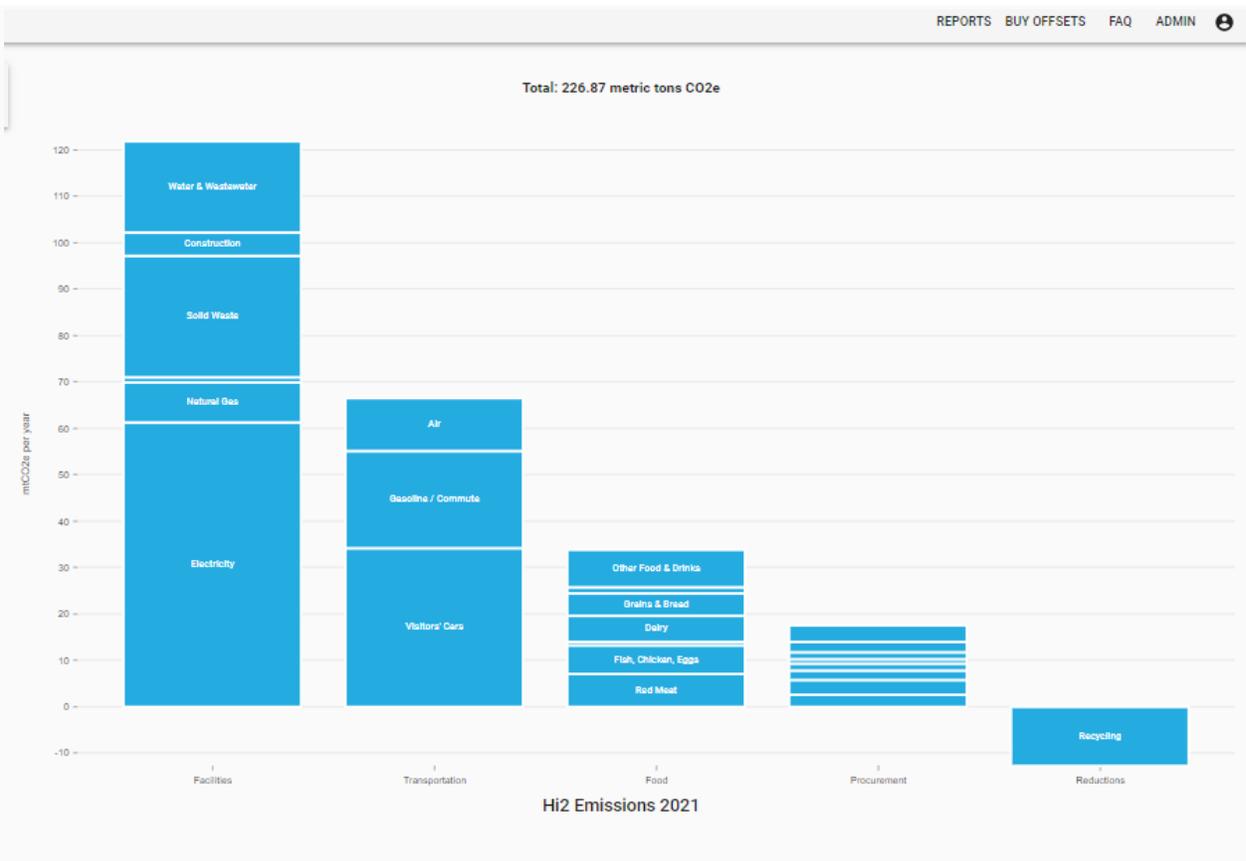
Additional Resources

If you would like to access the full methodology from University of California Berkeley Cool Climate Network please link [here](#).

You can learn more about the Cool Climate Network [here](#).

The Climagap team is busy building and integrating more tools to support your sustainability journey. If you require further assistance please [contact us](#).