

## Data Collection Checklist for SmartCarbon Lite (Organisational Greenhouse Gas Reporting)

SmartCarbon Lite enables organisations to get started on the carbon reporting and reduction journey, and feed the results into the supply chain dashboard of organisations reporting the carbon impact of their purchased goods and services (i.e. their scope 3 category 1 emissions). Hereon referred to as your “Reporting Customer”.

The list below outlines the data sets you will need for this exercise. Once you have collected the required information, please log in to SmartCarbon Lite and enter the data. The Information panel on each tab of the platform will guide you through this process.

<https://app.smartcarboncalculator.com/Login/Register>

**Note:** all data submitted on the platform is treated as confidential and is not shared with any third party (other than the Reporting Customer and SmartCarbon Ltd). If you supply to multiple NHS Trusts and public sector organisations, you can opt to share your responses with multiple reporting customers, where you have a commercial relationship (this negates the need to enter the data more than once per annum).

### 10 data sources and supporting records, for a basic carbon footprint.

1. **REPORTING PERIOD.** You will need to decide what 12-month window you will use for your reporting period. Ideally, this will align with your financial accounts (typically, this is 1st April – 31st March). All data sets outlined below, should be for this same time period.
2. **BUILDING ENERGY.** To report energy consumption, you’ll need electricity and gas consumption data. Ideally, this will be from meter readings or copies of your gas and electricity bills. If you don’t have this data, estimates are allowable. (Note. Consumption of Green tariff electricity should still be reported in full).
3. **SERVICE RECORDS.** If you have air conditioning or refrigeration equipment, you’ll need copies of your service records to show the volume and type of gas that has been topped up.
4. **COMPANY VEHICLES.** If you have company vehicles, you’ll need fuel or mileage records.
5. **OTHER BUSINESS TRAVEL.** If applicable, you'll need records of how many miles have been claimed for people travelling for business purposes (excluding commute). E.g. business travel in employee owned or leased cars (e.g. expenses). You’ll also need a record of how much was spent on rail, flights and taxis (e.g. from your accounts).
6. **NUMBER OF EMPLOYEES.** You'll need to know how many employees you have and how many days they work from home (estimates of home working is allowable).
7. **WASTE DISPOSAL.** You'll need records of how much waste you recycled or disposed of (e.g. from Waste Transfer Notes and Hazardous Waste Consignment Notes).
8. **COURIERS & TRANSPORT SERVICES.** If applicable, you’ll need a record of how much you spent on courier and transport services. If customers collect goods from you then you'll need to make an estimate of how far they travel on average and the weight of the goods they buy.
9. **FINANCIAL RECORDS.** You'll need details of purchased goods and services, as reported in your company accounts. (Note: to prevent double counting, exclude all the things listed above (i.e. excluding spend on energy, travel, waste disposal, employee salaries etc).
10. **NORMALISATION INDICATORS.** Finally, you’ll need to report your annual company turnover and your value of sales to your Reporting Customer, so that the platform can proportion your emissions to their supply chain impact.

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<b>Tick</b>	<b>Reporting Period</b>			
<input type="checkbox"/>	Ideally, your reporting period should be the same as your financial reporting cycle (i.e. tax year).			
	From (month, Year)		To (month, Year)	
	<b>Data Type</b>	<b>Data Source</b>	<b>Example</b>	<b>Quantity and units</b>
<input type="checkbox"/>	<b>Buildings</b>			
	List of locations where your organisation operates from, this could be owned or leased. If you co-share the buildings with other occupants, please report only for the area your organisation occupies. For co-shared buildings, you may wish to contact landlord/building management for the information for the building and then apportion your consumption based on percentage of area your organisation occupy. If you don't have this data, estimates are allowable.			
<input type="checkbox"/>	Gas	Ideally meter readings, or copy of your gas bills	Units of Gas consumed.	
<input type="checkbox"/>	Electricity	Ideally meter readings, or copy of your electricity bills	Units of electricity consumed.	
<input type="checkbox"/>	Fugitive emissions (E.g. from air-conditioning or refrigeration equipment)	Service records	Name and quantity of gas topped up, if any.	
<input type="checkbox"/>	<b>Company Vehicles</b>			
	Owned or leased and operated by your organisation. This does not include travel in employee-owned vehicles. For electric vehicles charged from external chargers, please report by mileage. Data is not required for any electric vehicles charged on company premises (fed from the same electricity meter as the building data).			
<input type="checkbox"/>	By Fuel consumption	Vehicle fuel records	Quantity or fuel (Petrol / Diesel / Red Diesel) consumed	
	or			
	By Mileage	Vehicle mileage records	Mileage by vehicle fuel types, e.g., Petrol Car, Diesel Car, Hybrid Car, Plug-in Hybrid Car, Battery electric car or van	
	Or			
	Total mileage in reporting period			
<input type="checkbox"/>	<b>Business Travel</b>			
	Includes travel in employee-owned vehicles (grey fleet) and on public transport including flights. This does not include travel in company vehicles or employee commuting journeys.			
<input type="checkbox"/>	Grey Fleet (employee-owned vehicles used form business travel – excluding commute).	Mileage claims records	Total miles claimed (Ideally by vehicle and fuel type).	
		or		
	Other business travel	Business travel expense records	Total amount paid	
			Pence per mile rate	
			Total amounts spend on air travel	
			Total amounts spend on rail travel	
			Total amounts spend on taxi travel	
<input type="checkbox"/>	<b>Employee Commute</b>			
	Includes travel from residences to usual place of work.			
<input type="checkbox"/>	Commuting	Employment records	The number of full time equivalent (FTE) employees	

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<input type="checkbox"/>	Working from home (WFH)	Working from home records	The average number of employees WFH	
			Average number of days per week employees WFH	
<b>Waste Disposal</b>				
If you do not have segregated data for different types of waste, report the total under other waste				
<input type="checkbox"/>	Waste records	Company waste records (e.g. from Waste Transfer Notes and Hazardous Waste Consignment Notes) or an estimate of how much waste you produce	Total weight of waste sent for recycling	
<input type="checkbox"/>			Total weight of waste disposed to landfill	
<input type="checkbox"/>			Total weight of other waste disposed	
<b>Transportation &amp; Distribution</b>				
Includes expenditure on outsourced transportation services. (I.e. deliveries of purchased goods and services to your company and the deliveries of your products and services to customers). For example, freighting, courier, and postal services. Do not include any transportation done in company vehicles. You will also need expenditure on offsite storage services.				
<input type="checkbox"/>	Transportation and storage	Expense records	Total amounts spend on transportation and storage	
<input type="checkbox"/>	Transportation arranged by customers. (If you do not know the distance you may use the benchmarks distances such as, 70 miles for local and 300 miles for national).	Details of products collected by customers	Total weight of products transported by customers	
<input type="checkbox"/>			Average distance transported by customers	
<b>Goods &amp; Services</b>				
Includes the spend on purchased goods and services. To avoid double counting, do not include staff salaries or expenses for activities which are already included in previous sections. For example, spend on electricity, mileage claims and travel expenses etc.				
<input type="checkbox"/>	Purchased goods and services expense	Procurement records	Total amount of spend on goods and services	
<b>Company Performance</b>				
<input type="checkbox"/>	Turnover	Balance sheets	Total turnover in the reporting period	
<input type="checkbox"/>	Value of sales to "Reporting Customer".	Sales records	Total value of sales in the reporting period	
<input type="checkbox"/>	Category of goods and services provided to "Reporting Customer".	Sales records	eClass code of best fit to categorise the main product or service provided to your "Reporting Customer".	

Note: It is not necessary to enter all the information on the SmartCarbon Lite at once. You may enter and save the information in stages.

**If you have any questions, please contact: [support@smartcarboncalculator.com](mailto:support@smartcarboncalculator.com)**