

# Carbon Footprint Calculator



## Getting Started - Data Checklist

### INTRODUCTION

This data checklist will help you gather information needed to complete your organization's footprint using the Seattle Climate Partnership Carbon Footprint Calculator. Within each sector listed below, strive 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 sector.

### BUILDING ENERGY DATA

- Annual company electricity use in kwh.** Information should be available from utility invoices. 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. 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. 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 natural gas use (in therms)

### 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
  - Average fuel efficiency of vehicles in fleet
- Miles of business travel by each mode: plane, train, bus, ferry, & rental car miles.** Information from your travel agent, travel reimbursement records, or a company survey will gather this data.
- Miles of commuting travel by each mode: train, bus, ferry, car miles.** If no information is readily available, you may use one of the following options:
  - Completed State DOT Commute Trip Reduction survey or SurveyMonkey commuting survey

### PURCHASES OF KEY MATERIALS, GOODS, AND SERVICES

- Annual paper use in sheets, reams, boxes or pounds and % recycled content in paper.** Your office supply provider or accounting records should have needed data, or gather:
  - Annual amount spent on paper
  - Average cost of paper, per ream
  - Recycled content of paper
- Purchasing data for other materials, goods, or services you wish to evaluate,** perhaps including office electronics, furniture, shipping services, water, or other materials.

### WASTE DISPOSAL AND RECYCLING DATA

- Annual quantity of waste disposed, recycled, or composted in pounds, tons or cubic yards.** Information should be available from invoices. If quantities are unavailable, gather:
  - Annual cost of waste disposal
  - Annual cost of recycling disposal
  - Annual cost of compost disposal

If no waste data is available, the calculator will automatically generate waste and recycling estimates based on your business sector and employee count. Make sure this information is complete in the *Company\_Info* worksheet.