

Data Collection Form

Introduction

This Data Collection Form can be used in conjunction with the carbon calculator, to collect data from different sources/owners helping to simplify the process. These five sections are aligned with the carbon calculator, allowing for an easy transfer of data to the spreadsheet.

1. Buildings, Fleet & Equipment

1.1 Building Utilities

| In your reporting period, what utilities and fuel did you use in your buildings? | | |
|--|--|----------|
| Utility | Possible Units | Quantity |
| Natural gas | kWh /cubic metres (m ³) | |
| Kerosene | Litres | |
| LPG | kg / tonnes / kWh / litres | |
| Gas oil | kg / tonnes / kWh / litres | |
| Coal | kg / tonnes / kWh | |
| Biomass (solid) | kg / tonnes / kWh | |
| | | |
| Electricity | kWh | |
| | | |
| Water Use | Litres / (m ³) | |
| Water Treatment | Litres / (m ³) or 95% of Water Use | |

1.2 Fleet & Equipment

Related to any equipment you own and operate which uses fuel.

| In the reporting period, how far did your vehicles travel? | Transport type | Distance (Miles / km) | Fuel Type |
|--|----------------|-----------------------|-----------|
| | Pool car | | |
| | Van/ Minibus | | |
| | Other | | |

or

| In the reporting period, how much fuel was used for vehicles or equipment owned by the your organisation? E.g., Lawn mowers, strimmers. | Fuel Type | Quantity (Litres) |
|--|-----------|-------------------|
| | | |
| | | |
| | | |

Data Collection Form

2. Business/School Travel & Employee Commute

2.1 Employee Commute

This is the distance travelled by employees from home to work (return trip), there are two methods to calculate this in the Data Collection and Input Guidance document, and the below table supports Method 2.

| Type of transport (Car, Public Transport etc.,) | Fuel Type | Distance Travelled (km/miles) |
|--|-----------|-------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2.2 Business/ School Travel

This is the travel done for carrying out the organisation's activities.

| Business Travel: Vehicle Type | Fuel Type | Distance Travelled (km/miles) |
|-------------------------------|-----------|-------------------------------|
| | | |
| | | |
| | | |
| | | |

| School Trips: Select the mode of transport (Road, Rail, Sea or Air) | Fuel Type (Dependent on transport selected) | Distance Travelled (km/miles) |
|---|---|-------------------------------|
| | | |
| | | |
| | | |
| | | |

3. Waste

If you receive a dedicated waste report from a private waste service provider, please fill out the table below. If not, please refer to the Data Collection and Input Guidance document where you will find a waste audit template to complete.

| Waste Stream (E.g., paper recycling) | Quantity (Kg/tonnes) |
|--------------------------------------|----------------------|
| | |
| | |
| | |
| | |

Data Collection Form

4. Supply Chain (optional)

Fill out the table below using data from the last 12 months. Guidance on this can be found in the Data Collection and Input Guidance document.

| How much did your organisation spend on... | £ |
|--|---|
| Products of agriculture, hunting and related services | |
| Products of forestry, logging and related services | |
| Wearing apparel | |
| Paper and paper products | |
| Printing and recording services | |
| Paints, varnishes and similar coatings, printing ink and mastics | |
| Soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations | |
| Other chemical products | |
| Rubber and plastic products | |
| Computer, electronic and optical products | |
| Electrical equipment | |
| Machinery and equipment | |
| Motor vehicles, trailers and semi-trailers | |
| Furniture | |
| Other manufactured goods | |
| Electricity, transmission and distribution | |
| Gas; distribution of gaseous fuels through mains; steam and air conditioning supply | |
| Natural water; water treatment and supply services | |
| Sewerage services; sewage sludge | |
| Waste collection, treatment and disposal services; materials recovery services | |
| Buildings and building construction works | |
| Wholesale and retail trade and repair services of motor vehicles and motorcycles | |
| Accommodation services | |
| Food and beverage serving services | |
| Publishing services | |
| Telecommunications services | |
| Computer programming, consultancy and related services | |
| Information services | |
| Financial services, except insurance and pension funding | |
| Insurance and reinsurance services, except compulsory social security | |
| Legal services | |
| Veterinary services | |
| Rental and leasing services | |

Data Collection Form

| | |
|---|--|
| Employment services | |
| Security and investigation services | |
| Services to buildings and landscape | |
| Office administrative, office support and other business support services | |
| Education/ Training Services | |
| Human health services | |
| Creative, arts and entertainment services | |
| Sports services and amusement and recreation services | |

5. Renewables

If your organisation generates energy onsite from renewable energy systems, how much electricity (kWh) was generated?

| Renewable Source | Generation (kWh) |
|----------------------|------------------|
| Solar PV | |
| Wind | |
| Other (please state) | |