

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 your organisation? E.g., Lawn mowers, trimmers.	Fuel Type	Quantity (Litres)

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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)

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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	

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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)	