**Carbon Footprint Report**



**Company Logo**

**Company Name**

**Date**

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**Introduction**

(Company Name) is pleased to present our (Year) Carbon Footprint Report, which is the

(enter number) carbon footprint report completed by (Company Name). This report was prepared by (Insert Company Name or Consulting Company who prepared report).

This carbon footprint report has been prepared in full accordance with the Greenhouse

Gas Protocol (GHG), the most widely used international carbon calculation methodology,

compatible with other GHG standards such as the ISO 14064, which also allows for direct

integration with national and international greenhouse gas (GHG) registries.

The emitting activities covered in this carbon footprint report for (insert year) includes direct emissions resulting from (Insert Company Name) owned or controlled equipment and emissions from purchased electricity (referred to as Scope 1and 2 emissions respectively); and selected indirect emissions resulting from (Insert Company Name) (list scope 3 emissions reported) (referred to as Scope 3 emissions). It is important to highlight that under the GHG Protocol, the reporting of both direct emissions and indirect emissions, resulting from purchased electricity, are compulsory. All other indirect emissions, scope 3 emissions, are reported on a voluntary basis. As many voluntary emissions as possible, dependent on reliable data, have been reported on.

(Company Name)has gone to all reasonable lengths to ensure the accuracy of this report.

Insert any additional information the organization would like to communicate in the introduction.

**Section A: Required Information**

**Company Description**

Insert Company Description

**Organizational Boundaries**

**Definition:** In setting organizational boundaries, a company selects an approach for consolidating GHG emissions and then consistently applies the selected approach to define those businesses and operations that constitute the company for the purpose of accounting and reporting GHG emissions.

For corporate reporting of GHG emissions, two distinct approaches can be taken: Equity Share Approach and Control Approach. The equity share approach accounts for emissions based on financial ownership or economic interest in an operation. The control approach accounts for emissions based on operational or financial control of an operation.

(Company Name) has chosen to use the (Insert chosen approach) for the purposes of consolidating and reporting GHG emissions. The reason for choosing this approach is:

Using this approach, this Carbon Footprint Report includes emissions from the following operations:

(List Facilities and Facility Address)

|  |  |
| --- | --- |
| **Facility Name** | **Facility Address** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Operational Boundaries**

**Definition:** Operational Boundaries requires choosing the scope of emissions that will be reported. There are three scopes of emissions that can be reported:

**Scope 1:** Direct GHG Emissions from company owned or controlled assets.

**Scope 2:** Indirect GHG Emissions from purchased electricity or steam.

**Scope 3:** Other indirect GHG Emissions from the operation of the company.

According the GHG Protocol Corporate Reporting Standard, Scope 1 and Scope 2 emissions must be reported. Scope 3 emissions are voluntary.

(Company Name) has reported on all Scope 1 & 2 Emissions and (Insert decision on Scope 3).

**Scope 1 Emissions Include:**

Insert List of Scope 1 Emissions

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**Scope 2 Emissions Include:**

Insert List of Scope 2 Emissions

|  |
| --- |
|  |
|  |

**Scope 3 Emissions Include:**

Insert List of Scope 3 Emissions

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Reporting Period**

The reporting period for this Carbon Footprint report is: (Insert Reporting Period)

**Base Year**

**Definition:** A base year allows for like to like comparisons over time and allows tracking progress to a given target. In addition, a company may undergo significant structural changes such as mergers and divestments that will significantly alter a company’s emissions profile making like to like comparisons difficult. In order to maintain consistency or a like to like comparison over time, recalculating base year and previous emissions may be required if a company undergoes significant structural changes. In order to determine when a recalculation is necessary a company chooses a base year re-calculation threshold. Base year and previous year emissions are not re-calculated for organic growth and decline.

The base year of (Insert Company Name) for the purposes of reporting Greenhouse Gas Emissions is: (Insert Base Year)

The reason (Insert Company Name) this year was chosen is: (Insert Reason)

**Base Year Re-calculation Policy**

**Definition:** A base year re-calculation policy sets a threshold trigger for when the organization will recalculate the base year following a merger or acquisition. The base year is not recalculated due to organic business growth or decline.

Company Name has chosen a base year re-calculation threshold of : (Insert Threshold Number)

**Calculation Method:**

**Definition:** Two calculation methods are accepted for the purpose of calculating GHG emissions. Direct Monitoring and Measurement requires the use of scientific equipment at the point of discharge. Emissions Factors applies a multiplier to the amount of resources consumed.

(Company Name) has chosen to use the (insert method) method for the purposes of calculating GHG emissions. (Company Name) has made all efforts possible to use the best available emissions factors available at the time and has cited the source of all emission factors used.

**Gross Emissions**

The total emissions for (Company Name) in the reporting period of (Insert Reporting Period) are: (List Total Emissions by Year)

|  |  |
| --- | --- |
| **Reporting Year** | **Total Emissions (Mt CO2e)** |
|  |  |
|  |  |
|  |  |

**Emissions by Scope:**

The total emissions broken down by Scope are as follows:

|  |  |
| --- | --- |
| Scope 1 Emissions | Insert Total Scope 1 Emissions |

|  |  |
| --- | --- |
| Scope 2 Emissions | Insert Total Scope 2 Emissions |

|  |  |
| --- | --- |
| Scope 3 Emissions | Insert Total Scope 3 Emissions |

**Exclusions and Uncertainties**

List Exclusions and Uncertainties

**Section B: Optional Information**

**Performance**

Insert Performance against internal and external benchmarks

**Ratio Performance Indicators**

Insert Ratio Performance Indicators i.e.:

CO2e/Business Metric

CO2e/$ Revenue

CO2e/Unit of Output

CO2e/Employee

CO2e/Hour Worked

**Information on Offsets**

Describe information on any offsets purchased

**Reduction Strategies**

Describe the strategies and actions the organization is taking to reduce Greenhouse Gas Emissions.

**Quality Management System**

Describe the quality management system in place to support the development of the carbon footprint.

**Verification**

Insert information on any steps taken to verify the report or a copy of the verification letter from a third party auditor.

**Endnotes**

Insert End Notes or Citations

**Contact Information**

Insert Contact Information

This template was developed with assistance from Growing Forward, a federal-provincial-territorial initiative.