



Bristol Climate &
Nature Partnership

CLIMATE ACTION PROGRAMME

COLLECTING AND REPORTING CARBON EMISSIONS



Tracking your carbon emissions is key to making real progress toward your climate goals. But with so much data to collect and process, it can be tough to know where to begin.

To help you get going, we've gathered top tips from local experts and businesses to make the process more manageable.



Before you get started



Boundary: Agree what you are going to measure.
Scopes 1, 2, and 3 are a way of categorising emissions based on your ability to influence.

A helpful shorthand on the 3 scopes:

Burn: Scope 1 is what you burn

Buy: Scope 2 is energy you buy

Beyond: Scope 3 is everything beyond that



Before you get started



Source: Where do you need to get the data from?
Who do you need to involve?

Tip: Engaging staff is key, particularly for large businesses where data must be collected from multiple departments.



Granularity: What level of detail do you need? For example, monthly vs annual data.



Before you get started



Format: Are you going to use Excel, Google Sheets or a survey? If you're involving colleagues, make sure they use the same format to collect data.




Timeliness: How often will you collect and report on data?


Tip: It can be helpful to align reporting with your financial year.



Different methods



Activity based (best practice): Calculating and reporting carbon emissions by tracking and analysing specific activities such as energy consumption.



Spend based: Multiplying the monetary value of purchased goods and services by an industry average emission factor. Valuable, especially when you are starting out, but not as accurate.

Most organisations use a hybrid approach.

Tip: You can find emissions factors from the Department for Energy Security and Net Zero

Managing your data



Format: Third party software or a spreadsheet?
Choose a format which works best for your organisation.

Tip: If you choose software, find a partner who will support you to understand the data.



Keep it simple: Start with one category at a time to make things more manageable.



Managing your data

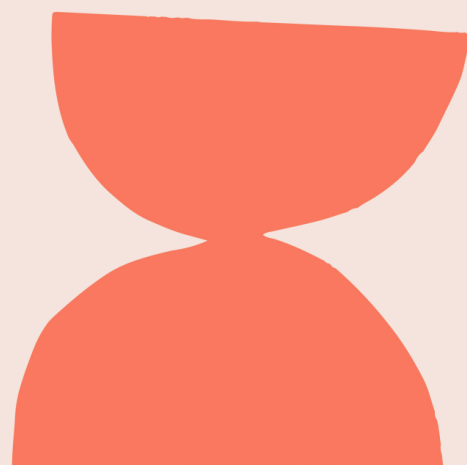


Record your method: Create a method statement outlining where you're collecting your data from, and any assumptions made.




Poor data: Find multiple data sources to reduce uncertainties.

Tip: Don't let perfection get in the way of good.




Tracking progress

Setting your baseline




There are different options for choosing a baseline year. For example, the year you set your climate target or peak activity year.

Tip: Try to use a representative year and avoid picking a year where context skews data.





Be aware that you might need to re-baseline as your calculation methodologies improve and change.




Tracking progress

Setting targets


-  Set an overall target as well as interim targets that help ensure you're on track.
-  Share the responsibility for meeting targets across the team to engage staff and make it more manageable.




Principles to collect data by



Relevance: Collect data that is relevant to your organisation and will aid decision-making.



Completeness: Aim to account for and report on all emission sources and activities within the boundary you've set out – but start with the data you have and build it up.



Consistency: Apply uniform methods, approaches and scope definitions to enable data comparison over time.



Principles to collect data by



Transparency: Be clear about assumptions and limitations so it's easy to trace how you've arrived at your final number.



Accuracy: Reduce uncertainties as far as practicable, ensuring confidence in decision-making.

Remember:

This is a process of continuous improvement. You'll tweak, refine and streamline how you collect, manage and report carbon data.

Want more? [Read our in-depth guide on managing and measuring carbon emissions.](#)

For more Climate Action
Programme resources visit:
bit.ly/CAP-Home



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This set of top tips was created by Bristol Climate & Nature Partnership's Climate Action Programme, in collaboration with Aether, Bishop Fleming and Bristol Zoological Society.

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