

# Climate Action Hub Carbon Tool

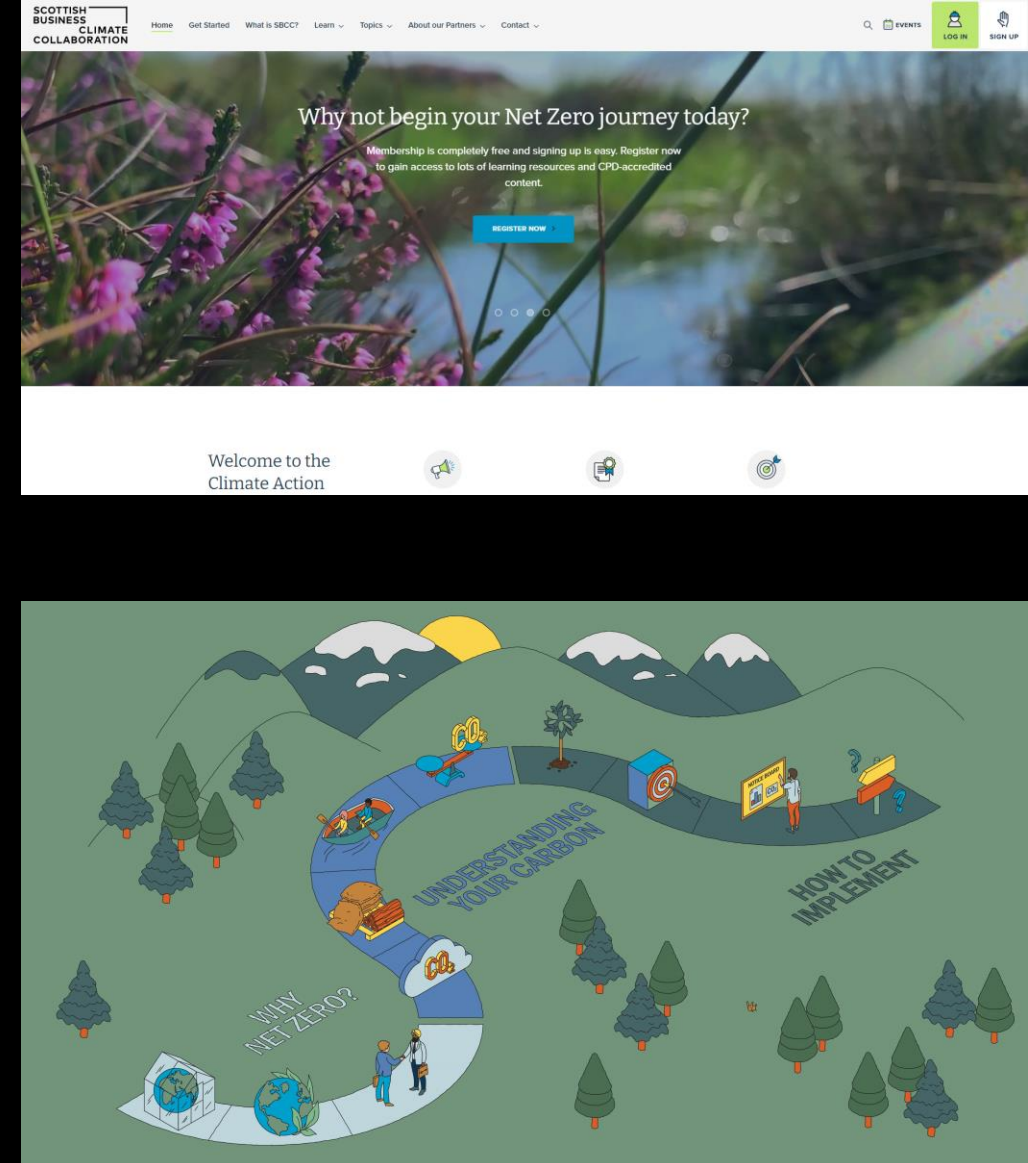
User guide



# Welcome to the SBCC Climate Action Hub Carbon Tool

As a member of the SBCC Climate Action Hub, you can get FREE access to the Carbon Tool to:

- Calculate your carbon footprint and identify carbon hotspots
- Set carbon reduction targets
- Build a Carbon Reduction Plan





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# GETTING ACCESS TO THE CARBON TOOL

- How to get registered?
  - On the [Carbon Tool](#) website, go to 'Create an account' and fill out the information required (name, email, organisation name and create your own password).
- How to complete your profile setup?
  - When you input your organisation's name, the system automatically creates your organisation's profile with the name provided.
  - When entering your organisation name, please avoid suffixes and acronyms to prevent account duplications.
  - In some cases, your organisation will already have a profile in the system. This means that one of your colleagues have previously created a profile, therefore they will be notified that you would like to join their existing account. Once they approve your request, you will get access to your organisation's profile.
- Can you invite colleagues to access your organisation's profile?
  - If your colleagues would like to access your organisation profile, they need to follow the registration process outlined above. When entering the organisation's name, please type the exact name of the organisation.
  - The system will recognise that the organisation already exists and send a notification to existing members. This request will need to be accepted in order for your colleagues to access your organisation profile

Register

First Name

Last Name

Email

Username or Email

Password

Password (again)

All passwords must contain at least 12 characters, one uppercase, one special character and one numeric character. It also cannot be similar to parts of your name or email address.

Additional Information

Company Name

☐ I'm not a robot

reCAPTCHA  
Privacy • Terms

Reload reCaptcha

Register

# REPORTING YOUR CARBON FOOTPRINT

- What reporting period should you select?
  - Select the 'Carbon reporting period' for the calendar year which you have data for.
- How to input data?
  - Simply input the relevant activity data figure under the 'Value' column for each metric.
  - You also have the option to add comments in the 'Comments' box. You can select 'N/A' if this metric is not relevant to you, or you do not collect this data.
  - And don't forget to tick 'Mark section as complete' once you are done with a section.
  - Once you have added all data, click 'Submit' and 'Proceed'.
  - Make sure you have completed module 7 in the Climate Action Hub to learn how to collect your data.

The screenshot shows the 'Sustainability Tool carbon calculator' interface. At the top, there's a dark blue header with the logo and navigation links: 'Dashboard', 'New report', 'Historic reports', 'Help', and 'My account'. Below the header, a dropdown menu shows 'Carbon reporting for period - 1st Jan 21 to 31st Dec 21'. A horizontal bar contains tabs for different categories: Electricity, Mains gas, Water, Business travel, Company vehicles, Fossil fuels, Waste, Material goods, Other emissions, and Company information. The 'Electricity' tab is active. Below this, a table lists metrics for reporting. The table has four columns: 'Metric', 'Units', 'Value', and 'Comments'. The first three metrics are: 'Grid electricity' (kWh), 'Spend on grid electricity' (GBP (£)), and 'Is your electricity 100% on a renewable tariff?'. The 'Value' column for the first two metrics has input boxes, and the 'Comments' column has text areas. The third metric has a row of buttons: 'Yes', 'N/A' (highlighted in green), and 'No'. At the bottom right of the table, there's a checkbox labeled '\*Mark section as complete' and a 'Next >>' button. A 'Submit' button is located at the bottom right of the form.

Metric	Units	Value	Comments	N/A
• Grid electricity ⓘ	kWh	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Spend on grid electricity ⓘ	GBP (£)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Is your electricity 100% on a renewable tariff? ⓘ		<div>Yes <b>N/A</b> No</div>	<input type="text"/>	

☐ \*Mark section as complete Next >>

Submit


# REPORTING YOUR CARBON FOOTPRINT

- How many sections are there, what is measured and where do you get the data from?

Section	What is measured	Data source
<b>Electricity</b>	Electricity consumed purchased from the grid, measured in Kilowatt Hours (kWh) and spend (£) – let us know if you are on a renewable tariff.	Electricity bill or meter
<b>Mains gas</b>	Gas consumed purchased from the grid, measured in Kilowatt Hours (kWh) and spend (£).	Gas bill or meter
<b>Water</b>	Water consumed, measured in Litres and spend (£).	Water bill or meter
<b>Business travel &amp; employee commuting</b>	Miles travelled by taxi, train, domestic and international air travel and spend (£) for this travel.	Expenses, surveys, mileage clocks
<b>Company vehicle</b>	Miles travelled by company owned vehicles and spend (£) for this fuel. If you do not know the type of vehicle, use 'petrol car' as standard.	Logistics planner, expenses, surveys, mileage clocks
<b>Fossil fuels</b>	Fossil fuels purchased, measured in Litres and spend (£). If you have reported miles under 'Company vehicle' make sure the fuel for those miles is <u>not</u> included in this section as it will double count emissions.	Spend data, invoices, expenses
<b>Waste</b>	Tonnes of waste produced and spend (£).	Waste reports, invoices
<b>Material goods</b>	Tonnes of top five categories of spend on materials and/or tonnes of clothing, construction materials, electrical goods, paper, plastic purchased.	Spend data, invoices, expenses
<b>Other emissions</b>	If you already know your carbon emissions, simply input your scope 1, 2 and 3 emissions figures into this section or you can include any fugitive emissions relating to your refrigeration equipment.	Health, safety and environmental records

# DEVELOPING YOUR CARBON REDUCTION PLAN

- How do you create a Carbon Reduction Plan?
  - Once you have submitted your data, the system will calculate your carbon footprint and you can explore your emissions by clicking on the grey rectangles.
  - At this point you should return back to the [Climate Action Hub](#) to complete [modules 9](#) and [10](#) to learn how to set a target and what actions to take to reduce your emissions.
  - Once you have completed the modules, click 'Create plan' on your dashboard to start developing your Carbon Reduction Plan.

 Sustainability Tool  
carbon calculator

DashboardNew reportHistoric reports | Help▼My account▼

1st Jan 20 to 27th Jan 23  
Dashboard menu▼


Carbon reduction plan


Click on the 'Create plan' button below to generate a carbon reduction plan for your organisation based on your annual emissions


Create plan


Explore emissions

click on the panels below and select indicators to explore data graphs and tables

 CO2e by activity

 CO2e by scope

 CO2e by spend

 Sustainability Tool  
measuring performance

SBCC

# DEVELOPING YOUR CARBON REDUCTION PLAN

Company Name

Company sector

Activity description

Your carbon footprint

Carbon hotspots

Drivers for action

Quick wins (0-1 month)

Core actions (2-12 months)

Transformational actions (1+ years)

Long term carbon reduction target (percent)

Long term carbon reduction timeframe (years)

Carbon reduction target for 2030 (percent)

Back Create plan

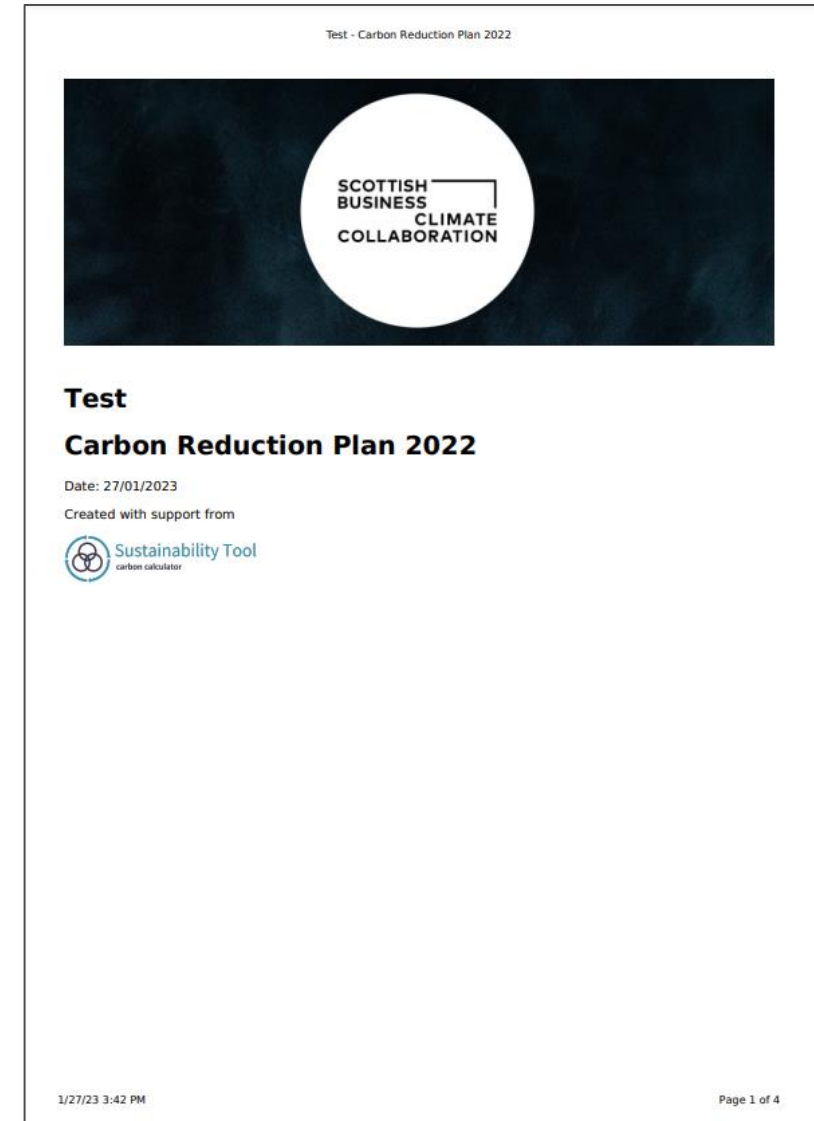
- Complete the fields on the screen:

- Input your company name, select which sector you operate in and describe your organisation.
- Use the breakdown of your emissions on your dashboard to select your top carbon hotspots. Remember what you learnt in module 4 about carbon hotspots.
- Select three drivers for taking actions to reduce your carbon emissions. Refer to the drivers exercise from module 2.
- Choose between 3-5 realistic quick win, core and transformational actions. Remember the examples shown in module 10.
- Set your carbon reduction targets. Refer back to module 9 on how to do this.
- Once completed, click 'Create plan'.



# DEVELOPING YOUR CARBON REDUCTION PLAN

- What is next?
  - Your Carbon Reduction Plan will download as a pdf which you can save, share and use as you need.
  - Head back to the Climate Action Hub to complete modules 11 and 12 to learn how to communicate what you have done to reduce your carbon emissions and where to go for further help.
  - Good luck on your carbon reduction journey and please come back next year to re-calculate your carbon footprint.
  - If you have any questions about using the Climate Action Hub, calculating your Carbon Footprint or developing your Carbon Reduction Plan, email: [SBCC@zerowastescotland.org.uk](mailto:SBCC@zerowastescotland.org.uk)



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