

Environmental Reporting Tool Definitions –

Category	Unit	Definition	Further Details	Granularity	Regularity
Traction	EC4T (kWh) (fleet metered)	As per Network Rail Traction energy metered consumption invoice.	<ul style="list-style-type: none"><li>Energy saved through regenerative braking should be included in the total reported value if available via the invoice.</li><li>Line loss values should not be included.</li><li>EC4T stands for ‘Electric Current for Traction’. More information on fleet metering can be found on the Network Rail <a href="#">site</a>.</li></ul>	Breakdown per distinct fleet - metered	Four (4) week period
	EC4T (kWh) (fleet unmetered)	As per Network Rail Traction energy unmetered invoice.	<ul style="list-style-type: none"><li>If there have been issues in obtaining wash-up period data for reporting, please note this in the comments section of the reporting tool.</li><li>Line loss values should not be included.</li><li>EC4T stands for ‘Electric Current for Traction’.</li></ul>	Breakdown per distinct fleet - unmetered	Four (4) week period
	Gas-oil (litres)	Litres of gas-oil (Diesel) used per distinct fleet.	<ul style="list-style-type: none"><li>Provide 4-week period reporting.</li></ul>	Breakdown per distinct fleet	Four (4) week period
Non-traction	Electricity (KWh)	Non-traction energy consumption (e.g. maintenance activities, lighting of infrastructure, commercial activities).	<ul style="list-style-type: none"><li>All electricity consumed within the stations, offices and any other areas within your ownership or control should be reported.</li><li>According to the International Union of Railways, non-traction energy consumption can be divided into five main areas of activity:<ul style="list-style-type: none"><li>Commercial activities: Stations and concessions</li><li>Maintenance activities: Workshops, depots and service buildings</li><li>Heating of points and switches</li><li>Technical railway operation: Lighting of infrastructure, signalling, telecom, traffic control and data centres</li><li>Administration and offices.</li></ul></li><li>You do not need to split your reporting into these categories. Only provide one total combined value.</li><li>The most accurate and comprehensive non-traction energy data is often that from half hourly meters (HHMs) or automatic meter readings (AMRs). Data from invoices is often considered the least accurate as it may be based on estimates.</li><li>If you have had to estimate a proportion of your reporting, please provide a brief summary in the comments of how this was done.</li><li>For more information on non-traction energy reporting please visit the following <a href="#">RSSB</a> and <a href="#">UIC</a> sites.</li></ul>	Total	Four (4) week period
	Gas (KWh)	Non-traction gas consumption converted to KWh.	<ul style="list-style-type: none"><li>Non-traction gas consumption can be derived using direct readings from a meter on the incoming gas main or from sub meters on the individual equipment.</li><li>Report all non-traction gas consumption which you are billed for.</li><li>If you have had to estimate a proportion of your reporting, please provide a brief summary in the comments of how this was done.</li><li>For more information on non-traction gas reporting please visit the following <a href="#">RSSB</a> link.</li></ul>	Total	Four (4) week period
	Gas-oil (litres)	Fuel used for non-traction back up generation purposes.	<ul style="list-style-type: none"><li>This fuel is likely to be red diesel delivered and consumed locally.</li></ul>	Total	Four (4) week period
	Petrol (litres) <i>Non-compulsory</i>	Fuel used for operational vehicle fleet.	<ul style="list-style-type: none"><li>Please report litres of fuel purchased for vehicle consumption.</li><li>If you have had to estimate a proportion of your reporting, please provide a brief summary in the comments of how this was done.</li></ul>	Total	Four (4) week period
	Diesel (litres) <i>Non-compulsory</i>	Fuel used for operational vehicle fleet.	<ul style="list-style-type: none"><li>Please report litres of fuel purchased for vehicle consumption.</li><li>If you have had to estimate a proportion of your reporting, please provide a brief summary in the comments of how this was done.</li></ul>	Total	Four (4) week period
	LPG (litres) <i>Non-compulsory</i>	Fuel used for operational vehicle fleet.	<ul style="list-style-type: none"><li>Please report litres of fuel purchased for vehicle consumption.</li><li>If you have had to estimate a proportion of your reporting, please provide a brief summary in the comments of how this was done.</li></ul>	Total	Four (4) week period

Carbon	Scope 1 emissions (tonnes)	Gross direct (Scope 1) GHG emissions in tonnes of CO2 equivalent.	<ul style="list-style-type: none"> <li>Scope 1 emissions are produced by activities owned or controlled by your organisation that release emissions straight into the atmosphere.</li> <li>Examples of scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces and vehicles.</li> <li>State which conversion factors were used to calculate your emissions in the comments section. <ul style="list-style-type: none"> <li>In alignment with the UK government GHG Conversion Factors supporting information, you should use the version of the factors that correlates with the data on which you are reporting (for example, factors labelled as 2017 should be used for data from calendar year 2017).</li> <li>If you are reporting on an April to March year, the factors from the calendar year in which the greatest portion of your data falls should be applied (for example, the 2017 factors should be applied to data in reporting year 01/04/17 – 31/03/18).</li> <li>Users that operate a July to June reporting year should apply the newest set of available factors.</li> </ul> </li> <li>Please see <a href="#">GRI305</a> for more information on what constitutes a scope 1 emission.</li> </ul>	Total	Annual
	Scope 2 emissions (tonnes)	Gross location-based energy indirect (Scope 2) GHG emissions in tonnes of CO2 equivalent.	<ul style="list-style-type: none"> <li>Scope 2 emissions are those being released into the atmosphere associated with your consumption of purchased electricity, heat, steam and cooling.</li> <li>State which conversion factors were used to calculate your emissions in the comments section. <ul style="list-style-type: none"> <li>In alignment with the UK government GHG Conversion Factors supporting information, you should use the version of the factors that correlates with the data on which you are reporting (for example, factors labelled as 2017 should be used for data from calendar year 2017).</li> <li>If you are reporting on an April to March year, the factors from the calendar year in which the greatest portion of your data falls should be applied (for example, the 2017 factors should be applied to data in reporting year 01/04/17 – 31/03/18).</li> <li>Users that operate a July to June reporting year should apply the newest set of available factors.</li> </ul> </li> <li>Please see <a href="#">GRI305</a> for more information on what constitutes a scope 2 emission.</li> </ul>	Total	Annual
	Embodied/capital carbon in new infrastructure projects over £1 million	The carbon dioxide equivalent (CO2e) or greenhouse gas (GHG) emissions associated with the non-operational phase of the project.	<ul style="list-style-type: none"> <li>Embodied carbon is defined by <a href="#">Wrap</a> as the greenhouse gas (GHG) emissions that arise from the energy and industrial processes used in the processing, manufacture and delivery of the materials, products and components required to deliver a project.</li> <li>This is to be reported per project and should be reported in the same reporting year as the project was completed if possible.</li> <li>Provide values for new infrastructure projects and refurbishments.</li> <li>In the comments please provide a brief summary of what methods were used to calculate the embodied carbon.</li> </ul>	Total	Per project
Water	Mains Water consumption (m3)	Total m3 of water used for a range of activities including domestic/sanitary use, washing fleet vehicles and rolling stock.	<ul style="list-style-type: none"> <li>The UN Global Compact provides <a href="#">guidelines</a> on corporate water disclosure which states that: <ul style="list-style-type: none"> <li>At a minimum, basic disclosers should report water-related information for the entities they own or control.</li> </ul> </li> <li>This means that all mains water consumed within the stations, offices and any other areas within your ownership or control should be reported.</li> <li>Water consumed excludes bottled water provided in drinking water stations.</li> </ul>	Total	Annual
	Water recycling initiatives	Written account required with details of water recycling initiatives across the company.	<ul style="list-style-type: none"> <li>Provide information on water recycling initiatives such as grey water recycling and rainwater harvesting, along with the estimated water savings if appropriate.</li> </ul>	Narrative	Annual

			<ul style="list-style-type: none"> <li>Further guidance on reporting water recycling can be found in section 3 of <a href="#">GRI303</a>.</li> </ul>		
Waste	Waste generated (tonnes)	Total weight of all waste generated.	<ul style="list-style-type: none"> <li>This should include all waste streams (e.g. depots, stations, trains). Only provide one total combined value.</li> <li>For the purposes of reporting, this includes waste which is sent to landfill, to be sorted for disposal or recycling (e.g. to a waste transfer station), and to be reused.</li> <li>This includes general/non-hazardous waste, construction waste and hazardous waste.</li> <li>Please refer to the Waste Framework <a href="#">Directive</a> for further details.</li> </ul>	Total	Annual
	Construction waste (tonnes) <b>Non-compulsory</b>	Total weight of waste generated due to construction projects.	<ul style="list-style-type: none"> <li>This non-compulsory reporting unit allows you to specifically report waste which was produced as a result of construction activities and may have resulted in a spike in total waste generated.</li> <li>According to the The Construction (Design and Management) Regulations 2015, “construction works” are defined in Part 1, Section 2 as “the carrying out of any building, civil engineering or engineering construction work”. For further details please refer to the <a href="#">regulation</a>.</li> <li>The Waste and Resources Action Programme (<a href="#">WRAP</a>) define construction waste as: <ul style="list-style-type: none"> <li>Demolition waste – Unwanted material arising from the demolition or strip out of an existing structure.</li> <li>Excavation waste – Unwanted material resulting from excavation activities such as a reduced level dig and site preparation and levelling, and the excavation of foundations, basements, tunnels, and service trenches, typically consisting of soil and stones.</li> <li>Other construction waste – Any other unwanted material produced at the construction site, which is not classified as Demolition or Excavation waste.</li> </ul> </li> </ul>	Total	Annual
	Waste recycled (tonnes)	Waste materials which are reprocessed rather than being disposed of to landfill.	<ul style="list-style-type: none"> <li>According to <a href="#">Wrap</a>, recycled waste is that which has been reprocessed, either into the same material (closed-loop) or a different material (open-loop), for the original or another purpose.</li> <li>Recycled waste does not include waste used for energy recovery through incineration or waste which has been re-used in another manner. <ul style="list-style-type: none"> <li>This should be included in the ‘waste subject to other recovery’ section.</li> </ul> </li> </ul>	Total	Annual
	Waste subject to other recovery (tonnes)	Waste diverted from landfill that is not recycled.	<ul style="list-style-type: none"> <li>According to the Waste Framework <a href="#">Directive</a>, waste ‘recovery’ occurs when a material that would otherwise be disposed of is put to a beneficial use, which saves the use of non-waste materials.</li> <li>This includes waste incineration, gasification, refuse derived fuel (RDF), mechanical and biological treatment (MBT), and anaerobic digestion of organic waste.</li> </ul>	Total	Annual
	Waste to landfill (tonnes)	Waste that is disposed of in a landfill.	<ul style="list-style-type: none"> <li>Waste that is disposed of in a landfill.</li> <li>For further information please see the Wrap Waste Recording and Reporting <a href="#">guidance</a>.</li> </ul>	Total	Annual
	Hazardous waste (tonnes)	Waste that contains hazardous properties that may render it harmful to human health or the environment.	<ul style="list-style-type: none"> <li>As defined in the Hazardous Waste (England and Wales) <a href="#">Regulations</a> 2005 and the List of Waste (England) <a href="#">Regulations</a> 2005.</li> </ul>	Total	Annual
EMS	Enforcement/information notices	Total number of enforcement/information notices received in this reporting year.	<ul style="list-style-type: none"> <li>As per your environmental regulator enforcement and sanctions statement. <ul style="list-style-type: none"> <li>England – Environment Agency (EA)</li> <li>Wales – Natural Resources Wales (NRW)</li> <li>Scotland – Scottish Environment Protection Agency (SEPA)</li> <li>Other – Natural England (NE), Local Authorities (Councils), Scottish Natural Heritage (SNH)</li> </ul> </li> </ul>	Total	Annual
	Environmental fines or prosecutions	Total value (£) of the environmental fines or prosecutions received in this reporting year.	<ul style="list-style-type: none"> <li>As per your environmental regulator enforcement and sanctions statement. <ul style="list-style-type: none"> <li>England – Environment Agency (EA)</li> </ul> </li> </ul>	Total	Annual

			<ul style="list-style-type: none"> <li>○ Wales – Natural Resources Wales (NRW)</li> <li>○ Scotland – Scottish Environment Protection Agency (SEPA)</li> <li>○ Other – Natural England (NE), Local Authorities (Councils), Scottish Natural Heritage (SNH)</li> </ul>		
	Environmental incidents reported through EMS	Number of environmental incidents reported that year through the internal Environmental Management System (EMS).	<ul style="list-style-type: none"> <li>• An environmental incident is an occurrence or set of circumstances, as a consequence of which environmental damage has occurred, is occurring, or is likely to occur.</li> <li>• According to the Environmental Liability <a href="#">Directive</a>, “environmental damage” is defined as damage to protected species and natural habitats, damage to water and damage to soil. <ul style="list-style-type: none"> <li>○ Specifically what constitutes as damage is outlined in Article 2, section1 of the directive.</li> </ul> </li> </ul>	Total	Annual
	Environmental training records % personnel briefed/trained	The percentage of all staff who have received environmental training/briefing in this reporting year.	<ul style="list-style-type: none"> <li>• Please report all those who have received at least 30 minutes of training (face to face or online) on environmental subject areas (for example, carbon, water saving techniques, energy).</li> <li>• Do not count those who have received 30 minutes of training with only one section on environmental matters. Only record those who have received at least 30 minutes of specifically environmentally related training.</li> <li>• You may also include information on tool talks and more informal environmental briefings which are provided to staff in the comments section, but this should not be included in the reported value.</li> </ul>	Total	Annual
	Reported noise complaints <b>Non-compulsory</b>	Number of noise complaints reported in this reporting year.	<ul style="list-style-type: none"> <li>• Noise nuisance complaints that affect neighbours where the noise comes from your station, depots or sidings.</li> <li>• This excludes train operation noise on the network (i.e wheel noise, horns) and nuisance noise on stations/onboard that is reported by passengers as part of the use of services.</li> </ul>	Total	Annual

**Reporting for Normalisation Purposes**

Metric	Unit	Regularity
Passenger kilometres	According to the <a href="#">ORR</a> , passenger kilometres are calculated by multiplying the number of passenger journeys on a particular flow by the number of track kilometres between the two required stations.	Annual
Vehicle kilometres	According to the <a href="#">ORR</a> this is the number of train kilometres timetabled for a franchise.	Annual