

Using the Online Carbon Calculator

The online carbon calculator, which can be found at <https://www.erdfcarboncalculator.com/Security/Login.aspx>, is a tool for recording carbon impacts for ERDF projects. In addition to this guidance note there is a power point guidance note with screen shots showing how to set up a project and input carbon impacts for a project. In addition to the live site there is a 'dummy' site at <http://dev.erdfcarboncalculator.com/Security/Login.aspx> which can be used to understand how the site works.

Projects are set up by the ERDF team and an automated email will be generated when you have been added giving you a password and the address of the site.

Logging on for the first time –Click on the **i** tab and enter your email address and a password will be sent to your email address. Note: you will only be sent login details if you are already in the database. If you are not yet part of the database you will need to be added. Once you have received login details by email, go back to the login page and enter your email address and the password login. The first screen you come to gives you the option to change your password to something you'll remember.

Home Page – This shows your projects and the various options including the option to add a new user. Remember applicants will only be able to access the site if they have been added as a new user. On the far right hand side of the home page is the **+** tab which is the option to add a new project

Adding a new project

Enter the details of the project, many of which will be mandatory, remember the applicant's details will only be available if they have been added as a new user. Once complete save the changes.

Adding Projections

There are 8 questions to answer yes or no to and then press the forward arrow button and the relevant tabs will appear along the top. Click open the tab to add additional data, such as gas and electricity used. The date for the inputs will be automatically assigned to the relevant (current) reporting period. If the start date has passed there is an option on the questions page to click on the box to ensure that data is added as an estimate and not actuals. You can add several types of carbon usage under each tab. As you save and add more items, the summaries and calculated values will appear below.

Monitoring Actual Data

The length of time the project will run and the type of reporting intervals will automatically generate the number of carbon reports required. There is also an

option to generate reports into an Excel spreadsheet for reporting. As the project develops, data that hasn't been completed by the applicant but was detailed in the original projects will come up red and may need to be checked to ensure it is being collected or will be reported.

Revenue Projects

For the majority of revenue projects the two main areas of data that are required are:

Energy – This should focus on the energy consumption of an office/ workspace and should be measured in kWh. If the energy is part of the rental and is not metered then the buildings Energy Performance Certificate should be used which provides kWh per m². If the project being funded utilises only a small proportion of the actual building (e.g. 5 people out 50) then consideration could be given to not including this data as it wouldn't be significant.

Transport - This should cover business travel associated with the delivery of the project. Google map has been added to the site as an option, but for business travel total mileage from mileage claims is recommended as the way the method to complete the section. Public transport can be included but it's recommended that only significant travel is included such as trips to London or other national rail locations, all flights should be included.

Workshops/ conferences etc – Events such as these should be measured using the distance measuring option in the transport section. If the location or post code of the event is entered onto an excel spread sheet in column A and the persons company address entered in column B this can be saved and then uploaded. Once uploaded the calculator will automatically work out the travel and carbon and the estimated or measured ratio between public and private car can be added using the bar to the site of the map.

Capital Projects

More information is required for capital projects:

Energy – This would cover energy for site welfare cabins etc.

Water – to be included only if the amount used or consumed exceeds 100,000 litres.

Transportation – This should cover deliveries to site for materials associated with the built environment section. Waste leaving site should be recorded using the site waste management plan and the rigid lorry option. The assumption to use is the lorry will carry 20 tonnes so divide the total amount of waste by 20 tonnes and then multiple the number of trips by the distance the waste is being transported (round trip).

The diesel consumption should be recorded for heavy plant or for generators if the kWh of the generator is not known.

Building projects - This section uses the information from the Simplified Building Energy Model (SBEM) which is a requirement of building regulations. For refurbishment projects the EPC energy details can be entered into the energy question.

Built Environment - This section measures the embodied energy of materials used in a capital project.