

Welcome to the GHG Inventory Toolkit



Overview

The GHG Inventory Toolkit is designed to help organizations measure and manage their greenhouse gas (GHG) emissions. By accurately accounting for emissions, you can identify key areas for improvement, set reduction targets, and track progress over time. This toolkit covers five operational boundaries as follows:

Scope 1: Direct Emissions

- **Stationary Combustion:** Emissions from burning fuel in stationary sources such as boilers and furnaces.
- **Mobile Combustion:** Emissions from fuel used in transportation sources owned or controlled by the organization.
- **Refrigeration & AC (Refrigerant Use):** Emissions from refrigerants used in cooling systems.

Scope 2: Indirect Emissions

- **Purchased Electricity:** Indirect emissions from the generation of purchased electricity consumed by the organization.

Scope 3: Other Indirect Emissions

- **Employee Commuting:** Emissions resulting from the transportation of employees to and from their workplace.

How to Use This Toolkit

Introduction (This Sheet):



Provides an overview and walkthrough on using the toolkit.

Emissions Summary:



Contains fields for entering organizational details and visual summaries of your GHG emissions through charts and figures.

Operational Boundaries Data Entry Sheets:

Stationary Combustion: Enter data related to fuel consumption in stationary sources.



Mobile Combustion: Record fuel usage for company-owned or controlled vehicles.



Refrigeration & AC: Input data on refrigerant purchases, usage, and leaks.



Purchased Electricity: Enter electricity consumption data.



Employee Commuting: Collect and input data on employee commuting patterns.



Reference Data:



Contains emission factors and other relevant values. Users generally do not need to access this sheet but can view it for reference and verification.

General Steps

1. Begin with Data Collection:

Gather all necessary data related to fuel consumption, electricity usage, refrigerant usage, and employee commuting.

2. Input Data:

Enter the collected data into the respective operational boundary data entry sheets (Stationary Combustion, Mobile Combustion, Refrigeration & AC, Purchased Electricity, and Employee Commuting).

3. Review Inputs and Results:

Verify that the data entered is accurate and complete. Check the Reference Data sheet to ensure the emission factors and other relevant values are current and applicable.

Review the calculations and results in the respective sheets.

4. View Emissions Summary:

Navigate to the Emissions Summary sheet to see a consolidated view of your GHG emissions, complete with charts and figures that help visualize the data.

5. Analyze Results:

Use the visual summaries and detailed figures in the Emissions Summary sheet to identify key sources of GHG emissions.

6. Action Plan:

Based on the insights gained from the summary and detailed data, create a plan for reducing your GHG emissions.

GHG Inventory Report Summary



Emission Equivalencies

To provide a meaningful context for the total emissions, this section compares them to everyday activities and benchmarks that are easy to relate to. By translating emissions into familiar activities and quantities, it makes data more understandable and impactful, helping users visualize the significance of their carbon footprint.

Organizational Information

Name:	Business/Organizational Entity		
Address:	Address of the Organization		
Telephone:	Telephone Number	Email:	Email Address
Inventory Reporting Period:	Calendar year 2023	Name of Preparer:	
Start:	January 1, 2023	Contact of Preparer:	
End:	December 31, 2023	Date Prepared:	June 20, 2024

Business/Organizational Entity's total estimated greenhouse gas emissions is:

#ERROR! Metric tons of carbon dioxide equivalent (tCO₂e)

This is equivalent to carbon emissions in terms of:



Distance covered by a vehicle

#ERROR! kilometers driven by an average traditional jeepney
#ERROR! kilometers driven by an average passenger car

#ERROR! kilometers traveled by an average Philippine airliner
*assuming a 100-passenger airliner



Number of trips

#ERROR! car trips from Manila, Metro Manila to Baguio City (~245 km)
#ERROR! car trips from Iloilo City to Boracay, Malay (~226 km)
#ERROR! car trips from Davao City to General Santos City, So. Cotabato (~143 km)
#ERROR! one-way direct flight between Manila and Cebu (~570 km)



Quantity of fuel consumed

#ERROR! metric tons of charcoal burned (1 metric ton = 1000 kg)
#ERROR! 11-kg liquified petroleum gas (LPG) tanks consumed
#ERROR! liters of gasoline consumed (1 tanker truck = 20,800 to 43,900 L capacity)
#ERROR! liters of diesel fuel consumed

This is also equivalent to carbon emissions avoided by:



#ERROR! tons of waste recycled instead of being sent to a landfill
#ERROR! kWh of electricity consumption reduction

EMISSION SUMMARY

The total greenhouse gas emissions from each of the five source category are provided below. Additionally, the treemap on the left illustrates their respective percentage values with respect to the total emissions of the organization.

Stationary Combustion		#ERROR! tCO ₂ e
Mobile Combustion		#ERROR! tCO ₂ e
Refrigeration & A/C		#ERROR! tCO ₂ e
Purchased Electricity		#ERROR! tCO ₂ e
Employee Commuting		#ERROR! tCO ₂ e

RRC
tCO₂e
is the total estimated annual greenhouse gas emissions of Business/Organizational Entity for Calendar year 2023

Scope 1: Direct Emissions

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akes the
nt.

Stationary Combustion

These missions from stationary combustion represent the release of greenhouse gases resulting from the burning of fuels in fixed or stationary sources such as various equipment and machinery, including boilers, heaters, furnaces, kilns, ovens, flares, thermal oxidizers, dryers, and any other devices that combust carbon-bearing fuels or waste stream materials.

Add a series to start visualising your data

km)

(city)

Add a series to start visualising your data

Notes/Remarks:

Scope 1: Direct Emissions

Mobile Combustion

Emissions from mobile combustion pertain to the release of greenhouse gases produced by mobile sources, including vehicles such as cars, trucks, and fleets. This category addresses the footprint associated with transportation activities

Add a series to start visualising your data

Add a series to start visualising your data

Notes/Remarks:

Scope 1: Direct Emissions

Refrigeration & AC

y the operation of
s the environmental

Emissions from refrigeration and air-conditioning focus on the release of greenhouse gases associated with the use of refrigerants in cooling systems. This category provides valuable insights into the contributions of refrigeration and air-conditioning practices to overall greenhouse gas emissions.

Add a series to start visualising your data

Add a series to start visualising your data

Notes/Remarks:

Scope 2: Indirect Emissi

Purchased Electricity

Emissions from purchased electricity involve the indirect release of greenhouse gases from the generation of electricity that an organization purchases from the grid or a supplier. In evaluating the environmental impact of an entity's electricity consumption, offsetting indirect emissions associated with the electricity usage.

Annual emissions from purchased electricity in kgCO₂e (Equipment)



by equipment

by average

Add a series to start visualising your data

Notes/Remarks:

ons

Scope 3: Other Indirect Emissions

Employee Commuting

gases resulting from the
supplier. This category is important
erking valuable information on the

Emissions from employee commuting involve the indirect release of greenhouse gases resulting from the transportation methods employees use to travel to and from work. This category is important in evaluating the environmental impact of an organization's workforce mobility, offering valuable information on the indirect emissions associated with employees' commuting activities.

(it basis vs. Bill basis)

0.00

e monthly bill

start
data

Add a series to start
visualising your data

Add a series to start
visualising your data

Notes/Remarks:

SCOPE 1 - Direct Emissions : Stationary Combustion

Instruction:

Enter the following data for each stationary combustion source in the table below.

Fuel Type: Select the fuel type used in the stationary combustion source (e.g., single-burner stove).

Fuel State: Select the physical state of the fuel used in the stationary combustion source from the dropdown menu.

Quantity Consumed: Enter the annual amount of fuel consumed for the stationary combustion source.

Unit: Enter the unit for the quantity of fuel consumed. It may be necessary to convert the unit you have to the unit available in the dropdown menu in some cases.

For generic fuels, use the following conversion:

ID	Source Description	Fuel State	Fuel	Quantity Consumed	Unit	CO2 (kg)	CH4 (kg)	N2O (kg)	Total Annual Emissions
001	Mixed (Electric Power Sector)	Solid	Mixed	2 kg	kg	4.154	0.478	0.000	4.154
002						0.0000			0.0000
003						0.0000			0.0000
004						0.0000			0.0000
005						0.0000			0.0000
006						0.0000			0.0000
007						0.0000			0.0000
008						0.0000			0.0000
010						0.0000			0.0000

Note: the table may be extended indefinitely to accommodate more entries by dragging the bottom-right corner of the table.

SCOPE 1 - Direct Emissions : Mobile Combustion

Instruction:

Enter the following data for each mobile combustion source in the table below.

- **Source Description:** Provide a brief description of the mobile combustion source (e.g., brand, model, and year, if applicable).
- **Vehicle Type:** Select the category or type of vehicle from the dropdown menu that best matches the source.
- **Vehicle Year:** Enter the model year of the vehicle.
- **Fuel Type:** Select the type of fuel used from the dropdown menu.
- **Fuel Economy:** Enter the fuel economy of vehicle in kilometers per liter. It may be necessary to look up this information.
- **Annual Distance Traveled :** Enter the annual distance traveled or covered by the vehicle in kilometers.

Note: the table may be extended indefinitely to accommodate more entries by dragging the bottom-right corner of the table

ID	Source Description	Vehicle Type	Vehicle Year	Fuel
001				
002				
003				
004				
005				
006				
007				
008				
009				
010				

cable). Only include vehicles owned or leased by your organization.

I online.

SCOPE 1 - Direct Emissions : Refrigeration & AC (refrigerant use)

Instruction:

Enter the following data for each refrigeration and AC equipment in the table below.

- **Source Description:** Provide a brief description of the refrigeration or air conditioning unit (e.g., brand, model, and/or serial number).
- **Refrigerant Type:** Select the type of refrigerant used in the unit from the dropdown menu. You may enter the name if it is not listed.
- **GWP:** If you selected the refrigerant type from the dropdown menu, this will be automatically filled up. Otherwise, enter the value.
- **New Unit Charge (kg):** Enter the amount of refrigerant charged into new units in kilograms.
- **Operating Units (kg):** Enter the amount of refrigerant currently in operating units in kilograms.
- **Disposed Units (kg):** Enter the amount of refrigerant from disposed units in kilograms.
- **Time Since Last Recharge (years):** Enter the time in years since the unit was last recharged.

Note: The table may be extended indefinitely to accommodate more entries by dragging the bottom-right corner of the table

ID	Source Description	Refrigerant Type	GWP	New Unit Charge (kg)
001				
002				
003				
004				
005				
006				
007				
008				
009				
010				#ERROR!

or generic description, if applicable). Ex. Refrigerated pastry display

or designation of the refrigerant if it is not available from the menu.

Enter the 100-year global warming potential of the refrigerant. It may be necessary to look up this information online.

Operating Units (kg)	Disposed Units (kg)	Total Charge	Total Annual Equivalent Emissions (kgCO ₂)
		#ERROR!	0.0000
#ERROR!	#ERROR!		#ERROR!

SCOPE 2 - Indirect Emissions : Purchased Electricity

Instruction:

Select the appropriate Electrical Grid to which your organization is connected to from the dropdown menu and then select You may also choose to select "Custom" for the Electrical Grid if you wish to use your own emission factors.

Enter the following data for each electrical equipment in the table below.

- **Source Description:** Provide a brief description of the electrical equipment (e.g., brand, model, and/or general description).
- **Quantity:** Enter the quantity of the same electrical equipment present in the organization.
- **Power Rating:** Enter the nameplate power rating of the equipment or the measured power draw of the equipment.
- **Monthly Runtime:** Enter the amount of time in hours that the equipment is in operation within a month.

Note: The table may be extended indefinitely to accommodate more entries by dragging the bottom-right corner of the table.

Electrical Grid		Emissions		
ID	Source Description	Quantity	Power Rating (W)	Monthly Runtime (hr)
001	Luzon-Visayas			
002				
003				
004				
005				
006				
007				
008				
009				
010				

the emission factor you need to use.

ric description, if applicable). Ex. Refrigerated pastry display

oment in watts (i.e., using wattmeter).

e table

Emission Factor

Operating Margin (OM)	0.25	0.1	0.45
-----------------------	------	-----	------

Power Consumption	CO2 (kg)	CH4 (kg)	N2O (kg)	Total Annual Equivalent Emissions (kgCO ₂)
0.0000	0.0000	0.0000	0.0000	#ERROR!
0.0000	0.0000	0.0000	0.0000	#ERROR!
0.0000	0.0000	0.0000	0.0000	#ERROR!
0.0000	0.0000	0.0000	0.0000	#ERROR!
0.0000	0.0000	0.0000	0.0000	#ERROR!
0.0000	0.0000	0.0000	0.0000	#ERROR!
0.0000	0.0000	0.0000	0.0000	#ERROR!
0.0000	0.0000	0.0000	0.0000	#ERROR!
0.0000	0.0000	0.0000	0.0000	#ERROR!
#ERROR!	#ERROR!	#ERROR!	#ERROR!	#ERROR!

SCOPE 3 - Other Indirect Emissions : Employee Commuting

Instruction:

Enter the following data for each employee, staff, or personnel in the table below.

- **ID:** Assign a distinct ID number to each employee
- **Notes:** This can be used to put certain details or information about the specific employee.
- **Vehicle Type:** Select the category or type of vehicle from the dropdown menu that best matches the source.
- **Vehicle Year:** Enter the model year of the vehicle.
- **Fuel Type:** Select the type of fuel used from the dropdown menu.
- **Distance Covered Daily (km, back and forth)** : Enter the distance traveled or covered by the employee in kilometers
- **Annual Work Days:** Enter the number of days within the year when the employee goes to work. (e.g., 312)

Note: The table may be extended indefinitely to accommodate more entries by dragging the bottom-right corner of the table
For employees that use private (owned) vehicles, change the fuel economy to that of the said vehicle. Otherwise, do not.
For employees that use multiple transport vehicles from and to work, make separate instances or entries for the same ID
For employees that travel together, still include all of them on the table but only put the required data on a single person. (e.g., if they travel together with 001 but leave their data blank)

ID	Notes	Vehicle Type	Vehicle Year	Fuel Type
001				
002				
003				
004				
005				
006				
007				
008				
009				
010				

from home to work and vice versa.

#ERROR! #ERROR! #ERROR! #ERROR! #ERROR!

number. Make sure to take into account the separate distance traveled using different vehicles.

However, put a note which indicates them traveling together on each employee associated with that person. (e.g., put a note for 002 and 003

SUMMARY

Stationary Combustion		#ERROR!
Mobile Combustion		#ERROR!
Refrigeration & A/C		#ERROR!
Purchased Electricity		#ERROR!
Employee Commuting		#ERROR!

SCOPE 1: DIRECT EMISSIONS

Mobile Combustion (Emissions by fuel type)

Fuel	Qty	Unit	kgCO2e
------	-----	------	--------

#ERROR! #ERROR! liters #ERROR!

#ERROR! #ERROR! liters #ERROR!

Refrigeration & AC (Emission by refrigerant gas)

Ref. Gas Qty Unit kgCO₂e

#ERROR! #ERROR! kg #ERROR!

#ERROR! #ERROR! kg #ERROR!
#ERROR! #ERROR! kg #ERROR!

#ERROR! #ERROR! kg #ERROR!
#ERROR! #ERROR! kg #ERROR!

#ERROR! #ERROR! kg #ERROR!
#ERROR! #ERROR! kg #ERROR!

SCOPE 2: INDIRECT EMISSIONS

Purchased Electricity (Total emissions by equipment)

Source	kWh	kgCO2e
by equipment	#ERROR!	#ERROR!
by average monthly bill		0.00

Annual kWh by bill

Month	2021	2022	2023	2024
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Average				

Grid Luzon-Visayas

Emission Factor	Simple Operating Margin (OM)		
	CO2	CH4	N2O
	7.12E-01	9.36E-06	7.13E-

Monthly emissions in kgCO₂e (bill basis)

Month	2021	2022	2023	2024
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Average				

SCOPE 3: OTHER INDIRECT EMISSIONS

Employee Commuting (Emissions by vehicle type and fuel type)

Employee Commuting (Emissions by employee)

ID kgCO₂e

#ERROR! #ERROR!

#ERROR! #ERROR!