



Business Carbon Calculator Checklist

What you'll need to calculate your business' greenhouse gas emissions:

NATURAL GAS EMISSIONS—YOU WILL NEED ONE OF THE FOLLOWING:

- The annual natural gas use in cubic feet, therms or BTUs for each business facility you wish to calculate; OR
- The building type and total square footage occupied of each business facility you wish to calculate

FUEL OIL EMISSIONS—YOU WILL NEED ONE OF THE FOLLOWING:

- The annual fuel oil use in gallons for each business facility you wish to calculate; OR
- The building type and total square footage occupied of each business facility you wish to calculate

DRIVING EMISSIONS FROM COMPANY-OWNED OR COMPANY-LEASED FLEET VEHICLES—YOU WILL NEED ONE OF THE FOLLOWING:

- The make and model and annual miles driven per vehicle you wish to calculate; OR
- The total annual miles driven as well as the average fuel economy for each vehicle you wish to calculate

DRIVING EMISSIONS FROM RENTED VEHICLES AND/OR EMPLOYEE COMMUTING—YOU WILL NEED ONE OR BOTH OF THE FOLLOWING:

- The make and model as well as the annual business miles driven by staff for each non-company-owned vehicle (i.e. company-rented vehicles) you wish to calculate; AND/OR
- The make and model as well as the annual commuter miles driven by staff for each commuter vehicle you wish to calculate; AND/OR
- The total annual miles driven and average fuel economy for each commuter vehicle you wish to calculate

AIR TRAVEL EMISSIONS—YOU WILL NEED THE FOLLOWING:

- The total annual number of business-related air miles flown; AND
- The total number of business-related flight segments (one-way flights) taken by employees. To determine your total number of "flight segments," count each nonstop one-way trip as a single segment.