

GETTING STARTED WITH YOUR CARBON MANAGEMENT CHECKLIST



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Quantifying your emissions and achieving carbon neutrality in line with internationally recognised standards is one of the best ways you can demonstrate your commitment to the environment for stakeholders.

Achieving this takes time, resource, and organisation.

So where is the best place to start?

Many businesses see achieving carbon neutrality as a PR exercise, however achieving this in line with ISO 14064 and PAS 2060 requires input and commitment from across the business.

This checklist is designed to help you get started with carbon management, whether you are going all the way to carbon neutrality, or just looking to gain a better understanding of your emissions. The checklist is designed to assist with the practicalities of verifying your carbon footprint and demonstrating carbon neutrality.

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SIMPLE STARTER LIST FOR GETTING STARTED

1. Research competitors to see what they are doing well/not so well

Have they made an impressive report you would like to improve upon? Check the methods and finer details to see where they have made exclusions or omissions of information. See if you can capitalise on this to gain a competitive advantage.

2. Research mandatory reporting requirements, both legislative and commercial

Check if your organisation is legally required to report on carbon emissions and energy consumption. You may also be receiving similar requests from your clients that need to be met to win new business.

3. Purchase and read the standards so you know what you're getting into

This will help outline the overall process for you and help with decision making later down the line. This will also save time on arranging meetings to answer questions when the answers may be sat on your desk!

4. Establish leadership commitment to the project

This aids decision making and allocation of resources, and shows your organisation is committed from the very top. Set up a meeting with the leadership team to discuss the project and what you need to progress.



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5. Communicate your goals for Carbon Management within your organisation

Let your staff know you are aiming for this. Some staff may be passionate about the environment and be happy to provide an input. Ultimately everyone will have to contribute in some way.

6. Consider forming a sustainability group

If staff have shown an interest, then create a formal Sustainability Group with regular meetings and objectives. Empower staff to take ownership through dedicated time and training to focus on sustainability.

7. Use your competitor research to establish an approximate budget for offsetting

If your competitors have a similar sized operation to you, they will likely have a comparable carbon footprint. Based on offset websites, use this to identify a very approximate likely cost.

8. Establish roles and responsibilities relating to the provision of data, and communication of information

Identify who will be managing data collection and other individuals that will need support (e.g. heads of departments). Identify who will be responsible for communicating information relating to your future carbon reduction initiatives.

9. Establish deadlines for key milestones and a final date for declaring carbon neutrality or publishing reports online

Set deadlines for overall completion and key milestones such as data collection and signing off on reduction targets. As with any project, deadlines help encourage progress.

10. Consider your intended users and uses

Who will be relying on the information you produce to make decisions? Are they going to be able to do this with a reasonable degree of confidence? Consider who will manage the system moving forward. This may also tie into your mandatory reporting requirements.



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11. Define the facilities (locations) you operate out of, or have a share in

- List all locations you have operational or financial control over. Alternatively, you can take the equity share approach to look at the proportion of emissions you are responsible for from each location.

12. Define the emission sources within the boundaries of your organisation

- Identify activities you carry out to function as a business, categorise these by location where appropriate. Check the definition of Scope 1-3 emissions to help define the sources.

13. Define the period you will be calculating emissions for and/or declaring carbon neutrality against

- What 12 month period are you looking at? This can be calendar or financial year. Consider aligning this with your other reporting periods. If this is your first year of data collection it will become your base year.

14. Summarise your facilities and activities in a single paragraph to create a draft Subject for PAS 2060

- This will draft your subject. This is an initial way of saying 'we have achieved carbon neutrality for...'.
we have achieved carbon neutrality for...'

15. Outline why you have chosen this specific subject

- Is this a true and fair representation of your core activities? Does it accurately represent your overall carbon footprint? Relate this to the level of control you have over included activities.

16. Based on this information, identify where activity data is available/not available

- Identify where you will have to collect additional data or make estimates. This can be on spatial scales e.g. a staff commuting survey or arranging a meeting with landlords to obtain regular meter readings.

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17. Identify how you can fill in missing activity data, e.g. staff surveys, liaise with landlords

Unfortunately, you can't travel back in time to collect data, but there may be ways you can fill in the blanks for historic data, and better prepare yourself for the next reporting period e.g. a staff commuting survey or arranging a meeting with landlords to obtain regular meter readings.

18. Organise your data

Collate the information you have available and consider how you can continually monitor and measure data. Organise files and documents in an efficient way, use version numbers and archives where appropriate.

19. Familiarise yourself with Microsoft Excel

You don't have to be an expert on spreadsheets but learning a few basic tricks and formulas can save you hours of work later in the project.

20. Consider third-party independent verification

This can sound daunting, but having your work verified by an independent accredited body is widely regarded as the most credible way to demonstrate confidence and assurance in your work. Again, look at what your competitors have done and consider if this will give a competitive advantage.

GET A FREE CONSULTATION WITH OUR PRINCIPAL CARBONOLOGIST

If you would like to speak with our Principal Carbonologist to discuss your requirements, please let us know by contacting:

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