

Internal contacts responsible for co-ordinating data collection

Please complete the following table as a record of who is responsible for co-ordinating data collection in each area.

Data area	Name	Job title	Phone	E-mail address	Data collected?
Central contact =					
Direct energy use					
Water use					
Business travel					
Staff commuting					
Materials purchasing					
Waste management					
<i>Enter other contacts here</i>					

Scope of analysis

Before beginning your footprint analysis the 'data boundary' or 'scope' of the study will have been agreed. Broadly speaking BFF studies account for **all resources/energy** used by **facilities/transport over which the organisation has financial or operational control**.

As organisations can vary significantly the scope worksheet flags up notable data inclusions or exclusions that apply to your particular analysis.

Notable inclusions

Notable exclusions

1- Direct energy use

Why are you asking me this? Most energy for our homes & businesses is derived from burning fossil fuels. These processes release gases which cause climate change. Different energy production processes release different levels of these gases ...

How do I get this data? Energy invoices will give consumption data - or contact your supplier directly.

Table 1.1: Direct energy use

Complete table showing TOTAL usage of fuels across all of organisation - including all facilities over which it has management/financial control. Please ensure **electricity supplier company names** are provided in notes column.

Energy source	Total consumed	Units	Name of supplier/other notes
Electricity consumption			
...grid electricity (normal tariff)		kWh	
...grid electricity ('green' tariff)		kWh	
...electricity from wind (off-grid*)		kWh	
...electricity from hydro(off-grid)		kWh	
...electricity from solar(off-grid)		kWh	
...electricity from biomass (off-grid)		kWh	
...electricity from CHP(off-grid)		kWh	
...electricity from waste (off-grid)		kWh	
Gas consumption		kWh	
LPG consumption		Litres	
Coal consumption		Tonnes	
Oil consumption		Litres	
Other fossil fuel consumption**			

* Off-grid = for example, solar panels installed on roof of council building

**Transport fuel data is collected on following sheet

2 - Transport & travel

Why are you asking me this? The burning of fossil fuels to power most forms of modern transport releases gases which cause climate change. Different modes of transport will result in different emissions. It is also important to consider staff commuting, as well as business travel.

How do I get this data? Business travel data can be derived from expenses claimed or via a survey of staff (see Appendix A). Staff commuting patterns are best estimated by also using this survey.

Table 2.1: Business travel

Complete table showing **TOTAL business travel** undertaken by vehicles/employees across all of organisation. NB include return journeys.

Mode of travel	Distance travelled	Units	% owned*	Notes
Car or van – petrol		Veh-km		Total distance travelled by all vehicles
Car or van – diesel/LPG		Veh-km		Total distance travelled by all vehicles
Average occupancy rate per car		Persons		
Bus		Pass-km		Total distance travelled by all passengers**
Motorbike		Pass-km		Total distance travelled by all passengers
Rail & underground		Pass-km		Total distance travelled by all passengers
Walking & bicycle		Pass-km		Total distance travelled by all passengers
Air - Long haul (>1500km one way)		Pass-km		Total distance travelled by all passengers
Air - Long haul - Total passengers		Numbers		Total number of employees flying
Air - Short haul (<1500km one way)		Pass-km		Total distance travelled by all passengers
Air - Short haul - Total passengers		Numbers		Total number of employees flying

Table 2.2: Commuting to work

Complete table showing **TOTAL commuting** undertaken by all **council** employees (not contractors). NB include return journeys.

Number of staff in organisation
 Number of staff surveyed
 Percentage of staff surveyed

#DIV/0!

Mode of travel	Distance travelled	Units	% owned*	Notes
Car or van – petrol		Veh-km		Total distance travelled by all vehicles**
Car or van – diesel/LPG		Veh-km		Total distance travelled by all vehicles
Average occupancy rate per car		Persons		
Bus		Pass-km		Total distance travelled by all passengers
Motorbike		Pass-km		Total distance travelled by all passengers
Rail & underground		Pass-km		Total distance travelled by all passengers
Walking & bicycle		Pass-km		Total distance travelled by all passengers
Air - Long haul (>1500km one way)		Pass-km		Total distance travelled by all passengers
Air - Short haul (<1500km one way)		Pass-km		Total distance travelled by all passengers
Air - Long haul - Passengers		Numbers		Total number of employees flying
Air - Short haul - Passengers		Numbers		Total number of employees flying

*Please give indication of % of vehicles **owned** by your organisation - depending on the response this may warrant further investigation

**Passenger km example: 100 staff travelling by bus for 4km: 100 x 4 = 400 passenger-kms

3 - Material consumption in your organisation

Why are you asking me this? The manufacturing, transportation and disposal of all business materials affects our environment. The more we know about what your organisation consumes in a typical year, the better we can assess these impacts. Some examples of common materials can be found in Appendix B - but please think about what is most relevant to you.

How do I get this data? This can be the hardest information to pin down - but it is vital to capture as material usage will have a significant effect on your footprint. Generally it is easiest to derive the information from purchase records & then provide weight estimates (based on manufacturer's specifications). If different departments are responsible for their own procurement it is essential to ask those responsible to comment on which materials are most relevant to your organisation.

Table 3.1 & 3.2: Material flows through your organisation

- Please complete tables 3.1 & 3.2 based on **purchases in the study year**. If possible please provide weights (kg) rather than numbers of unit in the quantity column.
- If your food spend is significant then please also use sheet 3a - ask your analyst if unsure.
- Also give an indication of whether this was a 'typical' purchase year - e.g. perhaps you had a re-fit of the IT department and replaced all your computers in the study year!
- Also, an indication of how often you replace larger capital items is very useful.
- Finally, if you need more rows, feel free to insert them ... we have given you ten spaces to start with. The idea is to capture at least 90% of what you consume ...

Table 3.1 - Short-life items (purchased and used within 1 year)							Flow of materials (kg)								Incinerated (kg)		Notes
Items by WEIGHT	Total cost (£)	Quantity purchased	Units	Was this a typical purchase year?	Item made from ...	Retained in organisation	To clients	To landfill	Recycled	Reused (externally)	Composted	Energy recovered	No energy recovered				
<i>E.g. Office paper (virgin)</i>	<i>£5,000.00</i>	<i>10000</i>	<i>kg</i>	<i>Yes</i>	<i>Virgin paper</i>	<i>2000</i>	<i>3000</i>	<i>1000</i>	<i>1000</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Recycled by Smiths in Norwich</i>			
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Table 3.2 - Long-life items (purchased and kept for more than 1 year)							Flow of materials (kg)								Incinerated (kg)		Notes
Items by WEIGHT	Total cost (£)	Quantity purchased	Units	Lifespan (Years)	Was this a typical purchase year?	Item made from ...	Retained in organisation	To clients	To landfill	Recycled	Reused (externally)	Composted	Energy recovered	No energy recovered			
<i>E.g. Desktop computer</i>	<i>£20,000.00</i>	<i>400</i>	<i>kg</i>	<i>5</i>	<i>Yes</i>	<i>Electrical circuits, plastic</i>	<i>350</i>	<i>10</i>	<i>20</i>	<i>0</i>	<i>20</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Re-used: RecycleIT in Oxford</i>		
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Delete this sheet if not relevant to your organisation - i.e. food spend is negligible and can be included in sheet 3.

3a - Food consumption in your organisation

Why are you asking me this? The manufacturing, transportation and disposal of food & drink affects our environment. The more we know about what your organisation consumes in a typical year, the better we can assess these impacts.

How do I get this data?

Generally it easiest to derive the information from purchase records & then provide weight estimates (based on manufacturer's specifications or known figures).

Table 3a: Food consumption in your organisation

- Please complete tables 3.1 & 3.2 based on **purchases in the study year**. If possible please provide weights (kg) rather than numbers of unit in the quantity column.
- Also give an indication of whether this was a 'typical' purchase year
- Finally, if you need more rows, feel free to insert them ... we have given you ten spaces to start with. The idea is to capture at least 90% of what you consume by weight ...

Items by WEIGHT	Total cost (£)	Quantity purchased	Units	Was this a typical purchase year?	Item made from ...	To landfill	Composted	Notes
<i>E.g. Potatoes</i>	<i>£20,000.00</i>	<i>40,000</i>	<i>kq</i>	<i>Yes</i>		<i>0 kq</i>	<i>500 kq</i>	
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Items by COST	Total cost (£)	Quantity	Units	Was this a typical purchase year?	Item made from ...	To landfill	Composted	Notes
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5 - Water and land use

Table 5.1: Water use

Why are you asking me this? Energy and materials are required to treat & transport water.

How do I get this data? Water invoices will give consumption data - or contact your supplier directly.

Water source	Total consumed	Units	Notes
Mains water		Litres	
Other water		Litres	

Table 5.2: Land use

Why are you asking me this? The quantity and type of land you directly use will affect your ecological footprint

How do I get this data? This can be derived from digital maps or building records.

Landuse type	Total area	Units	Notes
Arable land & permanent crops		Ha	All productive agricultural land
Forest		Ha	
Forest (Available for wood supply)		Ha	Generally forest close to roads
Forest (Not available for wood supply)		Ha	Generally deep forest far from human civilization
Permanent Pasture		Ha	Includes agricultural grassland
Unused low productive land		Ha	Includes natural grassland
Marine		Ha	
Inland Water		Ha	Lakes, reservoirs, rivers etc
Built		Ha	All urban areas (including greenspaces e.g. parks & gardens)

If it is not feasible to question all staff on commuting distances & modes an estimate can be generated by surveying a representative sample of employees. An example of such a survey is provided below ..

Appendix A - Staff travel survey

Name: _____

Where do you live? (Place or postcode): _____

Office / location where you are based: _____

How many days per week do you travel to work?: _____

How many days do you work from home (average)?: _____

Do you use council owned vehicle for commute?: _____

Commuting only				
Mode of transport	Total distance/ typical week*	Units	Number of trips/ typical week**	Average car occupancy
Bus		km		n/a
Motorbike		km		n/a
Rail/underground		km		n/a
Walk/cycle		km		n/a
Petrol small (<1.4 litre)		km		
Petrol mid (1.5 - 1.9 litre)		km		
Petrol large (>2.0 litre)		km		
Diesel small (<1.4 litre)		km		
Diesel mid (1.5 - 1.9 litre)		km		
Diesel large (>2.0 litre)		km		

Business travel - road only				
Mode of transport	Total distance in typical 4 weeks	Units	Number of trips in typical 4 weeks	Average car occupancy
Bus		km		n/a
Motorbike		km		n/a
Petrol small (<1.4 litre)		km		
Petrol mid (1.5 - 1.9 litre)		km		
Petrol large (>2.0 litre)		km		
Diesel small (<1.4 litre)		km		
Diesel mid (1.5 - 1.9 litre)		km		
Diesel large (>2.0 litre)		km		

Business travel - plane, train & ferry only			
Mode of transport***	From	To	Number of trips in typical 4 weeks

*To work out distances travelled use websites such as rac.co.uk or theaa.com
 **One trip = return journey
 ***Enter mode of transport. Either 'plane', 'train' or 'ferry' and route. We will calculate distances.

Appendix B - Some common materials organisations consume

This list is by no means exhaustive ...

Please take time to consider what is most

Use sheet 3a if your food spend is significant - discuss with your analyst if unsure.

Long-life

Car
Van
Lorry
Bicycle
Hand towel (fabric)
Desk
Chair
Computer monitor (LCD)
Television
Laptop
Computer server
Data projectors
Telephone
Mobile phone
Photocopier
Printer
Air conditioning unit
Carpet
Wallpaper
Fax
Plastic stationary
Filing cabinet

Short-life

Copier/printer paper (recycled or virgin material?)
Brochure (recycled or virgin material?)
Direct marketing mailings (recycled or virgin material?)
Community mailings (recycled or virgin material?)
Envelope (recycled or virgin material?)
Cardboard (recycled or virgin material?)
Toner cartridge
Toner powder only
Carrier bag
Soft drinks (specify size)
Alcoholic drinks (specify size)
Mineral water (specify size)
Milk (specify size)
Coffee, tea, sugar etc
Cakes & pastries
Biscuits
Plastic cup
Toilet roll
Light bulbs
Batteries
Newspapers
Magazines
Cleaning products

Contact

For further information or assistance please contact Simon Miller

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