



## Greenhouse Gas (GHG) Inventory and Management\*

1) Select the inventory boundaries.

Scope 1

**DIRECT EMISSIONS:** "If you burn it, you own it." The GHG emissions (CO<sub>2</sub>, SF<sub>6</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFCs and PFCs) resulting from onsite fuel combustion sources, equipment and vehicle use (company owned and employee-reimbursed).

Scope 2

**INDIRECT EMISSIONS:** electricity, steam or heat purchased for the entity's use but generated offsite.

Scope 3

**OTHER INDIRECT EMISSIONS:** any other sources; may include waste disposal, employee business travel, contractor owned vehicles, production of procurements, outsourced activities (e.g. shipping, printing, etc.), employee commuting, product use by customers.

- 2) Determine the baseline year(s).
- 3) Establish the budget for conducting the baseline report.
- 4) Identify the data needed to complete the inventory.
- 5) Identify where the data is available and how to retrieve it most efficiently.
- 6) Set up procedures for capturing the data on an ongoing basis.
- 7) Collect the data and input into spreadsheet.
- 8) Calculate the GHG inventory for each year.
- 9) Compile an Executive Summary and detail of the findings.
- 10) Set target and timeline for reduction of emissions.
- 11) Establish budget and procedure for conducting annual audits.
- 12) Celebrate taking action with employees and other stakeholders.

\* Using the GHG Protocol (WRI/WBCSD)