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Carbon Balanced

Usage Data Guide

USAGE DATA GUIDE

The Usage Data Guide is to help provide the information you would need when entering activity or consumption data for your organisation to The Software.

Contents

How to Use this Usage Data Guide?	4
Advertising	6
Agriculture	7
Apparel.....	9
Biofuel	11
Biogas	13
Biomass	14
Business services.....	15
Business travel: Air.....	22
Business travel: Rail	24
Business travel: Road	25
Business travel: Sea.....	27
Chemicals	28
Computers.....	30
Construction.....	31
Digital advertising	33
Digital network.....	34
Digital network operator	35
Digital: Web and cloud hosting.....	36
Downstream leased assets: Buildings: Electricity	38
Downstream leased assets: Buildings: Gas.....	39
Downstream leased assets: Buildings: Refrigerant losses	40
Downstream leased assets: Buildings: Waste	41
Downstream leased assets: Buildings: Water.....	42
Downstream leased assets: Information technology	43

Downstream leased assets: Vehicles	44
Electrical items	46
Electricity	48
Employee car liquid fuels	50
Employee commuting: Air	51
Employee commuting: Rail	52
Employee commuting: Road	53
Employee commuting: Sea	55
End of life of sold products	56
Events	57
Financed emissions	59
Food and drink	60
Freight: Downstream	61
Freight: Owned vehicles	63
Freight: Upstream: Third party	65
Furniture	71
Gas	72
Gaseous fuels	73
Heat and steam	75
Home working	76
Hotel stay	78
Hygiene	79
Industrial activities	80
Information technology	81
Liquid fuels	85
Machinery	87
Manufacturing	88
Materials	89
Metal	91
Mineral	93
Packaging	95
Paper	97
Plastic	98
Purchased capital goods	100
Real estate	102

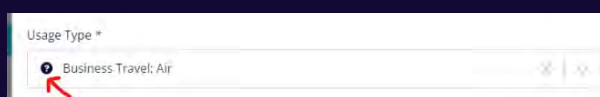
Refrigerant	103
Solid fuels	106
Supplier electricity	108
Supplier gas	109
Supplier liquid fuels.....	110
Supplier refrigerant.....	111
Textiles	112
Trips: Accommodation	116
Trips: Flights excluded: Client flights to/from point of departure.....	117
Trips: Flights included: Client flights to/from point of departure	118
Trips: Food and drink	119
Trips: In-trip transport	120
Trips: Packaging	122
Use of sold products	132
Use of sold products: Information technology	133
Vehicles	134
Waste construction	135
Waste electrical items.....	136
Waste glass	137
Waste metal	138
Waste paper.....	139
Waste plastic.....	140
Waste textiles	141
Waste: Average	142
Waste: Refuse	143
Water	144
Appendix I – Description of Units in THE SOFTWARE	145
Appendix II – Scope of Emission Sources.....	147
Appendix III – Scope 3 Categories.....	150
Appendix IV – Usage Options.....	153

How to Use this Usage Data Guide?

Each chapter represents one (1) specific usage type. Under each chapter, there will be five (5) sections introducing different aspects of the usage type including its definition, the units of measurement can be used, which scope(s) of emissions it belongs to, a list of all usage sub types and, if applicable, the usage options available when entering data of the usage type.

Section 1: Definition of Usage Type

This section gives an introduction of the type of activities or emission sources in the context of greenhouse gas emissions.



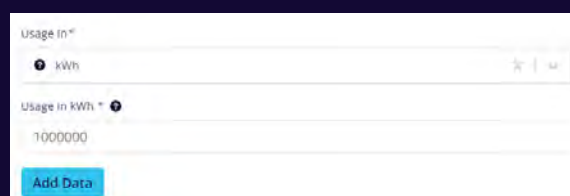
This introduction is also available when you hover over the tooltip – the question mark icon next to the usage type name – when selecting the usage type during data entry.

Section 2: Units

This section lists out all the units of measurement (also known as metrics) that the activity data can be reported in, a short description of each unit can be found in [Appendix I](#).

During data entry, the units might be available in a dropdown list.

Otherwise, the default unit is shown on top of the Usage field.



Section 3: Scope of Emissions

This section provides information on which scope(s) of carbon emission that this type of emissions-releasing activity fall(s) into. This adheres to the Greenhouse Gas (GHG) Protocol Corporate Accounting and Reporting Standard.

Scope 1 – All Direct Emissions from the activities of an organisation or under their control. Including fuel combustion on site such as gas boilers, fleet vehicles and air-conditioning leaks.

Scope 2 – Indirect Emissions from electricity purchased and used by the organisation. Emissions are created during the production of the energy and eventually used by the organisation.

Scope 3 – All Other Indirect Emissions from activities of the organisation, occurring from sources that they do not own or control. These are usually the greatest share of the carbon footprint, covering emissions associated with business travel, procurement, waste and water.

A list of scope 3 categories can be found in [Appendix III](#).

Section 4: Breakdown of Usage Sub Types

This section breaks down all the usage sub types that are available under each usage type.

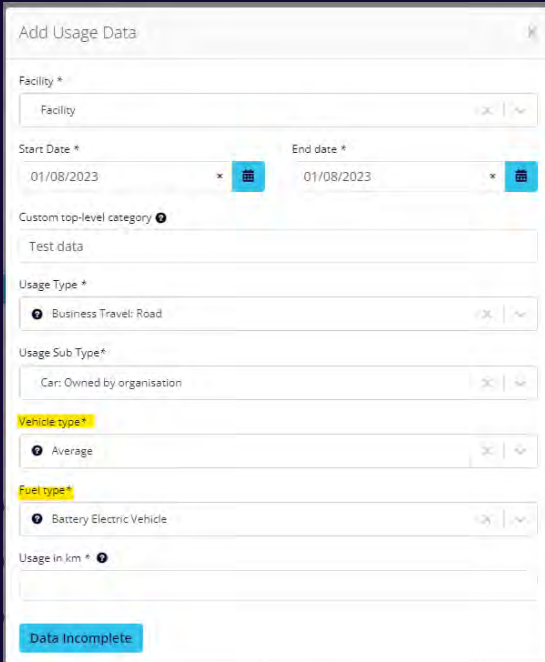
Section 5: Available Usage Options

This section in the chapter lists out the types of usage option(s) that might be presented when entering data under the corresponding usage type. A short description of each usage option can be found in [Appendix IV](#).

When entering activity data, fields other than usage type, usage sub type or units might pop up in the data entry form. These fields are usage options, which include seat type, vehicle type, fuel type, load type, production type and waste type.

By selecting from the dropdown lists available for your activity data, the software would apply the most relevant emission factor to give an estimate of the GHG emission for that activity.

An example on the right shows that dropdown lists for vehicle type and fuel type would automatically pop up when entering data for 'Car: Owned by organisation'.



The screenshot shows a web form titled 'Add Usage Data'. It contains several fields: 'Facility' (a dropdown menu), 'Start Date' and 'End date' (both with date pickers set to 01/08/2023), 'Custom top-level category' (a dropdown menu with 'Test data' selected), 'Usage Type' (a dropdown menu with 'Business Travel: Road' selected), 'Usage Sub Type' (a dropdown menu with 'Car: Owned by organisation' selected), 'Vehicle type' (a dropdown menu with 'Average' selected), and 'Fuel type' (a dropdown menu with 'Battery Electric Vehicle' selected). At the bottom, there is a 'Usage in km' field and a blue button labeled 'Data Incomplete'.

Please kindly note that dropdown lists of usage options will only appear when there is an appropriate emission factor in our database that matches the combination of criteria entered (i.e., the year the data falls in, usage type, usage sub type and unit). If you are looking to enter activity data but the option is not available when doing so, please contact the Support Team.

Available Activity Data Types

Most of the available options that you would have encountered during data entry, such as usage types, usage sub types, units and different usage options, are listed in this document.

Advertising

Definition of Usage Type

The GHG emissions associated with advertising campaigns.

Units

tCO ₂ e
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Advertising campaigns	Emissions from advertising campaigns.
Advertising: Average	Purchased advertising services for businesses, including copywriting. Average spend globally.
Advertising: Average: UK	Advertising and market research in the UK, which includes the creation of advertising campaigns and placement of such advertising in periodicals, newspapers, radio and television, or other media as well as the design of display structures and sites.

Agriculture

Definition of Usage Type

Agricultural products or tools purchased or acquired by the reporting organisation in the reporting year.

Units

Tonne
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Compost: Garden waste derived	Purchase and/or use of compost derived from garden waste.
Compost: Mixed food and garden waste derived	Compost derived from mixed food waste and garden waste.
Agricultural products: Average: UK	Exploitation of vegetal and animal natural resources in the UK, comprising the activities of growing of crops, raising and breeding of animals, harvesting of timber and other plants, animals or animal products from a farm or their natural habitats.
Fertilisers: Average: UK	The manufacture of fertilisers in the UK, such as straight or complex nitrogenous, phosphatic or potassic fertilisers and urea, crude natural phosphates and crude natural potassium salts. This also includes the manufacture of associated nitrogen products including nitric and sulphonitric acids, ammonia, ammonium chloride, ammonium carbonate, nitrites and nitrates of potassium, as well as the manufacture of potting soil with peat as main constituent and potting soil mixtures of natural soil, sand, clays and minerals.

Forestry products: Average: UK	-
Pesticides and other agrochemicals: Average: UK	Average spend in the UK for pesticides and other agrochemical products, such as insecticides, rodenticides, fungicides, herbicides, acaricides, molluscicides, biocides, anti-sprouting products, plant growth regulators, disinfectants (for agricultural and other use). Please note fertilisers and nitrogen compounds are not included.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Apparel

Definition of Usage Type

Clothing, footwear or accessories purchased or acquired by the reporting organisation in the reporting year.

Units

Unit
Tonne
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Boots: Average: Global average	-
Clothing: Mixed	Average mixed clothing.
Clothing: Mixed: UK	Average spend in the UK for all tailoring (ready-to-wear or made-to-measure), in all materials (e.g. leather, knitted and crocheted fabrics etc.), of all items of clothing (e.g. outerwear, underwear for men, women or children; work, city or casual clothing etc.) and accessories. It also includes the fur industry (fur skins and wearing apparel).
Designing: Fashion: Average: UK	-
Gloves: Average: UK	-
Jacket: Average: UK	-
Jumper: 60% cotton 40% polyester: Global average	-
Jumper: Cotton: Conventional: Global average	-
PPE: Face mask: Global average	-
PPE: Nitrile gloves: Global average	-
Shoe: Trainer (pair)	Cariuma's life cycle analysis for upstream embodied emissions of sneakers including materials and trainer production only.
Shoe: Trainer (pair) End of Life (LCA)	End of life of pair of trainers from LCA study.

Shoe: Trainer (pair) T&D (LCA)	Upstream T&D per pair of trainers from LCA study.
Shoe: Trainer (pair) Use of Product (LCA)	Use of pair of trainers.
T Shirt: Harlyn Tee	A tee made from 100% organic cotton under the brand Finisterre.
Trainers: Average: Global average	-
Trousers: Average: UK	-
T-Shirt: 50% cotton 50% polyester: Global average	-
T-Shirt: Cotton: Conventional: Global average	-
T-Shirt: Polyester: Global average	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the [production type](#). For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Biofuel

Definition of Usage Type

Combustion of biofuels - liquid fuels produced from recently living sources - at a site or in an asset under the direct control of the reporting organisation.

Units

kg
Litre

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1 and scope 3 category 3**.

Scope 1 emission presented under this usage type contains values for N₂O and CH₄ emissions, the CO₂ released through combustion of the fuel is listed **outside of scopes**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Biodiesel (FAME)	Renewable fuel almost exclusively derived from common natural oils using Fatty Acid Methyl Esther (FAME).
Biodiesel (FAME: from tallow)	Renewable diesel created from tallow through Fatty Acid Methyl Esther (FAME).
Biodiesel (FAME: from used cooking oil)	Renewable fuel derived from used cooking oil, using Fatty Acid Methyl Esther (FAME).
Biodiesel / HVO	Hydrotreated Vegetable Oil - diesel created from biomass through hydrotreating.
Biodiesel: Red / off road	Off road biodiesel, also known as red biodiesel.
Bioethanol	Renewable fuel derived from common crops (such as sugar cane and sugar beet).
Biomethane	The methane constituent of biogas. Biogas comes from anaerobic digestion of organic matter.
Biomethane: Compressed	-
Biomethane: Liquified	-
Biomethanol	-
Biopetrol	A form of gasoline that is derived from biomass.

Biopropane	A form of LPG that is derived from biomass.
Renewable petrol	Renewable petrol which is an average mix of bioethanol and biopetrol.

Biogas

Definition of Usage Type

Combustion of biogases - gaseous fuels produced from recently living sources, including plant materials and animal waste - at a site or in an asset under the direct control of the reporting organisation.

Units

kWh
tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1 and scope 3 category 3**.

Scope 1 emission presented under this usage type contains values for N₂O and CH₄ emissions, the CO₂ released through combustion of the fuel is listed **outside of scopes**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Biogas	A naturally occurring gas from the anaerobic digestion of organic materials (such as sewage and food waste) or produced intentionally as a fuel from the anaerobic digestion of biogenic substances (such as energy crops and agricultural residues).
Landfill gas	Gas collected from a landfill site. This may be used for electricity generation, collected and purified for use as a transport fuel, or be flared off.

Biomass

Definition of Usage Type

Combustion of biomass - solid fuels produced from recently living sources, such as trees
- at a site or in an asset under the direct control of the reporting organisation.

Units

kWh
Tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1 and scope 3 category 3**.

Scope 1 emission presented under this usage type contains values for N₂O and CH₄ emissions, the CO₂ released through combustion of the fuel is listed **outside of scopes**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Agricultural byproducts: Rice hull / rice husk	Stationary combustion of agricultural by-products, such as rice hulls/rice husks.
Grass/straw	-
Wood chips	-
Wood logs	-
Wood pellets	Compressed low quality wood (such as sawdust and shavings) made into pellet form.

Business services

Definition of Usage Type

Services supplied to and purchased by the reporting organisation in the reporting year.

Units

tCO2e
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Accounting services: Average: UK	Average spend in the UK on accounting and bookkeeping services such as auditing of accounting records, preparing financial statements and bookkeeping.
Administration services: UK	-
Advertising: Average	Purchased advertising services for businesses, including copywriting. Average spend globally.
Advertising: Average: UK	Advertising and market research in the UK, which includes the creation of advertising campaigns and placement of such advertising in periodicals, newspapers, radio and television, or other media as well as the design of display structures and sites.
Audiovisual production services: Average: UK	-
Business Services: Average	Average emissions per unit of currency spent globally on a broad average of business services such as legal, accountancy, advertising.
Cleaning services: Average: UK	-
Education and Training	Broad sector of purchases related to education at any level or for any profession, oral or written as well as by radio and television or other means of communication. It includes education by

	the different institutions in the regular school system at its different levels as well as adult education, literacy programmes etc. Also included are military schools and academies, prison schools etc. at their respective levels. The category includes public as well as private education.
Education services: UK	-
Employment services: Average: UK	-
Environmental consulting services: Average: UK	-
Facility maintenance services: Average: UK	-
Financial markets admin and brokerage: Average: UK	Average spending in the UK on services auxiliary to financial services and insurance services, including administration of financial markets (e.g., commodity contracts exchange), security and commodity contracts brokerage, investment advisory services, administration services of insurance, as well as fund management activities (e.g., management of mutual funds, other investment funds or pension funds, etc.).
Financial Services	Broad sector of purchases of financial service activities, including insurance, reinsurance and pension funding activities and activities to support financial services. This category also includes the activities of holding assets, such as activities of holding companies and the activities of trusts, funds and similar financial entities.
Financial services: Average: UK	-
Gambling and betting services: Average: UK	Average spending in the UK on gambling facilities such as casinos, bingo halls and video gaming terminals, as well as on gambling services, such as lotteries and off-track betting.
Health insurance: Average: UK	-
Health services: Average: UK	-
Insurance: Average: UK	Average spend in the UK on direct insurance and reinsurance. Life insurance and non-life insurance such as accident and fire insurance, health insurance, travel insurance, property insurance, motor, marine, aviation and transport insurance, pecuniary loss and liability

	insurance are included. Reinsurance of life and non-life insurance are included.
Landscape maintenance services: Average: UK	-
Laundry and dry-cleaning: Average: UK	-
Legal services: Average: UK	Average spend in the UK for legal representation of one party's interest against another party, whether or not before courts or other judicial bodies by, or under supervision of, persons who are members of the bar, such as advice and representation in civil cases, advice and representation in criminal actions, advice and representation in connection with labour disputes. It also includes preparation of legal documents such as articles of incorporation, partnership agreements or similar documents in connection with company formation, patents and copyrights, preparation of deeds, wills, trusts, etc. as well as other activities of notaries public, civil law notaries, bailiffs, arbitrators, examiners and referees.
Management consultancy: Average: UK	
Membership organisation services: Average: UK	-
Motor vehicles sale and repair	Broad sector of purchases related to wholesale and retail sale (i.e. sale without transformation) of any type of goods and the rendering of services incidental to the sale of these goods. Also included in this category are the repair of motor vehicles and motorcycles.
Museums and cultural activities: Average: UK	Average spending in the UK on libraries, archives, museums, and other cultural services, such as historical sites and buildings. This also includes botanical and zoological gardens, as well as nature reserves.
Performing and creative arts: Average: UK	-
Photography services: Average: UK	-
Printing	Broad sector of purchases related to printing activities, including pulp, paper, ink, electricity, human power etc.
Printing and recording services: UK	-
Public order and safety: Average: UK	-

Publishing: Average	Broad sector of purchases related to publishing activities, including pulp, paper, ink, electricity, human power etc.
Publishing: Average: UK	Average spend in the UK on purchases related to publishing activities.
Publishing: Books	Publishing and printing of books by a third-party publishing company.
Rental and leasing services: Equipment: UK	Average spend in the UK on renting and leasing of tangible and non-financial intangible assets, including a wide array of tangible goods, such as computers, consumer goods, and industrial machinery and equipment, to customers in return for a periodic rental or lease payment. It also includes the renting of recreational and sports equipment and personal and household equipment, the leasing of other machinery and equipment of the kind often used for business operations, including other transport equipment and the leasing of intellectual property products and similar products.
Rental and leasing services: Vehicles: UK	Average spend in the UK on the renting and leasing of tangible and non-financial intangible assets, including a wide array of tangible goods, such as automobiles, to customers in return for a periodic rental or lease payment. It includes the renting and leasing of motor vehicles.
Renting machinery and equipment	Broad sector purchases related to renting and operational leasing, without operator, of other machinery and equipment that are generally used as capital goods by industries. It includes engines and turbines, machine tools, mining and oilfield equipment, professional radio, television and communication equipment, motion picture production equipment, measuring and controlling equipment etc.
Repair and maintenance services: Aircraft: UK	Average spend in the UK on the repair and maintenance of aircraft and spacecraft. This includes the repair and maintenance of aircraft and aircraft engines. This excludes factory overhaul and rebuilding of aircraft.
Repair and maintenance services: Machinery and equipment: UK	Average spend in the UK on the repair and maintenance of machinery and equipment. This includes the repair of fabricated metal products, industrial

	<p>machinery and equipment, electronic and optical equipment, electrical equipment and transport equipment (locomotives and railway cars) etc.</p>
Repair and maintenance services: Motor vehicles: UK	<p>Average spending in the UK on the repair and maintenance of motor vehicles. This includes washing, polishing, spray and painting, etc.</p>
Repair and maintenance services: Ships and boats: UK	<p>Average spend in the UK on the repair and maintenance of ships and boats. This includes repair and routine maintenance of ships and the repair and maintenance of pleasure boats.</p>
Repair services: Computers: UK	<p>Average spend in the UK on the repair and maintenance of computers and peripheral equipment and communications equipment.</p>
Repair services: Household goods: UK	<p>Average spend in the UK on the repair and servicing of personal and household goods, such as consumer electronics, household appliances, home and garden equipment, footwear and leather goods, furniture and furnishings, watches, clocks and jewellery, musical instruments, bicycles etc.</p>
Residential care services: Average: UK	<p>Average spending in the UK on residential care residential care combined with either nursing, supervisory or other types of care as required by the residents. It includes homes for the elderly with nursing care, rest homes with nursing care, residential care provided to people with learning disabilities, mental illness, or substance abuse problems, etc.</p>
Retail trade services: Average: UK	<p>Average spending in the UK on retail trade services, except of motor vehicles and motorcycles. This includes the retail sale of new and used goods (consumer goods / retail goods) for personal and household consumption or utilisation. Retail sale of food, beverages and tobacco, automotive fuel, information and communication equipment, household equipment, cultural and recreation goods, clothing, footwear, pharmaceutical and medical goods, watches, souvenirs, cleaning materials, flowers, etc. in specialised stores are included.</p>

Scientific research: Average: UK	Average spending in the UK on scientific research and development services.
Security services: Average: UK	Average spending in the UK on security and investigation services, such as guard and patrol services, picking up and delivery money, receipts, or other valuable items with personnel and equipment to protect such properties while in transit. It also includes electronic security alarm systems, such as burglar and fire alarms.
Social security services: Average: UK	-
Social work services: Average: UK	Average spending in the UK on social work services without accommodation. This includes social, counselling, welfare, referral and similar services, as well as child day-care activities, etc.
Sports and recreation: Average: UK	-
Translation and interpretation services: Average: UK	-
Travel agency	Broad sector of activity of selling travel, tour, transportation and accommodation services to the general public and commercial clients and the activity of arranging and assembling tours that are sold through travel agencies or directly by agents such as tour operators, as well as other travel-related services including reservation services. The activities of tourist guides and tourism promotion activities are also included.
Travel agency and tour operator services: Average: UK	Average spending in the UK on travel agency, tour operator and other reservation services and related services.
Veterinary services: Average: UK	Average spending in the UK on veterinary services, which include animal health care and control activities for farm and pet animals.
Warehousing and support services: Average: UK	Average spend in the UK on warehousing and support activities for transportation, such as operating of warehousing and storage facilities, activities of transport agencies and cargo handling.
Wholesale and retail trade services: Motor vehicles: UK	Average spending in the UK on wholesale and retail trade of new and second-hand motor vehicles and motorcycles, as well as the wholesale and retail sale of parts and accessories for motor vehicles and

	motorcycles. Manufacturing and renting of motor vehicles and motorcycles are not included.
Wholesale trade services: Average: UK	Average spending in the UK on wholesale trade services, except of motor vehicles and motorcycles. This includes the wholesale of agricultural raw materials and live animals, food, beverages and tobacco, household goods, information and communication equipment, and specialised machinery, equipment and supplies. This also includes wholesale on a fee or contract basis, such as activities of commission agents, commodity brokers, etc. Domestic wholesale trade and international wholesale trade are both included.

Business travel: Air

Definition of Usage Type

The GHG emissions associated with air travels - individuals flying for work purposes - in the reporting organisation.

Units

passenger.km
kWh
Litre
Tonne
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1** and **scope 3 category 6**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Air travel: Average	The transport of passengers or freight by air. Global average.
Air travel: Average: UK	The transport of passengers or freight by air in the UK.
Aviation turbine fuel	Fuel for turbo-prop aircraft and jets (aka jet fuel). Similar to kerosene used as a heating fuel but refined to a higher quality.
International air	International flights (excluding flights via UK where identified).
Local air travel: Cessna Caravan	-
Local air travel: Helicopter	-
Local air travel: Turboprop-powered airliner: Fokker 50	The Fokker 50 is a turboprop-powered airliner, designed as an improved version of the successful Fokker F27 Friendship manufactured and supported by Dutch aircraft manufacturer Fokker.
UK Domestic air	Domestic flights are those between UK airports.
UK Long haul air	Long-haul international flights to/from the UK, typically to non-European destinations (over 3700km distance).

UK Short haul air

International flights to/from the UK, typically to Europe (up to 3700km distance).

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the [seat type](#). For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Business travel: Rail

Definition of Usage Type

The GHG emissions associated with individuals travel for business purposes via the rail network and in assets not owned or directly operated by a business.

Units

passenger.km
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 6**.

Breakdown of Usage Sub Types

Usage sub type	Definition
International rail	-
Land travel: Average: UK	This includes all land-based passenger transport activities in the UK, other than rail transport. However, urban, suburban or metropolitan area passenger railway transportation by underground, metro and similar systems is included. This also includes all land-based freight transport activities by road.
Light rail and tram	-
National rail	National rail refers to the usage of rail network in the UK in passenger.km. It is based on National Rail Global. To add usage of National rail in £ spend, please select 'National rail UK'.
National rail: UK	National rail UK refers to the £ spend on usage of rail network in the UK. To add usage of National rail in passenger.km, please select 'National rail'.
National rail: US	-
Rail Travel: Average	-
Rail travel: Average: UK	Average spend in the UK on rail transportation of passengers on mainline networks and freight transport on mainline rail networks, as well as short line freight railways. This excludes the passenger transport by urban and suburban transport systems (e.g. underground).
Underground	-

Business travel: Road

Definition of Usage Type

The GHG emissions associated with individuals travel for business purposes in assets not owned/directly operated by the reporting organisation or in cars/on motorcycles that are owned or controlled by the reporting organisation. This also includes mileage for business purposes in cars owned by employees, public transport, hire cars, and so on.

Units

passenger.km
kWh
km
litre
tonne
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1, scope 2 and scope 3 category 6**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

The usage sub types refer to the mode of transportation.

<u>Usage sub type</u>	<u>Definition</u>
Black taxi	-
Black taxi: Electric	All Electric Vehicle 'black cab' as used in London and other world cities.
Bus: Average	-
Car: Not owned by organisation	-
Car: Owned by organisation	-
Coach	-
Diesel (average biofuel blend)	Standard diesel bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Hybrid taxi	Average taxi of hybrid vehicles.
Land travel: Average: UK	This includes all land-based passenger transport activities in the UK, other than rail transport. However, urban, suburban or metropolitan area passenger railway

	transportation by underground, metro and similar systems is included. This also includes all land-based freight transport activities by road.
Local bus	Local buses run on diesel fuel.
London bus	-
Mini bus: 9 seat: Average	Average emissions from a 9-seat mini bus.
Motorbike: Not owned by organisation	-
Motorbike: Owned by organisation	-
Petrol (average biofuel blend)	Standard petrol bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Regular taxi	-
Road Travel: Average	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the [vehicle type](#) and [fuel type](#). For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Business travel: Sea

Definition of Usage Type

The GHG emissions associated with individuals travelling for business purposes on ferries.

Units

passenger.km
kWh
litre
tonne
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1** and **scope 3 category 6**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Ferry	Travelling by ferry.
Ferry: Car passenger	Travelling by car on a ferry.
Ferry: Foot passenger	Travelling by ferry as a foot passenger.
Marine fuel oil	Residual fuels are called "Marine fuel oil". Residual fuel or "residuum" is the fraction that did not boil, sometimes referred to as "tar" or "petroleum pitch".
Sea Travel: Average	The amount spent on sea travel in your reporting currency.
Sea travel: Average: UK	This includes the transport of passengers or freight over water in the UK. It also includes the operation of towing or pushing boats, excursion, cruise or sightseeing boats, ferries, water taxis etc.

Chemicals

Definition of Usage Type

Chemicals or chemical products purchased or acquired by the reporting organisation.

Units

tonne
Unit
kg
litre
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1 and scope 3 category 1**.

Emissions of GHGs other than the six Kyoto gases are listed **outside of scopes**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
All purpose cleaner	Cleaning chemical for all surfaces.
All purpose cleaner: Method	Embodied emissions from all purpose cleaning product made by Method.
Chemical products: Other: Average: UK	Average spend in the UK on explosives and pyrotechnic products, glues, essential oils and other chemical products including photographic chemical material (including film and sensitised paper), gelatine, composite diagnostic preparations etc.
Chemicals: Average	-
Cigarette	-
Cleaning products: Average: UK	Average spend in the UK on average cleaning products, including soap and detergents, cleaning and polishing products, perfumes and toilet preparations.
Desflurane	An inhaled anaesthetic agent.
Detergent: Average	Detergent for cleaning / washing.
Dish soap (washing up liquid)	Liquid detergent for washing dishes by hand.
Dish soap (washing up liquid): Ecover	Liquid for dishes / washing up. Ecover brand.
Dyes and pigments: Basic: Average: UK	Average spend in the UK on dyes and pigments from any source in basic form or as concentrate, as

	well as the products of a kind used as fluorescent brightening agents or as luminophores.
Dyes and pigments: Prepared: Average: UK	Average spend in the UK on prepared pigments and dyes, opacifiers and colours.
Fertilisers: Average: UK	The manufacture of fertilisers in the UK, such as straight or complex nitrogenous, phosphatic or potassic fertilisers and urea, crude natural phosphates and crude natural potassium salts. This also includes the manufacture of associated nitrogen products including nitric and sulphonitric acids, ammonia, ammonium chloride, ammonium carbonate, nitrites and nitrates of potassium, as well as the manufacture of potting soil with peat as main constituent and potting soil mixtures of natural soil, sand, clays and minerals.
Soap: Average: UK	Average spend in the UK on average soap.
Soap: Hand wash	Liquid soap for washing hands.
Ink	Purchase of global average printing ink
Ink: Cartridge	Purchase of printing ink cartridge.
Ink: Toner cartridge: Black	1 average black ink toner cartridge (10ml) for inkjet printer.
Isoflurane	An inhaled anaesthetic agent.
Paint and ink: Average: UK	-
Pesticides and other agrochemicals: Average: UK	Average spend in the UK for pesticides and other agrochemical products, such as insecticides, rodenticides, fungicides, herbicides, acaricides, molluscicides, biocides, anti-sprouting products, plant growth regulators, disinfectants (for agricultural and other use). Please note fertilisers and nitrogen compounds are not included.
Pharmaceutical products: Average: UK	This includes basic pharmaceutical products and pharmaceutical preparations.
Sevoflurane	An inhaled anaesthetic agent.
Shampoo: Plant-based 100g	A natural shampoo that is produced by a small manufactory and that is sold in glass bottles mainly on a regional market in Switzerland.
Shea butter	Hand-crafted shea butter in a packaged finished product on a UK retail shelf.
Tobacco: Average: UK	Purchases made in the UK for tobacco and tobacco products.
Tobacco: Dry	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Computers

Definition of Usage Type

Computers or tangible computer items, such as laptops, purchased or acquired by the reporting organisation. Use 'Electrical items' for any other piece of electrical items purchased, such as printers.

Units

kg
tonne
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Computers: Average	-
Computers: Average: UK	Purchases of computers made within the UK (i.e. manufacturers, vendors and purchasers are all based in the UK).

Construction

Definition of Usage Type

Construction materials or construction works purchased by the reporting organisation.

Units

m
m2
m3
kg
tonne
Unit
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

There are over 600 usage sub types under “Construction”, which are of a wide variety of materials, countries of origin and the percentage make-up of the materials. But in general, you could find the usage sub types for the listed materials below.

<u>Usage sub type</u>
Acrylic acid
Aggregates and sand
Aluminium
Asbestos
Asphalt
Bitumen
Brick
Cable
Carbon fibre
Carpet
Cement
Clay
Concrete
Concrete admixtures
Construction
Copper
Glass
Insulation

Iron
Lead
Materials
Metal
Mineral oil
Minerals
Mining and quarrying product
Miscellaneous
Mortar and screed
Paint
Paper
Plaster
Plastic
PV modules
Remediation services
Road surface
Roads
Roof or skylight, inc frame
Rubber
Sealants and adhesives
Soil
Steel
Stone
Timber
Tin
Titanium
Tyres
Vinyl
Wood
Zinc

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the [production type](#). For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Digital advertising

Definition of Usage Type

The GHG emissions associated with the production and impressions of digital advertising.

Units

GB
Minute

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Radio advertising: DAB: Malta	Emissions from energy used to broadcast radio advertisements per device-minute.
Social media: Image impressions	Purchase by the reporting company of digital advertising. Measured in Gigabytes, this is the number of image impressions multiplied by the size in GB of the advertisement.
Social media: Video Impressions	Purchase by the reporting company of digital advertising. Measured in Gigabytes, this is the number of video impressions multiplied by the size in GB of the advertisement.
TV Advertising: DTT: Malta	-

Digital network

Definition of Usage Type

The GHG emissions associated with internet users visiting the reporting organisation's websites, for companies not in the network operator industries. The inputs are website dwell time, which is the amount of time (in minutes) that goes by from the moment a user clicks on a search result and enters your website, to the moment they return to the search engine results pages (SERPs) on different platforms / devices.

Units

Minute
Unit

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Internet Search: Google: Global average	One average search using Google's search engine using average global grid electricity fuel mix.
Video streaming	Time spent on streaming video.
Video streaming: Malta	Time spent on streaming video in Malta.
Website dwell time: Desktop	Dwell time spent on browsing with desktop.
Website dwell time: Games console	Dwell time spent on browsing with games console.
Website dwell time: Smart TV	Dwell time spent on browsing with Smart TV.
Website dwell time: Smartphone (mobile web)	Dwell time spent on browsing with smartphones (via mobile web browsers).
Website dwell time: Tablet	Dwell time spent on browsing with tablets.
Website dwell time: Unknown device	Dwell time spent on browsing with unknown devices.

Digital network operator

Definition of Usage Type

The GHG emissions associated with digital networks hosted by and data contracts provided by the reporting organisation. This is to capture those parts of the network that are outside the network operator's own operations, which will be included separately through direct energy use, entered as scopes 1 and 2.

Units

GB

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 11**.

Breakdown of Usage Sub Types

Usage sub type			Definition
Network transfer: Fixed	operator: Network	Data segment: Data	Quantity of data transferred for customers over the reporting period, on fixed / wired broadband networks. This covers just the network transmission segment of the total data transmission footprint.
Network transfer: Mobile	operator: Network	Data segment: -	

Digital: Web and cloud hosting

Definition of Usage Type

The GHG emissions associated with hosting the reporting organisation's websites, cloud and/or data centre by a third-party hosting company. It includes energy consumption either for intranet or website hosting by the reporting company that have their own data centre.

Units

kWh
tonne
vCPUh
TBh

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Carbon dioxide equivalent (CO ₂ e)	Supplier-specific carbon dioxide equivalent in tonnes, emitted on behalf of the reporting company by the supplier during the reporting period.
Electricity: Australia	Electricity used by your web and cloud host provider(s) in Australia.
Electricity: EU (average)	Electricity used by your web and cloud host provider(s) in EU countries.
Electricity: New Zealand	Electricity used by your web and cloud host provider(s) in New Zealand.
Electricity: Singapore	Electricity used by your web and cloud host provider(s) in Singapore.
Electricity: UK grid	Electricity used by your web and cloud host provider(s) in the United Kingdom.
Electricity: US Average	Electricity used by your web and cloud host provider(s) in the United States.
Virtual CPU: UK	Hours of virtual CPU provision by third party provider in the United Kingdom.
Virtual CPU: US	Hours of virtual CPU provision by third party provider in the United States.
Storage: HDD: EU	HDD storage by a cloud hosting service in the EU.
Storage: SSD: EU	Storage on SSD by a cloud hosting service in the EU.
Storage: HDD: UK	HDD storage by a cloud hosting service in the United Kingdom.

Storage: SSD: UK	Storage on SSD by a cloud hosting service in the United Kingdom.
Storage: HDD: US	HDD storage by a cloud hosting service in the United States.
Storage: SSD: US	Storage on SSD by a cloud hosting service in the United States.

Downstream leased assets: Buildings: Electricity

Definition of Usage Type

Electricity used in operations of buildings / assets owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year.

Units

kWh

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 13**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

Usage sub type	Definition
District heat and steam: Biogas (AD): 100%	Heat and steam purchased from a combined heat and power district plant running on 100% methane-rich biogas derived from anaerobic digestion (AD).
Electricity: Egypt	-
Electricity: France	-
Electricity: Ireland	-
Electricity: Serbia	-
Electricity: Solar PV Consumed	The consumption of electricity from the energy that was generated by the solar panels at your facility.
Electricity: Solar PV Exported	The extra units of electricity generated by the solar panels at your facility which you did not use and exported back to the grid, such as for feed-in tariff (FIT).
Electricity: Solar PV Generated	The total amount of electricity generated by the solar panels at your facility.
Electricity: Turkey	-
Electricity: UK grid	-
Electricity: US: Average	-

Downstream leased assets: Buildings: Gas

Definition of Usage Type

Consumption of natural gas in operations of buildings / assets owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year.

Units

Btu
mmBtu
kWh
m3
scf
tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 13**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Natural gas: CA	Natural gas received through the gas mains grid network in Canada.
Natural gas: DE	Natural gas received through the gas mains grid network in Germany.
Natural gas: FR	Natural gas received through the gas mains grid network in France.
Natural gas: SP	Natural gas received through the gas mains grid network in Spain.
Natural gas: UK	Standard natural gas received through the gas mains grid network in the United Kingdom. Note - contains limited biogas content.
Natural gas: US	Natural gas received through the gas mains grid network in the United States.

Downstream leased assets: Buildings: Refrigerant losses

Definition of Usage Type

The leakage from air-conditioning, refrigeration units in operations of buildings / assets owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year. To calculate the leakage, note how much the reporting organisation have had to top up the refrigerant over the reporting year.

Units

kg

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 13**.

Breakdown of Usage Sub Types

Usage sub type	Definition
HFC-32/R32 = difluoromethane	R32 is a new refrigerant replacing R410A and has a lower GWP.
R404A	-
R407A	-
R407B	-
R407C	-
R407D	-
R407E	-
R407F	-
R410A	-
R449A	-

Downstream leased assets: Buildings: Waste

Definition of Usage Type

The waste generated in operations of buildings / assets owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year.

Units

Bin: 1100 litre
tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 13**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Commercial and industrial waste	Waste generated by businesses or industrial operations.
Municipal waste	Domestic waste.
Waste: Board only	Average: 78% corrugate and 22% cartonboard.
Waste: Mixed board and paper	Assumes 25% paper, 75% board.
Waste: Paper only	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as waste type. For more guidance, please see How to Use this Usage Data Guide and Appendix IV.

Downstream leased assets: Buildings: Water

Definition of Usage Type

Water consumption in operations of buildings / assets owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year.

Units

m3

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 13**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Water supply	Water supply subcategory should be used to account for water delivered through the mains supply network.
Water treatment	Water treatment subcategory should be used for water returned into the sewage system through mains drains.

Downstream leased assets: Information technology

Definition of Usage Type

The GHG emissions associated with buildings, equipment, technology, etc. owned by the reporting organisation (as lessor) and leased to customers (lessees) in the reporting year.

Units

Unit

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 13**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Router: Sagemcom: Broadband SAS: Annual use	Emissions from use of this technology over a year.
Router: Technicolor: Access Gateway (DGA0122GOM): Annual use	Emissions from use of one unit of this access gateway for a year.
Router: Technicolor: Access Gateway (TG789VAC): Annual use	-

Downstream leased assets: Vehicles

Definition of Usage Type

The GHG emissions associated with travels in vehicles owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year.

Units

km
litre
tonne
kWh
Unit
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 13**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Car: Owned by organisation	-
Diesel (average biofuel blend)	Standard diesel bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
HGV -- All artics	Articulated large goods vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
HGV -- All HGVs	Large goods vehicles with unknown type and unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
HGV -- All rigids	Rigid large goods vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
HGV -- Articulated (> 3.5 - 33t)	Articulated large goods vehicles with maximum weight exceeding 3.5 tonnes. These factors do not include refrigerated vehicles.
HGV -- Articulated (> 33t)	
HGV -- Rigid (> 3.5 - 7.5 tonnes)	
HGV -- Rigid (> 7.5 - 17 tonnes)	

HGV -- Rigid (> 17 tonnes)	Rigid large goods vehicles with maximum weight exceeding 3.5 tonnes. These factors do not include refrigerated vehicles.
HGVs refrigerated -- All artics	Refrigerated articulated road vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- All HGVs	Refrigerated road vehicles with unknown type and unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- All rigids	Refrigerated rigid road vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- Articulated (> 3.5 - 33t)	Refrigerated articulated road vehicles with maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- Articulated (> 33t)	
HGVs refrigerated -- Rigid (> 3.5 - 7.5 tonnes)	Refrigerated rigid road vehicles with maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- Rigid (> 7.5 - 17 tonnes)	
HGVs refrigerated -- Rigid (> 17 tonnes)	
Motorbike: Owned by organisation	-
Petrol (average biofuel blend)	Standard petrol bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Van -- Average (up to 3.5 tonnes)	Large good vehicles with specific range of vehicle weights.
Van Class I (up to 1.305 tonnes)	
Van Class II (1.305 ton 1.74 tonnes)	
Van Class III (1.74 to 3.5 tonnes)	

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the [vehicle type](#), [fuel type](#) and [load type](#). For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Electrical items

Definition of Usage Type

Electrical items purchased or acquired by the reporting organisation in the reporting year.

Units

kg
tonne
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Batteries: Alkaline	-
Batteries: Average	Batteries excluding car batteries.
Batteries: Li ion	Small power equipment.
Batteries: Li ion and NiMh: Average	This is a flat average between the two types of internal rechargeable batteries (Li ion and NiMh batteries), such as small power equipment. This excludes alkaline batteries and car batteries. This was previously named as 'Batteries: Average'.
Batteries: NiMh	Excludes car batteries.
Electrical items: Average	-
Electrical items: Average: UK	-
Fridges and freezers	-
I.T. electrical items	-
Large electrical items	Stationary machines for routine housekeeping tasks (such as cookers and fridges).
Microduct: Hexatronic: 12/MPB30222/1R Microduct	Purchase of microduct manufactured by Hexatronic.
Microduct: Hexatronic: 12/MPB30224/12R Microduct	Purchase of microduct manufactured by Hexatronic.
Microduct: Hexatronic: 12/MPB30224/4R Microduct	Purchase of microduct manufactured by Hexatronic.
Microduct: Hexatronic: Average Microduct	Purchase of microduct manufactured by Hexatronic.

Microduct: Microduct	Hexatronic:	MPB30210/1R	Purchase of microduct manufactured by Hexatronic.
Microduct: Microduct	Hexatronic:	MPB30214/12R	Purchase of microduct manufactured by Hexatronic.
Microduct: Microduct	Hexatronic:	MPB30245/2R	Purchase of microduct manufactured by Hexatronic.
Microduct: Microduct	Hexatronic:	MPB30245/4R	Purchase of microduct manufactured by Hexatronic.
Mixed size electrical items			-
Small electrical items			Small power equipment.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see How to Use this Usage Data Guide and Appendix IV.

Electricity

Definition of Usage Type

Electricity used by an organisation at sites owned or controlled by them.

Units

kWh
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 2 and scope 3 category 3**.

Transmission and distribution (T&D) losses for electricity are automatically calculated for you when you enter electricity data and are reported as scope 3 emissions, together with the well-to-tank (WTT) upstream embodied emissions.

Breakdown of Usage Sub Types

There are numerous usage sub types under the usage type of “Electricity”. Select the country within which the electricity was used.

For example, please choose subtype “Electricity: UK grid” if your facility is in the United Kingdom. If your facility is located in Tasmania, please choose subtype “Electricity: Australia: Tasmania”.

There are other subtypes which are not based on the location of your facilities, which includes:

Usage sub type	Definition
Electricity: Solar PV: Generated	The total amount of electricity generated by the solar panels at your facility.
Electricity: Solar PV: Consumed	The consumption of electricity from the energy that was generated by the solar panels at your facility.
Electricity: Solar PV: Exported	The extra units of electricity generated by the solar panels at your facility which you did not use and exported back to the grid, such as for feed-in tariff (FIT).
Electricity: Average	The cost of electricity at your facility in your reporting currency (you can choose between GBP £ and USD \$).

Supplier’s fuel mix

For some usage subtypes (for example, “Electricity: UK Grid”), you could also fill in your supplier’s fuel mix. Enter a number without % into each fuel type, even if it is 0. For example, if it is 100% Renewables, it would be:

Biomass	0	Coal	0
Gas	0	Nuclear	0
Other	0	Renewables	100

Employee car liquid fuels

Definition of Usage Type

Liquid fuels combusted in employee-owned vehicles.

Units

kWh
Tonne
Litre
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 6**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Diesel (average biofuel blend)	Standard diesel bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Petrol (average biofuel blend)	Standard petrol bought from any local filling station (across the board forecourt fuel typically contains biofuel content).

Employee commuting: Air

Definition of Usage Type

The GHG emissions associated with employees commuting to their usual place of work via air travel.

Units

passenger.km

\$ Spend

£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 7**.

Breakdown of Usage Sub Types

Usage sub type	Definition
International air	International flights (excluding flights via UK where identified).
UK Domestic air	Domestic flights are those between UK airports.
UK Long haul air	Long-haul international flights to/from the UK, typically to non-European destinations (over 3700km distance).
UK Short haul air	International flights to/from the UK, typically to Europe (up to 3700km distance).
Air travel: Average	The transport of passengers or freight by air. Global average.
Air travel: Average: UK	The transport of passengers or freight by air in the UK.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the seat type. For more guidance, please see How to Use this Usage Data Guide and Appendix IV.

Employee commuting: Rail

Definition of Usage Type

The GHG emissions associated with employees commuting to their usual place of work via the rail network.

Units

passenger.km

£ Spend

\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 7**.

Breakdown of Usage Sub Types

Usage sub type	Definition
International rail	-
Land travel: Average: UK	This includes all land-based passenger transport activities in the UK, other than rail transport. However, urban, suburban or metropolitan area passenger railway transportation by underground, metro and similar systems is included. This also includes all land-based freight transport activities by road.
Light rail and tram	-
National rail	National rail refers to the usage of rail network in the UK in passenger.km. It is based on National Rail Global. To add usage of National rail in £ spend, please select 'National rail UK'.
National rail: UK	National rail UK refers to the £ spend on usage of rail network in the UK. To add usage of National rail in passenger.km, please select 'National rail'.
National rail: US	-
Rail Travel: Average	-
Rail travel: Average: UK	Average spend in the UK on rail transportation of passengers on mainline networks and freight transport on mainline rail networks, as well as short line freight railways. This excludes the passenger transport by urban and suburban transport systems (e.g. underground).
Underground	-

Employee commuting: Road

Definition of Usage Type

The GHG emissions associated with employees commuting to their usual place of work in assets not owned/directly operated by the reporting organisation or in cars/on motorcycles that are owned or controlled by the reporting organisation. This includes mileage for employees commuting to their usual place of work in cars owned by employees, public transport, hire cars, and so on.

Units

passenger.km
km
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 7**.

Breakdown of Usage Sub Types

The usage sub types refer to the mode of transportation the employees took to commute.

<u>Usage sub type</u>	<u>Definition</u>
Black taxi	-
Bus: Average	-
Car: Not owned by organisation	-
Car: Owned by organisation	-
Coach	-
Hybrid taxi	Average taxi of hybrid vehicles.
Land travel: Average: UK	This includes all land-based passenger transport activities in the UK, other than rail transport. However, urban, suburban or metropolitan area passenger railway transportation by underground, metro and similar systems is included. This also includes all land-based freight transport activities by road.
Local bus	Local buses run on diesel fuel.
London bus	-
Mini bus: 9 seat: Average	Average emissions from a 9-seat mini bus.
Motorbike: Not owned by organisation	-
Motorbike: Owned by organisation	-
Regular taxi	-

Road Travel: Average	-
Van: not owned by business: Van Class I (up to 1.305 tonnes)	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the vehicle type and fuel type. For more guidance, please see How to Use this Usage Data Guide and Appendix IV.

Employee commuting: Sea

Definition of Usage Type

The GHG emissions associated with employees commuting to their usual place of work via waterways, such as ferries.

Units

passenger.km
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 7**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Ferry	Travelling by ferry.
Ferry: Car passenger	Travelling by car on a ferry.
Ferry: Foot passenger	Travelling by ferry as a foot passenger.
Sea Travel: Average	The amount spent on sea travel in your reporting currency.
Sea travel: Average: UK	This includes the transport of passengers or freight over water in the UK. It also includes the operation of towing or pushing boats, excursion, cruise or sightseeing boats, ferries, water taxis etc.

End of life of sold products

Definition of Usage Type

Disposal of the reporting organisation's sold products by customers.

Units

Bin: 1100 litre

Tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 12**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Commercial and industrial waste	Waste generated by businesses or industrial operations.
Municipal waste	Domestic waste.
Waste: Aluminium cans and foil	Aluminium cans and foil (excluding forming).
Waste: Board only	Average: 78% corrugate and 22% cartonboard.
Waste: Mixed board and paper	Assumes 25% paper, 75% board.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as waste type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Events

Definition of Usage Type

The GHG emissions associated with organising events, such as meetings, conferences, entertainment events, learning events, on behalf of the reporting organisation. Activities including business travel, electricity consumption, hotel stay, food and drink that associated with the event can be reported under this usage type. Please note this category is only suitable for the energy consumptions associated with events that were held externally, for events that were held in-house, please log those activity data under 'Electricity', 'Gas' etc.

Units

kg
kWh
litre
m3
tCO2e
tonne
room.night
passenger.km
Unit
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Hotel stay – There are usage sub types for hotel stay and meeting room hired, for hotel stays, select the country within which the hotel was located.

Food and drink – There are usage sub types for vegetarian meal, meat ready meal and amount spend on average food and drink.

Business travel – There are usage sub types for air, rail and road travels to event venue. For the above categories of usage sub types, you may refer to the respective sections for more details.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the seat type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Financed emissions

Definition of Usage Type

The GHG emissions associated with or resulting from investments, lending and other forms of financing provided by the reporting organisation.

Units

tCO ₂ e

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 15**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Portfolio emissions: Absolute	Absolute total emissions from investments and lending calculated according to PCAF.

Food and drink

Definition of Usage Type

The GHG emissions generated from the materials and processes involved in production of different food or drink items.

Units

kg
litre
tonne
Unit
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

You could select the usage sub types according to the materials, the processes involved in production and its country of origin.

Wide variety of food and drink categories – The app includes a wide variety of food and drink categories where you could enter the usage in kg, tonnes, £ Spend and \$ Spend.

Country of origin – For some categories, you could choose the source of food supply (country of origin), if known.

Processes involved in production - For example, if your pork supply comes from the US, you could choose the option “Pork: US”, and if it is not from the US, you could choose the option “Pork: world average: Global average”.

Option for **pet food** is also available.

Freight: Downstream

Definition of Usage Type

Haulage of goods after sale to customers where the transport is not arranged or paid for by the reporting organisation, but by customers or other parties in the company's downstream value chain. It includes the shipment of goods over land, by sea or by air through a third-party company. Factors are available for a whole vehicle's worth of goods per kilometre travelled, or per tonne of goods shipped per kilometre (tonne.km) via a specific transport mode.

Units

km
kWh
litre
tonne
tonne.km
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 9**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Freight: Air: Average	Spend in your chosen reporting currency on average courier services - air transport.
Freight: Air: Average DHL	-
Freight: Air: Average DPD La Poste	-
Freight: Air: Average Fedex	Fedex average aircraft carrier.
Freight: Air: Average K&N	Average supplier specific emissions factor for haulier K & N air haulage.
Freight: Air: Average Landmark	-
Freight: Air: Average UPS	-
Freight: HGV -- All artics	Articulated large goods vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
Freight: HGV -- All HGVs	Large goods vehicles with unknown type and unknown vehicle weights (maximum weight

	exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
Freight: HGV -- All rigids	Rigid large goods vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
Freight: Rail: Average Mars Rail and Sea	Mars' blended average rail and sea emissions intensity per tonne.km based on a specific proportion of journeys that are by rail and the remained by sea for specific routes.
Freight: Road: Average	Spend in your chosen reporting currency on average courier services - inland road transport.
Freight: Road: Average DHL	-
Freight: Road: Average DPD La Poste	-
Freight: Road: Average Royal Mail	Average road vehicle (Heavy Goods Vehicles and vans) across entire fleet.
Freight: Road: Average wnDirect Asendia	Asendia by La Poste & Swiss Post, average light duty vehicle / van. Alternative name is wnDirect.
Freight: Road: HGV: Average DPD La Poste	Average Heavy Goods Vehicle (HGV) or Heavy Duty Vehicle (HDV) emissions intensity for DPD La Poste.
Freight: Road: HGV: Average Fedex	-
Freight: Road: LDV: Average DPD La Poste	Average Low Duty Vehicle (Van in the UK) emissions intensity for DPD La Poste.
Freight: Sea: Average	Spend in your chosen reporting currency on average courier services - water transport.
Freight: Sea: Average K&N	Average emissions per tonne.km for sea freight with haulier K&N.
Freight: Van Class I (up to 1.305 tonnes)	Large good vehicles with specific range of vehicle weights.
Freight: Van Class II (1.305 to 1.74 tonnes)	Large good vehicles with specific range of vehicle weights.
Petrol (average biofuel blend)	Standard petrol bought from any local filling station (across the board forecourt fuel typically contains biofuel content).

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the [fuel type and load type](#). For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Freight: Owned vehicles

Definition of Usage Type

Haulage of goods in the reporting company's own vehicles, to be used when the actual fuel consumption has not been recorded. Factors are available for a whole vehicle's worth of goods per kilometre travelled.

Units

km
kWh
litre
tonne
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1, scope 2 and scope 3 category 3.**

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes.**

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Petrol (average biofuel blend)	Standard petrol bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Diesel (average biofuel blend)	Standard diesel bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
HGV -- All artics	Articulated large goods vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
HGV -- All HGVs	Large goods vehicles with unknown type and unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
HGV -- All rigids	Rigid large goods vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
HGV -- Articulated (>3.5 - 33t)	Articulated large goods vehicles with maximum weight exceeding 3.5 tonnes.
HGV -- Articulated (>33t)	

	These factors do not include refrigerated vehicles.
HGV -- Rigid (>17 tonnes)	Rigid large goods vehicles with maximum weight exceeding 3.5 tonnes. These factors do not include refrigerated vehicles.
HGV -- Rigid (>3.5 - 7.5 tonnes)	
HGV -- Rigid (>7.5 tonnes-17 tonnes)	
HGVs refrigerated -- All artics	Refrigerated articulated road vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- All HGVs	Refrigerated road vehicles with unknown type and unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- All rigids	Refrigerated rigid road vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- Articulated (>3.5 - 33t)	Refrigerated articulated road vehicles with maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- Articulated (>33t)	
HGVs refrigerated -- Rigid (>17 tonnes)	
HGVs refrigerated -- Rigid (>3.5 - 7.5 tonnes)	Refrigerated rigid road vehicles with maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- Rigid (>7.5 tonnes-17 tonnes)	
Van -- Average (up to 3.5 tonnes)	Large good vehicles with unknown vehicle weights (up to 3.5 tonnes).
Van Class I (up to 1.305 tonnes)	Large goods vehicles (vans up to 3.5 tonnes).
Van Class II (1.305 to 1.74 tonnes)	
Van Class III (1.74 to 3.5 tonnes)	

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the [fuel type](#) and [load type](#). For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Freight: Upstream: Third party

Definition of Usage Type

Haulage of goods arranged and paid for by the reporting organisation - i.e., not arranged by customers) - including transport of materials from producer to distribution centre, transport to any reporting company premises and transport of goods after sale to a customer in assets or vehicles that is not owned by the reporting organisation. It includes the shipment of goods over land, by sea or by air through a third-party company. Factors are available for a whole vehicle's worth of goods per kilometre travelled, or per tonne of goods shipped per kilometre (tonne.km) via a specific transport mode.

Units

kg
km
kWh
litre
tCO ₂ e
tonne
tonne.km
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 4**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Biodiesel / HVO	Hydrotreated Vegetable Oil - diesel created from biomass through hydrotreating.
Diesel (average biofuel blend)	Standard diesel bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Freight: Air: Average	Spend in your chosen reporting currency on average courier services - air transport.
Freight: Air: Average DHL	-
Freight: Air: Average DPD La Poste	-
Freight: Air: Average Fedex	Fedex average aircraft carrier.

Freight: Air: Average K&N	Average supplier specific emissions factor for haulier K & N air haulage.
Freight: Air: Average Landmark	-
Freight: Air: Average UPS	-
Freight: HGV -- All artics	Articulated large goods vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
Freight: HGV -- All HGVs	Large goods vehicles with unknown type and unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
Freight: HGV -- All rigids	Rigid large goods vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
Freight: HGV -- Articulated (>3.5 - 33t)	Articulated large goods vehicles with maximum weight exceeding 3.5 tonnes. These factors do not include refrigerated vehicles.
Freight: HGV -- Articulated (>33t)	
Freight: HGV -- Rigid (>17 tonnes)	Rigid large goods vehicles with maximum weight exceeding 3.5 tonnes. These factors do not include refrigerated vehicles.
Freight: HGV -- Rigid (>3.5 - 7.5 tonnes)	
Freight: HGV -- Rigid (>7.5 tonnes-17 tonnes)	
Freight: HGVs refrigerated -- All artics	Refrigerated articulated road vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
Freight: HGVs refrigerated -- All HGVs	Refrigerated road vehicles with unknown type and unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
Freight: HGVs refrigerated -- All rigids	Refrigerated rigid road vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
Freight: HGVs refrigerated -- Articulated (>3.5 - 33t)	Refrigerated articulated road vehicles with maximum weight exceeding 3.5 tonnes).
Freight: HGVs refrigerated -- Articulated (>33t)	
Freight: HGVs refrigerated -- Rigid (>17 tonnes)	Refrigerated rigid road vehicles with maximum weight exceeding 3.5 tonnes).
Freight: HGVs refrigerated -- Rigid (>3.5 - 7.5 tonnes)	
Freight: HGVs refrigerated -- Rigid (>7.5 tonnes-17 tonnes)	
Freight: Mixed mode: Average DHL	-
Freight: Mixed mode: Average DPD La Poste	Freighting goods via different transport modes (Air/Rail/Road/Sea) by DPD La Poste.

Freight: Mixed mode: Average Royal Mail	Freighting goods via different transport modes (air/road/rail/sea).
Freight: Mixed mode: Average UPS	-
Freight: Mixed mode: Average wnDirect Asendia	Freight goods via different transport modes (Air/Rail/Road/Sea) by wnDirect Asendia.
Freight: Motorbike: Average	Courier by motorbike with unknown size or a mixture of different sized motorbikes.
Freight: Non-UK International air	International flights to/from non-UK countries.
Freight: Rail: Average DHL	-
Freight: Rail: Average Mars Rail and Sea	Mars' blended average rail and sea emissions intensity per tonne.km based on a specific proportion of journeys that are by rail and the remained by sea for specific routes.
Freight: Rail: Average train	-
Freight: Road and rail: Average DHL	-
Freight: Road: Average	Spend in your chosen reporting currency on average courier services - inland road transport.
Freight: Road: Average DHL	-
Freight: Road: Average DPD La Poste	-
Freight: Road: Average Ligentia Road and Barge	Mixed mode combined emissions factor for Ligentia using 84gCO ₂ e/TEU.km for barge journeys which are 39% of the post shipment journeys.
Freight: Road: Average Royal Mail	Average road vehicle (Heavy Goods Vehicles and vans) across entire fleet.
Freight: Road: Average UPS	Average UPS of Vans (Light Duty Vehicles) and Heavy Goods Vehicle (or Heavy Duty Vehicle, HDV) across entire fleet.
Freight: Road: Average wnDirect Asendia	Asendia by La Poste & Swiss Post, average light duty vehicle / van. Alternative name is wnDirect.
Freight: Road: HDV: Average DHL	-
Freight: Road: HDV: Average Royal Mail	-
Freight: Road: HGV: Average DPD La Poste	Average Heavy Goods Vehicle (HGV) or Heavy Duty Vehicle (HDV) emissions intensity for DPD La Poste.
Freight: Road: HGV: Average Fedex	-
Freight: Road: LDV: Average DHL	-
Freight: Road: LDV: Average DPD La Poste	Average Low Duty Vehicle (Van in the UK) emissions intensity for DPD La Poste.
Freight: Road: LDV: Average Royal Mail	-
Freight: Sea: Average	Spend in your chosen reporting currency on average courier services - water transport.

Freight: Sea: Average DHL	-
Freight: Sea: Average K&N	Average emissions per tonne.km for sea freight with haulier K&N.
Freight: Sea: Bulk Cargo Carrier: 0–9999 dwt	-
Freight: Sea: Bulk Cargo Carrier: 10,000–34,999 dwt	-
Freight: Sea: Bulk Cargo Carrier: 100,000–199,999 dwt	-
Freight: Sea: Bulk Cargo Carrier: 200,000+ dwt	-
Freight: Sea: Bulk Cargo Carrier: 35,000–59,999 dwt	-
Freight: Sea: Bulk Cargo Carrier: 60,000–99,999 dwt	-
Freight: Sea: Bulk Cargo Carrier: Average	-
Freight: Sea: Chemical Tanker 0–4999 dwt	-
Freight: Sea: Chemical Tanker 10,000–19,999 dwt	-
Freight: Sea: Chemical Tanker 20,000+ dwt	-
Freight: Sea: Chemical Tanker 5000–9999 dwt	-
Freight: Sea: Chemical Tanker Average	-
Freight: Sea: Container Ship: 0–999 TEU	-
Freight: Sea: Container Ship: 1000–1999 TEU	-
Freight: Sea: Container Ship: 2000–2999 TEU	-
Freight: Sea: Container Ship: 3000–4999 TEU	-
Freight: Sea: Container Ship: 5000–7999 TEU	-
Freight: Sea: Container Ship: 8000+ TEU	-
Freight: Sea: Container Ship: Average	-
Freight: Sea: Crude Tanker 10,000–59,999 dwt	-
Freight: Sea: Crude Tanker 120,000–199,999 dwt	-
Freight: Sea: Crude Tanker 200,000+ dwt	-
Freight: Sea: Crude Tanker 60,000–79,999 dwt	-
Freight: Sea: Crude Tanker 80,000–119,999 dwt	-
Freight: Sea: Crude Tanker Average	-
Freight: Sea: Crude Tanker: 0–9999 dwt	-
Freight: Sea: General Cargo: 0–4999 dwt	-
Freight: Sea: General Cargo: 0–4999 dwt 100+ TEU	-
Freight: Sea: General Cargo: 10,000+ dwt	-
Freight: Sea: General Cargo: 10,000+ dwt 100+ TEU	-

Freight: Sea: General Cargo: 5000–9999 dwt	-
Freight: Sea: General Cargo: 5000–9999 dwt 100+ TEU	-
Freight: Sea: General Cargo: Average	-
Freight: Sea: Large RoPax Ferry: Average	-
Freight: Sea: LNG Tanker 0–199,999 m3	-
Freight: Sea: LNG Tanker 200,000+ m3	-
Freight: Sea: LNG Tanker Average	-
Freight: Sea: LPG Tanker 0–49,999 m3	-
Freight: Sea: LPG Tanker 50,000+ m3	-
Freight: Sea: LPG Tanker Average	-
Freight: Sea: Products Tanker 0–4999 dwt	-
Freight: Sea: Products Tanker 10,000– 19,999 dwt	-
Freight: Sea: Products Tanker 20,000– 59,999 dwt	-
Freight: Sea: Products Tanker 5000–9999 dwt	-
Freight: Sea: Products Tanker 60,000+ dwt	-
Freight: Sea: Products Tanker Average	-
Freight: Sea: Refrigerated Cargo: All dwt	-
Freight: Sea: RoRo Ferry: 0–1999 LM	-
Freight: Sea: RoRo Ferry: 2000+ LM	-
Freight: Sea: RoRo Ferry: Average	-
Freight: Sea: Vehicle Transport: 0–3999 CEU	-
Freight: Sea: Vehicle Transport: 4000+ CEU	-
Freight: Sea: Vehicle Transport: Average	-
Freight: UK Domestic air	Domestic flights are those between UK airports.
Freight: UK Long haul air	Long-haul international flights to/from the UK, typically to non-European destinations (over 3700km distance).
Freight: UK Short haul air	International flights to/from the UK, typically to Europe (up to 3700km distance).
Freight: Van -- Average (up to 3.5 tonnes)	Large good vehicles with unknown vehicle weights (up to 3.5 tonnes).
Freight: Van Class I (up to 1.305 tonnes)	Large goods vehicles (vans up to 3.5 tonnes).
Freight: Van Class II (1.305 to 1.74 tonnes)	
Freight: Van Class III (1.74 to 3.5 tonnes)	
Land travel: Average: UK	This includes all land-based passenger transport activities in the UK, other than rail transport. However, urban, suburban or metropolitan area passenger railway transportation by underground, metro and similar systems is included. This also

	includes all land-based freight transport activities by road.
Petrol (average biofuel blend)	Standard petrol bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Post and courier: Average: UK	-
Rail travel: Average: UK	Average spend in the UK on rail transportation of passengers on mainline networks and freight transport on mainline rail networks, as well as short line freight railways. This excludes the passenger transport by urban and suburban transport systems (e.g. underground).
Sea travel: Average: UK	This includes the transport of passengers or freight over water in the UK. It also includes the operation of towing or pushing boats, excursion, cruise or sightseeing boats, ferries, water taxis etc.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the [fuel type and load type](#). For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Furniture

Definition of Usage Type

Furniture purchased or acquired by the reporting organisation in the reporting year.

Units

Unit
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Armchair: Average	-
Chair: Beam seating: Average	Waiting room beam seating.
Chair: Visitor chair	A visitor chair is a side chair for occasional/meeting use.
Chair: Work chair	Work chair, also known as task chair, is a chair with a seat height adjustment mechanism designed to be used with a desk and a computer.
Desk: Average	Office desk - 1600mmx1800mm rectangular desk.
Desk: Six-people bench desk: Average	-
Desk: Wave desk: Average	Office desk - 1600mm x 800mm wave desk.
Desk: Work station: Average	1600mm x 1200mm work station.
Furniture: Average: UK	Purchases of furniture made within the UK (i.e. manufacturers, vendors and purchasers are all based in the UK).
Medical furniture: Average: UK	-
Office furniture: Average	-
Sofa: Average	-
Storage: Desk high pedestal: Average	-
Storage: Wood filing cabinet: Average	-
Table: Dining table	-

Gas

Definition of Usage Type

The consumption of natural gas at sites / facilities owned or controlled by the reporting organisation. Natural gas under this category refers to the standard natural gas received through the gas mains grid network.

For natural gas not obtained through the grid, which does not contain any biogas content, please enter the data under 'Natural gas (100% mineral blend)' under 'Gaseous Fuels'.

Units

Btu
mmBtu
m3
kWh
scf
tonne
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1 and scope 3 category 3**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Natural gas: Average	If the origin of the natural gas is unknown, not listed or bundled, this sub-type can be used with either kWh or spend.
Natural gas: CA	Natural gas received through the gas mains grid network in Canada.
Natural gas: DE	Natural gas received through the gas mains grid network in Germany.
Natural gas: FR	Natural gas received through the gas mains grid network in France.
Natural gas: SP	Natural gas received through the gas mains grid network in Spain.
Natural gas: UK	Standard natural gas received through the gas mains grid network in the United Kingdom. Note - contains limited biogas content.
Natural gas: US	Natural gas received through the gas mains grid network in the United States.

Gaseous fuels

Definition of Usage Type

Any primary fuel sources, that are ordinarily in gaseous condition, combusted at sites / facilities owned or controlled by the reporting organisation.

Units

Btu
mmBtu
m3
litre
kWh
scf
tonne
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1** and **scope 3 category 3**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Acetylene	Acetylene can be used as a welding heat source, as well as an alternative fuel, and as an additive for internal combustion engines.
Butane	Butane is a form of LPG (Liquefied Petroleum Gas).
CNG	Compressed natural gas - a compressed version of the same natural gas used in homes. Stored in cylinders for use as an alternative transport fuel.
Coke and refined petroleum products: Average: UK	Purchases made in the UK for coke oven products - e.g. coke, pitch, coke oven gas, crude coal, lignite tars - and refined petroleum products - e.g. motor fuels (gasoline, kerosene), fuel oil, refinery gas (ethane, propane, butane), white spirit, vaseline, paraffin wax, petroleum jelly, petroleum briquettes and blending of biofuels, i.e. blending of alcohols with petroleum (e.g. gasohol).
LNG	Liquefied natural gas - in a liquid state, this is the easiest way to transport gas in tankers (truck or ship). It can be used as an alternative transport fuel.

LPG	Liquefied petroleum gas - used to power cooking stoves or heaters off-grid and fuel some vehicles (such as fork-lift trucks and vans).
Natural gas (100% mineral blend)	Natural gas (100% mineral blend) factor is natural gas not obtained through the grid, and therefore, does not contain any biogas content. It can be used for calculating bespoke fuel mixtures.
Natural gas: Average	If the origin of the natural gas is unknown, not listed or bundled, this sub-type can be used with either kWh or spend.
Natural gas: CA	Natural gas received through the gas mains grid network in Canada.
Natural gas: DE	Natural gas received through the gas mains grid network in Germany.
Natural gas: FR	Natural gas received through the gas mains grid network in France.
Natural gas: SP	Natural gas received through the gas mains grid network in Spain.
Natural gas: UK	Standard natural gas received through the gas mains grid network in the United Kingdom. Note - contains limited biogas content.
Natural gas: US	Natural gas received through the gas mains grid network in the United States.
Other petroleum gas	Consists mainly of ethane, plus other hydrocarbons, (excludes butane and propane).
Propane	Propane is a form of LPG (Liquefied Petroleum Gas).

Heat and steam

Definition of Usage Type

Heat or steam energy purchased by the reporting organisation for heating purposes or for use in specific industrial processes (for local or district heating purposes).

Units

kWh

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 2 and scope 3 category 3**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
District heat and steam: Average	Heat/steam energy purchased for district heating purposes.
District heat and steam: Biogas (AD): 100%	Heat and steam purchased from a combined heat and power district plant running on 100% methane-rich biogas derived from anaerobic digestion (AD).
Onsite heat and steam	Heat/steam energy purchased for onsite heating purposes.
Solar Thermal Consumed	Heat/steam energy consumed from the energy generated from solar panels at your facility.
Solar Thermal Generated	Heat/steam energy generated from solar panels at your facility.

Home working

Definition of Usage Type

The energy consumption associated with company staff working from home.

The Software has developed a methodology to measure remote working carbon emissions that obtains specific information about employees' working from home patterns and different energy fuel types used.

Units

Btu
mmBtu
FTE.hour
kWh
m3
Litre
Tonne
scf
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 7**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

There are numerous usage sub types for entering the consumption data of the electricity used as a result of homeworking. Choose the usage sub type based on the country or location from which the electricity was purchased from.

For example, please choose subtype "Electricity: UK grid" if the electricity consumed was purchased from the United Kingdom grid.

For other types of consumption data associated with homeworking:

<u>Usage sub type</u>	<u>Definition</u>
Biogas	A naturally occurring gas from the anaerobic digestion of organic materials (such as sewage and food waste) or produced intentionally as a fuel from the anaerobic digestion of biogenic

	substances (such as energy crops and agricultural residues).
Burning oil	Main purpose is for heating/lighting on a domestic scale (also known as kerosene).
Electricity: Average	The cost of electricity at your facility in your reporting currency (you can choose between GBP £ and USD \$).
Homeworking: Cooling	Energy consumption associated with the additional use of cooling as a result of working from home.
Homeworking: Heating	Energy consumption associated with the additional use of heating as a result of working from home.
Homeworking: Workstation	Energy consumption associated with the use of office equipment in a workstation when working from home.
Homeworking: Workstation and cooling	Energy consumption associated with the use of office equipment in a workstation when working from home and the additional use of cooling as a result of working from home.
Homeworking: Workstation and heating	Energy consumption associated with the use of office equipment in a workstation when working from home and the additional use of heating as a result of working from home.
Homeworking: Workstation, cooling and heating	Energy consumption associated with the use of office equipment in a workstation when working from home, as well as the additional use of cooling and heating as a result of working from home.
Natural gas: Average	If the origin of the natural gas is unknown, not listed or bundled, this sub-type can be used with either kWh or spend.
Natural gas: UK	Standard natural gas received through the gas mains grid network in the United Kingdom. Note - contains limited biogas content.
Natural gas: US	Natural gas received through the gas mains grid network in the United States.
Wood chips	-
Wood logs	-

Hotel stay

Definition of Usage Type

The GHG emissions associated with overnight hotel stay or meeting room hired for holding events.

Units

room.night
tCO2e
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

There are almost 70 usage sub types under 'Hotel stay', which generally refer to the location of the hotel for the overnight stay. Below are a few examples.

Hotel stay: UK
Hotel stay: United States
Hotel stay: Japan
Hotel stay: Australia
Hotel stay: Brazil

To search for the appropriate option to log your hotel stay data, you could enter the location of the hotel, i.e., the city or the country it is in, to the 'Usage sub type' field.

Other usage sub types that can be found under 'Hotel stay':

<u>Usage sub type</u>	<u>Definition</u>
Meeting Room Hire	The emission in tCO2e associated with the meeting room hired for holding events.
Hotel stay: Average: Global	The amount spent in your reporting currency on overnight hotel stay.

Hygiene

Definition of Usage Type

Healthcare and hygiene products purchased or acquired by the reporting organisation.

Units

Unit

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Sanitary pad: Bamboo	One unit of plant-based and biodegradable sanitary pad from unbleached bamboo.
Sanitary pad: Conventional	One unit of conventional sanitary pad.

Industrial activities

Definition of Usage Type

The GHG emissions associated with purchased, specialised services.

Units

£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Electricity: UK grid: Transmission and distribution	Average spend in the UK on transmission of electricity from generating facilities to distribution centres, and distribution to end users.
Fishing support services: Average: UK	Average spending in the UK on support services to fishing, included are activities that are normally integrated in the process of production for own account (e.g. seeding oysters for pearl production). Service activities incidental to marine or freshwater fishery or aquaculture are included in the related fishing or aquaculture activities.
Gaseous fuels: Average: UK: Distribution	Average spend in the UK on the distribution and supply of gaseous fuels of all kinds through a system of mains.
Mining support services: Average: UK	Specialised support services incidental to mining provided on a fee or contract basis that are purchased in the UK. It includes exploration services through traditional prospecting methods such as taking core samples and making geological observations as well as drilling, test-drilling or re-drilling for oil wells, metallic and non-metallic minerals.

Information technology

Definition of Usage Type

I.T. services and products, such as hardware, devices, consultancy (IT), network use, data hosting and computer software, purchased or acquired by the reporting organisation.

Units

kg
tonne
Unit
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Computers: Average	-
Computers: Average: UK	Purchases of computers made within the UK (i.e. manufacturers, vendors and purchasers are all based in the UK).
Data hosting and processing: UK	Activities of web search portals, data processing and hosting activities, as well as other activities that primarily supply information.
Desktop: Apple: iMac (24-inch): 7-core GPU: 256GB	Desktop product with device specifications.
Desktop: Apple: iMac (24-inch): Average	Desktop product without device specifications.
Electronic and optical products: Average: UK	-
I.T. electrical items	-
I.T. equipment: Average manufacturing: William J England	-
I.T. equipment: Refurbished: ESCL	-
I.T. equipment: Refurbished: KVH	-
I.T. services: General	-
Laptop: Apple: MacBook Pro (14-inch): 512GB	Laptop product with device specifications.
Laptop: Apple: MacBook Pro (14-inch): Average	Laptop product without device specifications.

Laptop: Apple: MacBook Pro (16-inch): 512GB	Laptop product with device specifications.
Laptop: Apple: MacBook Pro (16-inch): Average	Laptop product without device specifications.
Laptop: Average	-
Laptop: Dell Latitude 5510	Manufacture cradle to gate of one Dell Latitude 5510 laptop.
Laptop: Microsoft Surface	Manufacturing and production of a single Microsoft Surface laptop purchased by the reporting organisation.
Laptop: Microsoft Surface Pro 7	-
Monitor: Average	-
Monitor: HP 24"	Manufacturing and production of a single HP 24" monitor purchased by the reporting organisation.
Nokia: ABIA Radio: Manufacturing	
Nokia: ABIO Radio: Manufacturing	
Nokia: AEQQ Radio: Manufacturing	
Nokia: AHEGC Radio: Manufacturing	
Nokia: AHHB Radio: Manufacturing	
Nokia: AQQQ Radio: Manufacturing	
Nokia: ARGA Radio: Manufacturing	
Nokia: ASIB Radio: Manufacturing	
Nokia: Average Radio: Manufacturing	
Nokia: FBBA Radio: Manufacturing	
Nokia: FBBC Radio: Manufacturing	
Nokia: FHDB Radio: Manufacturing	
Nokia: FRGX Radio: Manufacturing	
Nokia: FRGY Radio: Manufacturing	
Nokia: FSMF Radio: Manufacturing	
Nokia: FXED Radio: Manufacturing	
Nokia: Multi Port ONT: Manufacturing Average	
Nokia: Single Port ONT: Manufacturing Average	
Publishing: Software: UK	Average spending in the UK on software publishing, including the publishing of computer games, ready-made software such as operating systems, as well as business and other applications.
Router: Broadband SAS: Sagemcom: End of Life	-
Router: Sagemcom: Broadband SAS: Annual use	Emissions from use of this technology over a year.
Router: Sagemcom: Broadband SAS: Lifetime use	-

Router: Technicolor: Access Gateway (DGA0122GOM): Annual use	Emissions from use of one unit of this access gateway for a year.
Router: Technicolor: Access Gateway (DGA0122GOM): End of Life	-
Router: Technicolor: Access Gateway (DGA0122GOM): Lifetime use	-
Router: Technicolor: Access Gateway (DGA0122GOM): Manufacturing	
Router: Technicolor: Access Gateway (TG789VAC): Annual use	-
Router: Technicolor: Access Gateway (TG789VAC): End of Life	-
Router: Technicolor: Access Gateway (TG789VAC): Lifetime use	-
Router: Technicolor: Access Gateway (TG789VAC): Manufacturing	
Sagemcom: Broadband SAS: Manufacturing	
Smartphone: Apple: iPhone 13 Pro Max: 128GB	Smartphone product with device specifications.
Smartphone: Apple: iPhone 13 Pro Max: Average	Smartphone product without device specifications.
Smartphone: Apple: iPhone 13 Pro: 128GB	Smartphone product with device specifications.
Smartphone: Apple: iPhone 13 Pro: Average	Smartphone product without device specifications.
Smartphone: Apple: iPhone 13: 128GB	Smartphone product with device specifications.
Smartphone: Apple: iPhone 13: Average	Smartphone product without device specifications.
Smartphone: Apple: iPhone 14 Pro Max: Average	Smartphone product without device specifications.
Smartphone: Apple: iPhone 14 Pro: Average	Smartphone product without device specifications.
Smartphone: Apple: iPhone SE: Average	Manufacturing and production of a single iPhone SE (average of size and generations 1 and 2) purchased by the reporting organisation.
Smartphone: iPhone: Average	Smartphone product without device specifications.
Software development services: UK	Average spend on activities of providing expertise in the field of information technologies in the UK, which includes writing, modifying, testing and supporting software; planning and designing computer systems that integrate computer hardware, software and communication technologies; on-site

	management and operation of clients' computer systems and/or data processing facilities; and other professional and technical computer-related activities.
Spare telecommunication parts: Macrotek Ltd	-
Tablet: Apple: iPad 9th Generation: Average	-
Tablet: Apple: iPad mini (6th generation): 64GB	Tablet product with device specifications.
Tablet: Apple: iPad mini (6th generation): Average	Tablet product without device specifications.
Tablet: Apple: iPad Pro (12.9-inch) (5th generation): 128GB	Tablet product with device specifications.
Tablet: Apple: iPad Pro (12.9-inch) (5th generation): Average	Tablet product without device specifications.
Telecommunications: Average: UK	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Liquid fuels

Definition of Usage Type

Any primary fuel sources, that are ordinarily in liquid condition, combusted at sites / facilities owned or controlled by the reporting organisation.

Units

kWh
tonne
litre
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1 and scope 3 category 3**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Aviation spirit	Fuel for piston-engined aircraft - a high octane petrol (aka AVGAS).
Aviation turbine fuel	Fuel for turbo-prop aircraft and jets (aka jet fuel). Similar to kerosene used as a heating fuel but refined to a higher quality.
Burning oil	Main purpose is for heating/lighting on a domestic scale (also known as kerosene).
Coke and refined petroleum products: Average: UK	Purchases made in the UK for coke oven products - e.g. coke, pitch, coke oven gas, crude coal, lignite tars - and refined petroleum products - e.g. motor fuels (gasoline, kerosene), fuel oil, refinery gas (esthane, propane, butane), white spirit, vaseline, paraffin wax, petroleum jelly, petroleum briquettes and blending of biofuels, i.e. blending of alcohols with petroleum (e.g. gasohol).
Crude petroleum: Average: UK	Purchases of crude petroleum oils, the extraction of bituminous or oil shale, tar sand, that made in the UK.

Diesel (100% mineral diesel)	Diesel that has not been blended with biofuel (non-forecourt diesel).
Diesel (average biofuel blend)	Standard diesel bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Fuel oil	Heavy oil used as fuel in furnaces and boilers of power stations, in industry, for industrial heating and in ships.
Gas oil / red diesel	Medium oil used in diesel engines and heating systems (also known as red diesel).
Lubricants	Waste petroleum-based lubricating oils recovered for use as fuels.
Marine fuel oil	Residual fuels are called "Marine fuel oil". Residual fuel or "residuum" is the fraction that did not boil, sometimes referred to as "tar" or "petroleum pitch".
Marine gas oil	Distillate fuels are commonly called "Marine gas oil". Distillate fuel is composed of petroleum fractions of crude oil that are separated in a refinery by a boiling or "distillation" process.
Naphtha	A product of crude oil refining - often used as a solvent.
Petrol (100% mineral petrol)	Petrol that has not been blended with biofuel (non-forecourt petrol).
Petrol (average biofuel blend)	Standard petrol bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Processed fuel oils - distillate oil	Waste oils meeting the 'distillate' oil definition contained in the 'Processed Fuel Oil Quality Protocol'.
Processed fuel oils - residual oil	Waste oils meeting the 'residual' oil definition contained in the 'Processed Fuel Oil Quality Protocol'.
Refinery miscellaneous	Includes aromatic extracts, defoament solvents and other minor miscellaneous products.
Waste oils	Recycled oils outside of the 'Processed Fuel Oil Quality Protocol' definitions.

Machinery

Definition of Usage Type

Machinery purchased or acquired by the reporting organisation to manufacture a product, provide a service, or sell, store, and deliver merchandise.

Units

£ Spend

\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 2**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Machinery: Average	Purchase of machinery for use in organisation's operations etc.
Machinery: Average: UK	-
Renting machinery and equipment	Broad sector purchases related to renting and operational leasing, without operator, of other machinery and equipment that are generally used as capital goods by industries. It includes engines and turbines, machine tools, mining and oilfield equipment, professional radio, television and communication equipment, motion picture production equipment, measuring and controlling equipment etc.

Manufacturing

Definition of Usage Type

The GHG emissions associated with manufacturing services purchased or acquired by the reporting organisation from a third-party company.

Units

£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
HVAC and refrigeration equipment: Commercial: Average: UK	-
Manufacturing: Average	Global average spend on manufacturing.
Office machinery: Average: UK	-

Materials

Definition of Usage Type

Materials purchased or acquired by the reporting organisation.

Units

kg
tonne
Unit
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Cable: Electronic: Industrial average	Purchase of average industrial cabling.
Carbon fibre: Polyacrylonitrile (PAN)-based	Polyacrylonitrile (PAN)-based carbon fibre is a carbon-fibre reinforced polymer (CFRP). These are materials for lightweight design in automobile applications because of their outstanding properties, such as high specific strength and stiffness, low density, high corrosion resistance, and good design flexibility.
Glass	-
Ink	Purchase of global average printing ink
Ink: Cartridge	Purchase of printing ink cartridge.
Microduct: Hexatronic: 12/MPB30222/1R Microduct	Purchase of microduct manufactured by Hexatronic.
Microduct: Hexatronic: 12/MPB30224/12R Microduct	Purchase of microduct manufactured by Hexatronic.
Microduct: Hexatronic: 12/MPB30224/4R Microduct	Purchase of microduct manufactured by Hexatronic.
Microduct: Hexatronic: Average Microduct	Purchase of microduct manufactured by Hexatronic.
Microduct: Hexatronic: MPB30210/1R Microduct	Purchase of microduct manufactured by Hexatronic.
Microduct: Hexatronic: MPB30214/12R Microduct	Purchase of microduct manufactured by Hexatronic.

Microduct: Hexatronic: MPB30245/2R	Purchase of microduct manufactured by Hexatronic.
Microduct: Hexatronic: MPB30245/4R	Purchase of microduct manufactured by Hexatronic.
Mineral: Non-metallic mineral	Purchase of manufactured non-metallic minerals such as porcelain, cement etc.
Rubber: Average	Average rubber for general purposes.
Rubber: Average: UK	Average rubber in the UK.
Rubber: Gloves	Purchase of rubber gloves by the reporting organisation.
Sanitary pad: Bamboo	One unit of plant-based and biodegradable sanitary pad from unbleached bamboo.
Sanitary pad: Conventional	One unit of conventional sanitary pad.
Stationery: Average	-
Wood: Average	Purchases of wood, wood products, and cork and cork products.
Wood: Average: UK	Purchases of wooden products made in the UK.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Metal

Definition of Usage Type

Metal or metal products purchased or acquired by the reporting organisation.

Please note that this is separated from metals under the 'Construction' category. For consumption of metal for construction purposes, please refer to the usage sub types under 'Construction'.

Units

Tonne
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Aluminium cans and foil	-
Boron	Purchased boron - a metalloid mineral having both metal and non-metal properties, found in food and environmental sources, and used as a health supplement.
Cobalt	Purchased cobalt - a metal with a wide range of uses.
Fabricated pure metal products: Average: UK	-
Metal cutlery: Average: UK	-
Metal tool: Average: UK	-
Metal: Average	-
Metal: Casting: Average: UK	Average spending in the UK on casting of metals, i.e., semi-finished products and various castings by a casting process. This includes casting of iron, steel and light metals (aluminium, magnesium, titanium, zinc, etc.).
Metal: Non-ferrous: Average: UK	Average spending in the UK on precious metals, such as gold, silver and platinum, as well as other non-ferrous metals, such

	as aluminium, lead, zinc and tin, copper, chrome, manganese and nickel.
Mixed cans	-
Niobium	A light grey, crystalline, and ductile transition metal. Pure niobium has a hardness rating similar to pure titanium, and it has similar ductility to iron.
Scrap metal	-
Steel cans	-
Tungsten	Purchased tungsten - a metal element

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Mineral

Definition of Usage Type

Non-metal minerals purchased or acquired by the reporting organisation for use in operations.

Units

tonne
HCM
m3
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Boron	Purchased boron - a metalloid mineral having both metal and non-metal properties, found in food and environmental sources, and used as a health supplement.
Charcoal	Charcoal is a lightweight black carbon residue produced by strongly heating wood in minimal oxygen to remove all water and volatile constituents. Emissions from purchase and combustion of charcoal include the upstream embodied emissions from its production and direct emissions from combustion.
Graphite	Purchased graphite - a pure crystalline form of carbon occurring naturally.
Mineral: Non-metallic mineral	Purchase of manufactured non-metallic minerals such as porcelain, cement etc.
Mining and quarrying product: Non-metallic mineral: UK	Purchases of mining and quarrying products made in the UK. This includes stone (e.g. ornamental and building stone, limestone, gypsum, chalk and slate), sand (e.g. industrial sand, sand for construction and gravel), clay, chemical and fertilise minerals (e.g. natural phosphates, natural potassium salts, native sulphur) and peat

	and salt. It also includes the mining and quarrying of minerals and materials such as asbestos, natural graphite, feldspar, natural asphalt, natural solid bitumen, gemstones, quartz, mica etc.
Nitrogen	Purchased nitrogen gas in liquid form.
Oxygen	Purchased oxygen
Phosphorous	Purchased phosphorus - a mineral that naturally occurs in many foods and is also available as a supplement. It plays multiple roles in the body.
Silicon	Purchased silicon - a hard, brittle crystalline non-metallic solid mineral with a blue-grey metallic luster.

Packaging

Definition of Usage Type

Composite materials used for packaging, such as glass jars with metal lids, glass, paper, plastics, metal etc., that purchased or acquired by the reporting organisation.

Units

kg
tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Aluminium cans and foil	-
Bioplastic: Polylactic Acid (PLA): Thailand	Polylactic acid (PLA) is the most widely used commercial bio-based plastic with characteristics similar to polystyrene, polypropylene or polyethylene. PLA has a growing range of applications depicting improved product functionalities over traditional polymers, for example reducing the printing temperature for 3D printing filaments and extending shelf life for fresh vegetables packaged in PLA film. In addition, PLA offers a wide range of end-of-life options: besides mechanical or chemical recycling and (renewable) energy recovery, it offers multiple end-of-life options related to its inherent biodegradability;
Board only	Average: 78% corrugate and 22% cartonboard.
eCommerce bag: Extra Large (117g)	FSC paper eCommerce bag, size: 117g.
eCommerce bag: Large (89g)	FSC paper eCommerce bag, size: 89g.
eCommerce bag: Medium (53g)	FSC paper eCommerce bag, size: 53g.
eCommerce bag: Small (30g)	FSC paper eCommerce bag, size: 30g.
Glass	-
Glass jar with metal lid	Based on a 700g capacity glass bottle / jar with a metal lid, often used for sauces such as passata. The emissions are in kg of CO ₂ e

	per kg weight of the combined packaging product.
Insulation: Cork	-
Materials: Ceramics	-
Mixed board and paper	Assumes 25% paper, 75% board.
Mixed cans	-
Paper only	-
Plastic: Average plastic film	-
Plastic: Average plastic rigid	-
Plastic: Average plastics	-
Plastic: HDPE (incl. forming)	An opaque plastic commonly used for milk bottles.
Plastic: LDPE and LLDPE (incl. forming)	Packaging material (such as foils and plastic bags).
Plastic: PET (incl. forming)	For example, clear drink bottles and sandwich wrappers.
Plastic: PP (incl. forming)	Mainly used in injection moulding (for example, for cutlery, containers and automotive parts).
Plastic: PS (incl. forming)	Commonly used for foam-based insulation and cheap disposable items (such as protective packaging and disposable cutlery).
Plastic: PVC (incl. forming)	Widespread use in building, transport, packaging, electrical/electronic and healthcare applications.
Steel cans	-
Steel: Cold rolled coil	Cold rolled coil such as used in coat hangers.
Wood: Average timber	Average timber or untreated wood materials for construction purpose.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Paper

Definition of Usage Type

Paper or paper materials purchased or acquired by the reporting organisations.

Units

tonne
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Board only	Average: 78% corrugate and 22% cartonboard.
Books	-
Mixed board and paper	Assumes 25% paper, 75% board.
Mixed board and paper: UK	Purchases of pulp, paper and converted paper products made in the UK.
Paper and pulp: Average	Average paper and pulp.
Paper only	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

More information on calculating paper weights and sizes use:

[For standard 80gsm paper]

1 REAM = 500 sheets = 0.002495 tonnes

1 BOX = 5 reams = 2500 sheets = 0.012475 tonnes

1 PACK = half a ream = 250 sheets = 0.0012475 tonnes

Plastic

Definition of Usage Type

Plastic, plastic materials or plastic products purchased or acquired by the reporting organisation.

Units

tonne

£ Spend

\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Bioplastic: Polylactic Acid (PLA): Thailand	Polylactic acid (PLA) is the most widely used commercial bio-based plastic with characteristics similar to polystyrene, polypropylene or polyethylene. PLA has a growing range of applications depicting improved product functionalities over traditional polymers, for example reducing the printing temperature for 3D printing filaments and extending shelf life for fresh vegetables packaged in PLA film. In addition, PLA offers a wide range of end-of-life options: besides mechanical or chemical recycling and (renewable) energy recovery, it offers multiple end-of-life options related to its inherent biodegradability;
Plastic: Average plastic film	-
Plastic: Average plastic products	Purchases of average plastic products.
Plastic: Average plastic products: UK	Purchases of average plastic products made in the UK.
Plastic: Average plastic rigid	-
Plastic: Average plastics	-
Plastic: HDPE (incl. forming)	An opaque plastic commonly used for milk bottles.
Plastic: Hydropol polymer pellets	Hydropol is a speciality polymer resin based on polyvinyl alcohol (PVOH), which is non-toxic, biodegradable and soluble in water.

Plastic: LDPE and LLDPE (incl. forming)	Packaging material (such as foils and plastic bags).
Plastic: PET (incl. forming)	For example, clear drink bottles and sandwich wrappers.
Plastic: PP (incl. forming)	Mainly used in injection moulding (for example, for cutlery, containers and automotive parts).
Plastic: PS (incl. forming)	Commonly used for foam-based insulation and cheap disposable items (such as protective packaging and disposable cutlery).
Plastic: PVC (incl. forming)	Widespread use in building, transport, packaging, electrical/electronic and healthcare applications.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Purchased capital goods

Definition of Usage Type

The upstream GHG emissions from the production of capital goods purchased by the reporting organisation, such as transport vehicles, machinery, buildings etc.

Units

tonne
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 2**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Aircraft: Average: UK	Average spending in the UK on air and spacecraft and related machinery, such as aeroplanes, helicopters, gliders, etc.
Electrical items: Average	-
Fabricated pure metal products: Average: UK	-
Hand-propelled equipment: Average: UK	Purchases of hand-propelled vehicles, such as luggage trucks, handcarts, sledges, shopping carts etc., made in the UK.
I.T. electrical items	-
Machinery: Average	Purchase of machinery for use in organisation's operations etc.
Machinery: Average: UK	-
Motor vehicles: Average	The amount spent in your reporting currency on purchases of average motor vehicles.
Motor vehicles: Average: UK	Purchases of motor vehicles, trailers and semi-trailers made in the UK.
Ships and boats: Average: UK	Average spending in the UK on ships, boats and other floating structures for transportation and other commercial purposes, as well as for sports and recreational purposes.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Real estate

Definition of Usage Type

Activities for which the reporting organisation acts as lessors, agents or brokers. Activities include selling or buying real estate, renting real estate, providing other real estate services such as appraising real estate or acting as estate agents. Activities in this section may be carried out on own or leased property and may be done on a fee or contract basis. Also included is the building of structures, combined with maintaining ownership or leasing of such structures.

Units

\$ Spend

£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Real Estate Activities: Average	Average or unspecified real estate activities.
Real estate activities: Owned or leased: UK	Activities in the UK of buying and selling of self-owned real estate, such as apartment buildings and dwelling, as well as non-residential buildings which include exhibition halls, self-storage facilities, malls and shopping centres. This also includes renting and operating of self-owned or leased real estate which is used for housing association activities only, as well as letting and operating of conference and exhibition centres.
Real estate services: Agencies: UK	The provision of real estate activities in the UK by real estate agencies, such as the intermediation in and advisory activities and appraisal services in connection with buying, selling and renting of real estate on a fee or contract basis.

Refrigerant

Definition of Usage Type

Refrigerant losses or leakage from air-conditioning, refrigeration units or the release to the atmosphere of other gases that have global warming potential (GWP) by the reporting organisation.

Units

kg

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1**.

Breakdown of Usage Sub Types

Usage sub type
All refrigerant
Carbon dioxide
Carbon tetrachloride
CFC-11/R11 = trichlorofluoromethane
CFC-113
CFC-114
CFC-115
CFC-12/R12 = dichlorodifluoromethane
CFC-13
Dimethylether
Halon-1211
Halon-1301
Halon-2402
HCFC-123
HCFC-124
HCFC-141b
HCFC-142b
HCFC-21
HCFC-22/R22 = chlorodifluoromethane
HCFC-225ca
HCFC-225cb
HCFE-235da2
HFC-125
HFC-134
HFC-134a
HFC-143
HFC-143a

HFC-152
HFC-152a
HFC-161
HFC-227ea
HFC-23
HFC-236cb
HFC-236ea
HFC-236fa
HFC-245ca
HFC-245fa
HFC-32
HFC-365mfc
HFC-41
HFC-43-I0mee
HFE-125
HFE-134
HFE-143a
HFE-236ca12 (HG-10)
HFE-245cb2
HFE-245fa2
HFE-254cb2
HFE-338pcc13 (HG-01)
HFE-347mcc3
HFE-347pcf2
HFE-356pcc3
HFE-43-10pccc124 (H-Galden1040x)
HFE-449sl (HFE-7100)
HFE-569sf2 (HFE-7200)
Methane
Methyl bromide
Methyl chloride
Methyl chloroform
Methylene chloride
Nitrogen trifluoride
Nitrous oxide
Perfluorobutane (PFC-3-1-10)
Perfluorocyclobutane (PFC-318)
Perfluorocyclopropane
Perfluoroethane (PFC-116)
Perfluorohexane (PFC-5-1-14)
Perfluoromethane (PFC-14)
Perfluoropentane (PFC-4-1-12)
Perfluoropropane (PFC-218)
PFC-9-1-18
PFPMIE
R1234yf

R1234ze
R134a
R290 = propane
R32
R403A
R404A
R406A
R407A
R407C
R407F
R408A
R409A
R410A
R448A
R449A
R502
R507
R507A
R508B
R600A = isobutane
Sulphur hexafluoride (SF ₆)
Trifluoromethyl sulphur pentafluoride

Solid fuels

Definition of Usage Type

And primary fuel sources, that are ordinarily in solid state, combusted at a site or in an asset owned / controlled by the reporting organisation.

Units

kWh
tonne
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1** and **scope 3 category 3**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Charcoal: Fuel	Charcoal is a lightweight black carbon residue produced by strongly heating wood in minimal oxygen to remove all water and volatile constituents. Emissions from purchase and combustion of charcoal include the upstream embodied emissions from its production and direct emissions from combustion.
Coal (domestic)	Coal used domestically.
Coal (electricity generation)	Coal used in power stations to generate electricity.
Coal (electricity generation: UK coal)	Coal used in power stations to generate electricity (only for coal produced in the UK).
Coal (industrial)	Coal used in sources other than power stations and domestic use.
Coal and lignite: Average: UK	This division includes the extraction of solid mineral fuels includes through underground or open-cast mining and includes operations (e.g. grading, cleaning, compressing and other steps necessary for transportation etc.) leading to a marketable product.
Coke and refined petroleum products: Average: UK	Purchases made in the UK for coke oven products - e.g. coke, pitch, coke oven gas, crude coal, lignite tars - and refined

	petroleum products - e.g. motor fuels (gasoline, kerosene), fuel oil, refinery gas (esthane, propane, butane), white spirit, vaseline, paraffin wax, petroleum jelly, petroleum briquettes and blending of biofuels, i.e. blending of alcohols with petroleum (e.g. gasohol).
Coking coal	Coke may be used as a heating fuel and as a reducing agent in a blast furnace.
Paraffin wax	Paraffine or kerosene wax: A soft colourless solid used as a fuel and sometimes in candles. Only is reported as Scope 3 emission source.
Petroleum coke	Normally used in cement manufacture and power plants.

Supplier electricity

Definition of Usage Type

Electricity used by suppliers on reporting organisation's behalf, such as manufacturers, data centre hosts, etc.

Units

kWh

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Transmission and distribution (T&D) losses for electricity are automatically calculated for you when you enter electricity data and are reported as scope 3 emissions, together with the well-to-tank (WTT) upstream embodied emissions.

Breakdown of Usage Sub Types

There are numerous usage sub types under the usage type of “Supplier Electricity”. Select the country within which the electricity was used.

For example, please choose subtype “Electricity: UK grid” if your supplier’s site is in the United Kingdom; if it is located in Belgium, please choose subtype “Electricity: Belgium”.

Supplier gas

Definition of Usage Type

Gas used by suppliers on reporting organisation's behalf, such as manufacturers, data centre hosts, etc.

Units

Btu
mmBtu
m3
tonne
kWh
scf
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Natural gas: Average	If the origin of the natural gas is unknown, not listed or bundled, this sub-type can be used with either kWh or spend.
Natural gas: CA	Natural gas received through the gas mains grid network in Canada.
Natural gas: DE	Natural gas received through the gas mains grid network in Germany.
Natural gas: FR	Natural gas received through the gas mains grid network in France.
Natural gas: SP	Natural gas received through the gas mains grid network in Spain.
Natural gas: UK	Standard natural gas received through the gas mains grid network in the United Kingdom. Note - contains limited biogas content.
Natural gas: US	Natural gas received through the gas mains grid network in the United States.

Supplier liquid fuels

Definition of Usage Type

Liquid fuels used by suppliers on reporting organisation's behalf, such as third-party couriers.

Units

kWh
tonne
litre
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 4**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Diesel (average biofuel blend)	Standard diesel bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Petrol (average biofuel blend)	Standard petrol bought from any local filling station (across the board forecourt fuel typically contains biofuel content).

Supplier refrigerant

Definition of Usage Type

Fugitive losses of refrigerant gases used by suppliers on reporting organisation's behalf, such as manufacturers, data centre hosts, etc.

Units

kg

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
HFC-32/R32 = difluoromethane	R32 is a new refrigerant replacing R410A and has a lower GWP.
R410A	-
R600A = isobutane	-

Textiles

Definition of Usage Type

Textiles and textile products including clothes, shoes and materials such as cotton, wool, polyester fabric etc.

Units

kg
tonne
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Acrylic fibre	A type of synthetic fibre.
Cotton: Average	Average non-organic spun cotton material.
Cotton: Finished fabric: Conventional: Global average	-
Cotton: Not organic	-
Cotton: Organic: India	Organic cotton produced in India.
Cotton: Organic: USA	Organic cotton produced in the USA.
Cotton: USA	Cotton grown and produced in the USA.
Dyes and pigments: Basic: Average: UK	Average spend in the UK on dyes and pigments from any source in basic form or as concentrate, as well as the products of a kind used as fluorescent brightening agents or as luminophores.
Dyes and pigments: Prepared: Average: UK	Average spend in the UK on prepared pigments and dyes, opacifiers and colours.
Elastane	Elastane is a synthetic fibre known for its exceptional elasticity, it is also known as Spandex or Lycra.
Hemp: Conventional: Global average	Conventional hemp fibre.
Hemp: Global average	Hemp textile fibre.
Hemp: Organic: Global average	Organic hemp fibre.
Hemp: UK	Hemp fibre produced in the United Kingdom.

Leather: Average: UK	Average spend in the UK on leather and related products. This includes dressing and dyeing of fur and the transformation of hides into leather by tanning or curing and fabricating the leather into products for final consumption. It also includes the manufacture of similar products from other materials (imitation leathers or leather substitutes).
Linen	Linen or flax textile.
Lyocell: Tencel	Tencel(TM) is the brand name of Lyocell, a type of rayon, and is a fibre is produced from wood pulp, used once and disposed of in an average MSWI plant with energy recovery. Unlike Viscose and Modal fibres, which are both based on viscose process, Tencel fibre is produced via the novel lyocell process which uses NMMO (N-methylmorpholine-N-oxide) to dissolve cellulose.
Lyocell: Tencel: Lenzing	A form of rayon called lyocell, trade marked as Tencel, produced by Austrian manufacturer Lenzing.
Material Dye/Finishing: Average	Average amount of emission generated in the process of dyeing and finishing in textile manufacturing.
Nylon/Polyamide	Flexible synthetic fibre, also known as nylon. Polyamide's fabric is waterproof and can take rubbing and scraping without wearing away, but is prone to degradation by acids and sunlight. Polyamide material is commonly used for underwear, outerwear, and sports apparel.
Nylon/Polyamide: Finished fabric: Global average	-
Polyamide	Polyamide manufactured in or imported to the United Kingdom.
Polyester	It is also known as Polyethylene terephthalate, PET, microfibre. Chemically, polyester is a polymer primarily composed of compounds within the ester functional group. Most synthetic and some plant-based polyester fibres are made from ethylene, which is a constituent of petroleum that can also be derived from other sources. While some forms of polyester are biodegradable, most of them

	are not, and polyester production and use contribute to pollution around the world.
Polyester: Finished fabric: Global average	-
Polyester: Recycled: Chemical: BHET	Recycled polyester fibre produced by chemical recycling (glycolysis of polyester yields the oligomer bis-hydroxyl ethylene terephthalate).
Polyester: Recycled: Chemical: DMT	Recycled polyester fibre produced by chemical recycling (methanolysis of polyester to dimethyl terephthalate).
Polyester: Recycled: Mechanical	Recycled polyester fibre produced by mechanical recycling.
Polyester: Recycled: Semi-mechanical	Recycled polyester fibre produced by semi-mechanical recycling.
Polyester: USA	Polyester manufacturing in USA.
Polypropylene fibre	A manufactured, olefin fibre made from polymers or copolymers of propylene.
Silk	A fine, strong, continuous filament produced by the larva of certain insects, especially the silkworm, when constructing its cocoons.
Textiles: Average	Spend in your reporting currency on average textiles or textile products.
Textiles: Average: UK	Spend in GBP on average textiles or textile products that purchased in the UK.
Viscose	A manufactured fibre composed of regenerated cellulose, as well as manufactured fibres composed of regenerated cellulose in which substituents have replaced not more than 15 % of the hydrogens of the hydroxyl groups (FTC definition).
Viscose: Lenzing EcoVero	LENZING™ ECOVERO™ is a wood-based and biodegradable fibre made with an eco-responsible production process, certified with the internationally recognized EU Ecolabel.
Wool: Cleaned: 31% wool	Wool that has been degreased and the sheep's lanolin (grease) removed. This is from a production system that allocates just 31% of emissions of the life cycle analysis of the sheep to wool and the other 69% to meat production. The allocation methodology changes according to production systems and assumptions made.

Wool: Cleaned: 56% wool	Wool that has been de-greased and dried and is therefore lighter than greasy wool. This wool has come from sheep for which the emissions were 56% allocated to wool, and 44% allocated to meat. This is a relatively high allocation of emissions to wool, and depends on the farming systems and allocation methodology.
Wool: Fabric	Wool when cleaned and spun into fabric.
Wool: Greasy: 56% wool	Wool that is in its natural state after being removed from the sheep, and the animal's grease has not been cleaned (lanolin). This wool carbon factor is the result of 56% of the emissions allocated to production of the wool and 44% to production of meat.
Wool: Greasy: Merino	Greasy 19-micron merino wool produced in the Yass Region on the Southern Tablelands of New South Wales.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Trips: Accommodation

Definition of Usage Type

The GHG emissions associated with overnight hotel stay arranged by travel companies.

Units

room.night

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

There are numerous usage sub types under 'Hotel stay', which generally refer to the location of the hotel for the overnight stay. Below are a few examples.

- Hotel stay: UK
- Hotel stay: United States
- Hotel stay: Japan
- Hotel stay: Australia
- Hotel stay: Brazil

To search for the appropriate option to log your hotel stay data, you could enter the location of the hotel, i.e., the city or the country it is in, to the 'Usage sub type' field.

Trips: Flights excluded: Client flights to/from point of departure

Definition of Usage Type

This usage type allows tour operators and travel companies to capture the emissions from your clients' flights to and from the trip departure point, where the client has independently purchased the flight.

Units

passenger.km

\$ Spend

£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 11**.

Breakdown of Usage Sub Types

Usage sub type	Definition
UK Domestic air	Domestic flights are those between UK airports.
UK Short haul air	International flights to/from the UK, typically to Europe (up to 3700km distance).
UK Long haul air	Long-haul international flights to/from the UK, typically to non-European destinations (over 3700km distance).
International air	International flights (excluding flights via UK where identified).
Air travel: Average	The transport of passengers or freight by air. Global average.
Air travel: Average: UK	The transport of passengers or freight by air in the UK.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the seat type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Trips: Flights included: Client flights to/from point of departure

Definition of Usage Type

This usage type allows tour operators and travel companies to measure and report the emissions of the flights included in the price of a trip to/from the trip departure point. In this case, the tour operator has purchased the flight on behalf of the client.

Units

passenger.km
\$ Spend
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
UK Domestic air	Domestic flights are those between UK airports.
UK Short haul air	International flights to/from the UK, typically to Europe (up to 3700km distance).
UK Long haul air	Long-haul international flights to/from the UK, typically to non-European destinations (over 3700km distance).
International air	International flights (excluding flights via UK where identified).
Air travel: Average	The transport of passengers or freight by air. Global average.
Air travel: Average: UK	The transport of passengers or freight by air in the UK.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the seat type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Trips: Food and drink

Definition of Usage Type

The general food and drink items purchased by travel companies.

Units

kg
Litre
Unit

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

You could select the usage sub types according to three factors, the materials, the processes involved in production and its country of origin.

Wide variety of food and drink categories – The app includes a wide variety of food and drink categories where you could enter the usage in kg, units or litres.

Country of origin – For some categories, you could choose the source of food supply (country of origin), if known.

Processes involved in production - For example, if your pork supply comes from the US, you could choose the option “Pork: US”, and if it is not from the US, you could choose the option “Pork: world average: Global average”.

Trips: In-trip transport

Definition of Usage Type

The transportation, including air, land and water transport, that arranged by travel companies for their clients when organising trips.

Units

km
kWh
litre
passenger.km
tonne
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 1 and scope 3 category 1**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Car: Not owned by organisation	-
Coach	-
Diesel (average biofuel blend)	Standard diesel bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Ferry	Travelling by ferry.
Ferry: Foot passenger	Travelling by ferry as a foot passenger.
International air	International flights (excluding flights via UK where identified).
International rail	-
Local air travel: Helicopter	-
Local bus	Local buses run on diesel fuel.
Mini bus: 9 seat: Average	Average emissions from a 9-seat mini bus.
Motorbike: Not owned by organisation	-
National rail	National rail refers to the usage of rail network in the UK in passenger.km. It is based on National

	Rail Global. To add usage of National rail in £ spend, please select 'National rail UK'.
National rail: US	-
Petrol (average biofuel blend)	Standard petrol bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Rail Travel: Average	-
Regular taxi	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the seat type, vehicle type and fuel type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Trips: Packaging

Definition of Usage Type

Composite materials used for packaging – such as glass jars with metal lids, glass, paper, plastics, metal etc. – that purchased or used by travel companies.

Units

tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Bioplastic: Polylactic Acid (PLA): Thailand	Polylactic acid (PLA) is the most widely used commercial bio-based plastic with characteristics similar to polystyrene, polypropylene or polyethylene. PLA has a growing range of applications depicting improved product functionalities over traditional polymers, for example reducing the printing temperature for 3D printing filaments and extending shelf life for fresh vegetables packaged in PLA film. In addition, PLA offers a wide range of end-of-life options: besides mechanical or chemical recycling and (renewable) energy recovery, it offers multiple end-of-life options related to its inherent biodegradability;
Board only	Average: 78% corrugate and 22% cartonboard.
Mixed board and paper	Assumes 25% paper, 75% board.
Paper only	-
Plastic: Average plastic film	-
Plastic: Average plastic rigid	-
Plastic: Average plastics	-
Plastic: HDPE (incl. forming)	An opaque plastic commonly used for milk bottles.
Plastic: LDPE and LLDPE (incl. forming)	Packaging material (such as foils and plastic bags).
Plastic: PET (incl. forming)	For example, clear drink bottles and sandwich wrappers.
Plastic: PP (incl. forming)	Mainly used in injection moulding (for example, for cutlery, containers and automotive parts).

Plastic: PS (incl. forming)	Commonly used for foam-based insulation and cheap disposable items (such as protective packaging and disposable cutlery).
Plastic: PVC (incl. forming)	Widespread use in building, transport, packaging, electrical/electronic and healthcare applications.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Upstream leased assets: Buildings: Electricity

Definition of Usage Type

Electricity used in operations of buildings / assets owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year.

Units

kWh

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 8**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

Usage sub type	Definition
District heat and steam: Biogas (AD): 100%	Heat and steam purchased from a combined heat and power district plant running on 100% methane-rich biogas derived from anaerobic digestion (AD).
Electricity: Egypt	-
Electricity: France	-
Electricity: Ireland	-
Electricity: Serbia	-
Electricity: Solar PV Consumed	The consumption of electricity from the energy that was generated by the solar panels at your facility.
Electricity: Solar PV Exported	The extra units of electricity generated by the solar panels at your facility which you did not use and exported back to the grid, such as for feed-in tariff (FIT).
Electricity: Solar PV Generated	The total amount of electricity generated by the solar panels at your facility.
Electricity: Turkey	-
Electricity: UK grid	-
Electricity: US: Average	-

Upstream leased assets: Buildings: Gas

Definition of Usage Type

Consumption of natural gas in operations of buildings / assets owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year.

Units

Btu
mmBtu
kWh
m3
scf
tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 8**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Natural gas: CA	Natural gas received through the gas mains grid network in Canada.
Natural gas: DE	Natural gas received through the gas mains grid network in Germany.
Natural gas: FR	Natural gas received through the gas mains grid network in France.
Natural gas: SP	Natural gas received through the gas mains grid network in Spain.
Natural gas: UK	Standard natural gas received through the gas mains grid network in the United Kingdom. Note - contains limited biogas content.
Natural gas: US	Natural gas received through the gas mains grid network in the United States.

Upstream leased assets: Buildings: Refrigerant losses

Definition of Usage Type

The leakage from air-conditioning, refrigeration units in operations of buildings / assets owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year. To calculate the leakage, note how much the reporting organisation have had to top up the refrigerant over the reporting year.

Units

kg

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 8**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
HFC-32/R32 = difluoromethane	R32 is a new refrigerant replacing R410A and has a lower GWP.
R404A	-
R407A	-
R407B	-
R407C	-
R407D	-
R407E	-
R407F	-
R410A	-
R449A	-

Upstream leased assets: Buildings: Waste

Definition of Usage Type

The waste generated in operations of buildings / assets owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year.

Units

Bin: 1100 litre
tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 8**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Commercial and industrial waste	Waste generated by businesses or industrial operations.
Municipal waste	Domestic waste.
Waste: Board only	Average: 78% corrugate and 22% cartonboard.
Waste: Mixed board and paper	Assumes 25% paper, 75% board.
Waste: Paper only	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as waste type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Upstream leased assets: Buildings: Water

Definition of Usage Type

Water consumption in operations of buildings / assets owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year.

Units

m3

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 8**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Water supply	Water supply subcategory should be used to account for water delivered through the mains supply network.
Water treatment	Water treatment subcategory should be used for water returned into the sewage system through mains drains.

Upstream leased assets: Information technology

Definition of Usage Type

The GHG emissions associated with buildings, equipment, technology, etc. owned by the reporting organisation (as lessor) and leased to customers (lessees) in the reporting year.

Units

Unit

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 8**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Router: Sagemcom: Broadband SAS: Annual use	Emissions from use of this technology over a year.
Router: Technicolor: Access Gateway (DGA0122GOM): Annual use	Emissions from use of one unit of this access gateway for a year.
Router: Technicolor: Access Gateway (TG789VAC): Annual use	-

Upstream leased assets: Vehicles

Definition of Usage Type

The GHG emissions associated with travels in vehicles owned by the reporting organisation (as lessor) and leased to others (lessees) in the reporting year.

Units

km
litre
tonne
kWh
Unit
£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 8**.

Biogenic CO₂ emission of fuels from a biogenic source, including electricity, is listed **outside of scopes**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Car: Owned by organisation	-
Diesel (average biofuel blend)	Standard diesel bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
HGV -- All artics	Articulated large goods vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
HGV -- All HGVs	Large goods vehicles with unknown type and unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
HGV -- All rigids	Rigid large goods vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes). These factors do not include refrigerated vehicles.
HGV -- Articulated (> 3.5 - 33t)	Articulated large goods vehicles with maximum weight exceeding 3.5 tonnes. These factors do not include refrigerated vehicles.
HGV -- Articulated (> 33t)	
HGV -- Rigid (> 3.5 - 7.5 tonnes)	
HGV -- Rigid (> 7.5 - 17 tonnes)	

HGV -- Rigid (> 17 tonnes)	Rigid large goods vehicles with maximum weight exceeding 3.5 tonnes. These factors do not include refrigerated vehicles.
HGVs refrigerated -- All artics	Refrigerated articulated road vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- All HGVs	Refrigerated road vehicles with unknown type and unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- All rigids	Refrigerated rigid road vehicles with unknown vehicle weights (maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- Articulated (> 3.5 - 33t)	Refrigerated articulated road vehicles with maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- Articulated (> 33t)	
HGVs refrigerated -- Rigid (> 3.5 - 7.5 tonnes)	Refrigerated rigid road vehicles with maximum weight exceeding 3.5 tonnes).
HGVs refrigerated -- Rigid (> 7.5 - 17 tonnes)	
HGVs refrigerated -- Rigid (> 17 tonnes)	
Motorbike: Owned by organisation	-
Petrol (average biofuel blend)	Standard petrol bought from any local filling station (across the board forecourt fuel typically contains biofuel content).
Van -- Average (up to 3.5 tonnes)	Large good vehicles with specific range of vehicle weights.
Van Class I (up to 1.305 tonnes)	
Van Class II (1.305 ton 1.74 tonnes)	
Van Class III (1.74 to 3.5 tonnes)	

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the [vehicle type](#), [fuel type](#) and [load type](#). For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Use of sold products

Definition of Usage Type

The GHG emissions associated with customers' use of products that sold to them by the reporting organisation. For example, the use of electricity when using the sold products.

Units

kWh

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 11**.

Breakdown of Usage Sub Types

There are numerous usage sub types under this usage type. Select the country in which the electricity was used.

For example, please choose usage sub type 'Electricity: UK grid' if the sold product is used in the United Kingdom.

Use of sold products: Information technology

Definition of Usage Type

The GHG emissions from customers' use of products sold to them by the reporting organisation. Information technology products such as routers, computers, modems, Wi-Fi mesh.

Units

Unit

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 11**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Router: Sagemcom: Broadband SAS: Lifetime use	-
Router: Technicolor: Access Gateway (DGA0122GOM): Lifetime use	-
Router: Technicolor: Access Gateway (TG789VAC): Lifetime use	-

Vehicles

Definition of Usage Type

Upstream embodied emissions from manufacture or purchase of new motor vehicles.

Units

Unit
£ Spend
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 2**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Motor vehicles: Average	The amount spent in your reporting currency on purchases of average motor vehicles.
Motor vehicles: Average: UK	Purchases of motor vehicles, trailers and semi-trailers made in the UK.
Van: 3.5 tonne: Average	Purchase of an average 3.5 tonne van, new, cradle-to-gate. You may choose the specific fuel type for this usage sub type, for fuel type Average, it refers to the average value of different fuel types including Diesel, Petrol, Hybrid, Plug-in Hybrid and Battery Electric Vehicles.
Van: 3.5 tonne: Average: End of life	Average method of disposal of vehicle, including recycling of parts and refurbishment of batteries etc. You may choose the specific fuel type for this usage sub type, for fuel type Average, it refers to the average value of different fuel types including Diesel, Petrol, Hybrid, Plug-in Hybrid and Battery Electric Vehicles.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as the fuel type and production type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Waste construction

Definition of Usage Type

End-of-life disposal of construction materials.

Units

Tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 5**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Waste: Aggregates	-
Waste: Asbestos	-
Waste: Asphalt	-
Waste: Average construction	-
Waste: Bricks	-
Waste: Concrete	-
Waste: Insulation	-
Waste: Metals	-
Waste: Mineral oil	-
Waste: Plasterboard	-
Waste: Soils	-
Waste: Tyres	-
Waste: Wood	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as waste type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Waste electrical items

Definition of Usage Type

End-of-life disposal of electrical and electronic equipment.

Units

Tonne
Unit

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 5**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Router: Broadband SAS: Sagemcom: End of Life	-
Router: Technicolor: Access Gateway (DGA0122GOM): End of Life	-
Router: Technicolor: Access Gateway (TG789VAC): End of Life	-
WEEE - batteries	All batteries excluding car batteries.
WEEE - fridges and freezers	-
WEEE - large	Stationary machines for routine housekeeping tasks e.g. cookers / fridges.
WEEE - mixed	-
WEEE - small	Small power equipment.

Note: WEEE refers to Waste Electrical and Electronic Equipment

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as waste type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Waste glass

Definition of Usage Type

End-of-life disposal of glass.

Units

Tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 5**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Waste: All glass	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as waste type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Waste metal

Definition of Usage Type

End-of-life disposal of metals.

Units

Tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 5**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Waste: Aluminium cans and foil	Aluminium cans and foil (excluding forming).
Waste: Mixed cans	-
Waste: Scrap metal	-
Waste: Steel cans	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as waste type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Waste paper

Definition of Usage Type

End-of-life disposal of paper.

Units

Tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 5**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Waste: Books	-
Waste: Board only	Average: 78% corrugate and 22% cartonboard.
Waste: Mixed board and paper	Assumes 25% paper, 75% board.
Waste: Paper only	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as waste type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Waste plastic

Definition of Usage Type

End-of-life disposal of plastics.

Units

litre
tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 5**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Waste: Average plastic film	-
Waste: Average plastic rigid	-
Waste: Average plastics	-
Waste: HDPE incl. forming	An opaque plastic commonly used for milk bottles.
Waste: LDPE and LLDPE incl. forming	Packaging material (such as foils and plastic bags).
Waste: PET incl. forming	For example, clear drink bottles and sandwich wrappers.
Waste: PP incl. forming	Mainly used in injection moulding (for example, for cutlery, containers and automotive parts).
Waste: PS incl. forming	Commonly used for foam-based insulation and cheap disposable items (such as protective packaging and disposable cutlery).
Waste: PVC incl. forming	Widespread use in building, transport, packaging, electrical/electronic and healthcare applications.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as waste type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Waste textiles

Definition of Usage Type

End-of-life disposal of textiles or clothing.

Units

tonne

Unit

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 5**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Waste: Clothing: Mixed	Disposal of average clothing materials.
Shoe: Trainer (pair) End of Life (LCA)	End of life of pair of trainers from LCA study.

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as waste type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Waste: Average

Definition of Usage Type

End-of-life disposal of unknown or non-specific type of waste.

Units

\$ Spend

£ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Waste: Average	Average spend on disposal of general waste.
Waste: Average: UK	Average spend in the UK on disposal of general waste.

Waste: Refuse

Definition of Usage Type

End-of-life disposal of general waste materials including household rubbish, organic waste, mixed recycling etc.

Units

Bin: 1100 litre
tonne

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 5**.

Breakdown of Usage Sub Types

Usage sub type	Definition
Commercial and industrial waste	Waste generated by businesses or industrial operations.
Municipal waste	Domestic waste.
Organic: Food and drink waste	-
Organic: garden waste	-
Organic: Mixed food and garden waste	-

Available Usage Options

When entering activity data under this usage type, you might need to provide further details of the data, such as waste type. For more guidance, please see [How to Use this Usage Data Guide](#) and [Appendix IV](#).

Water

Definition of Usage Type

The use of water including by the reporting organisation at sites controlled/owned by them, including water supply, water treatment and disposal.

Units

m3
litre
\$ Spend

Scope of Emissions

Emissions associated with the activities of this usage type are reported under **scope 3 category 1**.

Breakdown of Usage Sub Types

<u>Usage sub type</u>	<u>Definition</u>
Borehole water: RO treated	-
Borehole water: Untreated	-
Grey Water	Water that you have collected, either rainwater or relatively clean wastewater (i.e., from washing machines).
Water supply	Water supply subcategory should be used to account for water delivered through the mains supply network.
Water supply and treatment: Average: UK	Average spending in the UK on natural water, water treatment and supply services. This includes water collection, treatment and distribution activities for domestic and industrial needs. Collection of water from various sources, as well as distribution by various means is included.
Water treatment	Water treatment subcategory should be used for water returned into the sewage system through mains drains.
Water treatment: Sewerage: Average: UK	Average spending in the UK on sewerage services and sewage sludge treatment.
Water: Mains Spend	Average spending on water, including any water services, treatment and supply.

Appendix I – Description of Units in THE SOFTWARE

<u>Unit</u>	<u>Description</u>	<u>Notes</u>
Bin: 1100 litre	1100 litre wheelie bin	1100 litre is a very common size for bins, and you normally see them everywhere. It is often the case that waste isn't weighed, so this helps you to include the data. If you don't use 1100 litre bins, but use another standard size then get in touch and we can add that in for you. We will do a rough conversion of volume to weight.
Btu	British thermal unit	A measure of the heat content of fuels or energy sources. Please note that this unit is different from MMBtu, which is one million Btus.
FTE.hour	FTE working hour	The total number of hours worked by full-time equivalent (FTE) employee in the organisation.
GB	Gigabyte	A unit of data.
HCM	Hundred cubic metres	A unit of volume.
kg	Kilogramme	A unit of mass.
km	Kilometre	A unit of distance.
kWh	Kilowatt-hour	A unit of energy consumption.
Litre	Litre	A unit of volume.
m	Metre	A unit of length / distance.
m ²	Square metre	A unit of area.
m ³	Cubic metre	A unit of volume.
Minute	Minutes summed across all end users	Minutes accessing website content summed across all end users over the reporting period.
mmBtu	One million British thermal units (Btu)	A measure of the heat content of fuels or energy sources. Please note that this unit is different from Btu, which is a millionth of an MMBtu.
passenger.km	Passenger kilometre	The distance travelled by individual passengers per transport mode.
room.night	Room per night	The number of hotel rooms multiplied by the length of stay (in number of nights). A room night is for the room and does not differentiate for number of travellers staying in the room.
scf	Standard cubic foot	A measure of the amount of natural gas.
TBh	Terabyte hours of storage	
tCO ₂ e	Tonnes of CO ₂ e	The universal unit of measurement to indicate the global warming potential (GWP) of each of the six greenhouse gases, expressed in terms of the GWP of one unit of carbon dioxide.
Tonne	Metric tonne	A unit of weight.

tonne.km	Tonne kilometre	A measure of one tonne of transported goods by a given transport mode over one kilometre.
Unit	Unit of items	Number of units produced, processed, purchased or sold.
vCPUh	Virtual CPU hours	
\$ Spend	Spend in USD	Amount of USD you spent on the usage type. Please note that spend data is the bottom of the data hierarchy, only to be used when no other data available.
£ Spend	Spend in GBP	Amount of GBP you spent on the usage type. Please note that spend data is the bottom of the data hierarchy, only to be used when no other data available.

Appendix II – Scope of Emission Sources

Scope	<u>1</u>	<u>2</u>	<u>3</u>
Advertising			✓
Agriculture			✓
Apparel			✓
Biofuel	✓		✓ (incl. WTT)
Biogas	✓		✓ (incl. WTT)
Biomass	✓		✓ (incl. WTT)
Business services			✓
Business travel: Air	✓		✓ (incl. WTT)
Business travel: Rail			✓ (incl. WTT)
Business travel: Road	✓	✓	✓ (incl. WTT)
Business travel: Sea	✓		✓ (incl. WTT)
Chemicals	✓		✓
Computers			✓
Construction			✓
Digital advertising			✓
Digital network			✓
Digital network operator			✓
Digital: Web and cloud hosting			✓ (incl. WTT)
Downstream leased assets: Buildings: Electricity			✓ (incl. WTT)
Downstream leased assets: Buildings: Gas			✓ (incl. WTT)
Downstream leased assets: Buildings: Refrigerant losses			✓
Downstream leased assets: Buildings: Waste			✓
Downstream leased assets: Buildings: Water			✓
Downstream leased assets: Information technology			✓
Downstream leased assets: Vehicles			✓ (incl. WTT)
Electrical items			✓
Electricity		✓	✓ (incl. WTT)
Employee car liquid fuels			✓ (incl. WTT)
Employee commuting: Air			✓ (incl. WTT)

Employee commuting: Rail		✓ (incl. WTT)
Employee commuting: Road		✓ (incl. WTT)
Employee commuting: Sea		✓ (incl. WTT)
End of life of sold products		✓
Events		✓ (incl. WTT)
Financed emissions		✓
Food and drink		✓
Freight: Downstream		✓ (incl. WTT)
Freight: Owned vehicles	✓	✓ (incl. WTT)
Freight: Upstream: Third party		✓ (incl. WTT)
Furniture		✓
Gas	✓	✓ (incl. WTT)
Gaseous fuels	✓	✓ (incl. WTT)
Heat and steam		✓ (incl. WTT)
Home working		✓ (incl. WTT)
Hotel stay		✓
Hygiene		✓
Industrial activities		✓
Information technology		✓
Liquid fuels	✓	✓ (incl. WTT)
Machinery		✓
Manufacturing		✓
Materials		✓
Metal		✓
Mineral		✓
Packaging		✓
Paper		✓
Plastic		✓
Purchased capital goods		✓
Real estate		✓
Refrigerant	✓	
Solid fuels	✓	✓ (incl. WTT)
Supplier electricity		✓ (incl. WTT)
Supplier gas		✓ (incl. WTT)

Supplier liquid fuels		✓ (incl. WTT)
Supplier refrigerant		✓
Textiles		✓
Trips: Accommodation		✓
Trips: Flights excluded: Client flights to/from point of departure		✓ (incl. WTT)
Trips: Flights included: Client flights to/from point of departure		✓ (incl. WTT)
Trips: Food and drink		✓
Trips: In-trip transport	✓	✓ (incl. WTT)
Trips: Packaging		✓
Use of sold products		✓ (incl. WTT)
Use of sold products: Information technology		✓
Vehicles		✓
Waste construction		✓
Waste electrical items		✓
Waste glass		✓
Waste metal		✓
Waste paper		✓
Waste plastic		✓
Waste textiles		✓
Waste: Average		✓
Waste: Refuse		✓
Water		✓

Appendix III – Scope 3 Categories

	<u>Category</u>	<u>Category description</u>
<u>Upstream scope 3 emissions</u>	1. Purchased goods and services	Extraction, production, and transportation of goods and services purchased or acquired by the reporting company in the reporting year, not otherwise included in Categories 2 – 8.
	2. Capital goods	Extraction, production, and transportation of capital goods purchased or acquired by the reporting company in the reporting year.
	3. Fuel- and energy-related activities (not included in scope 1 or scope 2)	<p>Extraction, production, and transportation of fuels and energy purchased or acquired by the reporting company in the reporting year, not already accounted for in scope 1 or scope 2, including:</p> <ul style="list-style-type: none"> a. Upstream emissions of purchased fuels (extraction, production, and transportation of fuels consumed by the reporting company) b. Upstream emissions of purchased electricity (extraction, production, and transportation of fuels consumed in the generation of electricity, steam, heating, and cooling consumed by the reporting company) c. Transmission and distribution (T&D) losses (generation of electricity, steam, heating and cooling that is consumed (i.e., lost) in a T&D system) – reported by end user d. Generation of purchased electricity that is sold to end users (generation of electricity, steam, heating, and cooling that is purchased by the reporting company and sold to end users) – reported by utility company or energy retailer only
	4. Upstream transportation and distribution	Transportation and distribution of products purchased by the reporting company in the reporting year between a company's tier 1 suppliers and its own operations (in vehicles and facilities not owned or controlled by the reporting company)

	<u>Category</u>	<u>Category description</u>
		Transportation and distribution services purchased by the reporting company in the reporting year, including inbound logistics, outbound logistics (e.g., of sold products), and transportation and distribution between a company's own facilities (in vehicles and facilities not owned or controlled by the reporting company)
	5. Waste generated in operations	Disposal and treatment of waste generated in the reporting company's operations in the reporting year (in facilities not owned or controlled by the reporting company)
	6. Business travel	Transportation of employees for business-related activities during the reporting year (in vehicles not owned or operated by the reporting company)
	7. Employee commuting	Transportation of employees between their homes and their worksites during the reporting year (in vehicles not owned or operated by the reporting company)
	8. Upstream leased assets	Operation of assets leased by the reporting company (lessee) in the reporting year and not included in scope 1 and scope 2 – reported by lessee
<u>Downstream scope 3 emissions</u>	9. Downstream transportation and distribution	Transportation and distribution of products sold by the reporting company in the reporting year between the reporting company's operations and the end consumer (if not paid for by the reporting company), including retail and storage (in vehicles and facilities not owned or controlled by the reporting company)
	10. Processing of sold products	Processing of intermediate products sold in the reporting year by downstream companies (e.g., manufacturers)
	11. Use of sold products	End use of goods and services sold by the reporting company in the reporting year
	12. End-of-life treatment of sold products	Waste disposal and treatment of products sold by the reporting company (in the reporting year) at the end of their life

	<u>Category</u>	<u>Category description</u>
	13. Downstream leased assets	Operation of assets owned by the reporting company (lessor) and leased to other entities in the reporting year, not included in scope 1 and scope 2 – reported by lessor
	14. Franchises	Operation of franchises in the reporting year, not included in scope 1 and scope 2 – reported by franchisor
	15. Investments	Operation of investments (including equity and debt investments and project finance) in the reporting year, not included in scope 1 or scope 2

Source: Table 5.4 from The GHG Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard

Appendix IV – Usage Options

All usage options in THE SOFTWARE and their descriptions are listed below.

Please kindly note that dropdown lists of usage options will only appear when there is an appropriate emission factor in our database that matches the combination of criteria entered (i.e., the year the data falls in, usage type, usage sub type and unit). If you are looking to enter activity data with a specific attribute and have found the option to be unavailable, please contact the Support Team.

Seat Type

This refers to the travel class that was purchased for the flight.

<u>Seat Type</u>	<u>Description</u>
Average	If the travel class that was purchased for the flight is unknown, please choose this option.
First	First class - It refers to the travel class that was purchased for the flight.
Business	Business class - It refers to the travel class that was purchased for the flight.
Premium Economy	Premium economy class - It refers to the travel class that was purchased for the flight.
Economy	Economy class - It refers to the travel class that was purchased for the flight.

Vehicle Type

This refers to the type of vehicles by market segment or by size.

<u>Vehicle Type</u>	<u>Description</u>
Average	For vehicles with unknown engine size.
Small	For cars: Petrol/LPG/CNG - up to a 1.4-litre engine. For motorbikes: Mopeds/scooters up to 125cc.
Medium	For cars: Diesel - up to a 1.7-litre engine. For motorbikes: 125cc to 500cc.
Large	For cars: Others - vehicles models of a similar size (i.e. market segment A or B). For motorbikes: 500cc +.
Mini	This is the smallest category of car sometimes referred to as a city car. Examples include: Citroën C1, Fiat/Alfa Romeo 500 and Panda, Peugeot 107, Volkswagen up!, Renault TWINGO, Toyota AYGO, smart fortwo and Hyundai i 10.
Supermini	This is a car that is larger than a city car, but smaller than a small family car. Examples include: Ford Fiesta, Renault CLIO,

	Volkswagen Polo, Citroën C2 and C3, Opel Corsa, Peugeot 208, and Toyota Yaris.
Lower medium	This is a small, compact family car. Examples include: Volkswagen Golf, Ford Focus, Opel Astra, Audi A3, BMW 1 Series, Renault Mégane and Toyota Auris.
Upper medium	This is classed as a large family car. Examples include: BMW 3 Series, ŠKODA Octavia, Volkswagen Passat, Audi A4, Mercedes Benz C Class and Peugeot 508.
Executive	These are large cars. Examples include: BMW 5 Series, Audi A5 and A6, Mercedes Benz E Class and Skoda Superb.
Luxury	This is a luxury car which is niche in the European market. Examples include: Jaguar XF, Mercedes-Benz S-Class, .BMW 7 series, Audi A8, Porsche Panamera and Lexus LS.
Sports	Sport cars are a small, usually two seater with two doors and designed for speed, high acceleration, and manoeuvrability. Examples include: Mercedes-Benz SLK, Audi TT, Porsche 911 and Boxster, and Peugeot RCZ.
Dual purpose 4X4	These are sport utility vehicles (SUVs) which have off-road capabilities and four-wheel drive. Examples include: Suzuki Jimny, Land Rover Discovery and Defender, Toyota Land Cruiser, and Nissan Pathfinder.
MPV	These are multipurpose cars. Examples include: Ford C-Max, Renault Scenic, Volkswagen Touran, Opel Zafira, Ford B-Max, and Citroën C3 Picasso and C4 Picasso.

Fuel Type

The refers to the fuel used by the vehicle.

<u>Fuel Type</u>	<u>Description</u>
Average	Unknown fuel type.
Battery Vehicle	Electric Pure electric vehicle (EV) that exclusively uses chemical energy stored in rechargeable battery packs, with no secondary source of propulsion (e.g. hydrogen fuel cell, internal combustion engine, etc.).
CNG	Compressed natural gas - a compressed version of the same natural gas used in homes. Stored in cylinders for use as an alternative transport fuel.
Diesel	
Hybrid	
LPG	Liquid petroleum gas - used to power cooking stoves or heaters off-grid and fuel some vehicles (such as fork-lift trucks and vans). Alternative fuel stored in gas tanks. Often known as 'autogas'.
Petrol	
Plug-in Hybrid Electric Vehicle	

Load Type

This refers to the amount of goods a vehicle is carrying.

<u>Load Type</u>	<u>Description</u>
0% Load	Vehicle is not transporting any goods.
50% Load	Vehicle is half full of goods.
100% Load	Vehicle has been loaded to maximum capacity.
Avg. Load	If you do not know how full the freight vehicles are, please choose Avg. Load. This is the average percentage laden for a freight vehicle.

Production Type

This refers to the origin of the procured materials.

<u>Production Type</u>	<u>Description</u>
Primary material production	The materials are made from virgin stock (i.e., products not made from recycled products).
Closed loop source	The materials are made from recycled content where the previous product was the same as the new product.
Open loop source	The materials are made from recycled content where the previous product was different to the current product.
Reused	A pre-used product that is purchased or sourced for re-use.
Refurbished	A pre-used product that has been refurbished and purchased or sourced for use.

Waste Type

This refers to the disposal method used for the end-of-life disposal of materials.

<u>Waste Type</u>	<u>Description</u>
Anaerobic digestion	Energy is recovered from the waste through anaerobic digestion.
Closed Loop	Closed-loop recycling is the process of recycling material back into the same product.
Combustion	Energy is recovered from the waste through incineration and subsequent generation of electricity. It is also known as energy-from-waste (EFW). Incineration and other high temperature waste treatment systems described as “thermal treatment”. Incineration of waste materials converts waste in ash, flue gas, heat and energy.
Composting	CO ₂ e emitted as a result of composting a waste stream.
Landfill	Waste sent to landfill.
Open Loop	Open-loop recycling is the process of recycling material into other products.
Reuse	Materials that are re-used instead of disposed of by recycling or landfill.

