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Third Sector and Community Outreach

Measurement Template for Scope 1 & Scope 2

**MEASUREMENT TEMPLATE FOR SCOPE 1 & SCOPE 2**

Use this template to help you gather the necessary information to report your emissions for Scope 1 and Scope 2.

**Examples**

**Scope 1:** Gas Boilers, fuel from company vehicles.

**Scope 2:** Electricity usage, heating and cooling systems.

**Reporting Date/Period:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sources** | **Where to find** | **Type** | **Value** |
|  |  | | |
| **SCOPE 1**  **Direct Emissions** |
| Fuel Types used and Quantity | * Company Fuel/Mileage Records   **\*Note -** record your company car use here. Personal cars used for commuting and/or business travel will be recorded in Scope 3.   * Utility bills * AirCon / Refrigerant maintenance records | Petrol |  |
| Diesel |  |
| LPG |  |
| LNG |  |
| Bio-Fuel |  |
| Fuel oil |  |
| Coal |  |
| Wood/Biomass |  |
| Natural Gas |  |
| Propane |  |
| Kerosene |  |
| Methane |  |
| Fugitive emissions |  |
| Other (list) |  |
|  |  |  |  |
| **SCOPE 2**  **Indirect Emissions** |  |  |  |
| Total Electricity Purchased | * Utility bill (record in kWh) | Electricity |  |
| Energy Supplier & Mix | * Note the name of your energy supplier and whether your electricity is provided from the grid or renewables, or mixed. | Supplier Name |  |
| Grid % |  |
| Renewable % |  |
| Other % |  |
| TOTAL |  |