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Third Sector and Community Outreach

Measurement Template for Scope 3

**MEASUREMENT TEMPLATE FOR SCOPE 3**

Use this table to provide a structured approach for recording your Scope 3 emissions sources.

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| **Sources** | **Unit** | **Where to find** | **Values** |
| **Upstream Emissions** |
| **Purchased Goods and Services** | Quantity and type of goods/services purchased | £ spent or units purchased | Supplier invoices, procurement records |  |
| **Capital Goods** | Emissions from production of equipment, machinery, and buildings | CO₂e per unit or £ spent | Supplier data, lifecycle assessments |  |
| **Upstream Transportation and Distribution** | Emissions from transportation of goods before reaching your business | Distance (km), weight (kg or tonnes), or fuel used | Supplier-provided transport data, logistics partners |  |
| **Operational Waste** | Emissions from waste disposal and recycling | Waste type (e.g., landfill, recycling, compost), weight (kg or tonnes) | Waste collection invoices, internal records |  |
| **Business Travel** | Emissions from employee travel for work (excluding commuting) | Distance (km), mode of transport | Expense reports, travel booking systems |  |
| **Employee Commuting** | Emissions from employees traveling to and from work | Distance (km), mode of transport, number of employees | Employee surveys, HR records |  |
| **Downstream Emissions** |
| **Downstream Transportation and Distribution** | Emissions from transportation of goods after leaving your business | Distance (km), weight (kg or tonnes), transport type | Logistics providers, customer shipping records |  |