

## Guidance Notes on Completing the Carbon Footprint Calculator

Firstly, thank you for taking the trouble to make your way to this spreadsheet calculator. I think it's relatively easy to enter the data and calculate the results – but you need to prepare a little information in advance. These notes will help you prepare this data and also give you some guidance on some questions that have come up when others completed their entries.

Just to reassure you again, the calculator stores the data on your computer, and nothing is stored on the Thursley PC website (or by Carbonfootprint.com who supply the calculator). TC&SA are interested in the result however and we would love you to share the summary data with us as we are trying to develop a “baseline” carbon footprint for the Parish, and to track improvements.

The calculator has several “tabs” to enter data and we'll take you through what you need on each of these. If you need help, please feel free to contact me ([jdswift.thursleypc@btinternet.com](mailto:jdswift.thursleypc@btinternet.com)) for help.

### Welcome tab:

- The default option for where you live is United Kingdom, so no need to change this.
- You can save different versions of the calculator – select a period for which you have the data – and press the SAVE button

### House tab:

- It's easiest to calculate your data for your household, rather than individual, so just leave it at the default value of 1
- On this page you'll need data on the annual energy consumption for your house. You should be able to find these from your electricity supplier or from your separate purchases of oil, LPG, coal, wood. There's really only a few details you need to get from your files for this page.
- For the electricity there is a factor given. The default value assumes the current mix of various electricity sources, so unless you know you are using 100% renewable electricity (where you would set the factor to 0), leave it as it is.
- If you have chosen to carbon offset your LPG or oil fuel purchases, we suggest you calculate the raw data and then take your offsetting into account at the end.
- Wood, responsibly sourced, is also generally considered to be carbon neutral, but it's worth seeing how much this is.
- Once you've entered all the data in the appropriate boxes, don't forget to press the CALCULATE HOUSEHOLD FOOTPRINT button and your carbon emission for each category will show up.

### Flights tab:

- You just need to enter the data for each flight. Don't forget to enter the trips for all the household.
- Some airlines participate in a carbon trading scheme for European flights, or may have offered you the opportunity to offset your carbon emissions. As with the household fuels, calculate the raw data and account for your offsetting at the end.
- Don't forget to press the CALCULATE & ADD TO FOOTPRINT button.

**Car tab:**

- You'll need to know the number of miles you drive for each car. You can find your recent annual mileage history on your MOT certificate. The drop down menus help you find your car type (which determines its emissions).
- Don't forget to press the CALCULATE & ADD TO FOOTPRINT button after the details for each car.

**Motorbike tab:**

- There is a similar data entry for a motorbike (if you use one).

**Bus and Rail tab:**

- You'll need to make an estimate of the annual miles on the various public transport systems. You'll find that it only starts to generate significant emissions above 5,000 miles for mass transit (rail, tram, tube) and above 1,000 for vehicles carrying fewer passengers. Concentrate on the major uses of public transport like your daily commute.
- Don't forget to press the CALCULATE BUS & RAIL FOOTPRINT button after you've entered the details.

**Other Fuels tab:**

- You may have some leisure pursuits which use large quantities of hydrocarbon fuels. Use this tab to enter them.
- Don't forget to press the CALCULATE OTHER FUELS FOOTPRINT button after you've entered the details.

**Secondary tab:**

- I'll admit this page causes the most discussion. I think there's little argument over the food and drink category, so select your dietary type and your annual food spend. A High Meat Eater > 100g of meat per day (on average), a Medium Meat Eater = 50 to 100g of meat per day (on average), a Low Meat Eater < 50g of meat per day (on average)
- The justification for the other categories is that there is some emission associated with services or consumption and if we don't allow for it it misses a potentially significant source of emissions. However, some of the results seem to be rather difficult to justify. At this stage, I suggest you just complete the food and drink section. If you have the data, take a look at the other categories and see what you think. The calculator basis is also attached if you are interested in the specific sources for an individual category.
- Don't forget to press the ESTIMATE SECONDARY FOOTPRINT button after you've entered the details.

**Results tab:**

- On this page you should see the summary data for all the previous pages. If there's a zero on something you know you've entered, it's probably because you forgot to press the button, or a problem with the data you entered.
- The calculator encourages you to offset your carbon emissions. Carbonfootprint.com have a number of good schemes to do this if you want to, but we are also planting trees in our Parish so you could support us as part of your offset contributions (I have!).

- Note that the graphic that is produced is **per person** and you have calculated your **household** emissions. Just divide by the number in your household to get an average, or start thinking about your individual contributions to this total and apportion it accordingly.
- Finally, please consider sharing this summary data with us. We are working on a project to estimate the baseline carbon footprint of the Parish and would love to get your reality check on the data we are using. We'd also like to give everyone feedback on an annual basis, so we'd like to know about changes you make as we all progress on our journey to a "net-zero" future.