

## **BA/PA Environmental Action Group (EAG)**

### **Green House Gas Emissions' Carbon Reporting Tool**



#### **What is the EAG Carbon Reporting Tool?**

The Carbon Reporting Tool is a web tool, developed by the BA's IT Department, which enables BA and PA members to calculate their Green House Gas Emissions.

#### **How does it work?**

You enter your annual business usage of gas for heating and fuel used for your own vehicles (Scope 1 emissions); and then your electricity usage (Scope 2). Scope 1 and 2 completion is mandatory. There is also an option to add further information on significant 'indirect emissions' like business travel, water usage etc (Scope 3).

#### **What do you receive?**

You then can download a Directors Carbon Report in an approved DEFRA (Department for Environment, Food and Rural Affairs) format – which can be printed as a PDF or the data downloaded in Excel. This sets out your total annual emissions in Tonnes of CO<sub>2</sub>e (equivalents). It also provides a net emissions figure taking into consideration any carbon offsets or approved green tariff schemes that you use. In order to enable your business to be compared with other businesses in your sector, the Carbon Reporting Tool also calculates your Intensity Ratio, which is the division of your Tonnes of CO<sub>2</sub>e by your revenue.

#### **Overall figures for the publishing and bookselling sectors**

The data you provide is also aggregated with other publishing or bookselling businesses to produce overall figures for the bookselling and publishing sectors. The EAG can then monitor sectorial trends over a number of years. Your own information on your emissions is treated as confidential and will not be published.

#### **Free service to BA and PA members**

This is a free service for BA and PA members designed to help you understand your impacts, make improvements to your business and save money. Although some web calculators are free, many charge a fee and no others will produce overall sectorial figures).

#### **Further information**

If you are having difficulties entering your data, please read the guidance document here and if you still have questions please contact Pimms Banwait, the BA's IT Director [pimms.banwait@booksellers.org.uk], who will do his best to help you.

## Logging in

There are two options to enter the EAG Carbon Reporting Tool:

- If you are new to the tool, enter your post-code in the space provided. Once you have done this – click proceed with survey. You will then be taken to the input screen.
- If you have submitted data before you would have been presented with a unique web tool identifier

The screenshot shows the 'green4books' website header with the text 'BA/PA Environmental Action (EAG) Promoting Environmental Awareness Across The Book Industry'. A navigation menu on the right includes links for Home, About EAG, Impact of Climate Change, Paper, Take Action, Publishers' Green Network, News, Glossary, and Carbon Reporting Tool. Below the menu, there are links for 'Carbon Footprint Submission', 'View Industry Data (Absolute)', and 'View Industry Data (Intensity)'. The main content area prompts the user to 'Enter your company details below' and provides instructions on how to proceed based on whether they have submitted data before. It offers two selection options: 'Unique Webtool ID' (selected) and 'Post Code'. Below these options are two buttons: 'Proceed with survey' and 'View your company data'. A link for 'Click here for an Carbon Reporting Tool overview' is also present. At the bottom, contact information for the Publishers Association and Booksellers Association is provided.

**green4books**  
BA/PA Environmental Action (EAG)  
Promoting Environmental Awareness Across The Book Industry

Home →  
About EAG →  
Impact of Climate Change →  
Paper →  
Take Action →  
Publishers' Green Network →  
News →  
Glossary →  
Carbon Reporting Tool →

[Carbon Footprint Submission](#) | [View Industry Data \(Absolute\)](#) | [View Industry Data \(Intensity\)](#)

Enter your company details below

If you have submitted data before you would have been presented with a unique web tool identifier or, if you are new, enter your post-code to start collecting data for your company.

Please select either Unique Webtool ID or Post Code to submit your survey

<input checked="" type="radio"/>	Unique Webtool ID:	<input type="text"/>
<input type="radio"/>	Post Code:	<input type="text"/>

[Click here for an Carbon Reporting Tool overview](#)

**Publishers Association** 29B Montague Street, London WC1B 5BW Tel: 020 7691 9191  
**Booksellers Association** 272 Vauxhall Bridge Road, London SW1V 1BA Tel: 020 7802 0802

## Input screen

- First select the year for which you would like to create a carbon report. A company can only submit one set of data for each year, but this can be gone back to and updated at a later date. Once you have selected a year the input screen will expand to allow you to enter you company details.



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Year of entry

Select an entry period: 2010

Continue to enter your company details below

Company Name:

Are you a:  Publisher  
 Bookseller

Address Line 1:

Address Line 2:

Town:

County:

Post code:

The person submitting the data on behalf of his/her company must enter company details and a contact name, position and email address.

There are also questions on the number of employees, and turnover which are mandatory. You are also given the opportunity to break down your employee and turnover data so that it only covers book related business.

When adding figures please be sure not to only add numbers and not punctuation such as commas.

The emissions' input form is split into three scopes:

- Scope 1**      **Direct Emissions**
- Scope 2**      **Electricity Usage**
- Scope 3**      **Other Indirect Emissions (Optional)**

Scope 1 Direct Emissions:

Natural Gas - Here you should add the kWh of natural gas you used within a reporting period (calendar year). You can find this information on your gas bills.

Please note: you are not looking for the number of units used but the kWh

**Owned Transport** - Here you can add the distance you travelled within the reporting period by different modes of transport. The input screen collects data in km. If you have information in miles then a conversion tool is available in the top right hand of the screen.

**Other Factors** - We realise you may have other factors not covered here and therefore there is a space to add any additional Defra approved scope 1 emissions as tCO<sub>2</sub>e.

Scope 1  
(To calculate emissions from your gas used and vehicles)  
Please enter whole numbers. [Click here to convert miles to km](#)

Direct Emissions	Type	Units	Number
On-site emissions	Natural Gas	kWh	<input type="text"/>
Owned Transport	Diesel Car	km	<input type="text"/>
	Petrol Car	km	<input type="text"/>
	Hybrid Car	km	<input type="text"/>
	LPG or CNG Car	km	<input type="text"/>
	Van	km	<input type="text"/>
	Motorbike	km	<input type="text"/>
	Heavy Goods Vehicle	km	<input type="text"/>
Other Factors	Scope 1 defra approved CO <sub>2</sub> e	tCO <sub>2</sub> e	<input type="text"/>

## Scope 2 Electricity Usage

Electricity is split into two areas:

- **Purchased Standard Electricity** – Standard electricity from an energy provider, sometimes referred to as brown electricity.
- **Purchased Green Tariff Electricity** – A deal with energy provider for renewable electricity provision

Please note that carbon offsets can be added at a later stage so please enter you full electricity usage here.

**Other Factors** - We realise you may have other factors not covered here and therefore there is a space to add any additional Defra approved scope 1 emissions as tCO<sub>2</sub>e.

Scope 2  
(To calculate emissions from your electricity used)

Electricity Usage	Type	Units	Number
	Purchased standard Electricity	kWh	<input type="text"/>
	Purchased Green Tariff Electricity	kWh	<input type="text"/>
Other Factors	Scope 2 defra approved CO <sub>2</sub> e	tCO <sub>2</sub> e	<input type="text"/>

Click below if you would like to enter data for this scope

## Scope 3 Other Indirect Emissions (Optional)

Companies who wish to submit their Other Indirect Emissions have this option at this stage. Clicking on Scope 3 causes the input screen to expand to show the following options:

Scope 3

(Optional: Complete if you want to measure emissions from everything else eg. business travel by means not controlled by your company, waste disposal etc)

Other Indirect Emissions (Optional)	Type	Units	Number
Business Travel - Rail	National Rail	km	<input type="text"/>
	International Rail (Eurostar)	km	<input type="text"/>
	Light Rail and Tram	km	<input type="text"/>
	Underground	km	<input type="text"/>
Business Travel - Road (Leased vehicles & transportation of goods)	Diesel Car	km	<input type="text"/>
	Petrol Car	km	<input type="text"/>
	Hybrid Car	km	<input type="text"/>
	LPG or CNG Car	km	<input type="text"/>
	Van	km	<input type="text"/>
	Motorbike	km	<input type="text"/>
	Heavy Goods Vehicle	km	<input type="text"/>
	Taxis	km	<input type="text"/>
Business Travel - Air	Long haul (First Class)	km	<input type="text"/>
	Long haul (Business Class)	km	<input type="text"/>
	Long haul (Premium Economy)	km	<input type="text"/>
	Long haul (Economy)	km	<input type="text"/>
	Short haul (Business Class)	km	<input type="text"/>
	Short haul (Economy)	km	<input type="text"/>
	Domestic	km	<input type="text"/>
Water use	Water	m <sup>3</sup>	<input type="text"/>
Commuting	National Rail	km	<input type="text"/>
	International rail (Eurostar)	km	<input type="text"/>
	Light Rail and Tram	km	<input type="text"/>
	Underground	km	<input type="text"/>
	Diesel Car	km	<input type="text"/>
	Petrol Car	km	<input type="text"/>
	Hybrid Car	km	<input type="text"/>
	LPG or CNG Car	km	<input type="text"/>
	Van	km	<input type="text"/>
	Motorbike	km	<input type="text"/>
	Heavy Goods Vehicle	km	<input type="text"/>
Taxis	km	<input type="text"/>	
Supply Chain	Supply Chain	tCO <sub>2</sub> e	<input type="text"/>
Other Factors	Scope 2 defra approved CO <sub>2</sub> e	tCO <sub>2</sub> e	<input type="text"/>

It is not expected that every company will have scope 3 data available and you may have more data for some metrics. Much of this data may be estimated. Business travel covers journeys made in vehicles that are owned by someone else whereas vehicles you own should be included under scope 1. The input screen collects data in km, but you can use the conversion tool available in the top right hand of the screen to convert distances from miles.

**Carbon offsets**

If you do purchase any carbon offsets you can enter those here. Please include the name of the offset scheme and the number of tCO<sub>2</sub>e offset. If you have offset more than once in a year you can add additional rows of data by clicking on the 'Add new row button'.

If you are a member of a carbon offset scheme please give details below  
Carbon Offsets (t/CO<sub>2</sub>e)

Offset scheme name	Number	Units
<input type="text"/>	<input type="text"/>	tCO <sub>2</sub> e

### Submitting data

When you are happy that you have completed all of the sections that you are able to you need to check the box to give your permission for the EAG to take your figures and include them in the aggregated figures for the bookselling - or publishing - sector.

**The figures you submit for your own company/business will be confidential.**

By completing this survey I give the PA/BA Carbon Reporting the right to publish the aggregated results for the bookselling and publishing sectors on the understanding that the individual figures will be released

**Publishers Association** 29B Montague Street, London WC1B 5BW Tel: 020 7691 9191  
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After giving your permission, the data can be submitted by selecting the submit button

If you have not completed a mandatory field then a message will appear at the top of the screen asking you to complete it. The relevant question will be marked with an \*

◦ Please enter a county

Once the data is submitted, a "Thank you" is displayed as an acknowledgement, together with the five digit unique reference number. Save this number as you will need it again to make any changes and display historic data and trends. It can also be used to make future submissions.



[Carbon Footprint Submission](#) | [View Industry Data \(Absolute\)](#) | [View Industry Data \(Intensity\)](#)

**Survey Completed!**

Thank you for your submission.

To view your company data or to submit data at a later date, please use the following unique web tool identifier:


**EAG69351**

[Home](#) [View Submitted Data](#)

**Publishers Association** 298 Montague Street, London WC1B 5BW Tel: 020 7691 9191  
**Booksellers Association** 272 Vauxhall Bridge Road, London SW1V 1BA Tel: 020 7802 0802

At this point you can either view the submitted data or go back to the home page.

**Results**



- Home →
- About EAG →
- Impact of Climate Change →
- Paper →
- Take Action →
- Publishers' Green Network →
- News →
- Glossary →
- Carbon Reporting Tool →

[Carbon Footprint Submission](#) | [View Industry Data \(Absolute\)](#) | [View Industry Data \(Intensity\)](#)

Greenhouse gas emissions: your data over the years

Would you like to re-submit the survey

[Back](#)

Download Survey Data

[Download Directors Carbon Report](#)  
[Download Data in Value](#)  
[Download Data in Tonnes of CO<sub>2</sub>e](#)

Company Details:

Company Details: Reed Elsevier  
1-3 Strand  
London  
UK  
WC2N 5JR

Summary: Carbon Footprint

On the results page you will be able download your survey data. You can:

- Download Directors Carbon Report: A pdf report showing your carbon footprint
- Download Data in Value: The base data you entered in Excel format
- Download Data in Tonnes of CO<sub>2</sub>e: The data you entered converted into tCO<sub>2</sub>e in an Excel format

It is also possible to see all of this data on the screen by scrolling down. As well as the carbon footprint summary you are offered the option of seeing the data broken down by scope in 'value' format (the data you entered on) or 'tCO<sub>2</sub>e' format.

## **Q&A**

### **What conversion factors are used?**

Defra conversion factors are used and updated annually. You can find these conversion factors here and more information at <http://www.defra.gov.uk/environment/economy/business-efficiency/reporting/>

### **How can I update my submission if I realise I have made a mistake?**

You can go back to find your submission and update it any time from the homepage, by entering you Unique Webtool ID or your postcode.

### **What is the GHG Protocol?**

The [Greenhouse Gas Protocol \(GHG Protocol\)](#) is the international accounting tool for government and business leaders to understand, quantify, and manage greenhouse gas emissions and the method for separating out impacts into Scopes 1, 2, and 3.

### **Where can I get help if I am having difficulties entering data?**

If you are having difficulties entering your data, please read the guidance document here [add link] and if you still have questions please contact Pimms Banwait, the BA's IT Director [pimms.banwait@booksellers.org.uk], who will do his best to help you.