

Decarbonization Strategy & Action Accelerator

Homework Assignment #2: Data Collection Exercise



Homework Instructions

Data Collection Exercise

Use the checklist in the following pages to gather the organizational information and data required for the Decarbonization Strategy Modeling Tool, which will be introduced in Module 2.

Accurate completion of the tool will require details about your organization and greenhouse gas (GHG) inventory.

Once collected, save this information in an accessible location for use in Module 2. You do not need to submit any of the supporting documentation to receive credit for completing this homework assignment.

To receive credit, please confirm that you have completed the data collection checklist by notifying the program inbox.

Please note that not collecting this information before Module 2 may put you at risk of falling behind in the program.



Data Collection Exercise Part 1: Organization Details



Use the checklist below to confirm you have gathered the appropriate details about your organization for the modeling tool.

- ☐ **List of countries** where the organization has facilities (facilities you own and facilities you lease)
- ☐ **List of facilities**, including the following details:
 - ☐ Facility Name and/or Facility ID
 - ☐ Site Type: Examples include office, warehouse, manufacturing plant etc.
 - ☐ Location of Facility: State and country
 - If the site is outside of the United States of America (USA), the only location needed is the country of the facility
 - ☐ Site Area: Please report the area in square feet
- ☐ **Vehicle Fleets** (*optional*): Fleet vehicles include any wheeled vehicles or mobile equipment, such as cars, trucks, forklifts, and other wheeled equipment. For the most accurate strategy recommendations, report fleet vehicles separately from facilities.

If you choose to report fleet vehicles separately, please provide:

 - ☐ List of Vehicle Fleet Types: Group vehicles by fleet type or operating group.
 - Examples: New York Sales Fleet Vehicles, Facility A Onsite Vehicles, Facility B Yard Trucks and Mobile Equipment
 - ☐ Fleet Location: For U.S.-based fleets, provide the primary state of operation (optional if there is no primary state)
 - ☐ Number of Vehicles: The total number of vehicles in the fleet (estimates are acceptable)

Data Collection Exercise Part 2: GHG Inventory Details



*Use the checklist below to confirm you have gathered the appropriate details about your organization's base year GHG inventory for the modeling tool. In this exercise, your base year should be your **most recent year of complete data** (ex: 2025)*

- ☐ **List of emission sources for your organization:** Examples include natural gas, electricity, green electricity, diesel, refrigerants etc.

- ☐ **Base year raw energy data**, provided in annual consumption of each emission source by facility
 - For example, in 2025:
 - Facility A consumed 10,000 kWh of electricity, 5,000 therms of natural gas, and 100 gallons of diesel
 - Facility B consumed 20,000 kWh of electricity, 3,000 gallons of propane, 12 MTCO₂e of refrigerants

- ☐ **Base year emission factors used in inventory (optional):** The modelling tool will automatically provide emission factors* based on the location of your facilities. If you have specific emission factors that you would prefer to apply in the tool please collect this information.

Please see Page 6, for a complete list of emissions sources and units of measure available in the tool.

Please contact the program inbox if you have an emission source that is not present on this list.

Next Steps

Once you have gathered the required information for both parts of this homework, please notify the program inbox to receive credit.

A copy of the assignment does not need to be submitted.

Questions?

Contact the program inbox or bring questions to the Module 2 session, where we will review the data requirements and Modeling Tool in detail.



Acceptable Units for Energy Data



Emission Source(s)	Acceptable Units	
Grid Electricity Zero Carbon Electricity	kWh MWh	
Natural Gas	CCF MCF KCF Therm	DKTHM MMBTU M^3 kWh
Diesel Gasoline Fuel Oil (No. 4,5,6) Jet A Fuel Kerosene Sustainable Aviation Fuel (SAF) Ethanol Biodiesel	Gallon Liter	
Propane Liquefied Petroleum Gas (LPG) Compressed Natural Gas (CNG) Liquefied Natural Gas (LNG)	Gallon Liter SCF	
Renewable Natural Gas Biogas Hydrogen	CCF MCF KCF Therm	DKTHM MMBTU M^3 kWh
Purchased Heat and Purchased Cooling Carbon Dioxide Refrigerants VOCs	MTCO2e	
Coal	MMBTU	
Petroleum Coke Coke Oven Gas Blast Furnace Gas	Pound Ton (U.S.)	kg Tonne (Metric) MMBTU

Thank you.

