

Decarbonization Strategy & Action Accelerator Program

A Playbook



Module 2 Playbook

Understanding Your GHG Emissions

How to use this playbook

This playbook serves as both a reference guide and a checklist for completing required activities in Module 2. Please carefully review the module outcomes, resources and assignments, and instructions to help guide you through the module and track your progress.

Be sure to submit all required assignments and resources at the end of the module to receive credit for completion.

Module Overview & Outcomes

This module builds on foundational greenhouse gas (GHG) accounting concepts and explores how emissions data can be used to develop an effective decarbonization strategy. The curriculum focuses on Scope 1 and Scope 2 emissions, reviewing key accounting principles, exploring opportunities to improve the accuracy and completeness of an inventory, and introducing the Decarbonization Strategy Modeling Tool as a resource for incorporating GHG inventory data into strategy development and decision-making.

By the end of the module, participants will strengthen their understanding of core GHG accounting principles, be equipped to continuously refine their GHG inventory, and understand how emissions data can be leveraged within the Decarbonization Strategy Modeling Tool to support decarbonization strategy development.

Module Resources & Assignments

Module 2 Session

Understand Your GHG Emissions

Module 2 Homework Assignment

Decarbonization Strategy Modeling Tool: Module 2

Module 2 Playbook

Module Instructions

Module instructions

To complete Module 2, please follow the instructions outlined below. All materials, including session recordings, resources, and homework assignments, are available on the program SharePoint page. Be sure to download and save copies of all materials before editing them.

- ☐ 1. Watch or attend the **Module 2 Session: “Understanding Your GHG Emissions”**
 - a. If you are unable to attend the session at the scheduled time and date, please watch the session recording
- ☐ 2. Complete the **Module 2 Homework Assignment: Decarbonization Modeling Tool: Module 2 Section (Sheets M2.0 - M2.3)**
 - a. Download and save a copy of the Decarbonization Strategy Modeling Tool (Excel file)
 - b. Review the sheet titled “READ ME” for instructions on how to use the tool
 - c. Navigate to “Module 2 Start”. Complete each Module 2 sheet, reading the instructions and inputting the required information.
Please see the required Module 2 sheets below.

Please Note

Please refer to the data collected during the [Module 1 Homework 2: Data Collection Exercise](#), as it provides the information needed to complete this homework assignment.

Module instructions

Module 2 Assigned Sheets Include:

☐ 1. M2.0: Facility and Vehicles Details

- Input facility and vehicle fleet details such as facility locations, site area, and number of vehicles.

☐ 3. M2.1: Emission Sources

- Confirm Scope 1 and 2 greenhouse gas emission sources and indicate the internal stakeholder who owns the data for each emission source.

☐ 4. M2.2 Base Year Raw Energy Data

- Input annual consumption data for each emission source by facility.

☐ 5. M2.3 Base Year Emission Factors

- (Optional) The modeling tool calculates Scope 1 and 2 GHG emissions using base year raw energy data and emission factors. If preferred, input inventory-specific emission factors. Otherwise, default factors from the U.S. EPA eGRID, Ember Energy, and U.S. EPA GHG Emission Factors Hub databases are applied based on facility location.

☐ Base Years Emission Summary

- Confirm that Scope 1 and 2 greenhouse gas emissions are calculated correctly in the tool. If Scope 1 and 2 emissions differ significantly from your internally calculated emissions (by more than 15%), please contact the program team.

Once the steps above are complete, please confirm you have finished the module by emailing the following items to the program inbox:

1. A copy of the Decarbonization Strategy Modeling Tool with the Module 2 sheets completed. No other sections of the tool need to be completed.
2. Confirmation that you have watched the session recording, if you did not attend the module session live.

Receipt of these items is required to be marked as having completed the module and to be eligible to receive a certificate at the end of the program.



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