



U.S. General Services Administration

GSA Carbon Footprint Tool Quick Reference Guide

Quick Reference Guide Overview

This Guide provides an overview of the registration, data entry and reporting features of the GSA Carbon Footprint Tool. Go to **page 4** of the Guide to learn about creating a **Site**. A **Site** must be created before greenhouse gas information can be entered. For more detailed information on how to use the Carbon Footprint Tool to build your greenhouse gas inventory, please refer to the companion document – the [GSA Carbon Footprint Tool User Guide](#).

Carbon Footprint Tool Homepage-> <https://www.carbonfootprint.gsa.gov/>

- * **Sign In:** Click the “sign in” link in the upper right-hand corner of the home page to start using the Carbon Footprint Tool.

Common Sources of Federal Greenhouse Gas Emissions

Scope 1 GHG emissions from sources that are owned or controlled by a Federal agency

Scope 2 GHG emissions resulting from generation of electricity, heat, or steam purchased by a Federal agency

Scope 3 GHG emissions from sources not owned or directly controlled by a Federal agency but related to agency activities

Upcoming Enhancements

- **Scope 3**
 - Transmission and Distribution Losses from Purchased Electric, Steam, and Chilled Water
 - Contracted Offsite Wastewater Treatment

Get Started

The General Services Administration (GSA) developed the Carbon Footprint Tool to help Federal Agencies calculate, report, and reduce their greenhouse gas (GHG) emissions from direct and indirect activities. Before you can begin using the Tool, you will need to **Register** as a New User, **Sign In** to the Tool and **create “Sites”** for your Agency.

Register

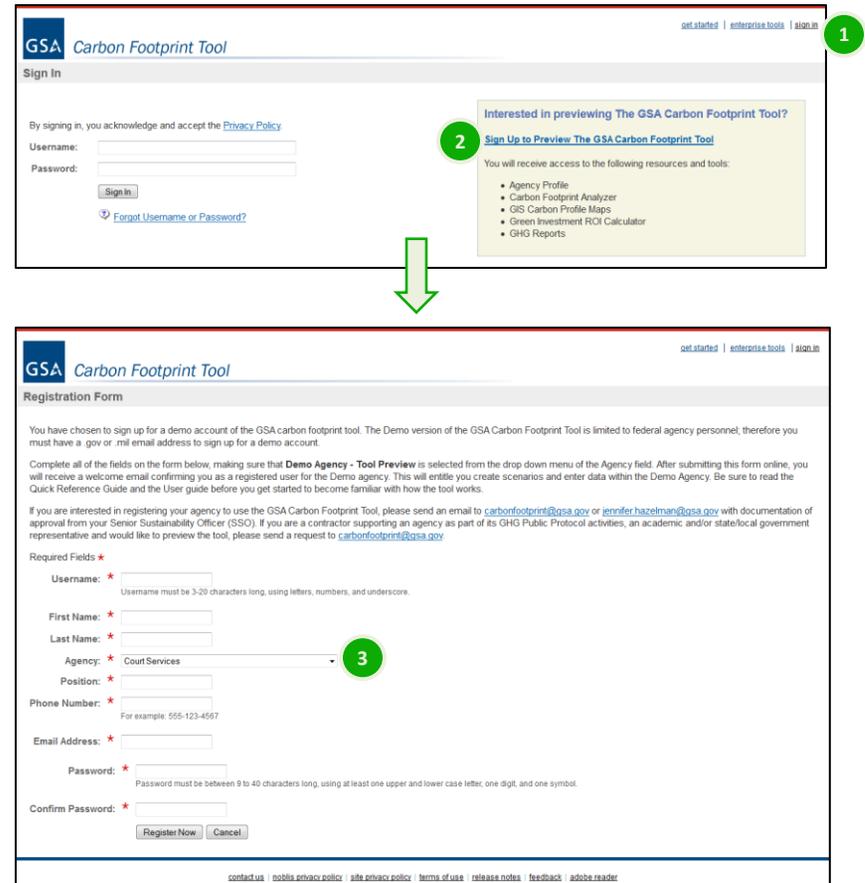
- 1 Go to the homepage - <https://www.carbonfootprint.gsa.gov/>. Click the “**sign in**” link that appears in the upper right-hand corner of every page. You will be directed to the **Sign In** page.
- 2 Click the hyperlink “**Sign Up to Preview The GSA Carbon Footprint Tool**” located on the right-hand side of the **Sign In** page. You will be redirected to the **Registration Form** page.
- 3 Click the “Agency” drop down list to see if the name of your agency appears. If the name of your Agency does not appear, select “Demo Agency - Tool Preview”. Complete all other required fields in the Registration Form, then click the **Register Now** button to complete the registration process.

If you are a contractor supporting an agency as part of its GHG Public Protocol activities, an academic and/or state/local government representative and would like to preview the Carbon Footprint Tool, please send a request to carbonfootprint@gsa.gov.

Sign In

- Click the “**sign in**” link that appears in the upper right-hand corner of every page. You will be redirected to the **Sign In** page where you can enter your “username” and “password”.

Click the **Sign In** button.



Create Site

The Carbon Footprint Tool represents a federal agency as an organizational unit called an Enterprise. An Enterprise is made up of **Sites** which store information about the physical attributes of buildings along with the energy use activities associated with those buildings. Sites are a critical component of the agency profile and must be created before GHG emissions can be calculated.

Sites are created and managed from the **Enterprise Profile** page which appears as soon as you **Sign In**.

The **Enterprise Profile** page has two sections: the left hand navigation and the main body. The left hand navigation displays hyperlinks to pages that allow you manage enterprise information, sites, and user profiles.

- 1 Click the “[Agency Sites](#)” hyperlink on the **Enterprise Profile** page to add a new site. You will be redirected to the **Manage Organization Sites** page.
- 2 On the **Manage Organization Sites** page, use the “[Add](#)” hyperlink enclosed in parentheses to add a new site via the Manage Site Info page.
- 3 The **Manage Site Info** page will prompt you to enter building location, size and operating information.

Once a site has been created you can edit or delete the site using the links and buttons on the **Manage Organization Sites** page.

CREATE SITE: Enterprise Profile >> Agency Sites >> Add

The screenshot shows the 'Enterprise Profile' page. On the left is a navigation menu with 'Agency Sites' highlighted. The main content area shows 'Agency Emissions' with a table of data for 2008, 2009, and 2010. Below this is a bar chart titled 'Emissions by Scope' showing emissions for 2009 and 2010 across three scopes. A green circle with the number '1' is placed over the 'Agency Sites' link in the navigation menu. A green arrow points from this circle to the 'Agency Sites' link in the screenshot.

Enterprise	Category	2008 CO ₂ e Emission	2009 CO ₂ e Emission	2010 CO ₂ e Emission
Enterprise		11,818.11	5,550,622.56	13,682,033,865.51
	Scope 1: Direct Emissions	0.00	5,514,761.15	97,528,905.05
	Scope 2: Indirect Emissions	11,818.11	20,628.97	6,384,540,273.85
	Scope 3: Other Indirect Emissions	0.00	6,208.44	6,959,895,883.59
	Enterprise CO ₂ e Emission			

The screenshot shows the 'Manage Organization Sites' page. It features a table with columns for Action, Site Group, Name, Address, eGRID Subregion, Gross Sq. Ft., Building Type, Staff Size, EISA Goal, and GHG Target. A green circle with the number '2' is placed over the 'Add' link in the page header. A green arrow points from this circle to the 'Add' link in the screenshot.

Action	Site Group	Name	Address	eGRID Subregion	Gross Sq. Ft.	Building Type	Staff Size	EISA Goal	GHG Target
	N/A	30 METROTECH CENTER	NEW YORK-KINGS, 22042	SERC Virginia/Carolina	0	Other	1	Subject	Included
	N/A	3000 2ND AVENUE	1000 2ND AVENUE SEATTLE, VA 22042	SERC Virginia/Carolina	1	Other	1	Subject	Included
	N/A	502 SO. 30TH STREET	PHOENIX, 22042	SERC Virginia/Carolina	0	Other	1	Subject	Included
	N/A	308 WYNN DRIVE BLDG	HUNTSVILLE, 22042	SERC Virginia/Carolina	0	Other	1	Subject	Included
	N/A	20821 LIPICALI BLDG	FARMERS HIGHWAYS, 22042	SERC Virginia/Carolina	0	Other	1	Subject	Included
	N/A	1111 3RD AVE BLDG	SEATTLE, 22042	SERC Virginia/Carolina	0	Other	1	Subject	Included
	N/A	1127 NORTH 14 STREET	LOMPOC, 22042	SERC Virginia/Carolina	0	Other	1	Subject	Included
	N/A	1346 WEST SIXTH STREET	LOS ANGELES, 22042	SERC Virginia/Carolina	0	Other	1	Subject	Included
	N/A	155 WEST VISTA ROAD	HOLBROOK, 22042	SERC Virginia/Carolina	0	Other	1	Subject	Included
	N/A	1645 SOUTH 101ST EAST AVENUE	TULSA, 22042	SERC Virginia/Carolina	0	Other	1	Subject	Included
	N/A	10016 ST**	VA SUBJECT 0294, 22042	SERC Virginia/Carolina	0	Other	1	Subject	Included

The screenshot shows the 'Manage Site Info' page. It contains a form with the following fields: Site Name (required), Site Group (dropdown menu), Address 1 (required), Address 2 (required), City (required), and State (required). A green circle with the number '3' is placed over the 'Add' link in the page header. A green arrow points from this circle to the 'Add' link in the screenshot.

Calculate GHG Emissions

The Carbon Footprint Tool uses a bottom-up calculation approach to collect building-level data on direct fuel consumption, purchased electricity, business travel, commuting and other direct and indirect energy-use activities. This approach allows Agencies to focus on gathering the most relevant and accurate data as they develop GHG emissions estimates.

To use the Carbon Footprint Tool to account for all emission sources and activities within a chosen inventory boundary, you will need to do the following:

- Determine the number of sites (buildings) within your inventory boundary
- Add each of these sites to the Carbon Footprint Tool (as described in “Create Site”)
- Create a scenario for each site
- Enter Scope 1, Scope 2 and Scope 3 information for each site

Create New Scenario

- 1 Click the blue **Analyzer** tab on the **Enterprise Profile** page. You will be redirected to the **Scenario List**.
- 2 On the **Carbon Footprint Analyzer: Scenario List** page, the scenarios are listed in a large table that can be sorted by any of the row headings.
- 3 Click the “**Create a new scenario**” link in the upper right-hand portion of the analyzer page. You will be directed to the **Scenario Form** page.
- 4 On the **Scenario Form** Page, enter the Scenario Name and select a Scenario Owner, Scenario Site, and Reporting Fiscal Year from drop down menus. You will have the option to lock the scenario, preventing it from being edited at a later date without being unlocked. This functionality is intended to prevent other users from changing inputs to your scenario.

Enterprise Profile 1

Enterprise Profile | Analyzer | External Data Feeds | Dashboard | Reports | Carbon Profile Map | ROI Calculator | Help

User Profile
 • Update Password
 • Update Information

Agency
 • Agency Profile
 • Agency Sites
 • Agency Site Groups
 • Agency Users

Agency Emissions

Category	2008 CO ₂ e Emission
Enterprise	11,818.11
Scope 1: Direct Emissions	0.00
Scope 2: Indirect Emissions	11,818.11
Scope 3: Other Indirect Emissions	0.00

All values are in metric tons of CO₂e.

8000M **Emissions by Scope**

Carbon Footprint Analyzer: Scenario List 3

Enterprise Profile | Analyzer | External Data Feeds | Dashboard | Reports | Carbon Profile Map | ROI Calculator | Help

Scenario Actions
 Run the Carbon Footprint Analyzer | See Scenario GHG Report | Run the Dashboard
 Copy the Scenario | Delete this Scenario

Click on the column heading to sort your scenarios or choose one or more of the filters on the right. To select a scenario for a site, please click on the corresponding site name.

Year	Site Group	Site	Owner	Scenario	Last Updated	Scope 1	Scope 2	Scope 3	Total
2005	No Site Group	1000 2ND AVENUE	mesposito	No locked scenario	Jun 22, 2010 9:16pm	1	0	0	1
2006	No Site Group	1000 2ND AVENUE	hassarrif	Solid Waste	Apr 21, 2010 3:32pm	0	0	0	0
2006	No Site Group	1000 2ND AVENUE	mesposito	walk-thru123	Jun 24, 2010 3:49pm	0	-7,903	0	-7,903
2007	No Site Group	1000 2ND AVENUE	Timyan	Release 2 All Field Entries	Dec 16, 2010 11:58am	53,070	1	0	53,071
2008	No Site Group	1000 2ND AVENUE	L_listoum1	jessica scenario3	Sep 10, 2010 4:25pm	2	-17	1,430,419	1,430,395
2008	No Site Group	1000 2ND AVENUE	mesposito	test to see if Outlets work	Jun 26, 2010 1:27pm	0	0	0	0
2008	No Site Group	1000 2ND AVENUE	L_listoum1	copy of jessica scenario 1	Sep 14, 2010 11:13am	0	149	241	390
2008	No Site Group	1000 2ND AVENUE	mesposito	Dulles2-test1	Jun 25, 2010 1:28pm	0,119	23	0	0,143
2008	No Site Group	1000 2ND AVENUE	L_listoum1	jessica scenario1	Aug 11, 2010 4:10pm	0	149	237	385

Scenario Form 4

Enterprise Profile | Analyzer | External Data Feeds | Dashboard | Reports | Carbon Profile Map | ROI Calculator | Help

Fields marked with * are required.

Name: * [Text Field]

Owner: * [Dropdown Menu: Doe, John (JohnDoe)]

Site: * [Dropdown Menu: 1000 2ND AVENUE]

Reporting Fiscal Year: [Dropdown Menu]

Locked:

[Submit] [Cancel]

Enter Data

1 Identify the scenario of interest from the Scenario List on the **Analyzer** Page.

2 Click the hyperlinked name of the scenario in the **Scenario** column of the **Scenario List**. You will be redirected to scenario data page where you can enter data for the Scope 1, Scope 2, Scope 3, Renewable Energy, and Water sections.

NOTE: If you accidentally click the **Site Name** instead of the Scenario Name you will be redirected to the **Site Information** page.

3 The **Scope 1** page of the scenario is selected by default after you click the **Run Analyzer** button. Select the inventory categories (Stationary Combustion, Mobile Combustion, Fugitive Emissions, etc.) for which you wish to provide data. This means, for example, that if the building being represented in the scenario only uses natural gas for stationary combustion equipment, you would only need to select “Natural Gas”. The other check boxes would be left blank. Click the “Next” button at the bottom of the page to begin entering data.

4 Once you advance through all of the data entry screens for **Scope 1** emissions, the Analyzer will automatically direct you to the **Scope 2** tab.

Repeat the process to enter data for the other sections of the scenario.

The screenshot illustrates the workflow for entering data. It starts with the **Scenario List** table, where a scenario is selected. The user is then directed to the **Scope 1: Direct** data entry screen, which includes sections for Stationary Combustion, Mobile Combustion, and Fugitive Emissions. A green arrow points from the selected scenario in the list to the Scope 1 screen. From the Scope 1 screen, the user is automatically directed to the **Scope 2: Indirect** data entry screen, which includes sections for Purchased Electricity, Building Electricity, Data Center, IT Equipment, and Purchased Steam, Heating or Cooling. A green arrow points from the Scope 1 screen to the Scope 2 screen.

Year	Site Group	Site	User	Scenario
2008	No Site Group	1000 2ND AVENUE	mesposito	foo locked scenario
2008	No Site Group	Noblis Building	hassarif	Solid Waste
2008	No Site Group	Noblis Building	mesposito	walk-thru123
2007	No Site Group	Noblis Building	Timryan	Release 2 All Field Entries
2008	No Site Group	1000 2ND AVENUE	JohnDoe	FY 2008 Base

Scope 1: Direct

Stationary Combustion

Natural Gas

Petroleum

Coal/Municipal Solid Waste

Biogas/Biomass

Mobile Combustion

Fossil Fuels

Alternative Fuels

Biogas - Ethanol Blend

Biogas - Biodiesel Blend

Fugitive Emissions

Fluorinated Gases

Hydrofluorocarbons

Hydrochlorofluorocarbons

Scope 2: Indirect

Purchased Electricity

Building Electricity

Utility Data Availability

Data Center

Data Center

IT Equipment

IT Inventory Estimation

Purchased Steam, Heating or Cooling

Purchased Steam, Hot, or Chilled Water

Report GHG Emissions

The Carbon Footprint Tool generates reports that are transparent and traceable; emissions sources that contribute to the GHG inventory are clearly identified and the detailed calculations used are fully described.

Generate Current Scenario Report

- 1 Identify the scenario of interest from the Scenario List on the Analyzer Page.
- 2 Click the Scenario Report (📄) button in the **Actions** column of the **Scenario List**. You will be redirected to the GHG Report for the scenario.

The screenshot shows a table with the following columns: Year, Site Group, Site, and User. The 'Actions' column contains several icons, including a document icon. A red box highlights the 'Actions' column, and a green arrow points to the document icon for the 2010 scenario.

Scenario List

Year	Site Group	Site	User	Actions
2008	No Site Group	1000 2ND AVENUE	mesposito	[Icons]
2008	No Site Group	Noblis Building	hassarif	[Icons]
2008	No Site Group	Noblis Building	mesposito	[Icons]
2007	No Site Group	Noblis Building	Timryan	[Icons]
2008				[Icons]

2010 - FY 2010 Base - GHG Report

Annual Agency Emissions FY2010

Site: 1000 2nd Avenue

EISA Goal Subject or Goal Excluded: Subject

GHG Target Included or Excluded: Included

Generated on: October 5, 2011, 3:00 pm

Agency

Reporting Agency: Agency

Agency Description: Agency Description

Agency Website: <http://www.website.gov>

Report Preparer: John Doe

Reporting Period: The base year for this report is FY2010.

Organizational Boundaries: Organizational Boundaries

Operational Boundaries: Operational Boundaries

CO₂ Emissions Summary

Emissions Summary	Scope 1	Scope 2	Scope 3	Total
	25,882,666	850,312	34,425,258	61,158,236

All values are in metric tons of CO₂ equivalents.

Generate Enterprise Report

- 3 Click on the **Reports** tab that is visible from the *Enterprise Profile* page.

The screenshot shows the 'Enterprise Reports' section of the application. It includes a table of 'Enterprise Reports' with columns for Year, Summary Report, and Fiscal Year Comparison Report. A red box highlights the 'View' link for FY 2006.

Enterprise Reports

Year	Summary Report	Fiscal Year Comparison Report
FY 2006	View	View
FY 2007	View	View
FY 2008	View	View
FY 2009	View	View
FY 2010	View	View
FY 2011	View	View

Site Group Reports

Site Group	Year	Summary Report
East	2010	View
Mobile Combustion Yes/No	2010	View
Name of SiteGroup	2010	View

Site Reports

User: * All

Year: * Select Year

Site: * Select Site

Scenario: * Select Scenario

Type: * GHG Report

- 4 Click the "[View](#)" hyperlink for the fiscal year of interest under the Enterprise Reports section.