

Video #3

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Welcome to this video about GSA's carbon Footprint tool. This particular video is in a series and deals with the scope 3 commuter survey and how you can launch one for your federal agency. There are other videos in this series about how you can create an entire greenhouse gas inventory in the carbon footprint tool.

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As we get started, let's talk about the scope 3 commuter survey. Now you may have the need in the past to create a survey, or use another survey in house that may have taken a lot of effort to figure out how your employees are getting to work, and then run calculations about what emissions are associated with those different commute methods. GSA's scope 3 commuter survey is designed to take the hard work out of the commuter survey process and the calculations associated with it.

We've had tremendous success rates in terms of responses; with an average response of over 40% and 99% of survey takers are either a favorable or neutral opinion as they exit the survey.

One of the best features of the Carbon Footprint Tool's commuter survey is that it automatically calculations the results for you as soon as the survey is closed.

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Now to ensure those high participation rates, there are some things that we do upfront. We work with you going through a pre-deployment checklist to make sure that we've covered all the bases, and that we've worked with your IT administrators so the survey emails don't go straight to the spam box. We also make sure that you understand there are mandatory greenhouse gas emission calculations, but also optional questions that you can select. So that you can see not only how people are getting to work, but how satisfied they are with the current telecommuting policy, or what some of the reasons are that they may or may not be telecommuting today.

These questions were developed in collaboration with white house CEQ, the DOT Volpe center, and DEO FEMP.

As we go through and prepare for the launch of the survey, we make sure that senior management has the opportunity to add their own words to the survey invitation to express the importance of taking this survey and how participating can really help them and make your employees commutes and work better.

Now you have the ability to capture your results by individual site if you have a list of building that you want people to associate their individual response with, or you could just capture the results by zip code.

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So after we've done our preparation work when we launch the survey it is usually over a period of about five days. We make sure that throughout the process we're doing things so that results aren't double counted, for example. So we assign a unique ID code for each survey taker that can only be used once. And we make sure there isn't any personal information attached to the results so we have a system where we are randomly generating a code and assigning it to an email address. So when you get the

results you won't know who took the survey, you'll just get a large file of raw results as well as a summary, but there won't be any association with an individual response with an individual email address.

As the survey is deployed we have a help desk that is staffed and ready to answer any questions for people who may have issues taking the survey, or just want some more information about a particular question.

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Now you'll have the ability to log into the Carbon Footprint Tool and track how many people have taken the survey, for example. As that week goes on we send out reminder emails every couple of days to help boost response rates to help us get over that 40% response rate.

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Then at the end of the week, or however long you choose to run the survey, if the survey ends at midnight on Friday, then at 12:01 on Saturday you can log in and get your commuter survey results. Not only the raw data behind it, but the full calculations will go into your greenhouse gas emission inventory.

You can store these in the carbon footprint tool or you can request a PDF and excel file be sent to you. You've got a lot of different options as to what to do with these results, but very importantly you don't have to do the math behind it. The carbon footprint tool runs those numbers for you.

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So if you're interested in using the GSA Carbon Footprint Tool or the scope 3 commuter survey send an email to carbonfootprint@gsa.gov

You can get a preview account of the CFT that will show you all the different features of the tool in addition to the survey by going to <http://www.carbonfootprint.gsa.gov>

If you have additional questions please reach out to Jennifer Hazelman at the contact information on the screen.

Thank You.