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EPA Simplified GHG Emissions Calculator ("the Calculator")

August 2022

The EPA Simplified GHG Emissions Calculator ("the Calculator") is designed as a simplified calculation tool to help organizations estimate and inventory their annual greenhouse gas (GHG) emissions for US-based operations. All methodologies and default values provided are based on the most current Center for Corporate Climate Leadership Greenhouse *Gas Inventory Guidance Documents* and the *Emission Factors Hub*. The Calculator will quantify the direct and indirect emissions from sources at an organization when activity data are entered into the various sections of the workbook for one annual period.

Before entering data, please: 1) Enable Macros and 2) Familiarize yourself with the *Simplified Guide to GHG Management for Organizations*.

Access the guide: https://www.epa.gov/system/files/documents/2022-09/Simplified_Guide_GHG_Management_Organizations.pdf

There are three primary steps in completing a GHG inventory. Each emissions source also has these three steps.

(1) **DEFINE:** The first step in completing a GHG inventory is to determine the boundaries and emissions sources included within those boundaries. After you have defined your organizational and operational boundaries, you can use the questions on the "Boundary Questions" worksheet to help you determine which emissions sources are relevant to your business.

[Go to Boundary Questions](#)

(2) **COLLECT:** The second step is to collect data for the defined annual period. This step is typically the most time consuming, since the data can be difficult to gather. This Calculator has help sheets with suggestions and guidance for each emissions source and a general help sheet for data management. **Click the drop down menu boxes below to navigate to these sheets.**

Help - Data Management

(3) **QUANTIFY:** The third step is to calculate emissions. This Calculator is designed to complete the emissions quantification step for you. Once the user enters data in this MS Excel spreadsheet, the emissions will be calculated and totaled on the "Summary" sheet.

Calculator Guidance - Important Information

- (A) Navigate to the data entry sheets using the drop down menu in the dark grey cell below and then clicking on the "Go To Data Entry Sheet" button. On the data entry sheets enter data in ORANGE cells only.
- (B) This Calculator has several "Tool Sheets" with useful reference data such as unit conversions, heat contents, and emission factors. Click on the buttons below to go to the appropriate Tool Sheet.
- (C) Data must be entered in the units specified on the data entry sheets. Use the "Unit Conversions" or "Heat Content" sheets if unit conversion is necessary prior to entering data into the Calculator.
- (D) If more guidance is needed, you can reference the emission factor data sources found on the "Emission Factors" sheet.

Tool Sheets	Quick Data Entry Navigation
Unit Conversions	Upstream Trans and Dist
Heat Content	
Emission Factors	

Calculator Notes

Emission sources of all seven major GHGs are accounted for in the inventory and in this Calculator: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF₆), and nitrogen trifluoride (NF₃). The Calculator allows the user to estimate GHG emissions from scope 1 (direct), scope 2 (indirect), and some scope 3 (other indirect) sources.

The Calculator uses U.S.-specific cross-sector emission factors from the *Emission Factors Hub*. Many industrial sectors also have process-related emissions sources that are specific to their sector. EPA's Greenhouse Gas Reporting Program provides guidance and tools that can aid in the calculation and reporting of these emissions:

<https://www.epa.gov/ghgreporting>

The GHG Protocol also provides guidance on calculating emissions from industrial processes.

Operational Boundary Questions - Emissions Sources to Include

Guidance

Use the questions below to help you determine which emissions sources should be included in the inventory.

Emissions Source Questions

A typical office-based organization will likely have the following (scope 1 and scope 2) emissions sources:

- Stationary Combustion
- Refrigeration and AC
- Electricity

If you answer "yes" to a question below, that emissions source should be included in your inventory. For each facility within the defined organizational boundary, collect the necessary data for the selected time period. Use the corresponding Excel sheet to quantify these emissions.

Tip: you may need to ask your landlord about heating sources, steam purchased and refrigerants

Stationary Combustion	Yes or No?
Do you have facilities that burn fuels on-site (e.g., natural gas, propane, coal, fuel oil for heating, diesel fuel for backup generators, biomass fuels)?	Y
Mobile Sources	
Do any vehicles fall within your organizational boundary? This can include cars, trucks, propane forklifts, aircraft, boats. Only vehicles owned or leased by your organization should be included here.	N
Refrigeration and Air Conditioning	
Do your facilities use refrigeration or air conditioning equipment?	Y
Fire Suppression	
Do your facilities use chemical fire suppressants?	N
Purchased Gases	
Do you purchase any industrial gases for use in your business? These gases may be purchased for use in manufacturing, testing, or laboratories.	N
Electricity	
Does your inventory include facilities that use electricity?	Y
Steam	
Do you purchase steam for heating or cooling in your facilities?	N
Market-Based Emission Factors (entered on Electricity and or Steam tabs)	
Do you purchase renewable energy certificates (RECs) or green power products? Do you purchase electricity through a power purchase agreement (PPA)? Do you have supplier-specific emission factors?	N

Emissions Summary

Guidance

The total GHG emissions from each source category are provided below. You may also use this summary sheet to fill out the *Annual GHG Inventory Summary and Goal Tracking Form* (.xls) as this calculator only quantifies one year of emissions at a time.

<https://www.epa.gov/climateleadership/target-setting>

By entering the data below into the appropriate cell of the *Annual GHG Inventory Summary and Goal Tracking Form*, you will be able to compare multiple years of data.

If you have multiple Calculator files covering sub-sets of your inventory for a particular reporting period, sum each of the emission categories (e.g. Stationary Combustion) to an organizational total, which then can be entered into the *Annual GHG Inventory Summary and Goal Tracking Form*.

(A) Enter organization information into the orange cells. Other cells on this sheet will be automatically calculated from the data entered in the sheets in this workbook. Blue cells indicate required emission sources if applicable. Green cells indicate scope 3 emission sources and offsets, which organizations may optionally include in its inventory.

(B) The "Go To Sheet" buttons can be used to navigate to the data entry sheets.

Organizational Information:

Organization Name:	PeopleTec		
Organization Address:	4901-I Corporate Dr Huntsville, AL 35805		
Inventory Reporting Period:	Q4 2021 - Q2 2023		
	Start:	9/21/2021	End: 06/31/23
Name of Preparer:	Brannen Kerbo		
Phone Number of Preparer:	(256) 319-3826		
Date Prepared:	7/20/2023		

Summary of Organization's Emissions:

Scope 1 Emissions

Go To Sheet	Stationary Combustion	171,279	CO ₂ -e (metric tons)
Go To Sheet	Mobile Sources	0	CO ₂ -e (metric tons)
Go To Sheet	Refrigeration / AC Equipment Use	117	CO ₂ -e (metric tons)
Go To Sheet	Fire Suppression	0	CO ₂ -e (metric tons)
Go To Sheet	Purchased Gases	0	CO ₂ -e (metric tons)

Location-Based Scope 2 Emissions

Go To Sheet	Purchased and Consumed Electricity	1,195	CO ₂ -e (metric tons)
Go To Sheet	Purchased and Consumed Steam	0	CO ₂ -e (metric tons)

Market-Based Scope 2 Emissions

Go To Sheet	Purchased and Consumed Electricity	0	CO ₂ -e (metric tons)
Go To Sheet	Purchased and Consumed Steam	0	CO ₂ -e (metric tons)

Total organization Emissions

Total Scope 1 & Location-Based Scope 2	172,591	CO ₂ -e (metric tons)
Total Scope 1 & Market-Based Scope 2	171,396	CO ₂ -e (metric tons)

Reductions

Go To Sheet	Offsets	0	CO ₂ -e (metric tons)
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Net Scope 1 and 2 Location-Based Emissions	172,591	CO ₂ -e (metric tons)
Net Scope 1 and 2 Market-Based Emissions	171,396	CO ₂ -e (metric tons)

Scope 3 Emissions

Go To Sheet	Employee Business Travel	0	CO ₂ -e (metric tons)
Go To Sheet	Employee Commuting	0	CO ₂ -e (metric tons)
Go To Sheet	Upstream Transportation and Distribution	0	CO ₂ -e (metric tons)
Go To Sheet	Waste	0	CO ₂ -e (metric tons)

Required Supplemental Information

Go To Sheet	Biomass CO ₂ Emissions from Stationary Sources	0	CO ₂ -e (metric tons)
Go To Sheet	Biomass CO ₂ Emissions from Mobile Sources	0	CO ₂ -e (metric tons)

Scope 1 Emissions from Stationary Combustion Sources

Guidance

- (A) Enter annual data for each combustion unit, facility, or site (by fuel type) in ORANGE cells on Table 1. Example entry is shown in first row (GREEN Italics).
- Select "Fuel Combusted" from drop down box.
- Enter "Quantity Combusted" and choose the appropriate units from the drop down box in the unit column.
(B) If fuel is consumed in a facility but stationary fuel consumption data are not available, an estimate should be made for completeness.
(C) Biomass CO2 emissions are not reported in the total emissions, but are reported separately at the bottom of the sheet.

Table 1. Stationary Source Fuel Combustion

Table with 6 columns: Source ID, Source Description, Source Area (sq ft), Fuel Combusted, Quantity Combusted, Units. Includes example rows for BLR-012, Bldg-C, Bldg-D, Bldg-A, Bldg-I, Bldg-B.

GHG Emissions

Total Organization-Wide Stationary Source Combustion by Fuel Type

Summary table with 3 columns: Fuel Type, Quantity Combusted, Units. Rows for Anthracite Coal, Bituminous Coal, Sub-bituminous Coal.

Lignite Coal	0	short tons
Natural Gas	3,142,993,391	scf
Distillate Fuel Oil No. 2	0	gallons
Residual Fuel Oil No. 6	0	gallons
Kerosene	0	gallons
Liquefied Petroleum Gases (LPG)	0	gallons
Wood and Wood Residuals	0	short tons
Landfill Gas	0	scf

Total Organization-Wide CO₂, CH₄ and N₂O Emissions from Stationary Source Fuel Combustion

Fuel Type	CO ₂ (kg)	CH ₄ (g)	N ₂ O (g)
Anthracite Coal	0.0	0.0	0.0
Bituminous Coal	0.0	0.0	0.0
Sub-bituminous Coal	0.0	0.0	0.0
Lignite Coal	0.0	0.0	0.0
Natural Gas	171,104,560.2	3,237,283.2	314,299.3
Distillate Fuel Oil No. 2	0.0	0.0	0.0
Residual Fuel Oil No. 6	0.0	0.0	0.0
Kerosene	0.0	0.0	0.0
Liquefied Petroleum Gases (LPG)	0.0	0.0	0.0
Total Fossil Fuel Emissions	171,104,560.2	3,237,283.2	314,299.3
Wood and Wood Residuals	0.0	0.0	0.0
Landfill Gas	0.0	0.0	0.0
Total Non-Fossil Fuel Emissions	0.0	0.0	0.0
Total Emissions for all Fuels	171,104,560.2	3,237,283.2	314,299.3

Total CO₂ Equivalent Emissions (metric tons) - Stationary Combustion	171,279.2
Total Biomass CO₂ Equivalent Emissions (metric tons) - Stationary Combustion	0.0

Scope 1 Emissions from Refrigeration and Air Conditioning Equipment



Guidance

- (A) HFC, PFC, CO₂, and SF₆ refrigerants from facilities and vehicles are required to be included in the GHG inventory. Ozone depleting substances, such as CFCs and HCFCs, are regulated internationally and are typically excluded from a GHG inventory or reported as a memo item.
- (B) Select ONE of the three options with which to estimate emissions. Options range from most preferred method (Option 1) to least preferred method (Option 3). If option 3, screening method, is used and emissions are determined to be significant when compared to other emission sources, then one of the other methods should be applied to calculate emissions more accurately.
- (C) Enter annual data in ORANGE cells as appropriate for the selected option.

- Option 1. Material Balance Method:** Enter organization-wide total gases stored and transferred (by gas) in Table 1.
- Choose the appropriate gas from the Gas drop down menu.
 - Inventory Change = difference of gas stored in inventory from beginning to end of reporting period. (Includes only gas stored on-site (i.e. cylinders) and not gas contained within equipment).
 - Transferred Amount = gas purchased minus gas sold/disposed during reporting period.
 - Gas purchased includes: Purchases for inventory, as part of equipment servicing (not from inventory), within purchased equipment, and gas returned to the site after off-site recycling.
 - Gas sold/disposed includes: Returns to supplier, sales or disposals (including within equipment), and gas sent off-site for recycling, reclamation, or destruction.
 - Capacity Change = capacity of all units at beginning minus capacity of all units at end of reporting period. (can be assumed to be capacity of new units minus capacity of retired units).

Table 1. Organization-Wide Refrigeration Gas CO₂ Equivalent Emissions - Material Balance

Gas	Gas GWP	Inventory Change (lb)	Transferred Amount (lb)	Capacity Change (lb)	CO ₂ Equivalent Emissions (lb)

- Option 2. Material Balance Method (Simplified):** Enter organization-wide total gases in units (by gas) in Table 2.
- Choose the appropriate gas from the drop down menu.
 - New units are those installed during reporting period (do not include any data for new units pre-charged by supplier), disposed units were disposed of during the reporting period, and existing units are all others.
 - Charge/Recharge = gas added to units by organization or a contractor (do not include pre-charge by manufacturer).
 - Capacity = sum of the full capacity for all units (do not include new units pre-charged by manufacturer).
 - Amount recovered = total gas recovered from all retired units.

Table 2. Organization-Wide Refrigeration Gas CO₂ Equivalent Emissions - Simplified Material Balance

Gas	Gas GWP	New Units		Existing Units	Disposed Units		CO ₂ Equivalent Emissions (lb)
		Charge (lb)	Capacity (lb)	Recharge (lb)	Capacity (lb)	Recovered (lb)	

Light-Duty Truck A/C Units	Light-duty truck A/C units (capacity 1.5 kg)
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GHG Emissions

Total CO₂ Equivalent Emissions (metric tons) - Refrigeration and AC Equipment	117.2
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Notes:

1. CO₂ emissions estimated using emission factors provided in Table 3 of the Center for Corporate Climate Leadership *Greenhouse Gas Inventory Guidance Direct Fugitive Emissions from Refrigeration, Air Conditioning, Fire Suppression and Industrial Gases. (Dec 2020)*.
2. GWPs are from *Intergovernmental Panel on Climate Change (IPCC) Fourth Assessment Report (2007)*.

