

# Carbon Footprint Calculation Report

## 1. Executive Summary

## 2. Introduction

- Purpose of the Report
- Scope & Boundaries
- Methodology Overview

## 3. Organizational Profile

- Company/Organization Description
- Reporting Period
- Operational Boundaries

## 4. Data Collection & Sources

- Methods Used
- Data Quality & Uncertainties
- Data Sources

## 5. Emission Categories

1. **Scope 1: Direct Emissions**
  - On-site Fuel Combustion
  - Company Vehicles
2. **Scope 2: Indirect Emissions**
  - Purchased Electricity
3. **Scope 3: Other Indirect Emissions**
  - Business Travel
  - Waste Disposal
  - Supply Chain

## 6. Emission Factors & Calculations

- List of Emission Factors Used
- Calculation Formulas
- Assumptions & Limitations

## 7. Results

- Total Carbon Footprint (tCO<sub>2</sub>,e)
- Breakdown by Scope
- Key Contributors

## 8. Analysis & Discussion

- Benchmarking
- Trends
- Areas for Improvement

## 9. Recommendations

- Reduction Opportunities
- Action Plan Suggestions

## 10. Appendices

- Detailed Calculations
- Raw Data Tables
- References