

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 (tCO₂e)
- 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