**Template for collection of information for ClimateCalc**

**Company information**

|  |  |
| --- | --- |
| Company name |  |
| Address |  |
| Number of employees |  |
| State the activities/processes included in the specific production units (e.g., sale, prepress, printing, finishing) |  |
| Financial year (normally a full year) |  |
| Responsible for the carbon account |  |
| E-mail of the responsible |  |
| Phone number of the responsible |  |

**Purchased fuel for burning in the company’s own stationary burning units**

|  |  |
| --- | --- |
| Natural gas | m3 or kWh |
| LPG | m3 or kg |
| Heating oil (light) | litre or kg |
| Other fuel\* | kg |
| Supplier |  |
| Description of calculation method:   * Yearly statement or invoice * Installation number – if any * Calculations or assumptions * Where are the data filed? * Responsible for data |  |

\*By stating “other fuel” heating value and emission factor for fuels and emission factors for production of fuel upstream must be provided.

**Purchased fuel for burning in the company’s own or leased vehicles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fuel:  Purchased for: | LPG | Petrol | Diesel oil | Other fuel\* |
| Transportation of products to and from sub supplier | m3 or kg | litre or kg | litre or kg | kg |
| Transportation of products to customers | m3 or kg | litre or kg | litre or kg | kg |
| Other transportation (e.g. company cars, salesmen’s cars) | m3 or kg | litre or kg | litre or kg | kg |
| Number of kilometres with mileage allowance to the employees in own car | km | | | |
| Description of calculation method:   * Yearly statement or invoice * Filing of data * Calculations or assumptions * Responsible for data |  | | | |

\*By stating “other fuel” heating value and emission factor for fuels and emission factors for production of fuel upstream must be provided.

**Purchased electricity for use in the company**

|  |  |
| --- | --- |
| Consumption | kWh or MJ |
| Electricity supplier |  |
| Kind of electricity  (standard, green, etc.) \* |  |
| Description of calculation method:   * Yearly statement or invoice * Installation number * Calculations or assumptions * Where are the data filed? * Responsible for data |  |

\*By stating supplier specific electricity, the emission factor for producing electricity including upstream emissions from producing the fuel together with transmission loss must be provided.

**Purchased electricity for vehicles**

|  |  |
| --- | --- |
| Consumption | kWh or MJ |
| Electricity supplier |  |
| Kind of electricity  (standard, green, etc.) \* |  |
| Description of calculation method:   * Yearly statement or invoice * Installation number * Calculations or assumptions * Where are the data filed? * Responsible for data |  |

\*By stating supplier specific electricity, the emission factor for producing electricity including upstream emissions from producing the fuel together with transmission loss must be provided.

**Purchased district heating**

|  |  |
| --- | --- |
| Consumption | kWh or MJ |
| District heating supplier\* |  |
| Composition of the fuel at the district heating plant: |  |
| Coal: | % |
| Natural gas: | % |
| Biomass: | % |
| Waste heat: | % |
| Heat efficiency for the district heating plant: | % |
| Electricity efficiency for the district heating plant: | % |
| Loss of transmission in the district heating system: | % |
| Description of calculation method:   * Yearly statement or invoice * Installation number * Calculations or assumptions * Where are the data filed? * Responsible for the data |  |

\*By stating supplier specific district heating the emission factor for producing district heating including upstream emissions from producing the fuel together with transmission loss must be provided.

**Purchased substrates**

|  |  |
| --- | --- |
| Purchased tonnage | kg |
| State the substrate quality / supplier for the most used qualities.  It is recommended to provide data for at least 50 % of the purchased paper qualities, as the carbon calculator uses worst case data for paper for the remaining tonnage.  For non-paper-based substrates, data must be obtained for all the substrates to avoid using worst-case data for paper.  A template for a letter asking for data from the suppliers has been composed. |  |
| Description of calculation method:   * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Printing plates of aluminium**

|  |  |
| --- | --- |
| Purchased tonnage or delivered tonnage | kg |
| Fill in alternatively:   * Plate thickness * Total plate area | mm  m2 |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Printing plates of other material**

|  |  |
| --- | --- |
| Purchased tonnage or delivered tonnage\* | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

\*By stating “printing plates of other material” emission factors for production of the printing plates upstream must be provided

**Printing ink heatset**

|  |  |
| --- | --- |
| Purchased tonnage | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Printing ink coldset**

|  |  |
| --- | --- |
| Purchased tonnage | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Printing ink sheet fed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Mineral oil based | Vegetable oil based | UV based | Other\* |
| Purchased tonnage | kg | kg | kg | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |  |  |  |

\*By stating “other ink” emission factors for production of the ink upstream must be provided.

**Flexographic plate**

|  |  |  |  |
| --- | --- | --- | --- |
| Purchased tonnage or delivered tonnage | kg | | |
| Fill in alternatively: | 114 mm | 170 mm | Other\* |
| m2 | m2 | m2 |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |  |  |

\*By stating “other flexographic plates” emission factors for production of the flexographic plates upstream must be provided.

**Printing ink flexographic**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Solvent  based | Water based | UV based | Other\* |
| Purchased tonnage | kg | kg | kg | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |  |  |  |

\*By stating “other ink” emission factors for production of the ink upstream must be provided.

**Printing ink screen**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Solvent based | Water based | UV based | Platisol | Other\* |
| Purchased tonnage | kg | kg | kg | kg | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |  |  |  |  |

\*By stating “other ink” emission factors for production of the ink upstream must be provided.

**Printing ink digital**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Toner | Solvent based | Water based | Other\* |
| Purchased tonnage | kg | kg | kg | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |  |  |  |

\*By stating “other ink” emission factors for production of the ink upstream must be provided.

**Magazine rotogravure**

|  |  |
| --- | --- |
| Copper for cylinder | kg |
| Pigments in ink (concentrated amount) | kg |
| Toluene (consumed) | kg |
| Varnish | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Varnish (water based)**

|  |  |
| --- | --- |
| Purchased tonnage | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Varnish (oil based)**

|  |  |
| --- | --- |
| Purchased tonnage | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Varnish (UV)**

|  |  |
| --- | --- |
| Purchased tonnage | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Cleaning agents**

|  |  |
| --- | --- |
| Purchased tonnage | litre or kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Fountain solution**

|  |  |
| --- | --- |
| Purchased tonnage | litre or kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Isopropanol**

|  |  |
| --- | --- |
| Purchased tonnage | litre or kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**IPA alcohol (mixture of IPA and ethanol)**

|  |  |
| --- | --- |
| Purchased tonnage | litre or kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Cardboard for packing**

|  |  |
| --- | --- |
| Purchased tonnage | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**PE plastic for packing**

|  |  |
| --- | --- |
| Purchased tonnage | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Substrate waste**

|  |  |
| --- | --- |
| Delivered tonnage | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Printing ink waste**

|  |  |
| --- | --- |
| Delivered tonnage | kg |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Production data for companies without printer**

|  |  |
| --- | --- |
| Fill in data for the size of the production if there is no paper consumption (e.g., turnover, running hours, number) |  |
| Describe where data come from |  |

**Transportation of employees to and from work**

Total number of employees:

|  |  |  |  |
| --- | --- | --- | --- |
| **Means of transportation** | **Number of employees** | **Average distance per employee per day  (both ways)** | **Average number of working days per  employee per year** |
| Company car |  | Enter the fuel consumption in ”Purchased fuel for burning in the company’s own or leased vehicles” on page 1” | |
| Petrol car\* |  | km | days |
| Diesel car\* |  | km | days |
| Moped / scooter |  | km | days |
| Motorcycle |  | km | days |
| Bicycle / walking |  |  |  |
| Public transportation |  | km | days |

\*Employees with company car must be left out if the fuel consumption is included in “Purchased fuel for burning in the company’s own or leased vehicles” (page 1).

Description of calculation method including public transportation:

|  |
| --- |
|  |

**Transportation of products to and from sub supplier (purchased transportation)\***

\*Transportation of products in own vehicles must be included as fuel consumption under “Purchased fuel for burning in the company’s own or leased vehicles” (page 1).

|  |  |
| --- | --- |
| Yearly amount of transported products in truck with load weight capacity < 3,5-16 tons | kg |
| Average distance | km |
| Yearly amount of transported products in truck with load weight capacity of 16-32 tons | kg |
| Average distance | km |
| Yearly amount of transported products in truck with load weight > 32 tons | kg |
| Average distance | km |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |

**Transportation of products to customers (purchased transportation)\***

\*Transportation of products in own vehicles must be included as fuel consumption under “Purchased fuel for burning in the company’s own or leased vehicles” (page 1).

|  |  |
| --- | --- |
| Yearly amount of transported products in truck with load weight capacity < 3,5-16 | kg |
| Average distance | km |
| Yearly amount of transported products in truck with load weight capacity of 16-32 tons | kg |
| Average distance | km |
| Yearly amount of transported products in truck with load weight > 32 tons | kg |
| Average distance | km |
| Description of calculation method:   * Yearly statement or invoice * Where are the data filed? * Calculations or assumptions * Responsible for data |  |