

# Climate Wise

## Project / Data Reporting Workshop

24 February 2009

Welcome!



# Agenda

- 130-135: Introduction / welcome
- 135-200: Climate Wise reporting concepts
- 200-245: 2008 Project reporting form demonstration
- **245-300: Break / networking**
- 300-400: Complete reporting forms in small groups / discussion
- 400-415: Q/A, reporting wrap-up
- **415-430: GHG baseline tool overview**

# Climate Wise

## :: Reporting Concepts

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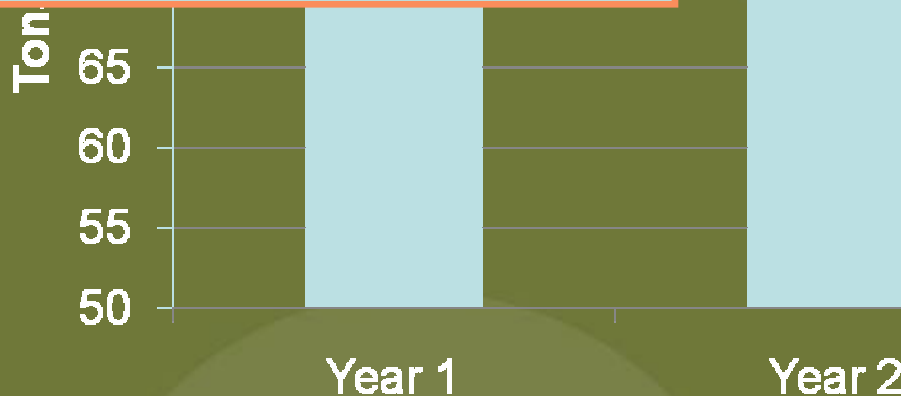


# Project / Data Reporting: what?

## REDUCTION PROJECTS

- **Project** data reporting required annually of all Partners
- Includes **Project** data from Energy, Solid Waste, Transportation, and Water Projects
- Track **Projects** as implemented and report by February

## Greenhouse Gas Emissions



## GREENHOUSE GAS (GHG) BASELINE

- **Baseline** data reporting required annually of Gold and Platinum Partners, optional for all others
- Includes **Baseline** data such as electric, water, and natural gas utilities, fuels consumed by fleet vehicles, airline travel, and solid waste generation
- Gather **Baseline** data at end of calendar (or fiscal) year and enter into Climate Wise Baseline tool or equivalent

# Data reporting: why?

- Project data reporting is foundation of Climate Wise program
- Climate Wise essential part of community climate protection plan
- New “**measures**” (projects) and recycling data are reported annually (see Bronze and Silver Partner Level requirements)



# Project reporting: how?

- Project reports for preceding calendar year due March 6<sup>th</sup>
- Reporting resources:
  - Climate Wise website: [fcgov.com/climatewise/data.php](http://fcgov.com/climatewise/data.php)
  - Resource Guide: [fcgov.com/climatewise/resources.php](http://fcgov.com/climatewise/resources.php)
  - Climate Wise staff
- Report projects with MS Excel spreadsheet
- MS Excel spreadsheet to be phased out next year  
→ online data reporting and summarization functions (stay tuned!)
- **General data collection and reporting concepts will remain unchanged**

# Fundamentals

- Report any project that reduces your climate impact (be creative!)
  - **Energy** (reduced electricity or natural gas consumption)
  - **Water** (reduced water consumption)
  - **Solid waste** (reduced trash volumes, increased diversion)
  - **Transportation** (reduced vehicle miles or increased alt fuel usage)
- All of the data may not be available or readily measured, we can help you to estimate the climate benefit
- Projects in City of Fort Collins GMA. If your benefits extend outside of GMA or are more related to the services you provide, contact us.



# Common Questions

All topic areas (energy, water, solid waste, transportation)

1. Project Description?
2. Can data be shared publicly?
3. Annual project savings?
4. Installed cost?
5. Project results – quantifying the outcome?



# Paths to quantifying projects

Projects typically fall into one of three categories:

1. Professionally executed; estimated savings already documented
2. Self executed, data are available; simple calculation can be carried out
3. Self executed, more complex nature of project requires assistance from Climate Wise staff

# Self-reporting Savings

- What was the previous practice and what is the new practice?
- Give us as much information as possible



# Common Energy Projects

- Lighting retrofit
- Furnace replacement
- Insulation
- New appliance
- Installation of a programmable thermostat
- Changing heating/cooling setpoints
- Best practice maintenance of existing equipment

Yields reduced electrical consumption (kWh) OR  
reduced natural gas consumption (therms)

# Example Energy Project

## *Example: Installed Compact Fluorescent Light Bulbs*

	Before	After
Description	Incandescent	Compact fluorescent
Number	10	10
Size, power	60 watts	18 watts
How is it used?	2,000 hours per year	2,000 hours per year

# Common Water Projects

- Leak assessment and repair
- End-use fixture replacement (aerator, showerhead, toilet, urinal)
- Process water change
- Irrigation system improvement (xeriscape, reduced turf area, replacement of sprinkler heads)
- Indoor or outdoor use

**Yields reduced water consumption (kgal)**

# Example Water Project

## *Example: Installed Low-flow Toilet*

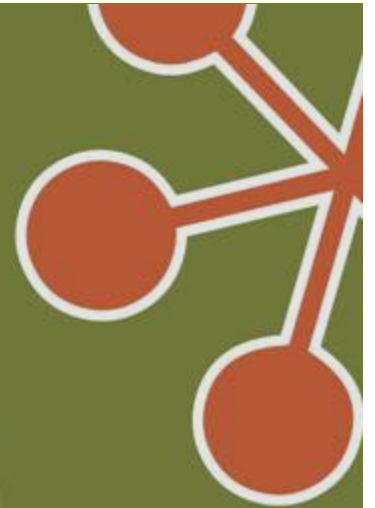
	Before	After
Description	Toilet from original construction - 1972	Low-flow toilet (1.6 gallons per flush)
Number	2	2
How is it used?	In at office environment with 20 employees and a total of 2 toilets	In at office environment with 20 employees and a total of 2 toilets

# Common Solid Waste Projects

- Source reduction (e.g. paperless office)
- Reuse (e.g. repurposing of existing equipment, donation, etc.)
- Recycling

# General Solid Waste Process

- Practice prior to change (landfilling)
- Practice post change (recycling)
- Material (aluminum, paper, etc.)
- Quantity (gallons, cubic yards, pounds, tons)
- Service provider or hauler
- Data sources include vendor summary, internal tracking or estimates
- **Yields diverted solid waste (tons)**
- More detailed examples in resource guide



# Recycling data

<i>OCC</i>	<i>News</i>	<i>OP</i>	<i>Alum</i>	<i>Comm</i>	<i>Units</i>
0.5	0.4	4.3	0.05	0.9	tons
1085	720	8530	100	1755	lbs

Estimates are acceptable:

- Two 30-gal containers (75% full) of mixed office paper per week →

$$2 * (30 * 0.75) * 52 = 2,340 \text{ gal / OP / year}$$

# Common Transportation Projects

1. Reduction in vehicle miles traveled
2. Reduction in fuel use
3. Replacement of vehicle use with alternate vehicle
4. Replacement of vehicle use with alternate mode

# General Transportation Process

- Practice prior to change
  - Mode
  - Mileage
  - Fuel type
  - Vehicle Type
- Practice post change (same data types)
- Yields reduced vehicle miles traveled (VMT) or reduced emissions by fuel type/mode
- More detailed examples in resource guide

# Do I have to report the same project every year?

- Many Climate Wise projects will have benefits for many years after completion. For example, changing a light bulb can provide savings for 10 years after.
- **Energy and water:** report project once, we'll assign a lifetime to the project, let us know if something changes
- **Transportation and solid waste:** we assume your mileage and solid waste diversion will vary by year, report these projects annually

# Conversion to Climate Benefit

- ICLEI methodology
- Local factors

# Other Projects

- **Outcomes of internal challenges** (see Platinum level requirements)
- Educational campaigns
- Planting trees
- Source reduction (e.g., junk mail reduction or paperless printing initiatives)
- If in doubt: **report it!**



# Future of Project Data Reporting

The screenshot displays the 'City of Fort Collins' 'ClimateWise' portal. The browser address bar shows 'https://secure.fcgov.com/myaccount/climatewise/'. The page title is 'ClimateWise Your Partner Account Citron Work Spaces (entry level)'. The account details include: Citron Work Spaces (entry level), P.O. Box 270284, Fort Collins CO 80527. The 'Steps' section is organized into levels: Bronze (Partnership Agreement, Data Reported, Employee Outreach, Display Logo, Meetings & Seminars, Assessment, New Data Reported, Climate Wise Reported, Climate Wise Orientation), Silver (Climate Measure), Gold (Environvation, Greenhouse Gas (GHG), GHG Target, Participation), and Platinum (Climate Neutral, Green Net). The page also features a 'Secure Citizen Portal' login for 'johnna43@gmail.com' and a 'City of Fort Collins' logo at the bottom left.

# Tracking & benchmarking

- **Tracking** useful for monitoring progress toward internal goals; facilitates annual reporting
- **Benchmarking** useful for making relevant comparisons between similar businesses
- Information about tracking and benchmarking energy and water usage, and solid waste generation available on Climate Wise website:

[fcgov.com/climatewise/data.php](http://fcgov.com/climatewise/data.php)

# Tracking: GHG baseline tool

- Partner is required to complete before setting reduction goal (see Gold partner level)
- Useful tracking tool, regardless of partner level
- Download (requires MS Excel):

[fcgov.com/climatewise/data.php](http://fcgov.com/climatewise/data.php)



The screenshot shows the 'ClimateWise Green House Gas Baseline Tool' interface. At the top left is the ClimateWise logo, which consists of a globe with a tree growing from it. To the right of the logo is the text 'ClimateWise Green House Gas Baseline Tool'. Below the logo and title, there is a paragraph of text: 'This tool was developed for ClimateWise partners to aid in the process of developing a greenhouse gas (GHG) baseline.' This is followed by another paragraph: 'In order to develop a GHG baseline for your company, you will need the following information:'. Below this are five bullet points: '• utility bills (preferably for at least one year) including electricity, water, and natural gas', '• vehicle miles traveled and vehicle type', '• airline miles traveled (or at least an idea of what trips have been made)', '• quantity of fuels used for other purposes (i.e. diesel, propane)', and '• quantity of solid waste landfilled'. Below the bullet points are three input fields: 'Please enter your company name', 'Primary contact for GHG baseline', and 'Baseline Year'. At the bottom of the form are two buttons: 'Start Here...' and 'Help'. Below the 'Start Here...' button is a link labeled 'GHG Baseline'.

# Other tools

- Climate Wise website  
[fcgov.com/climatewise](http://fcgov.com/climatewise)
- Climate Wise Partner Forum / Listserv  
[groups.google.com/group/climatewise](http://groups.google.com/group/climatewise)

# Questions?

## Thank you!



# Climate Wise

## :: Reporting Form Demo

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# 2008 Project Reporting Form

- Download form (Excel spreadsheet):  
[fcgov.com/climatewise/data.php](http://fcgov.com/climatewise/data.php)



**ClimateWise**

## Data Collection Tool

v 2.0 2008

This tool was developed for ClimateWise partners to aid in reporting of annual project data. See 2007 Climate Wise Resource Guide or contact program staff for more information about using the Data Collection Tool.

In order to report on your project activities, you will need to collect data on the performance of your projects. This might include:

- kWh saved by a lighting retrofit
- MMBtu saved by an equipment upgrade
- quantity of materials recycled
- avoided vehicle miles traveled (VMT)
- VMT in an alternative or higher performing vehicle

Lighting and water projects with a recurring annual benefit only need to be reported once. Transportation or solid waste programs should be reported on an annual basis.

For those projects that do not have these quantities calculated, the 2007 Resource Guide and Climate Wise staff can help you calculate your project's performance.

Please enter your company name

Primary contact for data reporting

Year

# 2008 Project Reporting Form

- Append business name to file
- Email completed form:  
[climatewise@fcgov.com](mailto:climatewise@fcgov.com)

# Climate Wise

## :: Group Work / Discussion

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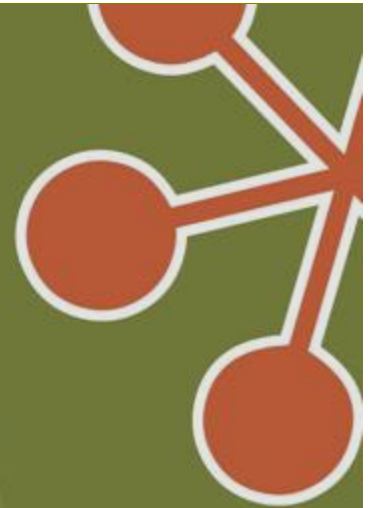
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# Discussion

- Most common question in group?
  - Most complicated project?
  - Most innovative / creative project?
  - Smallest and least expensive project?
- 
- **If you are using a workshop laptop, please save your work to “CW tmp” folder on the desktop**
  - **Make sure your business name is part of filename!**



# Thank you!

- **REMEMBER**, project / data reporting due Friday, 6 March
- GHG Baseliners, sit tight...

# Climate Wise

## :: GHG Baseline Tool

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**ClimateWise**

## Greenhouse Gas Baseline Tool

v 01.14.2009

This tool was developed for Climate Wise partners to aid in the process of developing a preliminary greenhouse gas (GHG) baseline.

**Read this information about Macros first.**

In order to develop a GHG baseline for your company, you will need the following information:

- utility bills (preferably for at least one year) including electricity, water, and natural gas
- vehicle miles traveled and vehicle type
- airline miles traveled (or at least an idea of what trips have been made)
- quantity of fuels used for other purposes (i.e. diesel, propane)
- quantity of solid waste landfilled
- quantity of materials recycled

Please enter your company name

Primary contact for GHG baseline

Baseline Year

Baseline Version

[Start Here...](#)

[Help](#)

[GHG Baseline](#)

# Thank you!

- **REMEMBER**, project / data reporting due Friday, 6 March

