



## Carbon Audit Source Documents & Information Needs

The following information is required to provide the most comprehensive and GhG Protocol Compliant Carbon Audit possible. Providing this information is the client's responsibility:

### Facility Audit

GreenWay Miles provides clients with a Carbon Emissions Worksheet formatted to collect data entry of the following:

1. Overview of each owned or operated Facility Location that includes: Facility Name, City, State and Zip Code
2. List of Facility Locations that are shared with other businesses and % of floor space that is allocated to your business
3. All monthly utility bills for each location for the one-year period being analyzed. Make sure to include all Utilities: Electric, Gas, Fuel Oil and LP. \*
4. Company Car and Service Vehicle Usage for the one-year period being analyzed:
  - a. Total Fuel Gallons Purchased (all fuel types) and business mile usage for each Vehicle ... if not available then ...
  - b. Individual Make, Model Year, Fuel Type and Business Miles for the Calendar Year ...if not available then ...
  - c. Total gallons purchased for non-revenue vehicles

### Fleet Audit

1. If you are a Truckload Carrier, for the one year period being audited:
  - a. Total Miles Traveled
  - b. Deadhead Percentage
  - c. Total Fuel Gallons Purchased by Fuel Type
2. If you are a LTL Carrier, in addition to the items listed above, you might also provide:
  - a. Total tons shipped or
  - b. Total Loads Shipped and Average Tonnage/Load (payload)

If you can not provide all the information possible, GreenWay Miles will conduct a brief interview with your company designated representative to compile the best possible data representing your emission history. We will also advise you on source document collection actives to improve the accuracy of future year audits.

If you have any questions or concerns about being able to produce the requested information, call Joe White: 404-542-3761

\* As a courtesy to our clients, during the first year's audit we ask them to sign a 'Utility Access Form' that allows us to contact their utility companies directly to obtain energy usage history. That allows us to automatically solicit their facility energy usage for subsequent audits.