



GSA Carbon Footprint Tool Scope 3 Commuter Survey Survey Administrator Overview and FAQ's

Last updated July 24, 2015



Chapter 1. Introduction

What is the Scope 3 Commuter Survey?

The Scope 3 Commuter Survey was developed through collaboration between the White House CEQ, DOT's Volpe Center, DOE FEMP, and GSA to help federal agencies calculate their commute-related greenhouse gas (GHG) emissions as required by President Obama's Executive Order 13693 (and formerly EO 13514).

The survey is used to calculate the GHG emissions associated with federal employee commuting to and from the workplace, compare emissions across agencies, and make decisions about how to reduce emissions in the future.

To ensure a consistent reporting approach for an entire agency, the survey may be deployed agency-wide, but it cannot be deployed by just individual operating components (e.g., Bureaus, campuses, etc.).

Who should use the Scope 3 Commuter Survey?

All Federal Agencies subject to the reporting requirements of EO 13693 are encouraged to use the Scope 3 Commuter Survey as a turn-key solution to fulfill their Scope 3 commuter-related emissions. To date, more than 20 Federal Agencies have used this resource, and GSA has supported more than 70 successful survey deployments since FY2010.

How does the Scope 3 Commuter Survey work?

GSA deploys the Scope 3 Commuter Survey to an agency through its support contractor, Noblis, in coordination with a point of contact within the agency known as the Survey Administrator.

In the weeks preceding a survey deployment, GSA, Noblis, and the Survey Administrator will complete a pre-deployment checklist of mission-critical activities to ensure a successful survey deployment and strong response rate.

During the survey deployment period, GSA and Noblis will handle the survey deployment process including invitation emails, reminder emails, live technical monitoring, assistance to agency users (via email), and live tracking of response rates.

Immediately upon the conclusion of the survey, GHG calculations and other key metrics are calculated automatically and provided immediately to the agency.



Chapter 2. Survey Deployment Process

Pre-deployment Checklist

GSA and Noblis use a pre-deployment checklist of mission-critical activities to ensure a successful survey deployment and strong response rate.

This checklist can be found at the following link under the “Reference Materials” heading:
<https://www.carbonfootprint.gsa.gov/?Page=surveyRequest>

All items in this checklist must be completed before a survey may go live at an agency.

Deployment

A survey is typically deployed for five consecutive days, from Monday through Friday, and it is best conducted in the fall so results are available to populate into the [Annual Greenhouse Gas and Sustainability Data Report](#), as required by EO 13693. However, the timing and length of deployment are flexible as needed to support unique agency needs.

On the first day of the survey deployment, each federal employee included in the email address list will receive an email invitation to complete the survey. Each user will receive a unique URL (with a unique 8-digit code). This code preserves anonymity by disassociating the final answers from an individual person’s email address while improving the integrity of the results by only allowing respondents to complete the survey one time.

Subsequent reminder emails will be deployed based on a schedule defined by the agency and only to users who have not yet completed the survey.

Live tracking of survey results is provided during the deployment. This allows GSA and Noblis to track the response rate for inconsistencies (which may indicate a technical issue that needs to be addressed). It also allows Survey Administrators to review progress in real time and use these results to facilitate competition among agency components as desired.

Survey Tracker

Print Report

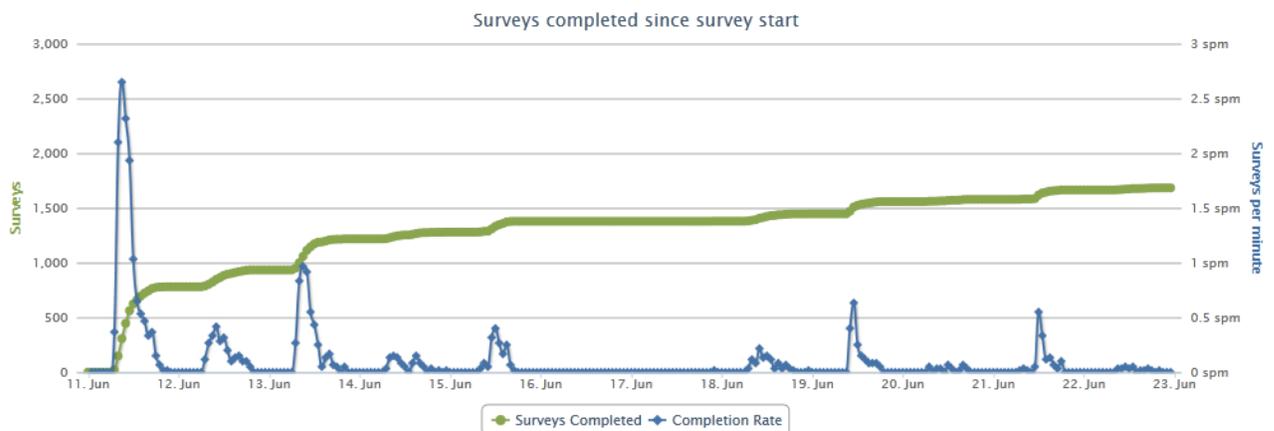
Commuter Survey 2012

Currently Tracking: All Sites

Survey Span: 2012-06-11 to 2012-06-22

Survey Metrics

Total Survey Users	Surveys Completed	Percent Completion
2730	1683	61.65%



Live Tracking of Survey Results showing both “Surveys Completed per Minute” and “Total Number of Surveys Completed”

Post-Deployment

Immediately upon conclusion of the survey deployment, the Scope 3 Commuter Survey calculates GHG emission (including any adjustments associated with the handling of non-respondents, sampling, and extrapolating to the agency-wide population).

Within minutes after the survey concludes, agencies are able to access interactive Commuter Survey Dashboards, a Commuter Metric report, an Excel file of anonymous raw results, and the required inputs for the [Annual Greenhouse Gas and Sustainability Data Report](#) (commonly known as the “DOE FEMP Workbooks”).



Chapter 3. Survey Administrator FAQ's

The FAQ's in this section are intended to provide information specifically for Survey Administrators. For questions commonly asked by individuals completing the survey, please see the next chapter.

1.) What is the role of the Survey Administrator?

The Survey Administrator serves as the primary point of contact between the GSA Carbon Footprint Team and the surveying agency. The Survey Administrator will gather required agency information (i.e. email addresses) for a successful survey deployment. For a list of required information, see "*Questions about Required Agency Information*" below.

2.) What information does GSA need from each agency to deploy the commuter survey?

The Pre-deployment Checklist includes all items GSA needs from each agency in order to successfully deploy the commuter survey. This checklist can be found at the following link under the "Reference Materials" heading:
<https://www.carbonfootprint.gsa.gov/?Page=surveyRequest>

3.) Why does GSA need a list of individual email addresses for all survey employees?

For each survey participant, GSA generates a unique URL link that includes a survey identification code. This identification code preserves anonymity while improving the integrity of the results by only allowing respondents to complete the survey one time. GSA needs a list of individual email addresses in order to generate the proper number of identification codes and transmit the unique URLs to each user individually.

4.) Does GSA need to coordinate the survey deployment with my agency IT staff?

Ideally, the Survey Administrator will be able to coordinate the survey deployment with agency IT staff to ensure agency servers will not block the survey URL or treat survey invitation emails as SPAM. Since thousands of email invitations may be sent from GSA to the agency's servers within a short period of time, GSA asks agency IT staff to confirm that the deployment email origination address (commutersurvey@gsa.gov) is added to the agency's "whitelist" and that the survey URL will not be blocked.



5.) What are the restrictions on a survey deployment week?

Commuter surveys are typically deployed on a Monday through Friday during a week that does not include any Federal holidays. Survey deployments are aligned with the 5 day work week. Based on previous survey deployments, GSA received feedback that users tend to remember the survey end date when it is aligned with the end of the workweek (i.e. on Friday) instead of the middle of the week, so survey deployments are typically scheduled for Monday through Friday. However, this guideline is flexible to support unique agency needs.

6.) What options exist for using statistical sampling?

Sampling methods for the survey include three options:

Option 1: No Sampling. All employees within an agency will be invited to take the survey. This approach is preferable when an agency would like to obtain the most statistically accurate results that they can achieve. The accuracy/error rate using this method will vary based on the number of survey responses.

Option 2: Agency-wide Sampling. In this approach, the entire agency is treated as a single population. GSA will establish a sample size based on the total number of employees in the agency and a desired accuracy/error level. This approach is preferable when an agency wants to calculate commuter GHG emissions through a survey while also reducing time burden on the labor force. For sampling, GSA typically recommends a +/- 2% error rate within a 95% confidence interval to establish a sample size. As an example, if an agency has 50,000 employees, it would need to survey 2,291 people to be 95% confident that the results are accurate within +/- 2% of the results that would be obtained by surveying the entire agency. These accuracy/error rates can be adjusted to suit agency needs.

Option 3: Stratified Sampling. In this approach, GSA establishes sub-populations (typically Bureaus or other administrative units) and generates sample sizes based on the number of employees in those sub-populations and a desired error level. This approach is preferable when the sub-populations (e.g., Bureaus) have different commuting policies that may result in differences in emissions between the sub-populations. For sampling, GSA typically recommends a +/- 2% error rate within a 95% confidence interval to establish a sample size within each sub-population. As an example, if an agency has 50,000 employees who are divided equally into 12 Bureaus with 4,166 employee per Bureau, it would need to survey 1,523 people in each Bureau



to be 95% confident that the results in that Bureau are accurate within +/- 2% of the results that would be obtained by surveying the entire Bureau. In this example, a total of 18,276 people would be surveyed. These accuracy/error rates can be adjusted to suit agency needs.

7.) Should federal contractors participate in the survey?

Federal contractors are exempt from the survey and their results should not be included. If possible, all federal contractors should be excluded from the agency's email address list. If a federal contractor begins completing the survey, s/he should self-identify as a contractor in Question #3, and his/her survey will terminate after that question, excluding any results from the final reports.

8.) How many questions are included in the survey?

The Scope 3 Commuter Survey consists of a set of 30 core questions developed through a collaboration between the White House CEQ, DOT Volpe Center, DOE FEMP, and GSA. Of these 30 questions, the first 8 must be included in all survey deployments to facilitate proper GHG emissions calculations; the remaining 22 questions may be included or excluded based on agency preference.

The 30 core questions can be found in *"Appendix C: Survey Questions"*.

9.) Can an agency create its own questions?

The Scope 3 Commuter Survey allows agencies to include up to 3 user-defined questions. These questions must be single-select (radio button), multi-select (checkboxes), or free-from text input format.

10.) How will users be notified about the survey?

Survey users will be notified about the survey via emails deployed from commutersurvey@gsa.gov. To balance consistency with flexibility, GSA provides sample email templates in which some portions of the text may be customized while others remain fixed as shown below in *"Appendix A: Notification Emails"*.

The "Invitation Email" will be sent individually to all survey recipients on the survey start date, and it will include that user's unique URL link to access the survey. On a pre-defined schedule, the "Reminder Email" will be sent individually only to survey recipients who have not yet completed the survey.



11.) How can I best use the survey to disseminate information about my Agency's sustainability initiatives?

There are a few opportunities to use the survey to accomplish that goal. First, you may include relevant information and links in the Survey invitation email. Second, you can add up to two paragraphs of text to your users' survey results screens. The latter method is ideal because your information will be displayed alongside your employees' GHG results, providing an impetus to action for your employees.

See Appendix D: Sample Results Screen for an example of what a user's results screen may look like with your custom text.

12.) How are results calculated?

The survey calculations follow industry best practices such as those established by the DOT's Volpe Center, and results are calculated to provide agencies with the inputs they need to fulfill EO 13693 requirements.

First, for survey respondents, the Scope 3 Commuter survey calculates the average distance traveled per day using each transportation method and then multiplies these daily results by 230 (the number of working days in a year) to calculate the average distance traveled by each respondent for each transportation method in a year.

Second, for survey non-respondents, the GSA Carbon Footprint Tool assumes each non-respondent drove alone in a car each day, and s/he drove a distance that is equivalent to the average number of miles driven by all respondents who drove alone in a car. This approach is consistent with industry best practices to address the self-selection bias in which individuals who use alternative methods of transportation (e.g., biking or public transit) are more likely to complete the survey than those who drive alone.

Third, if the agency is using a sampling method, the results of the respondents and non-respondents are extrapolated to the agency population size.

Finally, the GSA Carbon Footprint Tool calculates the sum of all of the respondents, non-respondents, and extrapolation to arrive at the final results.

For a comprehensive description of the calculations and assumptions used, see *"Appendix B: Calculations and Assumptions"*.



13.) Are the results statistically significant?

The final accuracy/error rate will depend heavily on the survey response rate. GSA recommends the use of a sampling methodology that achieves a +/- 2% error rate within a 95% confidence interval. GSA will work closely with every agency in an effort to achieve high response rates and increase the accuracy of survey results.

14.) Will survey responses remain anonymous?

Yes, all survey responses will remain anonymous. Since each survey participant receives a unique URL link that includes a survey identification code, all stored results will be associated with this survey identification code to preserve anonymity.

15.) Are the survey responses secure?

During survey setup, GSA follows a predefined protocol for the handling of all email lists, which dictates that each email list be handled by as few people as possible and that the contractor staff controlling the list meet requisite screening. The agency email address list will be made available only to GSA staff and contractor staff who are directly supporting the survey deployment. **The survey responses remain anonymous and no personally identifiable information is captured or can be traced to any email address.** This is important to convey when it is necessary to seek approval for the survey from unions.

The GSA Carbon Footprint Tool is hosted by GSA's contractor, Noblis, in a secured facility. The tool has been granted an Authority to Operate at the Federal Information Security Management Act (FISMA) Low level (meaning the risk is low). Agency email addresses are used only during the survey setup and deployment process. Immediately upon the completion of a survey deployment, all email addresses are purged from the laptops or servers that stored this information.



Chapter 4. Survey User FAQ's

We keep an up-to-date Commuter Survey User FAQ on our website, which users can easily access while taking the survey. You can check those out [here](#).



Appendix A: Notification Emails

The following notification emails serve as templates that can be provided to Survey Administrators to improve consistency of deployment, reduce errors, and reduce workload burden on the Survey Administrator.

Default Survey Invitation

The survey invitation will be deployed on the survey start date. The invitation will be sent automatically from the GSA Carbon Footprint Tool servers from commutersurvey@gsa.gov. The Survey Administrator will be able to customize text for his/her agency only within the customizable field as indicated below:

Dear [AGENCY] employee,

[SURVEY ADMINISTRATOR CUSTOM TEXT BEGINS HERE. SAMPLE SHOWN BELOW.]

We are conducting a short survey to help our agency measure and report our greenhouse gas emissions as required by Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade*.

[SURVEY ADMINISTRATOR CUSTOM TEXT BEGINS HERE. SAMPLE SHOWN ABOVE.]

The survey should take no more than 10 minutes of your time.

In order to ensure that survey responses are completed only once by each employee, we have created a survey link specifically for you. **Please do not send your unique survey to anyone else since each link can be completed only once.**

Your responses are completely confidential. Your responses to the questions will be permanently separated from your email address.

Please click here to complete the survey: [UNIQUE USER SURVEY LINK]

This survey closes at 11:59pm on [SURVEY END DATE].

If you experience any problems while taking this survey, please follow this link for assistance commutersurvey@gsa.gov.

Sincerely,

[SURVEY ADMINISTRATOR NAME]



Default Survey Reminder

Survey reminders are typically deployed on the 3rd and 5th (final) business day of the five (5) day survey deployment. Agencies may request modifications to this schedule if necessary. These reminders will be sent automatically by the GSA Carbon Footprint Tool servers from the email address commutersurvey@gsa.gov. These notifications will only go to members of the population that have not completed the survey:

Dear [AGENCY] employee,

Our [AGENCY] employee commuter survey will be closing at 11:59pm on [DEPLOYMENT END DATE] and we need your help.

[SURVEY ADMINISTRATOR CUSTOM TEXT BEGINS HERE. SAMPLE SHOWN BELOW.]

We are conducting a short survey to help our agency measure and report our greenhouse gas emissions as required by Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade*.

[SURVEY ADMINISTRATOR CUSTOM TEXT BEGINS HERE. SAMPLE SHOWN ABOVE.]

The survey should take no more than 10 minutes of your time.

In order to ensure that survey responses are completed only once by each employee, we have created a survey link specifically for you. **Please do not send your unique survey to anyone else since each link can be completed only once.**

Your responses are completely confidential. Your responses to the questions will be permanently separated from your email address.

Please click here to complete the survey: [UNIQUE USER SURVEY LINK]

This survey closes at 11:59pm on [SURVEY END DATE].

If you experience any problems while taking this survey, please follow this link for assistance commutersurvey@gsa.gov.

Sincerely,

[SURVEY ADMINISTRATOR NAME]



Appendix B: Calculations and Assumptions

Question #4/#7 Assumptions:

- When user selects "<1" for "# Miles", the calculations assume 0 miles.
- When user selects "201+" for "# Miles", the calculations assume 201 miles.
- When user selects "N/A" for "# Miles", the calculations assume 0 miles.

Question #5/#8 Assumptions:

- When user selects "14+" for total number of people in Carpool/Vanpool, the calculations assume 14.
- Based on the user's selection for Question #5, the calculations make the following adjustments:
 - If user selects "N/A" people, the calculations change all "Carpool/Vanpool" selections from Question #4 to be "Car (Drove alone)".
 - If user selects "2" or "3" people, the calculations change all "Carpool/Vanpool" selections from Question #4 to be "Carpool".
 - If user selects "4" people (or more), the calculations change all "Carpool/Vanpool" selections from Question #4 to be "Vanpool".
- Based on the user's selection for Question #8, the calculations make the following adjustments:
 - If user selects "N/A" people, the calculations change all "Carpool/Vanpool" selections from Question #7 to be "Car (Drove alone)".
 - If user selects "2" or "3" people, the calculations change all "Carpool/Vanpool" selections from Question #7 to be "Carpool".
 - If user selects "4" people (or more), the calculations change all "Carpool/Vanpool" selections from Question #7 to be "Vanpool".

Question #6 Assumptions:

- When user selects "Yes" to using the same method of transportation to get to/from work, the calculations assume the same method of transportation and the same mileage were used to go from work to home as the options that were selected in Question #4. (In other words, the mileage selected in Question #4 for each commute type is doubled.)

Assumptions for "Primary Commute Method"

- To determine the "primary commute method":
 - Add up the number of times each commute method was selected in Question #4 (and Question #7, if applicable).



- If one commute method is selected the most number of times, it is that user's "primary commute method".
- If multiple commute methods tie for the most selected and "Car (Drove alone)" is one of the options, then "Car (Drove alone)" is assumed to be the "primary commute method".
- If multiple commute methods tie for the most selected and "Car (Drove alone)" is not one of the options, then the first item in the ordered list is assumed to be the "primary commute method".

Calculations for Respondents

- If a user receives the survey and completes it, s/he is a "respondent".
- For each respondent, determine the "primary commute method" (*See Assumptions for "Primary Commute Method"*).
- For each commute method for respondent, add up the total number of miles commuted via that method of transportation. (*NOTE: Be sure to include all Assumptions noted above to accurately account for number of miles adjustments, Carpool/Vanpool adjustments, and doubling mileage if necessary based on the answer to Question #6.*)
- For each respondent and each method of transportation, divide the total miles by 5 to calculate the daily mileage for each commute method for each of the respondents.
- Add together the daily mileage for each commute method for each respondent. This will result in the total daily mileage for each commute method for all respondents.

Calculations for Non-respondents

- If a user receives the survey but does not complete it, s/he is a "non-respondent".
- Due to self-selection bias (i.e. "green" commuters are more likely to complete the survey than those who drive alone), all non-respondents are assumed to:
 - Drive alone as "Car (Drove alone)" commuters; and
 - Commute the average "Car (Drove alone)" distance of all individuals who for whom "Car (Drove alone)" is the "primary commute method".
- Multiply the number of non-respondents by the average "primary commute method Car (Drove alone)" respondent's mileage to calculate the total non-respondent "Car (Drove alone)" mileage.
- Divide the total miles by 5 to calculate the total daily "Car (Drove alone)" miles driven by all non-respondents.

Calculations for Extrapolation

- Add together the respondent and non-respondent total daily miles for each of the commute methods.
- Divide the population size (the total number of people in the agency) by the sample size (respondents + non-respondents) to determine the extrapolation factor.



- For each of the total daily mileage values for each of the commute methods, multiply the value by the extrapolation factor to arrive at the total number of miles driven by each commute method in the entire population.
- The resulting mileage will match the inputs required in the DOE FEMP workbooks.



Appendix C: Survey Questions

Intro Page



GSA Carbon Footprint Tool

Welcome to the Employee Survey

This employee commuter survey was developed through a collaboration between GSA and the Department of Transportation's Volpe Center. This survey collects employee commuting data for your organization in order to calculate indirect emissions from employee commuting. The results of this survey will allow your organization to analyze cause and effect relationships of different commuting scenarios.

The employee survey supports browsers Internet Explorer 7 and Mozilla Firefox 3 and above.

Enter your survey code here to begin:

0X7BE2VY

Start

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GSA Carbon Footprint Tool

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Page 1 of 9 - Operating Administration & Workplace Information

1. Please select your operating administration or office:

Please enter your organization code or other office identification code used by your agency. If you are not sure what to enter in this field, please leave it blank.

2. What is the five-digit zip code at your primary duty station? (e.g., 20590, 02142)

3. What is your employment status?

- Federal Government Employee
- Federal Government on-site Contractor
- Other (e.g., contractor not working within a Federally operated building)

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4. How did you travel TO WORK each day during a TYPICAL week? If you select "N/A" for transportation method, select "N/A" for # Miles.

	1st Method of Transportation	# Miles	2nd Method of Transportation (optional)	# Miles	3rd Method of Transportation (optional)	# Miles
Monday	Car (drove alone)					
Tuesday						
Wednesday						
Thursday						
Friday						

If "other" selected, please indicate method of transportation:

5. What is the average total number of people in the Carpool/Vanpool you selected above, including yourself? (Select "N/A" if not applicable.)

6. Did you use the same method(s) of transportation indicated above to commute FROM WORK at the end of your workdays? (If you answer "Yes", you will skip the next section. This may conclude your survey.)
 Yes
 No



Page 3 of 9 - Commuting Methods of Transportation continued

7. How did you travel FROM WORK each day during a TYPICAL week? If you select "N/A" for transportation method, select "N/A" for # Miles.

	1st Method of Transportation	# Miles	2nd Method of Transportation (optional)	# Miles	3rd Method of Transportation (optional)	# Miles
Monday	Car (drove alone) <input type="text"/>	N/A <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If "other" selected, please indicate method of transportation:

8. What is the average total number of people in the Carpool/Vanpool you selected above, including yourself? (Select "N/A" if not applicable.)



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9. Thinking about last year, what would you say is your PRIMARY commuting method?

- Car (drove alone)
- Truck/SUV/Van (drove alone)
- Motorcycle
- Carpool/Vanpool
- Bicycle
- Walk
- Transit bus
- Transit rail (e.g. subway)
- Commuter rail (e.g. regional)
- Intercity rail (e.g. Amtrak)
- Other (e.g. telework full-time)

If "other" selected, please indicate commuting method:

10. How often do you typically spend a full workday teleworking?

- Five times a week
- Four times a week
- Three times a week
- Twice a week
- Once a week
- Once or twice a month
- Less than once a month
- I did not telework because I must be physically present on the job (e.g., Law Enforcement)
- I did not telework because I have technical issues (e.g., connectivity problems) that prevented me from teleworking
- I did not telework because I was not allowed to, even though I have the kind of job where I can telework
- I did not telework because I chose not to telework

11. Think about how you felt during your commute over the TYPICAL WEEK. How much did you feel the following while commuting?

- | | | | | | | |
|----------|---|---|---|---------------------------------------|--|--------------------------------------|
| Relaxed | <input checked="" type="radio"/> Not at all | <input type="radio"/> Slightly | <input type="radio"/> Moderately | <input type="radio"/> Very | <input type="radio"/> Extremely | <input type="radio"/> N/A |
| Annoyed | <input type="radio"/> Not at all | <input checked="" type="radio"/> Slightly | <input type="radio"/> Moderately | <input type="radio"/> Very | <input type="radio"/> Extremely | <input type="radio"/> N/A |
| Tense | <input type="radio"/> Not at all | <input type="radio"/> Slightly | <input checked="" type="radio"/> Moderately | <input type="radio"/> Very | <input type="radio"/> Extremely | <input type="radio"/> N/A |
| Angry | <input type="radio"/> Not at all | <input type="radio"/> Slightly | <input type="radio"/> Moderately | <input checked="" type="radio"/> Very | <input type="radio"/> Extremely | <input type="radio"/> N/A |
| Calm | <input type="radio"/> Not at all | <input type="radio"/> Slightly | <input type="radio"/> Moderately | <input type="radio"/> Very | <input checked="" type="radio"/> Extremely | <input type="radio"/> N/A |
| Stressed | <input type="radio"/> Not at all | <input type="radio"/> Slightly | <input type="radio"/> Moderately | <input type="radio"/> Very | <input type="radio"/> Extremely | <input checked="" type="radio"/> N/A |

12. What time did you ARRIVE at and LEAVE work each day during a TYPICAL WEEK?

	ARRIVE AT WORK	LEAVE WORK
Monday	<input type="text" value="Before 6:00AM"/>	<input type="text" value="Before 3:00PM"/>
Tuesday	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Wednesday	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Thursday	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Friday	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>

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13. Please estimate your commute time TO WORK under the following conditions: (Full-time teleworkers, enter 0.)

Minutes commuting TO WORK on a GOOD day?

minutes

Minutes commuting TO WORK on an AVERAGE day?

minutes

Minutes commuting TO WORK on a BAD day?

minutes

14. Please estimate your commute time TO HOME under the following conditions: (Full-time teleworkers, enter 0.)

Minutes commuting TO HOME on a GOOD day?

minutes

Minutes commuting TO HOME on an AVERAGE day?

minutes

Minutes commuting TO HOME on a BAD day?

minutes

15. What would you consider to be a REASONABLE number of minutes to spend commuting one-way on a regular basis?

minutes

16. What is the MAXIMUM number of minutes you would be willing to spend commuting one-way on a regular basis?

minutes

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17. Overall, how satisfied are you with the following?

- Your commute to work Very dissatisfied Somewhat dissatisfied Neither satisfied nor dissatisfied Somewhat satisfied Very satisfied N/A
- Your commute to home Very dissatisfied Somewhat dissatisfied Neither satisfied nor dissatisfied Somewhat satisfied Very satisfied N/A
- Your agency's telework program Very dissatisfied Somewhat dissatisfied Neither satisfied nor dissatisfied Somewhat satisfied Very satisfied N/A
- Your agency's alternative work schedule (AWS) program Very dissatisfied Somewhat dissatisfied Neither satisfied nor dissatisfied Somewhat satisfied Very satisfied N/A

18. Would you consider commuting to work using the following forms of transportation?

- Carpool or vanpool Already using this mode Yes, I would consider it I might consider it No, I would not consider it Not applicable to me
- Public transit bus Already using this mode Yes, I would consider it I might consider it No, I would not consider it Not applicable to me
- Public transit rail Already using this mode Yes, I would consider it I might consider it No, I would not consider it Not applicable to me
- Commuter rail Already using this mode Yes, I would consider it I might consider it No, I would not consider it Not applicable to me
- Walk Already using this mode Yes, I would consider it I might consider it No, I would not consider it Not applicable to me
- Bicycle Already using this mode Yes, I would consider it I might consider it No, I would not consider it Not applicable to me

19. Do you use any of the following commuting and work scheduling options that may be offered by your employer?

- Flexible work hours (Flextime) Use Do Not Use Not Offered at Worksite
- Compressed work week (AWS) Use Do Not Use Not Offered at Worksite
- Transit benefit program Use Do Not Use Not Offered at Worksite
- Emergency ride home program Use Do Not Use Not Offered at Worksite
- Parking benefit Use Do Not Use Not Offered at Worksite
- Preferred parking for carpools/vanpools Use Do Not Use Not Offered at Worksite
- Electric vehicle charging station Use Do Not Use Not Offered at Worksite
- Bike commuter benefit program Use Do Not Use Not Offered at Worksite
- Covered and secure bike storage Use Do Not Use Not Offered at Worksite
- Showers for walkers and bikers Use Do Not Use Not Offered at Worksite

20. What is the 5-digit zip code where you live? (e.g. 02134, 02142)



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21. On average, how many hours do you work per week?

22. What is your age? (please select appropriate range)

23. What is your gender?

- Male
 Female

24. How many years have you worked for this agency? (please select appropriate range)

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25. How many years have you lived at your current residence? (please select appropriate range)

6-10 years

26. What is the estimated distance between your home and the nearest public transit station or bus stop?

- Less than 0.25 mile
- 0.25 to 0.5 mile
- 0.5 to 1 mile
- 1 mile to 1.5 miles
- 1.5 miles to 2 miles
- More than 2 miles
- Don't know or not sure

27. Specify the type of vehicle you drive to work (including a vehicle you use in a carpool/vanpool). Select "N/A" if not applicable.

YEAR MAKE VEHICLE FUEL TYPE

Vehicle Type

Please type the model of your vehicle (optional)

28. Is there any information you would like to add about your commute that was not addressed in this survey?

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GSA Carbon Footprint Tool

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Page 9 of 9 - Final Page: Click FINISH to Submit Responses

29. Were the survey questions clear?

- Yes. I understood all of the questions without any problems.
- Yes, but a few of the questions were confusing.
- No.

30. Did you experience any technical problems while taking this survey?

- Survey site was slow to load some/all questions
- I was unable to connect to the survey on my first try
- My survey link did not work
- I had another technical problem not addressed here
- I did not have any technical problems

31. How was your overall experience with this survey?

- Favorable. I did not experience any problems.
- Neutral. I had a few problems with the survey, but no major problems.
- Unfavorable. I had significant problems with the survey.

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Finish



Appendix D: Sample Results Screen

 Carbon Footprint Tool

Survey Complete

Thank you for completing the 10th CircuitCommuter Survey. Your responses have been recorded.

This is some survey end screen text. You may use it to give them specific information about teleworking, transit credits, or other initiatives at your agency. You may use it to disseminate other sustainability-related information.

This text can be **bold**, or maybe underlined, or maybe *italicized*.

Basic HTML is in play, and the only text limit is that we recommend not overloading the user with too much text.

*Your estimated annual emissions are **2.34 mt CO₂e** *(Metric Tons of Carbon Dioxide Equivalent)*

This is equivalent to the emissions from:

<p>265</p> <p>gallons of gasoline consumed</p>	<p>2,515</p> <p>pounds of coal burned</p>	<p>0</p> <p>homes' electricity use for one year</p>
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For more information, please visit the [EPA Greenhouse Gas Equivalencies Calculator](#).