



U.S. General Services Administration

# GSA Carbon Footprint Tool Quick Reference Guide

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*Last Updated September 30, 2014 (version 3.0)*

## Quick Reference Guide Overview

This Guide provides an overview of the registration, data entry and reporting features of the GSA Carbon Footprint Tool. Go to **page 4** of the Guide to learn about creating a **Site**. A **Site** must be created before greenhouse gas information can be entered. For more detailed information on how to use the Carbon Footprint Tool to build your greenhouse gas inventory, please refer to the companion document – the [GSA Carbon Footprint Tool User Guide](#).

Carbon Footprint Tool Homepage-> <https://www.carbonfootprint.gsa.gov/>

- \* **Sign In:** Click the “Sign Up Now” link on the right side of the home page to start using the Carbon Footprint Tool.

**GSA** GSA Carbon Footprint Tool Sign In | Help

*Your Agency's Best Resource for GHG Reduction*

The GSA Carbon Footprint Tool is designed specifically to help your agency calculate, report, and reduce greenhouse gas emissions as specified under Executive Order 13514. Sign up now (or log in above) to see how the GSA Carbon Footprint Tool can help your agency!

*Interested in Previewing the Tool?*

**Sign Up Now** \*

*Scope 3 Commuter Survey*

Find out how your employees actually get to work, what are the greenhouse gas implications, and what you can do to save your staff time and money with alternative work and commuting options.

[Learn More](#)

*Features* | *Upcoming Enhancements*

## Get Started

The General Services Administration (GSA) developed the Carbon Footprint Tool to help Federal Agencies calculate, report, and reduce their greenhouse gas (GHG) emissions from direct and indirect activities. Before you can begin using the Tool, you will need to **Register** as a New User, **Sign In** to the Tool and **create “Sites”** for your Agency.

## Register

- 1 Go to the homepage - <https://www.carbonfootprint.gsa.gov/>. Click the “**Sign Up Now**” link on the home page. You will be directed to the **Sign Up** page.
- 2 Follow the instructions on the Registration Form and then click the **Register Now** button to complete the registration process.

NOTE: If you require access to your agency’s live data within the GSA Carbon Footprint Tool, please send a request to [carbonfootprint@gsa.gov](mailto:carbonfootprint@gsa.gov) and the support team can put you in touch with your Organizational Administrator, the agency point of contact responsible for authorizing access to live data.

## Sign In

- Click the “**sign in**” link that appears in the upper right- hand corner of every page. You will be redirected to the **Sign In** page where you can enter your “username” and “password”.

Click the **Sign In** button.

The image shows two screenshots of the GSA Carbon Footprint Tool website. The top screenshot is the homepage, which includes a navigation bar with 'Sign In' and 'Help' links. The main content area features a large image of traffic with the text 'Scope 3 Commuter Survey' and a 'Learn More' button. To the right, there is a blue sidebar with the text 'Your Agency's Best Resource for GHG Reduction' and a 'Sign Up Now' button. A green arrow points from the 'Sign Up Now' button on the homepage to the registration form below. The registration form is titled 'Registration Form' and contains several required fields: Username (with a note that it must be 3-20 characters long), First Name, Last Name, Agency (a dropdown menu currently showing 'Court Services'), Position, Phone Number (with an example: 555-123-4567), Email Address, Password (with a note that it must be between 9 to 40 characters long, using at least one upper and lower case letter, one digit, and one symbol), and Confirm Password. A 'Register Now' button is located at the bottom of the form. The footer of the registration form contains links for 'contact us', 'nobis privacy policy', 'site privacy policy', 'terms of use', 'release notes', 'feedback', and 'adobe reader'.

## Create Site

The Carbon Footprint Tool represents a federal agency as an organizational unit called an Enterprise. An Enterprise is made up of **Sites** which store information about the physical attributes of buildings along with the energy use activities associated with those buildings. Sites are a critical component of the agency profile and must be created before GHG emissions can be calculated.

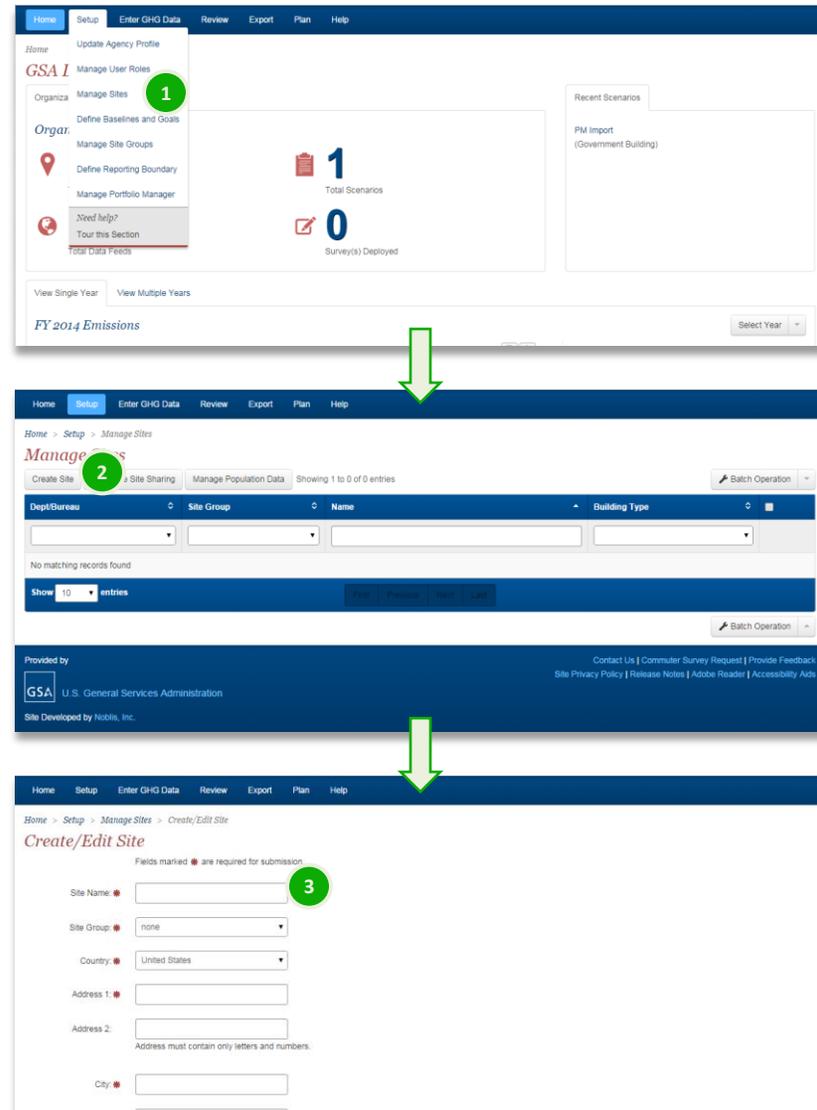
Your total number of sites can be viewed from the **Home** page which appears as soon as you **Sign In**.

The **Home** page gives an enterprise-level view of your organization, including sites, scenarios, surveys, and emissions. The top navigation displays pages that allow you manage enterprise information, sites, and user profiles.

- 1 Under the **Setup** tab at the top of the page, click **Manage Sites** to view and edit your sites.
- 2 On the **Manage Sites** page, use the **“Create Site”** button to add a new site via the Create/Edit Site page.
- 3 The **Create/Edit Site** page will prompt you to enter building name, location, size and operating information.

Once a site has been created you can edit or delete the site using the buttons on the **Manage Sites** page.

## CREATE SITE: Enterprise Profile >> Agency Sites >> Add



The screenshots illustrate the steps to create a site in the GSA Carbon Footprint Tool:

- Step 1:** The Home page shows the 'Setup' tab selected. The 'Manage Sites' button is highlighted with a green circle and a green arrow pointing down to the next screenshot.
- Step 2:** The 'Manage Sites' page is shown. The 'Create Site' button is highlighted with a green circle and a green arrow pointing down to the next screenshot.
- Step 3:** The 'Create/Edit Site' form is shown. The 'Site Name' field is highlighted with a green circle and a green arrow pointing down to the next screenshot.

## Calculate GHG Emissions

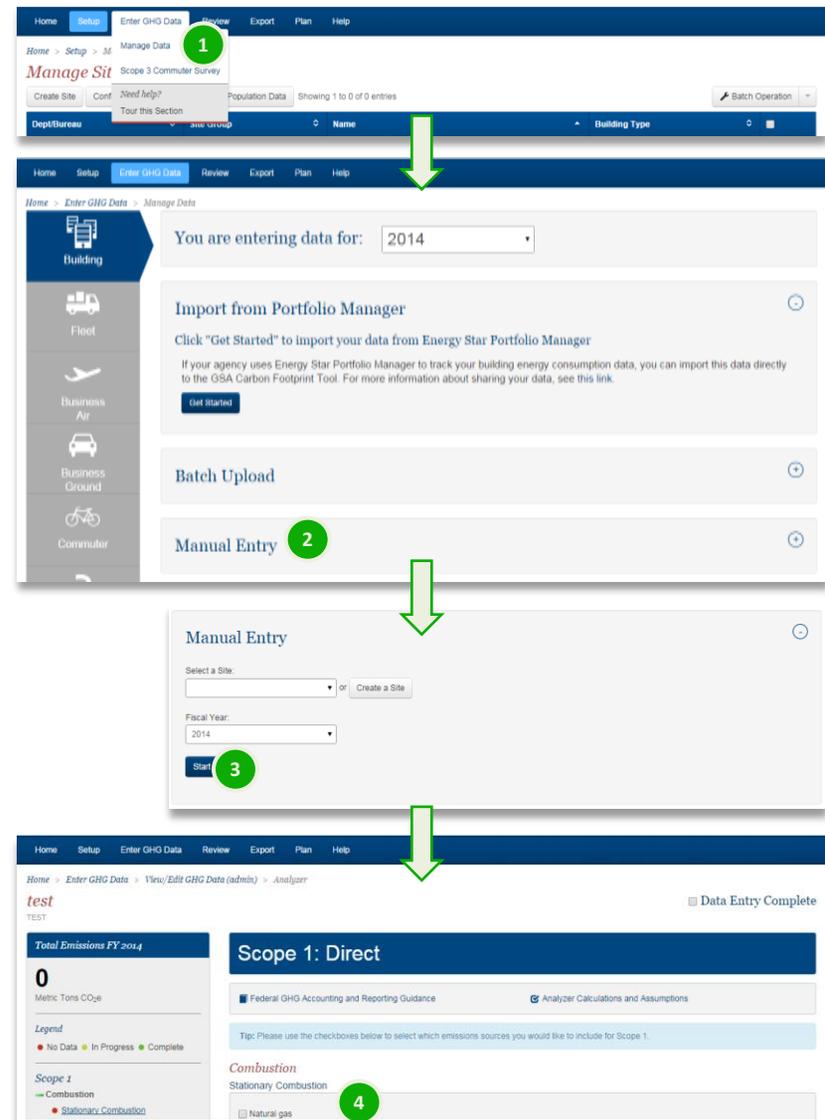
The Carbon Footprint Tool uses a bottom-up calculation approach to collect data for both direct and indirect energy-use activities. The Tool includes data management for all of the following categories:

- Building
- Fleet
- Business Air / Business Ground
- Commuter
- Renewable Energy
- Additional Emissions Sources / Other Sustainability Data
- Solid Waste Diversion

## Enter Data

- 1 Under the **Enter GHG Data** tab at the top of the page, click **Manage Data**. The left side of the page will display the different scenarios you can manage from this page. Start with “Building”.
- 2 You can upload data three ways: from Energy Star Portfolio Manager, Batch, or Manual. This guide uses Manual Entry; see the full User Guide for more information on the other options. Click the **Manual Entry** box.
- 3 Select a site or create a new one and select a fiscal year for the data. Click the “Start” button to begin data entry. You will be directed to the **Analyzer** page. The **Scope 1** page is selected by default.
- 4 Select the inventory categories for which you wish to provide data. This means, for example, that if the building being represented in the scenario only uses natural gas for stationary combustion equipment, you would only need to select “Natural Gas”. The other check boxes would be left blank. Click the “Save & Continue” button at the bottom of the page to begin entering data.

Once you advance through all of the data entry screens for **Scope 1** emissions, the Analyzer will automatically direct you to the **Scope 2**, **Scope 3**, and **Water** pages. You will then receive a completion screen with your total emissions and be able to return to the **Manage Data** page where you can select a different scenario.



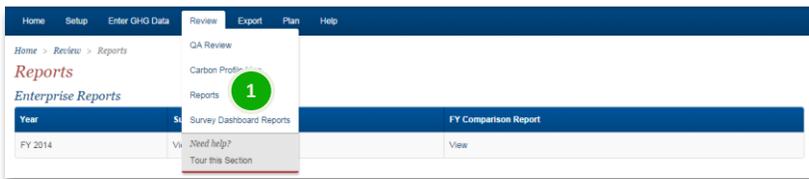
The screenshots illustrate the following steps:

1. **Manage Data** page: The user navigates to the 'Manage Data' section under the 'Enter GHG Data' tab. The 'Building' scenario is selected in the left sidebar, and the 'Manual Entry' button is highlighted.
2. **Manual Entry** form: The user selects a site from the 'Select a Site' dropdown and chooses the fiscal year '2014'. The 'Start' button is highlighted.
3. **Analyzer** page: The user is directed to the 'Scope 1: Direct' emissions page. The 'Natural Gas' checkbox under 'Stationary Combustion' is checked.
4. **Completion** screen: The user receives a confirmation screen showing 'Total Emissions FY 2014' as 0 and 'Data Entry Complete'.

## Report GHG Emissions

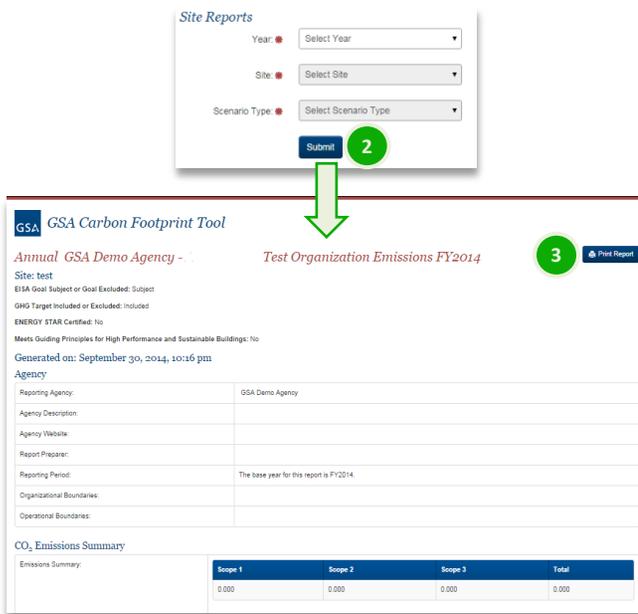
The Carbon Footprint Tool generates reports that are transparent and traceable; emissions sources that contribute to the GHG inventory are clearly identified and the detailed calculations used are fully described.

- 1 Under the **Review** tab at the top of the page, click **Reports**.



## Generate Site Report

- 2 At the bottom of the page under "Site Reports", select a year, site name, and scenario type. Click the Submit button.
- 3 You will be redirected to the **GHG Report** for the site.



## Generate Enterprise Report

- 2 To view an overall summary, under the "Enterprise Reports" section, click "View" under "Summary Report".
- 3 You will be redirected to the **Enterprise Summary Report**.
- 4 Alternatively, to view a comparison across fiscal years, click "View" under "FY Comparison Report".
- 5 You will be redirected to the **Enterprise Fiscal Year Comparison Report**.

