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➔ Getting Started

Welcome to the 360°carbon User Guide.

In the User Guide you'll find explanations of how the carbon footprint calculator works and suggestions for using the complete system, data required to complete a footprint and resources for reducing your organisation's carbon footprint.

If you find a bug, we would be very grateful if you could let us know: bugs@360carbon.org

We also welcome feedback and suggestions for how we can improve things:
feedback@360carbon.org

👤 Dashboard

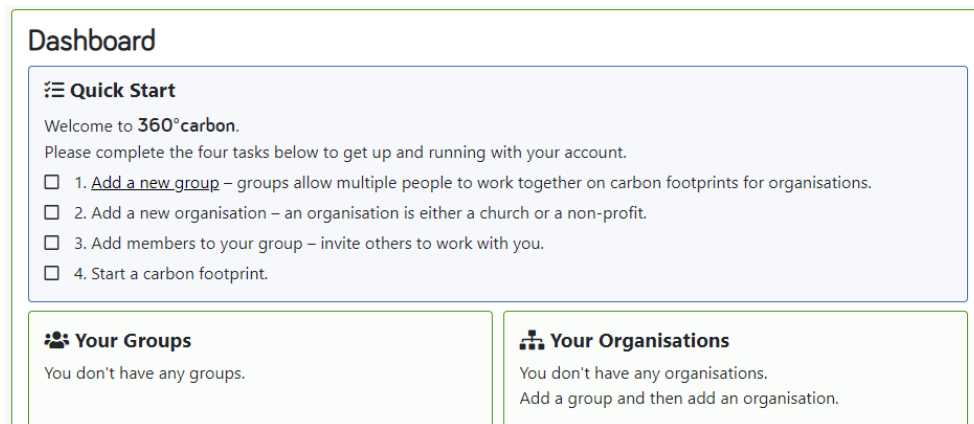
The Dashboard is your starting point for all activity on the 360°carbon website.

There are two ways that you'll likely arrive at the Dashboard:

- You have created and activated a new account.
- You have been invited to join a group.

1. A new account

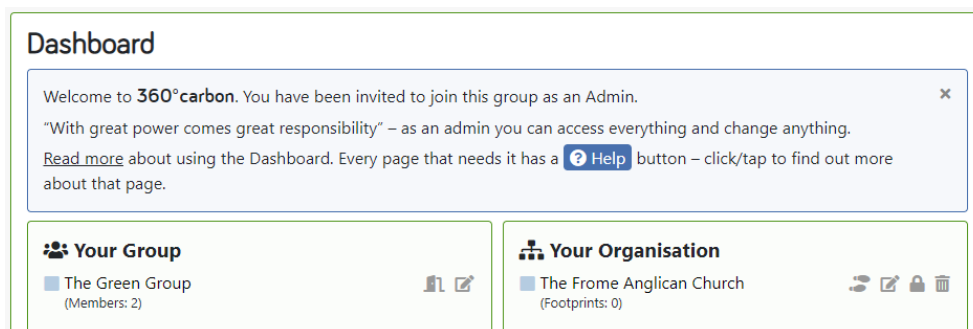
When you create and activate your account you will be taken to the Dashboard. As it is the first time visiting the Dashboard you'll be presented with the ☰ **Quick Start** panel:



There are four steps to follow to complete your account setup. The first two can't be skipped, the last two are optional, but recommended. Once you have completed the four steps the Quick Start panel will disappear and you'll be able to carry on with using 360°carbon.

2. Joining a group

If you have been invited to join a group you will see the Group you have been invited to, as well as any Organisations that belong to that group:



There are three main sections to the Dashboard:

- Groups,
- Organisations (which have Carbon Footprints), and
- You – at the moment the only thing you can change is your name. In time we'll be adding more settings and options here.

Groups

When you sign up for a new account at 360°carbon you start with a blank slate. The first Quick Start task is to add a Group. When you add a Group to your account you are automatically Owner of that Group – this is a slightly higher level than either Admin or Editor (see below). Everyone with a user account can add new groups, and there is no limit to the number of groups that you create. If you have been invited to join a group then you will be either an Editor or an Admin, as set by the Group Owner.

Every group has both members and organisations – at least one of each. A group can have up to six members, though more “slots” can be requested by contacting support@360carbon.org. There is no limit on the number of organisations a group can have.

Using Groups

How you use groups is up to you, but the basic idea is that a group reflects the people who will be working together to calculate carbon footprints for an organisation (or number of organisations).

- For a single church or non-profit, the group should represent the church itself.
- For churches that are part of a parish, circuit, ecumenical partnership or other grouping:
 - If one group of people will be doing all of the footprints for all the churches – create a single group, each church should then be an organisation.
 - If people in each church will be working on their own footprint, then a group should represent a single church.

Group Member Access

Group members have access to the following features:

	Admin	Editor
View a group's details and members – click/tap the group's name.	✓	✓
Edit a group's name and details.	✓	
Invite new members to join the group.	✓	
Turn an Editor into an Admin.	✓	

Remove members from the group – an Admin can't remove other Admins, only the Owner can remove an Admin.



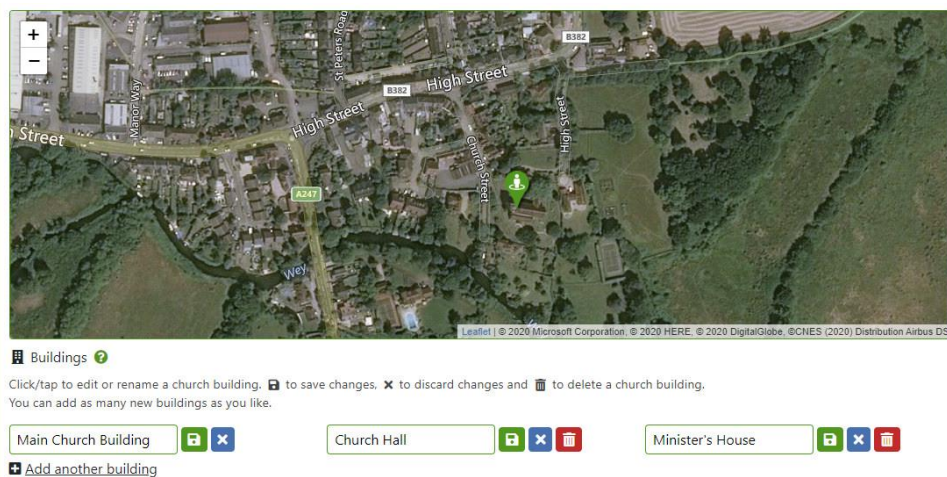
Organisations

Every group must have at least one organisation – but organisations are designed to be flexible entities. An organisation will typically be a church or non-profit that is located in a certain place (though you don't have to do things this way).

Although 360°carbon doesn't need to know exactly where your organisation is located it is useful to include as it will enable other people to find you and (eventually) request to join you in working on carbon footprints.

Using Organisations

- If your church has one main meeting place and no additional buildings, the church itself is the only organisation that you need.
- If your church has a meeting place and additional buildings there are two options. Which option you choose will also depend on how you have set up your groups:
 1. The organisation is the church and each building (e.g. Main Church Building, Church Hall and Minister's House) is simply added to the organisation:



This approach means that only in the Energy section is it possible to track per-building footprints.

2. Or, each building can be its own organisation. In this case you would name the single building:








This would mean that you can track the footprint of each building across all calculator categories (Energy, Travel, Food, Expenditure, and Waste & Water).

- For a parish, circuit, ecumenical partnership or other grouping the organisation can be either the grouping itself, or each church can be its own organisation.

Group Member Access

Depending on the type of group member you are, different options will be available:

	Admin	Editor
View an organisation's details and carbon footprints – click/tap the organisation's name.	✓	✓
 Start a new carbon footprint for an organisation.	✓	✓
 Edit an organisation's name and details.	✓	✓
 Lock/Unlock an organisation – this stops anyone starting new footprints for the organisation and locks all footprints associated with the organisation.	✓	
 Delete an organisation. If the organisation has footprints those will also be deleted. This cannot be undone!!	✓	
 Add new organisations.	✓	

The permissions from Organisations “trickle down” to Footprints – if you can edit, lock or delete an organisation you can also edit, lock or delete its footprints.


Footprints


Carbon footprints belong to an organisation. The number of carbon footprints associated with each organisation is displayed by that organisation's name. To see more detail of the footprint, click/tap the organisation's name. All of the organisation's carbon footprints will be listed with a summary of the current total footprint in either tonnes or kilogrammes of CO₂.


Starting a footprint.


You can start a footprint from the Dashboard by clicking on the icon next to an organisation's name, or if you're on the organisation's page already, there is a “Start a new footprint” button. Either will take you to the page where you setup your footprint:

New carbon footprint for The Frome Anglican Church [Back to Dashboard](#)

 Every footprint covers one year – it's best to match the beginning of the footprint period to the start of your organisation's financial year. This means you'll find it easier to match up energy bills and other expenses.
You can [read a summary](#) of the data required for each section.

 What would you like to name this footprint?

 When would you like this footprint to start from?
From the beginning of for one year.

 **Start Footprint**

Naming your footprint

A name is suggested based on the current date. Please feel free to change this to something that makes sense to you. There is no need to include anything related to the organisation or group though.

The footprint year

You will come across the term “footprint year” throughout the calculator. 360°carbon is designed to allow your organisation to track its footprint over time, and it's best to cover one year at a time. For most organisations this will mean lining the footprint year up with the organisation's financial year.

One thing to consider is a “Baseline Year”. This is a footprint against which other footprints can be compared in order to see progress over time (though you will be able to compare any set of footprints). A baseline year can be used to set targets for subsequent years and should be the earliest year for which you have a complete set of data for the five calculator categories (Energy, Travel, Food, Expenditure, and Waste & Water).



The calculator uses Defra Emissions Factors to calculate footprints. We have emissions factors going back to 2016 that cover all the calculator categories in sufficient detail. Defra publish factors every year and the new factors apply from July 1st of that year.

In order to allow historic footprint calculations 360°carbon uses a “rolling year” – taking the most appropriate factor for each month of the footprint year. This approach is detailed more fully in the User Guide for those who are interested.


Once you start using 360°carbon we recommend that each footprint cover the same period.

Carbon Footprints

Carbon Footprints are the raison d'être of 360°carbon.

Once you have started a carbon footprint from the  **Dashboard** you will be taken to the  **Your Organisation** section of the calculator. Here you can enter information about who uses your organisation's buildings. After that, you can progress through the five sections:

-  **Energy**
-  **Travel**
-  **Food**
-  **Expenditure**
-  **Waste & Water**

When you have entered all of the required data, you can see a  **Summary** of your organisation's carbon footprint.

COVID-19 and Baselines

One of the keys to calculating your carbon footprint year on year is setting a baseline from which you can measure subsequent years. By having a baseline year you can monitor your progress towards any targets that you may decide to set. Your baseline year should be representative (as far as possible) of a typical year in the life of your organisation.

However, 2020 has not been a typical year! COVID-19 has meant restrictions on all of our activities and across the world organisations have seen travel curtailed and energy usage drop as people have been asked to work from home and businesses have been forced to close.

If you are starting your 360°carbon journey in 2020, then 2020 is unlikely to be a suitable baseline year for your organisation. If possible, use 2019 or 2018 as your baseline year. (Our calculator allows you to baseline from 2017 onwards.)

If you do decide to use 2020 as your baseline year then be aware that 2021 is very likely to show an increase in your carbon footprint, and 2022 and beyond may more productively be compared to 2021 - in effect re-baselining your carbon footprint.

Your Organisation

Getting Started

In starting your footprint, one of the key questions that you will need to answer is: “Who are we going to include?”

This is the “scope” of your carbon footprint and needs to cover the emissions that are reasonably considered to be “yours”. Your emissions are generally the things that you have control over in some way – either directly by, for example, turning off lights, or indirectly by what you choose to purchase (emissions relating to purchased goods and services other than Energy are covered under Expenditure).

Once you have decided who is to be included in your footprint, you should continue on the same basis for subsequent years as far as is possible. This means the decision is slightly higher than “we'll count this group” or “we won't count this group” – you need to think in terms of the types of people/groups to include. For example, will you include casual visitors who come to look at the architecture of your church building amongst “How many people use the building during weekdays”?

The first section of the calculator is optional – if you leave it blank you can still carry on and calculate a carbon footprint for your organisation. We use the data entered here to produce two numbers that you can use to track how your organisation's footprint is changing over time, each figure relates to building usage:

- Carbon emissions per person.
- Carbon emissions per hour of use.

Because building usage varies enormously from organisation to organisation, we have tried to make the questions in this section as broadly applicable as possible. The overall aim is to establish an estimate of the number of people who “pass through the doors” in any given year, and the amount of time that buildings are using energy.

Both these numbers give an indication of how efficiently you are using your resources. They also allow you to account for growth (and shrinkage) over time. For example, your organisation's energy usage may go up by 20% over two years, but if you have been running more activities, welcoming more people into your buildings and generally doing more “stuff” – then a 20% increase in energy usage may not be a problem, the relative measure of emissions per person may have gone down – a truer measure of efficiency, and a good indicator of how well energy usage reduction measures are working.

However you choose to answer the questions in this section, try to use the same basis year on year. For example, if you decide that you will count usage of a church hall for a mothers and toddlers group in 2018, if that same group is using the building in 2019, you should count them in 2019 too. If you decide, at a later date, that you didn't want to include a certain group you can edit the “Your Organisation” section, change the numbers and save them – the two figures mentioned above will then be re-calculated.

Use the “Notes” field to keep a record of who you have chosen to include in your carbon footprint, you can then refer to this in subsequent years.

Energy

The Energy section covers all of your organisation's energy usage for the complete footprint year. The best source for the information you need in this section will be the bills, invoices and receipts associated with the purchase of energy.

Buildings

When you add an organisation to your group you have the option to add more buildings in addition to the default “Main Church Building” (for churches), “Main Office” for non-profits. When you start a new footprint, those details are copied from your organisation into the footprint. This means that if anything changes between years, for example, your organisation purchases a new building, or moves location, this can be reflected in subsequent footprints. However, once you have started a footprint, the buildings can't be changed, though you don't have to enter data for every building.

Bills

Electricity and Gas bills are typically sent every quarter, with a “make up” bill at the end of the year that adjusts (up or down) your bill based on a meter reading so as to give an accurate measure of actual consumption. Where possible, use this final bill.

For Biomass, Heating Oil and LPG (Propane or Butane) you will need your suppliers' invoices that show the quantities purchased. If, for the footprint year, you haven't consumed the total quantity supplied you will need to estimate how much has been used and adjust the amount you enter.

Depending on how much is used in one year, you may need to consult multiple invoices/bills.

Renewables

Electricity and Gas both have the option to indicate whether that energy was purchased on a 100% renewable tariff. If you are on a 100% renewable tariff then choose “Yes”. Your electricity or gas footprint will then be calculated and displayed as zero. This is the “net” or “market” amount – i.e. it is based on the tariff that you have paid for. We also calculate the “gross” or “location” amount but do not (currently) display it.

From the Defra guidance notes on calculating emissions for electricity (though the principle applies to gas too): “A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).”

Solar Panels

If any of your buildings have solar panels installed please enter both the amount of energy generated and the amount exported to the grid (for grid connected systems).

Solar panels have a small, but not insignificant, carbon footprint related to their fabrication and installation. This footprint can be divided up over the average lifespan of the panels in relation to the energy they generate – the factor we currently use is 0.0499 kgCO₂/kWh generated.

For energy exported back to the grid the emissions saved are calculated using the same factor as for ordinary electricity. This means that your organisation could, in theory, have a negative carbon footprint for energy if any grid connected energy from your buildings is on a renewable (zero rated)

tariff and you send a significant quantity of energy back to the grid from solar panels (perhaps on a different building).

Currently, we save all data related to energy exported to the grid, and any associated (negative) emissions are shown in the summary details, but are not reflected in your overall footprint – it's rather difficult to show negative numbers in a pie chart!

Travel

Before you start the Travel section of the calculator, please [download](#) a copy of the Travel Survey.

Data should be gathered “per vehicle” using the travel survey over a period of time that enables you to talk to everyone who would be considered a “regular attender” or a user of your organisation's facilities (see Your Organisation for guidance on defining the scope of your carbon footprint).

Public Transport

If you have chosen to fill in the Simple version of the form (rather than the Advanced version) enter the total distance travelled on any form of public transport. We have used a composite emissions factor for public transport based on data from the Department for Transport's [Transport Statistics Great Britain 2019](#) report (page 13) that shows how usage of public transport is divided up:

	Share of passenger journeys
Buses	58%
National Rail	21%
Underground	17%
Light Rail & Tram	4%

The majority of short journeys are made by bus, with the average journey being around 6 miles, compared to an average of approximately 28 miles travelled by train.

Food

This section covers the food and drink that you serve in your church. It is broken into two parts:

- Drinks and snacks
- Meals

Unless you keep meticulous records of the number of cups of tea served, the amounts you enter here should be “best guess” amounts for an average month in the church's life.

Drinks and Snacks

The carbon emissions factors for estimating the footprint of drinks and snacks served at church services, events and activities have been developed using data from Defra about [consumption emissions](#) and [consumer price index](#) data from the Office for National Statistics.

Consumption emissions relate amount spent on a product to the carbon emissions from using that product. The categories in the consumption emission data closely match those in the CPI data which gives average costs for products from a standardised “basket of goods”. The ONS gather this data on a monthly basis from supermarkets, and through telephone calls to suppliers.

We have averaged the published average prices for 2018 and 2019 for the six drinks and snacks of interest. Combined with an estimate of typical serving or portion sizes we have arrived at six

emissions factors. The factors are quite broad – for example “coffee” covers any brand of coffee from any source, at any (real) price. So, we can only estimate the emissions for snacks and drinks.

The emissions factors we have used:

Item	Factor (kgCO ₂ /serving)	Serving	Notes
Tea	0.0087	1 teabag	
Coffee	0.0547	1 cup	Filter coffee – 250g packet used to make approx. 30 cups
Squash	0.0042	200ml glass	Diluted 4:1 (water:squash)
Fruit juice	0.0574	200ml glass	
Biscuits	1.1294	1 packet	300-400g packet of chocolate biscuits
Pastries/cake	0.2001	1 pastry or slice of a cake	1 slice = 1/8th of a cake

Meals

The emissions estimate given for meals is from “farm to fork” and includes packaging and transport to the supermarket.

The data we use for estimating the carbon footprint of your church's food comes from a study conducted by Dr Peter Scarborough of Oxford University called “Dietary greenhouse gas emissions of meat-eaters, fish-eaters, vegetarians and vegans in the UK” (available [here](#)).

The study was based on data from the UK and each factor covers a day's food – 2,000 kcal diet. Churches don't tend to serve three meals a day so for the purposes of estimating emissions for churches we have taken a proportion of Dr Scarborough's figure in line with [NHS guidance](#) about how we should split our calories across meals in a day (excluding drinks). The NHS suggests a 400-600-600 split between breakfast, lunch and dinner. This gives a “weighting” for a single meal – lunch or dinner – of 0.375, which we have used for the six meal factors.

The emissions factors we have used are:

Meal type	Factor (kgCO ₂ /meal)	Notes
High meat-eater	2.696	More than 100g per day
Medium meat-eater	2.111	Between 50g and 100g per day
Low meat-eater	1.751	Less than 50g per day
Fish	1.466	
Vegetarian	1.429	
Vegan	1.084	

Some average weights for meat products:

- Quarter pounder burger – 227g

- Rump steak – 200g
- Lamb chop – 150g
- Chicken drumstick – 85g
- Pork sausage – 60g

Even within the UK there are many factors that can affect your food carbon footprint. For example:

- Food that is bought locally will typically (but not always) have a smaller footprint than food that comes from abroad.
- Produce that is “in season” will have a smaller footprint than “out of season” produce because it will usually have been produced in the country where it will be consumed – so it will travel less.
- Different supermarkets have different supply chains and those supply chains will have different carbon footprints depending on how efficient they are and where the supermarket sources goods.
- How far you travel to buy food – your carbon footprint from getting your food home isn't included here, but should come under the Travel tab.

Expenditure

This section covers emissions from the supply chain over which you have no direct control beyond the decision whether or not to purchase goods and services.

Supply chain emissions are also sometimes called embedded emissions – the emissions that are typically hidden, and often claimed by nobody. Including them in the 360° carbon calculator allows you to have a better understanding of your organisation's impact.

Calculations are based on the use of Proxy Emissions Factors.

Groups and Organisations

When you create a carbon footprint it relates to a single organisation. This means that the Expenditure section applies only to that organisation, however, you may have expenses that are incurred at the Group level – for churches, this would particularly be the case for Parishes, Circuits or groups of churches that have defined each church as its own organisation.

For those expenses that are incurred at the group level, you can either:

- Assign the group level expenditure to one organisation (and make the corresponding expenditure zero in the other organisations). If you do this, keep a note of which organisation has been assigned the expenditure.
- Assign expenses pro-rata to each organisation based on average annual number of people using the buildings.

Waste and Water

Waste


This may be the hardest section of the calculator to complete as most organisation's don't tend to keep records of how much waste they produce. “Best guess” estimates for the amount of waste produced can be used here.


Water

This section relates only to water supplied by pipe to your building(s). If you gather rain from guttering to store and use, that is not to be included.

If your building is on an unmetered connection then use a best guess estimate of water consumption. Generally, water supplied to the property and waste water should be equal.

Summary

The footprint summary gives an indication of the total size of your organisation's carbon footprint. If you have entered information in the  **Your Organisation** section then you will also be shown your carbon footprint as it relates to the number of people who use your building, and the number of hours per year the building is in use.

You can also view this summary from the  **Dashboard**.

How It Works

The “How It Works” pages contain information about the data underlying the 360°carbon footprint calculator.

Emissions Factors

The majority of our carbon emissions factors come from the UK Government – Defra. These factors are published annually and we aim to always add the latest factors within a month of their release (subject to amendments by Defra themselves of the factors).

Proxies

In simple terms, proxies are a way of relating the amount spent on an activity to the carbon emissions associated with that activity. All of our proxy factors (used for the “Expenditure” category) are derived from data published by Defra.

Emissions Factors

The emissions factors used in the 360°carbon calculator for the Energy, Travel, and Waste & Water categories comes from the UK Government's [Department for Business, Energy & Industrial Strategy](#) (BEIS).

The factors for Expenditure and Food come from other sources.

The Factors

The factors are updated annually and previous years' factors generally expire on the 30th of June after the publication of the year's new factors. We aim to update the factors we use in the calculator within a month of the new factors being published – BEIS sometimes issues updates fairly quickly after releasing the new factors.

You can [download](#) a copy of all the factors used in the calculator. The spreadsheet includes a handful of factors that are not currently available in the calculator but will be available through the API.

Well to Tank

Many of the factors we use include “Well to Tank” emissions. These are the emissions associated with extraction, refining and transportation of raw fuel prior to its usage. Including WTT emissions in the total figure adds approximately 10% to the base emissions factors, but helps to give a more realistic idea of the full impact of our use of fossil fuels.

Baselines

Our database contains factors going back to 2016, allowing you to calculate footprints from the beginning of 2017 – this is in order to allow organisations to establish a baseline for their

calculations against which future footprints can be compared. (Prior to 2016 the BEIS factors don't cover all the areas we wanted to include in the calculator.) If you have complete data for a previous year that covers all five calculator categories you could use that to calculate a baseline and track your progress over a known baseline. If that baseline comes from a year when you weren't really thinking about energy saving or other carbon footprint reducing activities, even better!

Emissions Calculations

In calculating emissions for footprints the calculator uses a “sliding window” on the set of factors mentioned above. Depending on the start point (month and year) for your footprint, the calculator will use the appropriate year's factors based on the expiry date of the BEIS factors.

For example, if you set the footprint year to start in January 2018, the calculator will use six months' worth of 2017 factors, and then six months' worth of 2018 factors. The basic assumption of this approach is that your carbon emissions are spread evenly through the year. Obviously, this is rarely the case, but since we ask for data that has been averaged over the year (usually by month) this approach will give a satisfactory result.

This approach also means that as factors change and are updated your previous footprints will reflect the factors available at the time – and you will generally see efficiency gains over time as decarbonisation takes place at the national level.

Proxy Emissions Factors

Proxy Emissions Factors (Proxies) are a way of relating the carbon emissions of an activity (or group of activities) to the amount spent on those activities. Those activities typically fall into Scope 3 and are often related to the supply chain over which an organisation has little, if any, control.

The Office for National Statistics produces a file of [Standard Industrial Classification \(SIC\) Codes](#). They are used in classifying business establishments and other statistical units by the type of economic activity in which they are engaged. SIC Codes are broken down into 21 Sections, 88 Divisions, 272 Groups, 615 Classes with 191 Subclasses.

Until 2011, the Department for Rural Affairs (Defra) produced yearly [emissions factors](#) relating CO₂ to amount (in £) spent. They grouped the SIC Codes into 106 categories corresponding to the 88 Divisions with some Divisions being further broken down. This data is still available but Defra advise that the factors be discounted to allow for changes in the value of the pound and improvements in efficiency over the years.

Every year we re-calculate our proxy emissions factors based on the most current CPI data from the Office of National Statistics (ONS). This does mean that older factors may change, so re-calculating previous results may lead to different results.

Our methodology:

- Calculate year on year percentage change to the Defra factors from 2007 to 2011.
- From each resulting percentage remove that year's inflation percentage (CPI data). This leaves what could be described as the “change due to efficiency”.
- Take the average of the efficiency percentage change from 2007–11 – this gives a trend of percentage change over time.
- This trend of percentage change, along with CPI data from 2012 onwards is then used to calculate new factors for 2012 to the current year.

The proxy factors used (as identified by their SIC Code) are:

Code	SIC Code Category	360° carbon Expenditure Category
17	Paper and paper products	Stationery
18	Printing and recording services	Professional Printing
26	Computer, electronic and optical products	IT equipment and electronics
53	Postal and courier services	Postage
58	Publishing services	Magazines and books
61	Telecommunications services	Telephone and internet services
63	Information services	Courses and training
65.1-3	Insurance, reinsurance and pension funding services	Insurance
69.1	Legal services	Legal services
69.2	Accounting, bookkeeping and auditing services	Accountancy and auditing
74	Other professional, scientific and technical services	Other professional services
81	Services to buildings and landscape	Building and grounds
85	Education services	Courses and training

Where possible it is always preferable to use direct data (for example, kWh of electricity used) in conjunction with a BEIS emissions factor. But since that data isn't always available a proxy serves as the "next best thing".

Proxies, in effect, show the carbon intensity of an organisation's activities and are a way of estimating the emissions from complex areas that can't easily be broken down into their constituent parts. Proxies are a useful indicator of an organisation's carbon footprint but do have limitations since they are based on highly aggregated data from a range of sectors and sources.

Because there are a limited number of codes, but a huge range of activities with a carbon footprint the closest SIC Code-based category must be identified. There is always the possibility that an activity could fit into a number of SIC Code categories depending on how it is defined. In those instances, we have chosen the smallest proxy so as not to unduly over-estimate an organisation's carbon footprint.

We review our proxy emissions factors annually (in line with the publication of the new BEIS factors). Because the government updates CPI data over time, we recalculate all of the proxy emissions factors. If you want to update previous footprints, simply edit the footprint, re-calculate the Expenditure section and save the results.

Energy Footprint Tool

The Church of England has developed an [Energy Footprint Tool](#) (EFT) as part of the annual Parish Returns system. The tool is designed to enable Anglican churches to estimate their carbon footprint and their energy efficiency – after entering all their data, a church will receive an emissions rating per m² and per person hour.

In order to complete the EFT, you or your parish administrator will need a login to the Parish Returns System website.

 *Linking to the Energy Footprint Tool*

If you have registered an organisation as a Church of England church and entered a six digit church code, when you visit the Energy section of the calculator we will attempt to retrieve and download any relevant energy data from the EFT for use in 360°carbon.

The EFT allows you to enter energy data for your main church building and then groups all other buildings together. If you have only one building associated with your church and the EFT data only includes data for the main church building, we'll import the data directly. Otherwise you'll be offered the opportunity to review the data from the EFT and decide where to put it in the 360°carbon Energy section.

If you have already entered and saved data in the Energy section, we will not over-write it with data from the EFT.