

TRACE Business Operations Methodology

Version: 1.0
April 2026

If you have any questions about this methodology, contact support@traceyour.events

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Introduction

Data collection is always a trade-off between accuracy and usability. TRACE is designed to strike the right balance between meaningful data capture and process simplification — delivering an out-of-the-box solution that standardises emissions measurement and connects it with core business operations data. The focus is on making data entry as straightforward as possible, while providing analytics that are genuinely actionable.

TRACE Business Operations covers the areas recommended for measurement within the GHG Protocol, using an Operational Control approach. This means prioritising direct emissions from fuel use, operational processes, and purchased electricity consumed by your organisation.

We recognise that attempting to collect every possible data point would be so time-consuming that it becomes a barrier to measurement altogether. Equally, an excess of information can obscure rather than illuminate, making it harder to identify the reduction opportunities that are, ultimately, the whole point of carbon measurement.

The aim of TRACE Business Operations is to provide clear visibility of your organisation's environmental impact, and to support decarbonisation through the platform's analytics and guidance.

This document outlines the technical methodology underpinning TRACE Business Operations. As the business operations feature is in its launch phase, there will be multiple updates to the methodology to reflect the progress in the platform.

Additionally, TRACE will continue to evolve in response to user feedback, technological advances, and the growing capacity of the business community to engage with carbon data. If you have any questions or feedback, please contact us at support@traceyour.events.

Company Configuration

Introduction

You must set up your company information before beginning to track data. This can be updated at any time via the dropdown menu under your initials, on the far right of the top menu bar.

Required Data

- **Company Display Name:** The name displayed at the top of your reports and dashboard. This is prepopulated based on your account setup but can be updated at any time.
- **Reporting Year:** Ideally this will align with your financial year, though a calendar year (1 January to 31 December) is equally common. This period applies across all subsequent years and does not need to be updated annually. To backdate a report, enter activity data for the relevant period — for example, to produce a 2024 report, input your electricity meter readings for 2024. Note that the Hub page always displays the current reporting year.
- **Country:** Required to determine which emissions factors to apply where national data is available, such as for office electricity. Where events are held in other countries, the factors associated with the country specified in the event metadata will be applied.
- **Locations:** All refers to the total floor area controlled by your company. This should equal or exceed the combined area of any individual locations added. Specific locations can be added separately, each with their own meter readings or an allocated share of the whole (see Utilities for further details). Common location types include:
 - Hireable rooms (which can be assigned to specific events)
 - Distinct space types, such as offices and warehouses

Placeholders

Placeholder events can be created for events where you do not have full operational control or TRACE measurement responsibility, but still wish to assign data such as energy readings or staff travel. If you are subsequently invited by the Event Owner as a Supplier, you can connect your placeholder to their event using the Link Events function. Any data recorded against the placeholder will then be transferred into the event for your review and approval.

Utilities

Energy (Gas & Electricity)

Energy covers the measurement of electricity, gas, and any other fuels which may be required to provide power or heating to your owned spaces. TRACE distinguishes between calculations for utilities which are a permanent installation (mains), and temporary installations, because of the different fuel types used.

TRACE enables integration between events and the operational spaces in which they are hosted, allowing energy consumption to be **proportionally allocated** to events using existing business operations data, based on **event dates and hired space**.

TRACE supports **multiple meter readings over a defined period**; increasing the frequency of readings improves the **accuracy of event-level energy estimates**.

Meter readings

TRACE uses this data to calculate energy usage in kWh, which is the standard metric used by electricity meters. For gas you can input data either in m³ or ft³ and these figures are converted into kWh usage.

Temporary power

Usage of the fuels burned to provide temporary energy is collected to calculate the carbon emissions of temporary energy systems. Data is collected in the following format:

Fuel type	UK units	US units
Diesel	Litres	Gallons
HVO Biofuel	Litres	Gallons
Biodiesel	Litres	Gallons
GtL Fuel	Litres	Gallons
Bottled gas / LPG	kg	Lbs
Petrol	Litres	Gallons

Factors

Electricity factors are provided globally from the following sources:

Country	Emissions factor source
United Kingdom	DESNZ/DBEIS
Rest of World	Carbon Data Intelligence (CaDI)

Scope Allocation

- Electricity consumption, including electricity allocated to events, is reported as **Scope 2**. Associated **transmission and distribution losses** are reported under **Scope 3, Category 3 (Fuel- and Energy-Related Activities)**, in line with the **GHG Protocol**.
- Natural gas and temporary power consumption, including fuels allocated to events, is reported as **Scope 1**, reflecting direct emissions from fuel combustion.

T&D Losses

As electricity travels through the grid to people's homes, businesses and event venues, a small percentage is lost, because no energy transfer is 100% efficient. These are called transmission and distribution losses (T&D losses) and are classified as scope 3 emissions. Electricity usage has a WTT factor to account for the full lifecycle of the fuel and this is split into a WTT factor for the electricity usage itself and for the T&D losses.

If you are using renewable energy, this usage has an emissions factor of 0. Because renewable energy still comes through the grid, the T&D losses and the WTT factor from the T&D losses are still included in scope 3 emissions.

TRACE uses the 'location-based method' for providing emissions factors for electricity, which uses the average emissions intensity (emissions factor?) of the grid of a particular country or region. The market-based method reflects electricity supply from a particular electricity supplier. If you are using renewable energy TRACE rates the carbon emissions as 0 and this uses the market-based method. When submitting corporate emissions data for bodies such as the Carbon Disclosure Project (CDP) you are required to submit electricity emissions both in the location-based method and the market-based method. TRACE captures the location based data backend even if you use renewables. If you don't use renewables, we can help you capture the market-based emissions separately and help you compile your corporate emissions reporting.

Allocating energy to events

If you enter meter readings for a specific location, any events assigned to that location will use those readings (proportionally, if they cover different dates.)

For event energy, if the readings are entered for 'ALL' locations, event usage is estimated from that, based on floor space and the duration of the event:

*Energy usage = Total usage x (m² location(s) assigned / total m² of ALL locations)
x (usage dates / number of days hired)*

Water

Water consumption is tracked at either the individual location level or across all locations, depending on the granularity of data available from your meter readings. This applies to Business Operations only and is not currently available for events. If tracking water consumption for events is a priority for your organisation, please contact TRACE Support.

Water emissions, for both consumption and wastewater treatment, are not yet included in TRACE but will be added in a future update.

Refrigerants

Data input

Factors

Scope Allocation

Waste

There are three different material end of life options within TRACE:

- Recycled*
- Sent to landfill
- Sent to incineration for energy recovery

There are different boundaries set for the different waste options. Landfill waste accounts for collection, transportation and landfill emissions ('gate to grave'). For incineration and recycling, the factors consider transport to an energy recovery or materials reclamation facility only. This is in line with GHG Protocol Guidelines, with subsequent emissions attributed to electricity generation or recycled material production respectively. Due to this, it is advisable to use the end of life emissions

calculations for reporting purposes only, and not to analyse the merits of different end of life options.

When assessing onward life options, consider the Circular Economy. This prioritises diversion from landfill and incineration, followed by reusing, repurposing and finally recycling. For more information on event industry best practice, visit www.proseed.events

*This definition of recycling covers composting/Anaerobic digestion. The boundary for composting and anaerobic digestion is the same as for incineration and recycling in that only the emissions associated with collecting and transporting the goods to the relevant facility are included within the emissions factor

Data input

TRACE offers several different options for collecting this data to make it easier for event planners.

By weight of each material type

This is the most accurate way to collect waste data. Separating waste at source also reduces the chance of contaminating materials sent to recycling, as long as your waste contractor doesn't just mix them all up again in a compactor!

Material types are separated as follows:

General waste

General waste is classified as mixed waste that is sent to landfill or to be incinerated for energy. There is an option to select the split of landfill and incineration of general waste if you know this. This can vary depending on the location of the event, waste contractor and local authority, and so TRACE allows the user to input the split between these processes. However, as many event planners may not have this information readily available TRACE will assume a split taken from a UK national average for the current year, unless overridden manually.

TRACE uses data from the 'Waste in the UK Hospitality and Food Service Sector' by WRAP to estimate the split of mixed materials to provide emissions for general waste.

Recycled materials

- Plastic
- Paper
- Glass
- Metal
- Fabric
- Wood
- Food Waste

TRACE assumes that 100% of the materials entered into the recycled materials are actually recycled so if you have material weights and recycling rates for each material from your waste contractor, you should use these to get to the 'true' recycled materials figure, and all the remaining weight to your general waste section.

Mixed recyclable materials - i.e. if you haven't separated your materials TRACE uses data from the 'Waste in the UK Hospitality and Food Service Sector' by WRAP to estimate the split of mixed materials to provide emissions for mixed recycling.

By total volume of all filled bins

It can be difficult to collect waste weights and sometimes it is only possible to collect the number and type of bins used.

TRACE allows you to enter data in litres which is then converted into kilograms back-end. TRACE uses conversion factors provided by the Environment Agency to convert litre data of the relevant materials into kilograms

Factors

Factors for waste disposal are taken from DESNZ. As per DESNZ guidance, the emissions from waste should be used for reporting purposes only and not to evaluate different waste disposal options.

Scope Allocation

Emissions from waste are allocated differently depending on if they are assigned to an event or not.

- Waste not assigned to an event will be allocated to: scope 3, category 12.
- Waste assigned to an event will be allocated to: scope 3, category 5.

Transport

This module covers the transport of everything except people, to and from events and to business premises. There are four sub modules within Event Transport:

- Contractor transport
- Company owned transport
- Dedicated couriers
- Freight transport

Data input

Contractor and company owned transport both have exactly the same data entry options:

- Small/Medium Van
- 7.5T
- 7.5 - 17 T
- > 17 T
- Artic Lorry
- HGV

Dedicated couriers can be used for smaller vehicles:

- Bicycle
- Motorbike
- Car
- Small/Medium Van

Freight transport is used for air freight, shipping freight and road freight when sending packages by weight. The data entry options are:

- Cargo ship
- Air freight (Short haul)
- Air freight (Long haul)
- Ro-Ro ship
- HGV

Factors

Emission factors are taken from DESNZ, which are relevant globally.

Scope Allocation

Transport reported under the **company-owned** category is classified as **Scope 1** for vehicles using **diesel, petrol, or biodiesel** engines, and **Scope 2** for vehicles using **electric** engines.

Transport that is not company-owned is classified as Scope 3. Category allocation is determined by the start and end destinations of each journey. Journeys originating from a location defined in the company configuration are considered downstream and reported as Scope 3, Category 9. Journeys ending at a defined location are considered upstream and reported as Scope 3, Category 4.

Where a journey is entered using distance only, without location data, it will require manual assignment to either upstream or downstream transport and distribution.

Staff

Business Travel

This module is split into three sections:

- Staff Travel excluding flights
- Staff Flights
- Accommodation

Non-Flight Emissions

TRACE calculates journey distance using the **start and end locations** provided by the user, or **user-entered mileage** where journeys are recorded manually and the relevant **transport mode**.

Journeys are further categorised into **public transport** (e.g. trains and buses) and **private transport** (e.g. passenger cars and other motor vehicles).

Vehicles that are generally used for private journeys are based on emissions factors per vehicle trip:

- Bicycle
- Car - Diesel
- Car - Electric
- Car - Plug-in Hybrid
- Car - Hybrid
- Car - Petrol
- Car - unknown type
- Van - Diesel
- Van - Electric
- Van - Petrol
- Van - Biodiesel
- Van - unknown type
- Motorbike
- Private jet
- Taxi - Black cab
- Taxi - Regular
- Walk
- Other

Public Transport factors are based on emissions per passenger trip:

- Bus

- Coach
- Train - Light rail and tram
- Train - International rail
- Train - Underground/Subway
- Train - National rail
- Flights except private jet
- Ferry

Flight Emissions

TRACE calculates the distance of each journey based on the start and end point inputted by the user, (or based on the mileage entered by the user if done manually) and selects the appropriate type of flight.

Factors

All transport factors come from DESNZ.

Flight Emissions

DESNZ provides factors for different length trips and classifies them as:

- Domestic flight (within UK)
- To/from Europe
- International

DESNZ factor	Distance (miles)	TRACE classification
Short haul / Domestic flight (within UK)	<497	Short haul
Medium haul / To / from Europe	497 - 2299.073	Medium haul
Long Haul / International	>2299.073	Long haul

- TRACE applies the appropriate factor depending on the mileage of each journey.

Private jet factor

The private jet factor has used DESNZ/DBEIS's Aviation turbine fuel emissions factor to calculate the per km private jet factor, with an applied uplift of 1.9 to account for the radiative forcing effects of aeroplanes. (This uplift is applied by DEFRA/DESNZ/DBEIS to their emissions factors for commercial flights.)

As the aviation turbine fuel factor is a per litre factor, an average mile per litre value for private jets has been calculated. The average mile per litre will vary significantly depending on the size of the private jet. TRACE has used a common, midsize jet (Hawker 750) as an example of a representative average size jet for the purposes of its calculations. The average mile per litre value is derived from the average, long-range speed of the plane and the average fuel burn.

The kgCO₂e/mile factor was derived using the following equation:

$$\text{Emissions per litre} / \text{miles per litre}$$

Accommodation

Emissions factors are sourced from The Cornell Hotel Sustainability Benchmarking Index, compiled by Greenview.

Greenview states that approximately 75% of a hotel's energy use is electricity and therefore if you choose a hotel that uses renewable energy, the emissions are reduced by 75%. This assumes equivalent CO₂e/kWh factors for all energy sources. It is a simplification which has been deemed reasonable given the available data.

Scope Allocation

All travel entered into business travel, including travel allocated to specific events, will be reported as scope 3, category 6.

Allocating business travel to events

Where relevant, business travel can be assigned to a specific event by selecting it from the dropdown. This enables reporting at both annual company level and per event level, and supports streamlined data sharing when operating as a supplier for events managed by other organisations.

Assigning travel to an event does not affect its scope category allocation.

Commuting

Commuting is tracked in TRACE using the same principles as business travel in terms of data input, based on real activity metrics of journey type and distance.

Scope Allocation

All travel entered into commuting will be reported as scope 3, category 7.

Homeworking

Uses the methodology outlined at:

<https://info.eco-act.com/en/homeworking-emissions-whitepaper-2020>

Calculated as:

$(\text{days in reporting period} / 7) \times \text{average hours per week} \times \text{number of employees}$

For example, if you have 20 employees, and 10 of them work from home 1 day a week, you can input this as:

Employees: 10

Average hours per week WFH per employee: 8

Scope Allocation

Data entered into homeworking will be reported as scope 3, category 7.

Purchased Goods and Services and Capital Goods

Purchased goods and services cover the emissions from regular purchasing and services procured. Purchased goods are split into the below categories:

Purchased Goods	Capital Goods
Food and drink	Office & Workspace
Kitchen consumables	Kitchen & Catering Equipment
Office consumables	AV & Production
Construction consumables	Fleet & Logistics
	Other mechanical logistics equipment
	Buildings

Data input

Data input for purchased goods and services and capital goods is based on a spend based methodology. Therefore the data points required for measurement include: **total spend** (in chosen currency) and the **country that the goods or services were procured** in.

Factors

Emissions are taken from the CEDA database and are location specific. You can find out more information on what each category covers [here](#).

Scope Allocation

Emissions from purchase goods and services are allocated to scope 3, category 1.
Emissions from capital goods are allocated to scope 3, category 2.

The CEDA database

Capital Goods	
Office & Workspace	
Furniture – desks & chairs	Covers manufacturing of institutional and commercial furniture, including desks and chairs for office and workspace use.
Upholstered household furniture	Covers manufacturing of upholstered household-type seating and soft furniture, including office chairs and sofas.
Cabinets etc	Covers manufacturing of non-upholstered wooden furniture and freestanding cabinets for office storage.
Furniture – desks & chairs (custom)	Covers manufacturing of custom wood office furniture and fitted woodwork including bespoke desks and shelving.
Privacy booths	Covers manufacturing of office partitions, modular privacy structures, shelving systems, and locker units.
Screens	Covers manufacturing of display screens, monitors, and computer peripheral equipment for office use.
Laptops / computer	Covers manufacturing of laptops, desktop computers, workstations, and servers.
Printers	Covers manufacturing of printers and electronic output devices for office environments.
Smart boards	Covers manufacturing of interactive smart boards and peripheral display and presentation equipment.
Soft furnishings	Covers manufacturing of textile-based soft furnishings including cushions, drapes, and fabric accessories.

Carpets	Covers manufacturing of woven, tufted, and other commercial carpets and rugs.
Electrical goods – lighting, speakers	Covers manufacturing of fixed and portable electric lighting fixtures for commercial and office environments.
Small Appliance	Covers manufacturing of small electric appliances including fans, vacuum cleaners, and countertop devices.
Phones	Covers manufacturing of wired and wireless telephone handsets and office communication equipment.
Broadcast and wireless communications equipment	Covers manufacturing of radio, wireless, and broadcast communications equipment for office connectivity.
Kitchen & Catering Equipment	
Fridge	Covers manufacturing of commercial refrigerators and freezers for office kitchen and catering use.
Coffee machine	Covers manufacturing of household and commercial coffee machines and hot beverage appliances.
Microwave	Covers manufacturing of microwave ovens and countertop heating appliances for kitchen use.
Toaster	Covers manufacturing of toasters and small countertop cooking appliances for kitchen use.
Water cooler	Covers manufacturing of water dispensers and coolers for office kitchen use.
Kettle	Covers manufacturing of electric kettles and water-heating appliances.
Ovens	Covers manufacturing of commercial ovens and professional catering cooking equipment.
Dishwasher	Covers manufacturing of dishwashers and commercial warewashing equipment.
Washing Machine	Covers manufacturing of washing machines and commercial laundry equipment.
Surfaces	Covers manufacturing of kitchen countertops, fitted work surfaces, and cabinetry for catering spaces.
Fan/extraction	Covers manufacturing of ventilation fans and extraction units for kitchen and catering environments.
Grill	Covers manufacturing of commercial grills and professional catering cooking equipment.
BBQ	Covers manufacturing of outdoor and indoor BBQ appliances and cooking equipment.
Heat lamps	Covers manufacturing of commercial heat lamps and food-warming equipment for catering use.
Warming/holding equipment	Covers manufacturing of commercial food-warming and holding equipment for catering operations.
Misc commercial electrical kitchen equipment	Covers manufacturing of miscellaneous commercial electrical equipment for professional kitchen environments.
AV & Production	
Misc AV kit	Covers manufacturing of audio and video equipment including mixers, amplifiers, cameras, and AV peripherals.
Lighting	Covers manufacturing of electric light bulbs, tubes, and lighting components for events and AV production.
Cables	Covers manufacturing of insulated cables and wiring for

	AV, power distribution, and communications.
Fleet & Logistics	
Small Vans	Covers manufacturing of light commercial vans and utility vehicles for fleet and logistics operations.
Trucks	Covers manufacturing of heavy-duty trucks and commercial transport vehicles.
Cars	Covers manufacturing of automobiles and passenger vehicles for company fleet use.
Forklifts	Covers manufacturing of forklifts and materials handling equipment for warehouse and logistics.
Other mechanical logistics equipment	
Air purification equipment	Covers manufacturing of industrial fans, blowers, and air purification and dust extraction systems.
Industrial molds	Covers manufacturing of industrial molds for metal casting and materials forming processes.
Specialist tools (cutting dies and jigs)	Covers manufacturing of specialist tools, dies, jigs, and fixtures for industrial production.
Metal Cutting tools	Covers manufacturing of metal cutting and forming machine tools for industrial use.
Heavy machinery	Covers manufacturing of heavy-duty construction machinery including excavators, cranes, and mining equipment.
Construction equipment	Covers manufacturing of power-driven hand tools including drills, saws, and other construction equipment.
Industrial machinery	Covers rental and leasing of off-highway industrial machinery and commercial equipment without operators.
Industrial furniture (e.g. warehouse shelving)	Covers manufacturing of industrial shelving, storage racks, lockers, and warehouse fixtures.
Tarmac	Covers construction of roads, car parks, paved surfaces, and related transport infrastructure.
Equipment	Covers manufacturing of specialist industrial machinery and food and beverage processing equipment.
Kitchen & Catering Equipment	Covers manufacturing of commercial kitchen and catering equipment for professional food preparation.
Buildings	
Warehouse - management	Covers operation of warehousing and storage facilities for goods distribution and logistics management.
Office build	Covers construction and fit-out of office buildings and commercial workspace structures.
Car Parks	Covers construction of car parks, parking structures, and related paved transport infrastructure.
Heating	Covers manufacturing of heating boilers, radiators, and space heating equipment for buildings.
AC	Covers manufacturing of air conditioning, refrigeration, and HVAC systems for commercial buildings.

Purchased Goods

Food and drink

Fats & Oils (animal & veg)	Covers refining and blending of purchased vegetable, oilseed, and animal fats and oils, including the manufacture of shortening and margarine.
Fats & Oils (seeds & nuts)	Covers crushing of oilseeds and tree nuts such as soybeans, peanuts, and sunflower seeds to produce oils, cakes, meals, and protein isolates.
Cereals / Breakfast	Covers manufacturing of breakfast cereal foods.
Sweet Treats (no choc)	Covers refining of beet and cane sugar and manufacturing of nonchocolate confectionery products.
Frozen	Covers manufacturing of frozen foods, including frozen fruits, vegetables, juices, and specialty items such as dinners, pizza, and waffles.
Sauces / cans / jars	Covers canning, pickling, and drying of fruits and vegetables, including tomato-based sauces, jams, pickles, canned soups, and specialty foods in cans and jars.
Cheese	Covers manufacturing of cheese products from milk and of nondairy cheese substitutes.
Milk & Butter	Covers manufacturing of processed fluid milk products, milk substitutes, and creamery butter.
Chicken	Covers slaughtering and processing of poultry and small game, including meat and meat byproducts.
Other Meat	Covers slaughtering, processing, and rendering of animals other than poultry, including boxed meats and meat byproducts.
Seafood	Covers canning, smoking, salting, drying, and freezing of seafood, including shellfish shucking and processing of marine oils.
Bakery	Covers manufacturing of fresh and frozen bread and bakery products such as rolls, cakes, pies, and doughnuts.
Savory Snacks	Covers manufacturing of savory snack foods such as potato and corn chips, pretzels, popcorn, roasted nuts, and peanut butter.
Tea / Coffee	Covers roasting of coffee and manufacturing of coffee and tea concentrates, blended and herbal teas, and coffee extracts and syrups.
Dry seasoning	Covers manufacturing of spices, seasonings, flavoring extracts, and dry mix preparations such as gravy, sauce, and salad dressing mixes.
Fruit & Veg	Covers manufacturing of perishable prepared foods such as salads and peeled or cut fruit and vegetables, and other foods not classified elsewhere.
Other Food	Covers manufacturing of miscellaneous foods not classified elsewhere, including perishable prepared foods and mixed dried ingredients.
Catered food / canteen / meeting party	Covers contract food services, event catering, and mobile food services provided at institutional, commercial, and

	event locations.
Soft Drinks	Covers manufacturing of soft drinks, carbonated and bottled water, and ice.
Beer / Cider	Covers brewing of beer, ale, lager, malt liquors, and nonalcoholic beer.
Wine	Covers manufacturing and blending of wines and brandies from grapes and other fruits.
Spirits	Covers distilling, blending, and mixing of potable liquors.
Kitchen consumables	
Glassware (disposable / reusable)	Covers manufacturing of glass and glassware, including pressed, blown, and shaped glass products and containers.
Metal serveware (disposable / reusable)	Covers manufacturing of metal kitchen cookware, utensils, and cutlery and flatware for serving.
Plastic serveware (disposable / reusable)	Covers manufacturing of plastics products, including cups, bowls, and dinnerware.
Sharps (disposable / reusable)	Covers manufacturing of metal cutlery, blades, and edge tools.
Office consumables	
Office supplies	Covers manufacturing of office supplies such as pens, pencils, markers, staplers, stamps, and inked ribbons.
Cleaning supplies	Covers manufacturing of soaps, detergents, polishes, and specialty cleaning preparations.
Sanitary supplies (TP, personal goods, deo/shampoo)	Covers converting purchased paper stock into sanitary paper products such as toilet paper, tissues, towels, napkins, and disposable hygiene products.
Construction consumables	
Pallet wrap / packaging	Covers packaging and labeling services for client-owned materials, including shrink wrapping and other business support services.
Uniforms & Workwear	Covers manufacturing of knitted and cut-and-sew apparel and accessories, including work and team uniforms.
Hi-viz	Covers manufacturing of cut-and-sew apparel and accessories, including outerwear and high-visibility workwear.
T-shirts	Covers manufacturing of knitted and cut-and-sew apparel, including outerwear garments such as T-shirts.
Aprons	Covers manufacturing of cut-and-sew apparel and accessories from purchased fabric.
Whites	Covers manufacturing of knitted and cut-and-sew apparel garments from purchased fabric.

Services	
Cleaning	Covers providers of cleaning and combined facilities

	support services operating within a client's premises.
Accounting	Covers certified accountants and accounting firms providing audit, tax preparation, bookkeeping, and payroll services.
Legal	Covers law firms and legal practitioners providing advisory, litigation, and legal compliance services.
HR	Covers employment agencies and HR service providers offering recruitment, staffing, and workforce management.
Software	Covers providers of software management, IT facilities management, and computer systems support services.
Hosting Services	Covers providers of cloud hosting, data centre, web hosting, and data processing infrastructure services.
Insurance	Covers insurance brokers, agencies, and claims service providers across business insurance categories.
Marketing & Advertising	Covers advertising agencies and marketing service providers creating and placing campaigns across media channels.
Design	Covers specialist design firms providing interior, graphic, industrial, and environmental design services.
Consulting	Covers management consultancies providing strategic, operational, and organisational advisory services.
Facilities	Covers providers of integrated facilities management including maintenance, cleaning, and site operations.
Security	Covers providers of security guarding, surveillance, access control, and investigation services.
Financial	Covers financial advisors, investment managers, and other financial services providers.
Courier	Covers postal and courier service providers for parcel and mail delivery.
Laundry	Covers commercial laundry and dry-cleaning service providers.
Waste	Covers waste collection, recycling, hazardous waste disposal, and environmental remediation service providers.
Travel	Covers travel agencies, booking platforms, and corporate travel management service providers.
Printing	Covers commercial printing service providers for marketing materials, reports, and general print production.

Data Summary

Activity Area	Source	Unit Type	Scope Allocation	Can be allocated to
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				events?
Energy (Electricity)	DESNZ/DBEIS & CaDI	KWh	Scope 2 + T&D losses Scope 3 (3) (Scope 3 (8) where space is leased)	YES
Energy (Gas)	DESNZ/DBEIS & CaDI	Volume	Scope 1 (Scope 3 (8) where space is leased)	YES
District Heating	Coming Soon			
Fuel	DESNZ/DBEIS	Volume	Scope 1	NO
Refrigerants	Coming Soon			
Water	N/A	Volume	Currently, only tracking consumption	NO
Waste	DESNZ/DBEIS	Weight or volume	Scope 3 (5) (Scope 3 (12) where waste is assigned to an event)	YES
Logistics	DESNZ/DBEIS	Distance	Scope 1, where company owned, otherwise, Scope 3 (4), Scope 3 (9)	YES
Commuting	DESNZ/DBEIS	Distance	Scope 3 (7)	NO
Business Travel	DESNZ/DBEIS	Distance	Scope 1, where company owned, otherwise, Scope 3 (6)	YES
Business Accommodation	Greenview Hotel Footprinting Tool	Number	Scope 3 (6)	YES
Homeworking	EcoAct Whitepaper	Number	Scope 3 (7)	NO
Capital Goods	CEDA Database	Spend	Scope 3 (2)	NO
Purchased Goods & Services	CEDA Database	Spend	Scope 3 (1)	NO