

TRACE Business Operations Methodology

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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		
Diesel	Litres	Gallons
HVO Biofuel	Litres	Gallons
Biodiesel	Litres	Gallons
GtL Fuel	Litres	Gallons
Bottled gas / LPG	kg	Lbs

Factors

Electricity factors are provided globally from the following sources:

Country	Emissions factor source
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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.

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 homewarding will be reported as scope 3, category 7.

Data Summary

Activity Area	Source	Unit Type	Scope Allocation	Can be allocated to events
Energy (Electricity)	DESNZ/DBEIS & CaDI	KWh	Scope 2 + T&D losses Scope 3 (3)	YES
Energy (Gas)	DESNZ/DBEIS & CaDI	Volume	Scope 1	YES
District Heating	<i>Coming Soon</i>			
Fuel	<i>Coming Soon</i>			
Refridgerants	<i>Coming Soon</i>			
Water	N/A	Volume	Currently, only tracking consumption	NO
Waste	<i>Coming Soon</i>			
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	DESNZ/DBEIS	Distance	Scope 1, where	YES

Travel			company owned, otherwise, Scope 3 (6)	
Homeworking	EcoAct Whitepaper	Number	Scope 3 (7)	NO
Capital Goods	<i>Coming Soon</i>			
Purchased Goods & Services	<i>Coming Soon</i>			