

Appendix 3: Main Sources of GHG Emissions from Agency Operations

The table below shows the main sources of GHG emissions from agency operations, as well as the data used to quantify emissions and common data sources.

Emissions source	Description	Data used to quantify emissions	Data for simplified estimate	Common data sources
Natural Gas and other fuel used in buildings and fixed equipment	The combustion of fuels (to generate electricity, heat, and power) using equipment in a fixed location. Stationary sources include power plants, furnaces, boilers, generators, and heaters	Quantity of fuel consumed	Average energy intensity per square foot; Expenditures and average fuel prices	Utility bills, meter readings, fuel receipts or purchase records
Purchased Electricity and Steam	Emissions from combustion of fossil fuels to generate electricity purchased by the agency	Quantity of electricity consumed	Average energy intensity per square foot; Expenditures and average electricity prices	Utility bills or meter readings
Vehicle Fleet	Agency owned and operated fleet of: <ul style="list-style-type: none"> • On-road light duty vehicles • On-road heavy duty vehicles • Off-road vehicles • Ferries • Boats • Aircraft 	Quantity of fuel consumed, miles traveled or hours of operation, number of vehicles	Vehicle miles traveled and average fuel efficiency; Expenditures and average prices	Fleet manager records, fuel receipts, purchase records
Employee Business Travel	Work-related travel in vehicles not owned or operated by the agency, such as employee-owned vehicles and commercial air travel	Vehicle miles traveled	Number of flights; expenditures and average prices (or reimbursement rate)	Fiscal records, travel reimbursements
Employee Commuting	Employee travel to and from work	Vehicle miles traveled by mode		Employee surveys (e.g., CTR survey or UPASS survey)
Refrigeration and Air Conditioning Fugitive Emission	Leakage of refrigerants from refrigeration and air conditioning equipment, including chillers, cold storage warehouses, commercial air conditioning systems, and mobile sources.	Quantity of refrigerant leaked (or refilled)	Number of units and type of equipment	Service contractors, records