



Glossary of Terms

Carbon Reporting

General Terms & Definitions

Term	Definition
Activity Data	Quantitative measure of a level of activity that results in GHG emissions (e.g. kWh of electricity used or litres of fuel consumed).
Baseline Year	The reference year against which current and future GHG emissions are compared.
Biogenic Emissions	CO ₂ emissions from the combustion or biodegradation of biomass (e.g. wood, biofuels).
Carbon Dioxide Equivalent (CO ₂ e)	A standard unit for comparing emissions of different GHGs, based on their Global Warming Potential (GWP).
Carbon Footprint	The total GHG emissions (expressed in CO ₂ e) caused directly and indirectly by an individual, organisation, product, or activity.
Downstream Emissions	Indirect GHG emissions that occur after a product or service leaves the reporting company, including distribution, use, and end-of-life treatment of sold products.
Direct Emissions	Emissions from sources owned or controlled by the reporting organisation, such as a boiler that is switched on or off by the reporting company.
Emission Factor (EF)	A numerical value that is multiplied by the quantity of activity data to calculate the emissions of that activity. For example, the emission factor per litre of petrol is 2.34 kgCO ₂ e. This means that for every litre of petrol used, 2.34 kg of CO ₂ e is released into the atmosphere.
Emissions Intensity	A measure of greenhouse gas emissions per unit of activity, output, or value (e.g. tonnes CO ₂ e per employee, per product, or per £ revenue).

**GHG Protocol -
Corporate Standard**

The most widely used international standard for measuring and reporting GHG emissions, developed by WRI and WBCSD. The Corporate Standard includes the accounting and reporting of emissions from an organisation's value chain (upstream and downstream).

**Global Warming
Potential (GWP)**

A measure of how much heat a GHG traps in the atmosphere relative to CO₂ over a set time period (usually 100 years). For example, methane has a GWP of 27.9, meaning that a leak of a tonne of methane is equivalent to emitting 27.9 tonnes of CO₂ measured over 100 years.

**Greenhouse Gases
(GHGs)**

Gases that trap heat in the atmosphere, covered by the Kyoto Protocol: CO₂ (carbon dioxide), CH₄ (methane), N₂O (nitrous oxide), HFCs (hydrofluorocarbons), PFCs (perfluorocarbons), SF₆ (sulphur hexafluoride), and NF₃ (nitrogen trifluoride).

Indirect Emissions

Emissions that are a consequence of the activities of the organisation but occur from sources not owned or controlled by it (Scope 2 and Scope 3).

**Location-based
Method**

Scope 2 emissions accounting method that uses average grid emission factors for the region where electricity is consumed.

Market-based Method

Scope 2 accounting method that reflects emissions from specific electricity purchases (e.g. renewable energy contracts).

Materiality

In a carbon footprint, materiality means focusing on the emissions sources that are significant enough to meaningfully affect the total footprint or influence decisions based on it.

Operational Boundary

Defines which emission sources are included in the reporting company's GHG inventory as categorised within Scope 1, 2, or 3.

**Organisational
Boundary**

Defines which parts of the company are included in the GHG inventory (equity share or financial/control approach).

**Streamlined Energy
and Carbon Reporting
(SECR)**

A UK regulatory framework requiring qualifying companies to disclose their energy use, associated

	carbon emissions, and energy efficiency actions in their annual reports.
Tank-to-wheel (TTW)	Emissions produced by a vehicle's engine while in operation and being driven on the road.
Transmission & Distribution (T&D) Loss	The energy lost as electricity travels through the grid from the point of generation to the end user.
Upstream Emissions	Indirect GHG emissions that occur in the supply chain before a product or service reaches the reporting company, such as extraction, production, and transport of purchased goods.
Well-to-Tank (WTT) Emissions	Emissions from the processing, transport, distribution, and transformation of fuels before they are used to power vehicles.
Well-to-Wheel (WTW) Emissions	Total emissions from fuel production (WTT) through to final use in a vehicle (TTW).

Scope & Category Terms & Definitions

Scope & Category	Definition
Scope 1: Direct GHG emissions from sources owned or controlled by the organisation	
Category 1 – Stationary fuels	Emissions from burning fuels in stationary equipment such as boilers, furnaces, and generators.
Category 2 – Mobile fuels	Emissions from fuel burned in owned or controlled vehicles, aircraft, ships, and other mobile sources.
Category 3 – Fugitive emissions	Unintentional release of GHGs, e.g. refrigerant leaks from A/C units or methane leaks from pipelines.
Category 4 – Process emissions	Emissions released during industrial processes not related to energy use, e.g., cement production or chemical reactions.
Scope 2: Indirect GHG emissions associated with the purchase of energy	
Category 1 – Electricity	Emissions from the generation of electricity consumed. These emissions occur at the power plant where the electricity is produced, not at the site of use.

Category 2 – Heat, steam, and cooling	Emissions from the generation of heat, steam, or cooling consumed. As with electricity, these emissions occur at the facility where the energy is produced, not where it is used.
Category 3 – Electric vehicles	Emissions from the generation of electricity used to charge electric vehicles controlled or owned by the organisation.
Scope 3: All other indirect emissions not covered in Scopes 1 or 2 associated with the organisation's upstream and downstream supply chain	
Category 1 – Purchased goods and services	Emissions from the production of goods and services purchased by the organisation, including materials, water supply, and service provision along the supply chain (e.g., construction, consulting, legal services).
Category 2 – Capital goods	Emissions from the production of long-lived goods such as buildings, machinery, and equipment.
Category 3 – Fuel- and energy-related activities not included in Scope 1 or 2	Emissions from upstream fuel extraction, processing, and transmission losses.
Category 4 – Upstream transportation and distribution	Emissions from third-party transportation and distribution of purchased products before use.
Category 5 – Waste generated in operations	Emissions from third-party disposal and treatment of waste produced by company operations.
Category 6 – Business travel	Emissions from employee travel for business purposes in vehicles not owned or controlled by the company.
Category 7 – Employee commuting	Emissions from the transport of employees between home and work.
Category 8 – Upstream leased assets	Emissions from the operation of leased assets not owned but used by the company.
Category 9 – Downstream transportation and distribution	Emissions from third-party transportation and distribution of sold products.

**Category 10 –
Processing of sold
products**

Emissions from the processing of intermediate products sold to downstream companies.

**Category 11 – Use of
sold products**

Emissions from the use of goods and services sold by the company. (e.g., if the company sells washing machines, then the emissions from its usage over its life).

**Category 12 –
End-of-life treatment
of sold products**

Emissions from waste disposal and treatment of products sold by the company at their end of life.

**Category 13 –
Downstream leased
assets**

Emissions from the operation of assets leased to other entities.

**Category 14 –
Franchises**

Emissions from the operations of franchises not directly owned by the company.

**Category 15 –
Investments**

Emissions from the operations of assets or entities in which the company invests.