Data-Guideline climate-neutral label myclimate

General Information

This guideline contains content-related assistance for the data entry on the myclimate emissions calculator for companies in order to offset the balance year of a company and acquire the climate-neutral label «climate-neutral operations».

Profile

In this section, important information about the location is collected. This information is primarily required for plausibility checks of the entered data of the data entered.

Employees	Nr.	Please enter the annual average of employees in full time equivalents (FTE) in the reporting period. Example: Employee A = 3 months with 60% pensum = 0.15 FTE (= 3 / 12 * 60%) Employee B = 12 months with 80% pensum = 0.8 FTE (= 12 / 12 * 80%) Employees A+B = 0.95 FTE It is also possible to enter the amount of full time equivalents per end of the period (e.g. 31st December).
Energy Reference Area	m^2	Please enter the sum of heated or air-conditioned areas at your location. Please do not include non-heated surfaces such as warehouses.
Power	kWh	Add up the purchased electricity consumption from electricity bills (high and low tariffs). Whether the electricity comes from renewable sources can be determined by the electricity product and, if required, by an inquiry to the electricity supplier. Please also consider electricity consumption for the operation of heat pumps. Only the electricity consumption of buildings and internal electric car charging stations should be entered here.
Fuel Oil	l	If applicable, enter the effective fuel oil consumption, i.e. taking into account the fuel oil tank levels at the beginning and at the end of the year, as well as the purchased quantity during the year. 10kWh ≙ 1 l ; 1 MJ ≙ 0.2778 kWh
Natural Gas & Biogas	m^3	If applicable, please enter the amount of gas consumed from the energy supplier's bills in m3. If a certain amount of biogas is added, calculate this accordingly and add the amount of biogas to "Biogas".

Wood	kWh	Enter - if applicable - the energy consumption of wood. No distinction is made between logs, wood chips and pellets. The following conversion factors can be used to calculate the amount of energy in kWh: Pellets 1 kg ≙ 4.8 kWh 1 m3 ≙ 3000 kWh Wood chips 1 kg ≙ 2 kWh 1 m3 ≙ 800 kWh Logs 1 kg ≙ 4.2 kWh 1 m3 ≙ 1600 kWh 1 MJ ≙ 0.2778 kWh
District Heat	kWh	If applicable, enter the amount of district heating energy purchased. 1 MJ ≙ 0.2778 kWh eben Sie – falls zutreffend – die bezogene Energiemenge an Fernwärme ein. 1 MJ ≙ 0.2778 kWh
Commuting distances of employees		Please enter the commuting distances (i.e. the distance to work and back) of your employees divided into public transport and passenger cars. There are various approaches to collect the necessary data for commuting: - Interviewing employees on their distance to work and means of transportation. - Modelling of commuting distances from an anonymous list of employees' places of residence using Google Maps and statistical data on the means of transportation. - Using empirical figures from the microcensus survey on the mobility behaviour of the Swiss population conducted by the Federal Statistical Office or by using other statistical sources.
Travels for business purposes		Please enter the travel data of your employees for business purposes (excl. commuting). The distances are recorded by means of transport (public transport, passenger car, airplane).
PKW		Please enter distances travelled for business purposes. If only the distances are available, the following conversion factors can be used to estimate the fuel consumption: - Gasoline: compact car: 0.07 l/km, mid-range car: 0.08 l/km, SUV/van/luxury: 0.10 l/km - Diesel: compact car: 0.05 l/km, mid-range car: 0.07 l/km, SUV/van/luxury: 0.08 l/km - Natural gas & biogas: compact car: 0.05 kg/km, mid-range car: 0.06 kg/km, SUV/van/luxury: 0.07 kg/km

Catering & Consumption		Please enter only the amount of catering provided at the location (and paid by the company). Consumption in external restaurants etc. does not have to be considered.
Meals, non vegetarian & meals, vegetarian & Snacks		Only make entries here if your company has its own canteen. Catering in external restaurants etc. does not have to be taken into account.
Coffee		If the coffee consumption is known in kg, the conversion can be used as an approximation: 7 g coffee beans ≙ 1 cup
Tea		Conversion between tea bags and number of cups: 2 g Tee ≙ 1 Cup / 1 Tea bag
Material and waste		Data sources for the section material & waste: facility management, cost center, lessors, waste disposal company.
Paper		Please enter the amount of paper consumed in the fiscal year, including amount of recycling paper %. Commercially available paper has a grammage of 80 g/m2 and therefore a specific weight 5 g/sheet.
Purchased printed material		Please enter the quantity of printed material ordered externally (at a print shop), eg. annual reports, brochures, flyers, magazines. Climate neutral printed matter (emissions already offset) is not included in the accounting.
Purchased electronic devices		Enter the newly purchased electronic devices during the fiscal year (not the current inventory!).
Waste		Please enter the weight of waste disposed. The density of residual waste is approx.: 1 m3 ≙ 1000 l ≙ 100 kg It is also possible to estimate the amount by the container volume, e.g.: Container volume = 1100 l Emptying every two weeks Disposed amount per year: 1.1 m3 x (52 weeks / 2) x 100 kg/m3 = 2.86 t