The following questions are intended to be a starting point to help customers understand their supplier’s greenhouse gas emissions for use in quantifying Scope 3 emissions, developing targets, or quantifying and mitigating risk. Please fill out all questions below to the best of your ability. Detailed instructions are provided in the companion instruction document.

|  |
| --- |
| Background Information |
| Company Name: Click here to enter text. | Date: Click to enter date. |
| Number of Employees: Click here to enter text. |
| Contact Name: Click here to enter text. | Title: Click here to enter text. |
| Contact Email: Click here to enter text. | Contact Phone: Click here to enter text. |
| Environmental Policy and Targets |
| Do you have a sustainability/environmental/green policy statement? Yes [ ]  No [ ]  |
| *If yes, please provide link or attach document:* Click here to enter text. |
| Do you publish a Corporate Social Responsibility (CSR)/Sustainability report? Yes [ ]  No [ ]  |
| *If yes, please provide link or attach document:* Click here to enter text. |
| Do you monitor and track energy consumption at your facility(ies)? Yes [ ]  No [ ]  |
| *If yes, please describe:* Click here to enter text. |
| Do you have goals or targets to reduce greenhouse gas emissions and/or energy? Yes [ ]  No [ ]  |
| *If yes, what is/are the target(s):* Click here to enter text. |
| Have you received additional requests from stakeholders to disclose environmental information? Yes [ ]  No [ ]  |
| *If yes, describe the types of information requested and specify the type of stakeholder request the information:* Click here to enter text. |
| Do you report greenhouse gas emissions and/or energy either publicly or to another customer? Yes [ ]  No [ ]  |
| *If yes, describe where:* Click here to enter text. |
| Greenhouse Gas Emissions |
| Do you calculate your Scope 1 and 2 greenhouse gas emissions? Yes [ ]  No [ ]  |
| *If yes, what is the most recent year that data are available?* Click here to enter text. |
| *If yes, please provide:*  | **Total Scope 1 Emissions:** Metric Tons CO2e |
| **Total Location-Based Scope 2 Emissions:** Metric Tons CO2e**Total Market-Based Scope 2 Emissions:** Metric Tons CO2e |
| *Please provide a description of your major Scope 1 and Scope 2 emissions sources:* Click here to enter text. |
| Do you seek third party verification/assurance of your Scope 1 and 2 emissions? Yes [ ]  No [ ]  *If yes, please attach your most recent verification statement* |
| Do you calculate your Scope 3 greenhouse gas emissions? Yes [ ]  No [ ]  |
| *If yes, what is the most recent year that data are available?* Click here to enter text. |
| For each Scope 3 category, state if it is relevant to your business and provide emissions, if available. |
| ***Scope 3 Category*** | **Relevance** | **Quantified Sources** | **Emissions** |
| *Purchased good and services* | Select | Enter text. | Metric Tons CO2e |
| *Capital goods* | Select | Enter text. | Metric Tons CO2e |
| *Fuel-and-energy-related activities* | Select | Enter text. | Metric Tons CO2e |
| *Upstream transportation and distribution* | Select | Enter text. | Metric Tons CO2e |
| *Waste generated in operations* | Select | Enter text. | Metric Tons CO2e |
| *Business travel:* | Select | Enter text. | Metric Tons CO2e |
| *Employee commuting* | Select | Enter text. | Metric Tons CO2e |
| *Upstream leased assets* | Select | Enter text. | Metric Tons CO2e |
| *Investments* | Select | Enter text. | Metric Tons CO2e |
| *Downstream transportation and distribution* | Select | Enter text. | Metric Tons CO2e |
| *Processing of sold products* | Select | Enter text. | Metric Tons CO2e |
| *Use of sold products* | Select | Enter text. | Metric Tons CO2e |
| *End of life treatment of sold products* | Select | Enter text. | Metric Tons CO2e |
| *Downstream leased assets* | Select | Enter text. | Metric Tons CO2e |
| *Franchises* | Select | Enter text. | Metric Tons CO2e |
| Do you seek third part verification/assurance of your Scope 3 emissions? Yes [ ]  No [ ]  *If yes, please attach your most recent verification statement* |
| Energy and Greenhouse Gas Emissions Reduction |
| Are you able to compare the greenhouse gas emissions reported above with emissions in a previous year? Yes [ ]  No [ ]  |
| *If yes, please describe if Scope 1, 2, and 3 emissions have increased or decreased compared to prior years:* Click here to enter text. |
| Do you have a program and/or procedures to reduce energy use and greenhouse gas emissions? Yes [ ]  No [ ]  |
| *If yes, please describe:* Click here to enter text. |
| Do you produce or purchase renewable energy? Yes [ ]  No [ ]  |
| *If yes, please describe:* Click here to enter text. |
| Do you have strategies to reduce Scope 3 greenhouse gas emissions? Yes [ ]  No [ ]  |
| *If yes, please describe:* Click here to enter text. |
| Do you engage with your suppliers around environmental issues and performance? Yes [ ]  No [ ]  |
| *If yes, please describe:* Click here to enter text. |
| Do you collect environmental data from your suppliers? Yes [ ]  No [ ]  |
| *If yes, please describe the type(s) of data collected and how it is used internally:* Click here to enter text. |