

## Energy Toolkit (ET) – Office Tool Instructions

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## 1. Building Dashboard

The screen doubles up as a results summary page and users will be returned to the same screen after completing their data entry.

Energy Usage for Test Office 02

0% complete Not Submitted

Enter Data 1

### Diocesan Office Details

Name	Test Office 02
Category	Diocesan Office
Diocese	Test Diocese
Town	Cambridge
Post Code	
Notes	-

### Results 2

Enter your data to see results for this Diocesan Office.

Gross CO <sub>2</sub> emissions (Tonnes)	-
Net CO <sub>2</sub> emissions (Tonnes)	-
CO <sub>2</sub> emissions (kg) per m <sup>2</sup>	-
Number of people	-
CO <sub>2</sub> emissions (kg) per person	-

- 1) Progress to date and the button which takes you into the data entry screen
- 2) Even before data entry has started a placeholder results section is shown so that this screen does not look too sparse.

## 2. Data Entry

- 1) You will first be asked who is responsible for managing the energy bills for the office. If you select “The Diocese”, the tool will prompt you to answer (3). If you select “Someone else”, you (2) will appear on your screen.
- 2) This question is for users from dioceses who do not manage their own offices energy bills (e.g. because the diocese works out of a rented office where the commercial landlord manages the energy bills) whether they are able to retrieve them.

If your diocesan office does not manage it’s energy bills but is able to access a figure total cost spend and/or volume of energy purchased (kWh), then please select “yes” to complete the remainder of the tool.

If you are unable to access this information, then please select “no”. You will then be prompted to enter your office’s floor area and number of staff, which will be used to estimate your carbon footprint.

- 3) Users from dioceses who are able to complete the tool fully (either because the diocese manages the energy bills or they are able to retrieve them from the person who does) are then asked which sources of energy the building uses.

# Data Entry

[Diocese Dashboard](#) / [Diocesan Offices List](#) / [Diocesan Office Dashboard](#) / Data Entry

**Buildings & Fuels Used**

Main - Energy Usage  
2 of 11 complete 18%

Main - Building Size  
0 of 2 complete 0%

Total  
2 of 13 complete 15%

Who manages the energy bills for this office?

The Diocese

Someone else (e.g. the office's landlord) **1**

Are you able to retrieve the energy bills for this office from the person who manages them?

Yes **2**

No

What sources of energy does this building use? **3**

Electricity  Gas  Oil  Alternative  Solar  Other  No energy is used in this building

[Next](#)

The next data entry page asks for details of your electricity and other heating fuel consumption:

Primary heating fuel	<input type="radio"/> Electricity <b>1</b> <input type="radio"/> Mains gas <small>The fuel that is mainly used to heat the building</small>
Electricity supplier	<input type="radio"/> Bulb <input type="radio"/> Ecotricity <input type="radio"/> Good Energy <b>2</b> <input type="radio"/> Green Energy <input type="radio"/> Green Journey/SSE <input type="radio"/> Octopus <input type="radio"/> Opus Energy <input type="radio"/> Other <input type="radio"/> People's Energy
Renewable tariff?	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>Only fully renewable tariffs qualify. Enter as applies to your office.</small>
Electricity purchased (kWh)	<b>3</b> <input type="text"/> <small>Enter total units for the year (kilowatt-hours) in this field, or total spend in the next field, or both. Include only electricity purchased from the grid, not generated on site.</small>
Cost of electricity (£)	<b>4</b> <input type="text"/> <small>Enter total spend in the year in this field, and/or kWh in the previous field - only purchased electricity, not generated on site. For Parish Buying/Total, leave cost blank.</small>
Gas Supplier	<input type="radio"/> Crown Gas & Power <input type="radio"/> Green Energy UK <input type="radio"/> Green Journey/SSE <b>5</b> <input type="radio"/> None <input type="radio"/> Other
Renewable tariff?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Gas purchased	<b>6</b> <input type="text"/> <small>If office has gas, enter total quantity for the year here, and/or cost below.</small>
Unit of gas purchased	<input type="radio"/> kWh <input type="radio"/> Cubic Metres <b>7</b> <input type="radio"/> 100s Cubic Feet <small>Enter unit used. Volume in 100s of cubic feet (old meters), cubic metres (new meters); or energy (kWh) calculated from volume on bills.</small>
Cost of gas (£)	<b>8</b> <input type="text"/> <small>Quantity can be entered (above) and/or cost (here). Cost is total spend during the year.</small>
Does your tariff offset 100% of your energy?	<input type="radio"/> Yes <b>9</b> <input type="radio"/> No <input type="radio"/> Unsure

- 1) Select the primary heating fuel used by the office (i.e. the fuel that is predominantly used to heat the building)
- 2) The list of electricity suppliers shown here are those which have been verified as genuinely providing a 100% renewable electricity tariff. The list of companies meeting these criteria is reviewed each year and the criteria applied for inclusion can be found at the end of this document.

If an office uses a supplier not on this list, but which states it is either 100% renewable or fully offset, then they can tick “yes” when prompted by the “Renewable Tariff” section. In either case, the electricity used will not be automatically removed from their net carbon footprint but it will be shown in the results as having already been offset.

- 3) Enter the total kWh electricity usage from your electricity bill, ideally for dates covering as close as possible to the calendar year you are entering data for. You may need to add up several quarterly or monthly electricity bills in order to calculate this figure.
- 4) If you are unable to retrieve a kWh figure for your electricity use, then you can enter the office’s total spend on electricity into (4) instead. Doing so will allow the toolkit to estimate your carbon footprint based on average costs per unit of electricity.

Entering data into (4) is not strictly necessary if you have entered a kWh figure into (3) (as the kWh figure will be used to calculate your carbon footprint). However, entering data into both boxes will give us a better idea of average unit costs for office electricity use, and so will help us produce better estimates for offices who are only able to enter a cost figure into (4)

- 5) The list of gas suppliers shown here are those which have been verified as genuinely providing renewable bio-gas. The list of companies meeting these criteria is reviewed each year and the criteria applied for inclusion can be found at the end of this document.

If an office uses a supplier not on this list, but which states it is either 100% renewable or fully offset, then they can tick “yes” when prompted by the “Renewable Tariff” section. In either case, the gas used will not be automatically removed from their net carbon footprint but it will be shown in the results as having already been offset.

- 6) Enter the total units of gas usage from your gas bill, ideally for dates covering as close as possible to the calendar year you are entering data for. You may need to add up several quarterly or monthly electricity bills in order to calculate this figure.
- 7) Select the type of units that you have been billed for on your gas bill (and used for the figure you have entered into (6)). This will usually be kWh, but some gas suppliers may bill you in cubic meters or 100s cubic feet.
- 8) If you are unable to retrieve a unit figure for your gas use, then you can enter the office’s total spend on gas into (8) instead. Doing so will allow the toolkit to estimate your carbon footprint based on average costs per unit of electricity.

Entering data into (8) is not strictly necessary if you have entered a kWh figure into (6) (as the unit figure will be used to calculate your carbon footprint). However, entering data into both boxes will give us a better idea of average unit costs for office gas use, and so will help us produce better estimates for offices who are only able to enter a cost figure into (8)

- 9) This question is yes/no. You may also tick unsure if you are unsure.

The next data entry page asks for details of the office space and number of staff working there

Diocese Dashboard / Diocesan Offices List / Diocesan Office Dashboard / Data Entry

**1**

Buildings & Fuels Used

Main - Energy Usage  
4 of 10 complete 40%

Main - Building Size  
0 of 2 complete 0%

Total  
4 of 12 complete 33%

Please enter the gross internal area (GIA) of the building (or section of the building) that you are responsible for heating and lighting

Number of Full Time Equivalent (FTE) staff with this office as their main place of work **2**

Back Next

- 1) Asks for the gross internal area of the office for which you are responsible. This is the floor area measured to the internal face of the perimeter walls of the office area (there is no need to make accommodation for internal partition walls, columns, chimneys etc). For offices with multiple floors your figure should include the area of each floor that you are responsible for heating and lighting.

If your office is a rented space in a shared office block, then please exclude any external common areas such as stairs, halls and landings that you are not responsible for.

Please enter the figure in meters squared.

- 2) Asks for the number of Full Time Equivalent (FTE) staff that use the office as their main place of work.

A full-time equivalent, sometimes abbreviated as FTE, is a unit to measure employed persons in a way that makes them comparable although they may work or study a different number of hours per week.

The unit is obtained by comparing an employee's or student's average number of hours worked to the average number of hours of a full-time worker or student. A full-time person is therefore counted as one FTE, while a part-time worker / student gets a score in proportion to the hours he or she works or studies. For example, a part-time worker employed for 20 hours a week where full-time work consists of 40 hours, is counted as 0.5 FTE. The workforce of an can then be added up and expressed as the number of full-time equivalents.

Please only include staff who work in this office as their main place of work (i.e. please don't include permanent home workers or staff who are based in another office).

### 3. After Data Entry

Users are returned to the building dashboard screen with results populated immediately.

Energy Usage for Test Office 02 in 2021

50% complete Not Submitted

**1**

Enter Data

Submit **2**

Reset Data Entry **3**

#### Diocesan Office Details

Name	Test Office 02
Category	Diocesan Office
Diocese	Test Diocese
Town	Cambridge
Post Code	
Notes	-

#### **4** Results

Gross CO <sub>2</sub> emissions (Tonnes)	1.7
Net CO <sub>2</sub> emissions (Tonnes)	1.7
CO <sub>2</sub> emissions (kg) per m <sup>2</sup>	1.9
Number of people	567
CO <sub>2</sub> emissions (kg) per person	2.916

- 1) Takes you back to the data entry page so you can amend the data
- 2) Marks any data recorded against the building as final. This prevents other users from editing the data that you have entered for the building without first manually “unsubmitting” the data
- 3) Erases any user entered data against the building
- 4) Shows results for the office.

#### 4. Importing/Exporting data in bulk

Dioceses with more than one office may wish to import data in bulk by navigating to “Import/Export” data from the building list or the toolkit’s header navigation bar.

When clicking the general Import/Export link in the top menu users are first asked what type of building they’d like to import/export data for. Direct links to the category specific import / export screen exist in the Buildings List screen.

The screenshot shows a web interface for importing and exporting data. It is divided into two main sections: 'Export' and 'Import'.

- 1** Select a building category: A dropdown menu with 'Schools Import/Export' selected.
- 2** Select a year: A dropdown menu with '2021' selected.
- 3** Select a format for export: A dropdown menu with 'Excel (.xlsx)' selected.
- 4** Select data to include: A dropdown menu with 'All Records' selected.
- 5** Select type of field names: A dropdown menu with 'Database field names' selected.
- 6** Download Results to XLSX: A green button with a question mark icon.
- 7** Download XLSX Template for Import: A green button with a question mark icon.
- 8** Import section: Contains a light blue informational box, a yellow tip box, a 'Choose a file' input field with a 'Browse' button, and a purple 'Submit' button.

- 1) Specify the type of building you wish to download/upload data for (schools, housing, offices etc)
- 2) Select the year that you wish to download data for
- 3) Select a file format to export the data to (either CSV or XLSX format). XLSX has the advantage of being able to include validation lists for fields which only accept specific values.
- 4) Choose whether to include records only for buildings for which data has been submitted or to include blank records.
- 5) Chose the type of field names you want your exported data to have.

Select human field names to use full labels in the header row for each field as they are displayed in the data entry form. In some cases this may make it easier to identify fields at the expense of a more verbose header row.

Select database field names to use short field names as used in the database.

This option does not apply if you download a template file in order to import data in bulk.

- 6) Downloads a file containing results suitable for further analysis in Excel. The file generated will contain read-only calculated fields and is unsuitable for importing data back into the system. If you need to import data download a template instead.
- 7) Downloads a template file in the correct format for uploading data to the system.



- 8) Upload a file to import data in bulk. For this process to work it is important that the CSV file have the correct headings so that the ET can correctly identify which fields each represents. Each row must also have an ID which uniquely identifies each building. It is therefore recommended that you download a template file and do not rename, add or remove any columns.

In some cases a variable might not be applicable to your office (e.g. oil\_quantity for a building that is heated by gas). If this is the case then the variable should be left blank (please do not type "n/a" or similar)

## Appendix 1: Green Energy Companies and the Energy Footprint Tool

The Energy Footprint Tool allows a church to easily calculate the carbon footprint of their energy use (oil, gas, electricity). It shows both their 'gross' and 'net' carbon footprint. The gross figure represents all the energy they have used, whilst the net figure deducts any electricity or gas which is either generated on-site or purchased from a 100% renewable tariff meeting certain criteria.

The list of companies meeting these criteria is reviewed each year. There is a degree of judgement involved, taking a balanced view across a range of factors, using only publicly available information. Where necessary and appropriate, a company or broker may be invited to attend for interview, at the Church Energy Advisors Network.

The criteria applied are:

- Whether a company's tariffs are all renewable, and if not how great a proportion is renewable;
- Whether they rely on offsetting;
- Whether units sold are the same as those supported by Renewable Energy Guarantees of Origin (REGOs);
- For electricity: Whether the company has its own generation and how much;
- For electricity: Whether purchase from other generators is direct;
- For gas: whether it is 100% bio-gas;
- Whether all is UK-generated;
- Whether the company is wholly or partly owned, or benefits from, investments by a fossil fuel major

None of these companies or tariffs are necessarily recommended to Offices. Offices will want to take into account other factors such as ethical sourcing, cost and customer service. The list is solely to determine whether gas or electricity should be deemed to be net zero carbon in the Energy Toolkit's calculations.