

Data Collection Worksheet

Use this worksheet to collect all the necessary input data to complete your community's greenhouse gas inventory. This is a single location for you to collect all of the information and document any data sources specific to your community. This worksheet correlates directly with the INPUTS tab of the Tool.

Stationary Energy

1A Question 1A: Electricity & Natural Gas (Mandatory)

Data source: _____ Data year: _____

	Total MWh	Total therms
Residential customers		
Commercial and Industrial customers		

1B Question 1B: Municipal Operations (Optional)

Data source: _____ Data year: _____

	Total kWh	Total therms	Total gallons oil	Total gallons propane
Municipal Buildings				

	Total gallons diesel	Total gallons gasoline
Municipal Vehicles		

1C Question 1C: Electricity Emissions (If YES)

Data source: _____ Data year: _____

	Total Annual Electricity Consumption (kWh/Year)	% of Class I Voluntary RECs
Residential Rate 1		
Residential Rate 2		
Residential Rate 3		
Residential Rate 4		
Commercial & Industrial Rate 1		
Commercial & Industrial Rate 2		
Commercial & Industrial Rate 3		
Commercial & Industrial Rate 4		

1D Question 1D: Heating Oil (if YES)

Data source: _____ Data year: _____

	Total oil use (gallons)	Total therms
Residential customers		
Commercial and Industrial customers		

Question 1D: Heating Oil (if NO)
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1E Question 1E: Construction, Landscaping, & Manufacturing (If YES)

Part 1: Landscaping

Data source: _____ Data year: _____

	Total square footage (municipality)	Total square footage (country)
Estimated landscaped area		

Part 2: Construction

Data source: _____ Data year: _____

	Total square footage (municipality)	Total square footage (country)
Commercial construction under development		

Part 3: Manufacturing

Data source: _____ Data year: _____

	Country Employment	City/Town Employment
Total Employment		
Manufacturing Employment		

Collect the following inputs to support estimation of heating oil across residential, commercial, and industrial buildings.

Data source: _____ Data year: _____

Units in Structure	Number of Households
1-unit, detached	
1-unit, attached	
2 units	
3 or 4 units	
5 to 9 units	
10 to 19 units	
20 or more units	
Mobile homes	

Data source: _____ **Data year:** _____

Heating Fuel	Percent Occupied Housing Units in Community
Fuel oil, kerosene, etc.	

Data source: _____ Data year: _____

[illegible]

Transportation

On-road passenger and commercial vehicles (Mandatory)

Data source: _____ Data year: _____

Vehicle Fuel	Total Vehicles	Total DVMT and MPG Vehicles	Average Daily Vehicle Miles Travelled (DVMT)	Average Fuel Economy Rating (MPG)
Passenger Vehicles				
Gasoline				
Diesel				
FlexFuel				
Gasoline (Hybrid)				
Electric				
Commercial Vehicles				
Gasoline				
Diesel				
FlexFuel				
Gasoline (Hybrid)				
Electric				

2A Question 2A: On-road buses and trolley buses

Data source: _____ Data year: _____

	VMT with diesel	VMT with diesel CNG	VMT with electric
MBTA Silver Line			
Trackless Trolley			
All MBTA Bus (Excluding Silver Line)			

2B Question 2B: MBTA Railways

Data source: _____ Data year: _____

	VMT with diesel	VMT with electric
Blue Line (Heavy Rail)		
Orange Line (Heavy Rail)		
Red Line (Heavy Rail)		
Green Line (Light Rail)		
Mattapan Trolley (Light Rail)		
Commuter Rail		

If served by a municipally operated bus or an RTA (optional)

Data source: _____ Data year: _____

On-road Public Transit Type	City/Town Annual Gasoline Consumption (gal/year)	City/Town Annual Diesel Consumption (gal/year)	City/Town CNG Consumption (MMBTU/year)	City/Town Electricity Consumption (kWh/year)
RTA 1 Bus Routes				
RTA 2 Bus Routes				
RTA 3 Bus Routes				
Municipally-operated buses				

Waste

3A

Question 3A: Municipal Solid Waste Disposal (If YES)

Data source: _____ Data year: _____

	Tons Generated in Inventory Year	Percentage of Total MSW
Landfill		%
Incineration		%
Composting		%
Anaerobic digestion		

3B

Question 3B: Waste Characterization (If YES)

Data source: _____ Data year: _____

% of waste content	Inventory Category	Categories Included from Survey
	Food Waste	Ex: organic materials, compost
	Garden and Plant Waste	Ex: yard waste, leaf collection
	Paper	Ex: recyclable items, other trash
	Wood	Ex: construction or demolition debris

3C

Question 3C: Share of Residents Served (If NO)

Data source: _____ Data year: _____

	# of household waste
Served by MSW collection	
Total in Municipality	

Question 3C: Public Schools (If NO)

Data source: _____ Data year: _____

	# of students enrolled	# of schools
Elementary Schools		
Middle Schools		
High Schools		

3D

Question 3D: Waste Treatment

Data source: _____ Data year: _____

Total Population	
% of Population served by Treatment Plant	