

APPENDIX B - DATA SOURCES FOR SMES:

Theme	SME Data Taskforce - Attributes	Input data sources, tools and support (if needed)
Context	SIC Code	Based off UK SIC 2007. You can find the full classification here Note: Please select the most appropriate SIC Code(s) for your business operation based on your understanding of the business. Your Companies House SIC Code(s) will not always accurately reflect the nature of your operations.
	Employee headcount	HR systems data Note: Please share total employee headcount, rather than Full-time Equivalent (FTE)
	Total floorspace	Business Rates Information will include your approximate floorspace in the UK. This information can be found either in your financial reports or on the government's tax service website . Note: This answer should be your operational location (if you do not have a physical premises, please put 0, do not share the floorspace of your registered company address).
Energy Use	Total company revenue	Financial reports will detail your revenue for the reporting period (the last year).
	Electricity Use (Renewable and Nuclear energy used (MWh))	Your supplier's annual fuel mix statement will detail the renewable/nuclear/non-renewable split. Apply this split to your total energy usage. Note: Respondents who consent to live data sharing (granting access to real-time information from their device or account) to answer this question will receive a higher data quality score.
	Electricity Use: (Non-renewable and Non-nuclear energy used (MWh))	Your supplier's annual fuel mix statement will detail the renewable/nuclear/non-renewable split. Apply this split to your total energy usage. Note: Respondents who consent to live data sharing (granting access to real-time information from their device or account) to answer this question will receive a higher data quality score.
Energy Use	Natural Gas Use (M3)	Your monthly energy bills will detail gas usage.
CO2 Emissions	Scope 1 Emissions	Fuel purchase receipts, meter readings + calculation method/carbon calculator
		Emissions factors: Emission Factor Database (e.g IPCC, UK Gov) - For calculation Free calculators can be found on the UK Business Climate Hub and SME Climate Hub . You will need to keep records of the amount of fuel (e.g., petrol, diesel, natural gas) used by each source over the reporting period.

CO2 Emissions	Scope 2 Emissions	Utility bills, energy certificates+ calculation method/carbon calculator
		Emissions factors: Emission Factor Database (e.g IPCC, UK Gov) - For calculation
CO2 Emissions	Scope 3 Emissions (5 Mandated by PPN006)	Free calculators can be found on the UK Business Climate Hub and SME Climate Hub . To do this manually, multiply the energy usage from each contract by the specific emissions factor for that source. An emissions factor can either be found on your contract if you have a low-carbon supplier (market-based) or from the published conversion factors for energy usage (location-based).
		The Greenhouse Gas Protocol establishes standardised frameworks that provide guidance on measuring and managing GHG emissions. Per the Greenhouse Gas Protocol, Scope 3 emissions are divided into 15 distinct categories across upstream and downstream value chain activities. To align with PPN006 (UK Government Procurement Standard), this standard mandates responses to these 5 Scope 3 categories.
CO2 Emissions	Scope 3 Emissions (10 Remaining)	You may select not currently recorded if these emissions are not currently recorded. If you select this option, you will not be penalised. In addition, these 5 Scope 3 emission categories are not necessarily the most important or the largest emission source for your business. Guidance can be found here on how to determine which categories are relevant for your business.
		Free calculators can be found on the UK Business Climate Hub and SME Climate Hub . Emission Factors for manually calculating the CO2 emissions produced by different types of activity can be found here .
CO2 Emissions	Net Zero Target & Emissions Reductions Targets	The Greenhouse Gas Protocol establishes standardised frameworks that provide guidance on measuring and managing GHG emissions. Per the Greenhouse Gas Protocol, Scope 3 emissions are divided into 15 distinct categories across upstream and downstream value chain activities. Guidance can be found here on how to determine which categories are relevant for your business.
		Free calculators can be found on the UK Business Climate Hub and SME Climate Hub . Emission Factors for manually calculating the CO2 emissions produced by different types of activity can be found here .
	Business Activity to Reduce Emissions	NA
	Leadership Sign Off	NA