

Process Documentation for '07-'08 BGI GHG Inventory BGI Climate Change Committee

1. Issued Survey to all BGI-Community: faculty, staff, administration, Certificate & MBA students, Alumni, CAIRs, prospectives, "family & friends" via Intensive in-person & Channel (on-line) format.¹
2. Gathered several reports to compare & build database: Course Enrollment Count, Community Directory Imported into Excel file, Staff list imported into Excel File, and Committee mindmaps of major wedges.
3. Filtered raw survey data into GHG footprint database.²
4. Gathered kwh data from BGI offices (noted on monthly bills for each office).³
5. Reviewed current agreement for 100% renewable-energy with local utility. Noticed change from wind to biomass between academic year '06-'07 and '07-'08.
6. Filtered data into the Clean Air ~ Cool Planet Tool v.5's input tabs.
7. Any holes in information were patched via written communication between student team and staff representative to Committee, thus insuring that correct data was passed through the CACP tool, working in tandem throughout.
8. Continuously sought input, insight, and feedback from entire BGI-Community.
9. Used weather station i.d. KSEA for Heating & Cooling Degree Days.⁴
10. Review "Instructions for Submitting a Greenhouse Gas Report" by AASHE.⁵
11. Total # of metric tons; offset @ 120%. Visited with *CarbonConcierge* & COPEM to decide upon best-fit offset provider, consulted with Committee & community on offset provider choice (insure that this process is *not* an executive decision, but involves continuous openness to community dialog & is annually revisited)!

¹ Because less than 5% of groups (other than MBA students) was submitted; there were many assumptions built into faculty, staff, and admin-related GHGs. These totals were less than 1% (excluding travel already offset by some). The Marketing Department & Certificate Programs were not included comprehensively in this inventory, unfortunately, and will be as the process is updated and improved upon.

² Assumptions: 20.8 hr. weekly computer usage average was based on raw data from surveys and attribute to those students who did not complete the survey; flight & driving data not submitted was gathered from the Native Energy calculator and inputted into pink cells in GHG footprint database; any student who a) was a passenger in a carpool b) rode a bicycle c) kayaked d) drove an already offset vehicle – had zeroes for data entry; totals were then assumed to be constant over 9 months, and thus multiplied by 9 to receive totals (or 36 for weekly computer usage). This is in process of being updated into a more accurate, efficient, and comprehensive real-time web-tracking system that includes many more pieces of the BGI pie.

³ Even though, BGI now uses 100% renewable energy from PSE, we still track this because it's still running ghg through the grid, and it's important for awareness.

⁴ Source: www.degreedays.net

⁵ Source: <http://www.aashe.org/pcc/reports/instructions-ghg-report.php#emissionsinventory> ACUPCC