

● ANIMATION CALCULATOR · VERSION 1.0

# Quick Start Checklist

The Animation Calculator helps animation studios and productions estimate their greenhouse gas emissions.

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## STEPS

Twelve, from boundary setting to final review

## USE WITH

Animation Calculator User Guide, v1.0

## COVERAGE

Scope 1, Scope 2, and selected upstream Scope 3

## The calculator's workflow

The Animation Calculator helps animation studios and productions estimate their greenhouse gas emissions. Below is a quick-start checklist of the calculator's workflow:

| STEP                                                                         | PAGE NO.<br>IN GUIDE |
|------------------------------------------------------------------------------|----------------------|
| <input type="checkbox"/> Read the User Guide.                                | 1-17                 |
| <input type="checkbox"/> Confirm reporting level: studio or production.      | 5                    |
| <input type="checkbox"/> Define the organizational boundary.                 | 5                    |
| <input type="checkbox"/> Define the reporting period.                        | 6                    |
| <input type="checkbox"/> Understanding the Calculator layout.                | 8                    |
| <input type="checkbox"/> Complete all relevant Scope 1 tabs.                 | 9                    |
| <input type="checkbox"/> Complete all relevant Scope 2 tabs.                 | 9-10                 |
| <input type="checkbox"/> Complete all relevant Scope 3 tabs.                 | 10-13                |
| <input type="checkbox"/> Review the Summary Total Footprint tab.             | 14                   |
| <input type="checkbox"/> Document assumptions and exclusions.                | 14                   |
| <input type="checkbox"/> Review results for completeness and reasonableness. | 8                    |

# The three scopes

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## Scope 1

DIRECT EMISSIONS

Direct emissions from sources owned or controlled by the production or studio, such as natural gas, company vehicles, or generators.

## Scope 2

PURCHASED ENERGY

Indirect emissions from purchased electricity, heating, cooling, or steam.

## Scope 3

UPSTREAM EMISSIONS

Selected upstream emissions, including purchased goods and services, capital goods, freight, waste, business travel, employee commuting, and related fuel- and energy-related activities.

# Where to find your data

| DATA NEEDED        | SOURCE                                                        |
|--------------------|---------------------------------------------------------------|
| Natural gas use    | Utility bills, landlord data, meter readings.                 |
| Electricity use    | Utility bills, submeter data, landlord data.                  |
| Fuel use           | Fuel cards, receipts, vehicle logs, generator records.        |
| Purchased goods    | Procurement reports, invoices, accounting records.            |
| Purchased services | General ledger, vendor invoices, accounting reports.          |
| Capital goods      | Fixed asset register, capital expenditure reports.            |
| Freight            | Shipping invoices, courier records, procurement records.      |
| Waste              | Waste hauler reports, building management records, estimates. |
| Business travel    | Travel booking systems, expense reports, HR records.          |
| Employee commuting | Staff survey, HR location data, hybrid work assumptions.      |