

Quick Start Checklist

Everything you need to start entering data in the Drawn to Change Animation Calculator.

TEN STEPS

KEY DEFINITIONS

DATA SOURCES

The ten steps

Work through these ten steps to begin using the calculator tool. The “More detail” column points to the User Guide only if you want to read further on a specific step.

STEP	MORE DETAIL
☐ 1. Confirm your reporting boundary and time period. Studio boundary: covers all operations over a fixed fiscal year. Production boundary: covers one production’s full lifecycle, prep through delivery/wrap.	Guide, p. 5
☐ 2. Define what is being counted. Production boundary: only those items and categories paid for directly by the prodco. Studio boundary: will your footprint cover a specific location or division? Are parts of the organization to be excluded from this footprint?	Guide, p. 5
☐ 3. Define what categories are material. A category is material if it’s likely to be a meaningful share of your footprint, or if a funder or partner specifically requires it. Set a materiality limit for small, one-off items (e.g. office supplies only over \$500), or where there’s genuinely no data to work from (e.g. a single freelancer’s home office). Don’t chase data that doesn’t meet a materiality test.	Guide, p. 7
☐ 4. Match your decisions to the calculator tabs. Go through the tab list — Scope 1 (NG-Office Heating, Other Fuels, HFC-Refrigerants), Scope 2 (Electricity), Scope 3 (Goods, Services, Capital Goods, Upstream Fuel, Freight, Waste, Business Travel, Employee Commuting) — and make note of which ones apply, based on what you decided in Steps 2 and 3. Anything you excluded doesn’t need a tab at all.	Guide, p. 10-16
☐ 5. Assemble your data. For each tab you’re using, track down the source documents which contain the raw data you’ll need: utility bills for gas and electricity, fuel cards or vehicle logs, vendor invoices for purchased goods and services, travel or expense records, HR data for commuting, waste hauler reports.	Guide, p. 19

STEP	MORE DETAIL
☐ 6. Determine the level of specificity you can achieve.	Guide, p. 8
For some categories (goods, travel) you can enter actual usage — weight, distance, litres — or fall back to how much you spent in CAD if that’s all you have. Actual usage gives a more accurate number; spend-based is faster but less accurate. Use the best you can get for each item, and note it when you had to fall back to spend-based calculations.	
☐ 7. Enter your data.	Guide, p. 9
Once you have your source data, enter it into the calculator. Type your figures into the blue cells only. Leave grey cells blank, and don’t touch a cell that already shows a number — that’s calculated automatically. Ensure you are entering data that fits within the boundary decisions you made in Steps 1 through 3.	
☐ 8. Review the Summary Total Footprint tab.	Guide, p. 17
Check the totals by scope and category. Confirm every tab you filled in Step 7 shows up here, and that nothing you expected to see is sitting at zero.	
☐ 9. Document your assumptions and exclusions.	
Go back through Steps 2, 3, and 6 and write down every judgment call: what you excluded and why, your materiality limit, and where you used spend-based data instead of actual usage. This is what makes the footprint defensible later, and will help you complete the next one with a consistent, repeatable approach.	
☐ 10. Run the quality check before finalizing.	Guide, p. 17
Confirm every required cell and province/unit selection is complete, and that no formula cells were overwritten.	

TIP

Save the raw data you use in a safe, separate folder in case you need to go back to it later.

KEY DEFINITIONS

Understanding emissions scopes

Scope 1

DIRECT EMISSIONS

Emissions created directly by your operations and equipment: fuel burned for heating (natural gas, propane, heating oil), fuel burned in vehicles you own or generators you run, and refrigerant leaks from your own AC or refrigeration units.

Scope 2

PURCHASED ENERGY

Emissions created off-site — by the utility that generates the electricity you buy, not by anything you burn yourself. This calculator measures purchased electricity only; it doesn't currently include purchased heating, cooling, or steam.

Scope 3

VALUE CHAIN EMISSIONS

Indirect emissions from sources you don't own or run, but that exist in your supply chain — what you buy, ship, discard, and travel for. Downstream emissions — how the finished production is distributed or viewed — aren't covered in the Drawn to Change Calculator.

RECOMMENDED DATA SOURCES

Where to find your data

DATA TYPE	POSSIBLE SOURCE	CALCULATOR TAB
Natural gas use	Utility bills, landlord data, meter readings.	1.1 NG-Office Heating
Electricity use	Utility bills, submeter data, landlord data.	2.1 Electricity-Office
Fuel use	Fuel cards, receipts, vehicle logs, generator records.	1.2 Other Fuels
Purchased goods	Procurement reports, invoices, accounting records.	3.1(a) Goods
Purchased services	General ledger, vendor invoices, accounting reports.	3.1(b) Services
Capital goods	Fixed asset register, capital expenditure reports.	3.2 Capital Goods
Freight	Shipping invoices, courier records, procurement records.	3.4 Freight
Waste	Waste hauler reports, building management records, estimates.	3.5 Waste
Business travel	Travel booking systems, expense reports, HR records.	3.6(a) Accommodations • 3.6(b) Flights • 3.6(c) Taxis
Employee commuting	Staff survey, HR location data, hybrid work assumptions.	3.7 Employee Commuting