Dutchess Climate Action Planning Institute

April 19, 2023

Mary Lambert

Dutchess CAPI is a project of the Hudson Valley Regional Council and is funded by the DEC Climate Smart Communities Grant Program.

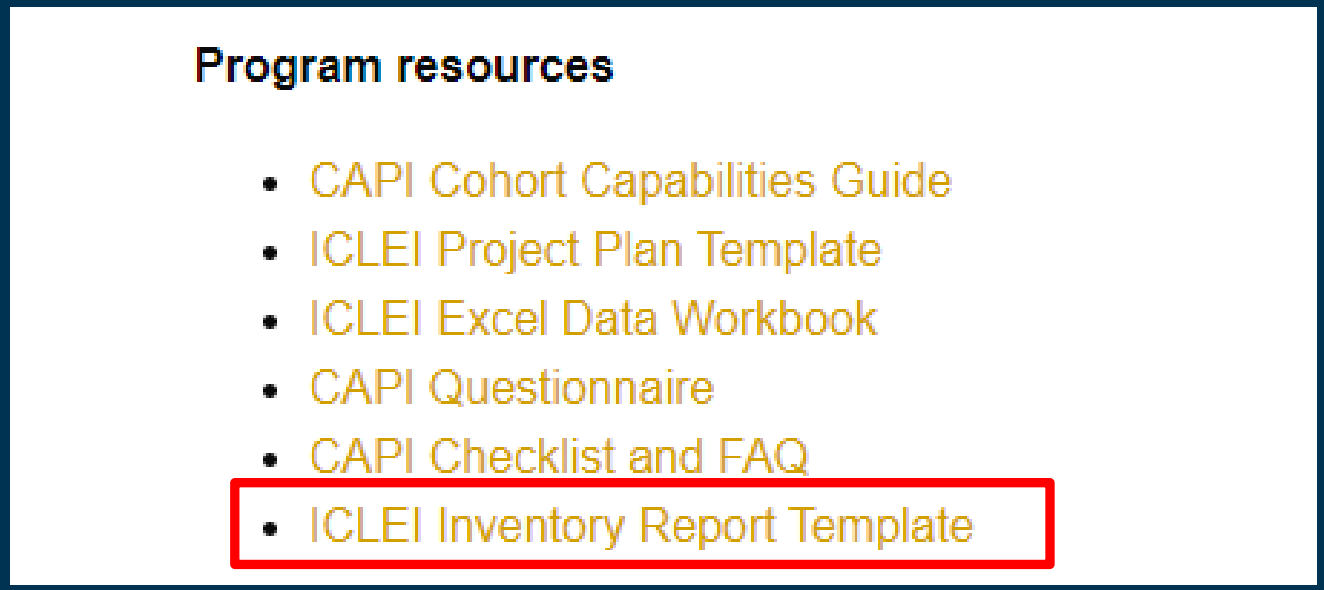
A Question for YOU:

In your GHG inventory, what sector do you think will be your municipality's largest source of greenhouse gas emissions?

As a reminder, the 6 sectors are:

1. Buildings and Facilities
2. Vehicle Fleet
3. Solid Waste
4. Employee Commute
5. Streetlights
6. Wastewater and/or Water Treatment Facility

Q1: Where do I find the Greenhouse Gas Inventory Template? And when is the report due?

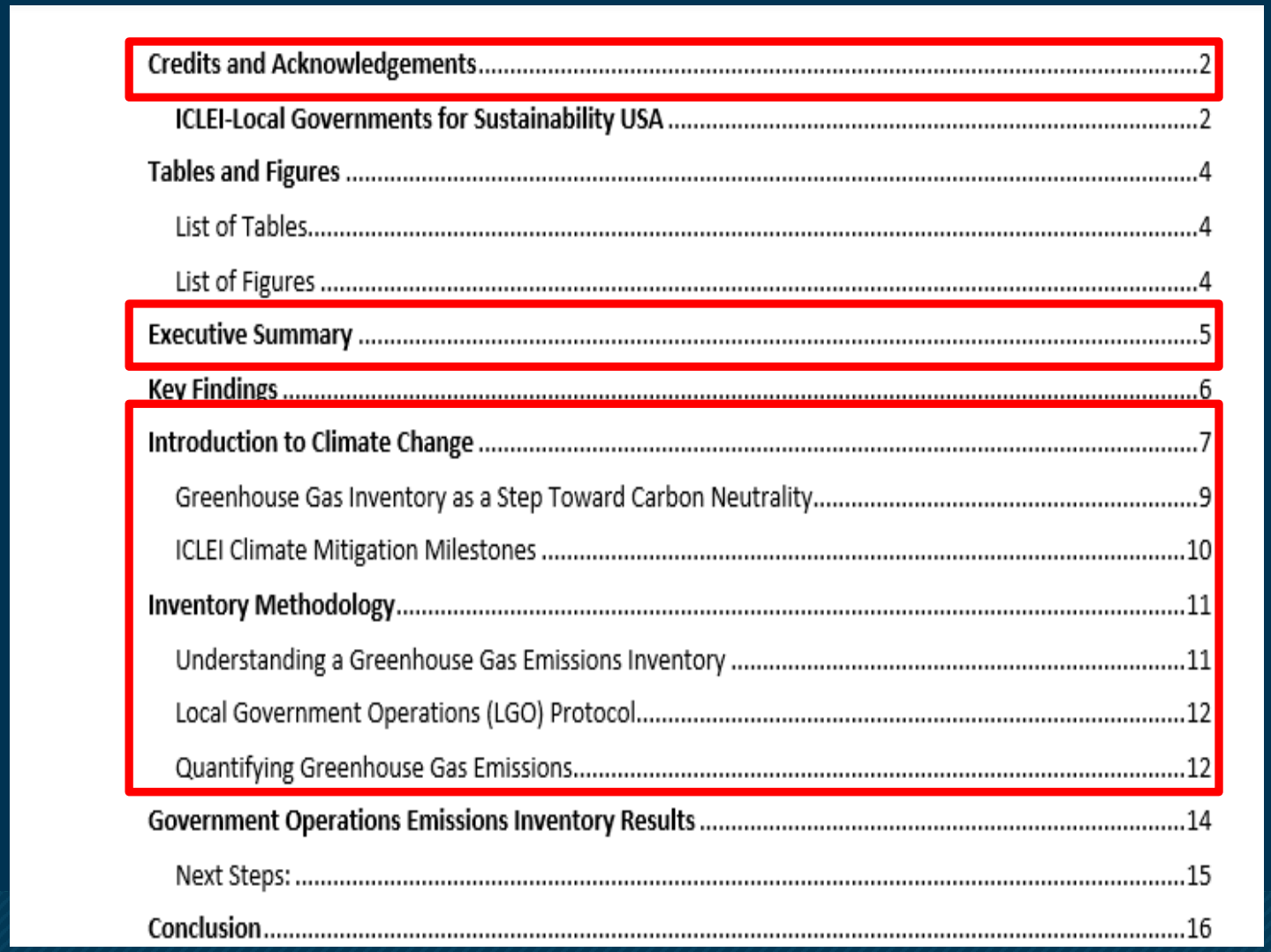


Jul. 7, 2023 – CSC Application Deadline

Timeline

1. **May 17 – Due:** All data gathering and input.
2. **June 21 – Due**: Inventory reports. Presentations. *(Potentially in person)*
3. **July 19 –** Report presentations, cont.

Q2: What sections of the inventory report can I begin to fill in?



1. Credits.
2. Summary: Describe any existing commitments and progress the community has made towards sustainability.
3. Introduction to Climate Change: ICLEI sample text.
4. Methodology: ICLEI sample text.
    1. IPCC 16th Assessment Report
    2. Sectors included
    3. Baseline year 2019

Q3: I need help! Who can help me with inputing data and drafting our GHG inventory report?

- Volunteers – CAC, CC, CSC Task Force.
- Part-time paid intern – potential summer start date through end of year. Graduate students in a climate policy program. *(Example: 40 hours at roughly $15 / hour, $600 stipend.)*
- Phased approach – input totals (buildings, fleet, etc.) now, and details later.
- Simplified approach – input only totals, reference supporting documents.

Q4: I can't get 2019 fleet data, can I use 2022 data?

- Recommended approach: Try and get 2019 data.
- If 2019 data has holes, make assumptions to fill it in, i.e. avg MPG or miles travelled.
- Fill in holes in 2019 data using 2022 data.
- If you can't get any 2019 data, use later data with appropriate adjustments / caveats (for example, reference to a repaving projects, new car allocations, or fleet policy changes.)

Q5. What happens if I have data sources that change from year to year or are not available in past years?

- In an ideal world, you'd have consistent data sources for your inventories, but that's not always available.
- Add in a note in the inventory report that there was additional data available in Year Z and Year Y that wasn't available in Year X (for example).
- You can backcast based on population or another indicator to determine what the emissions would have been. However, this will be a rough estimate.

Q6: How do I handle it if only 30% of employees responded to the commute survey?

- Example: 100 employees, 20 responses
- Avg weekly commute (miles travelled): 30 miles / week (6 m/day)
- Assume 30 miles / week for remaining 80 employees
- 30 miles a week for 100 employees = 3000 vehicle miles travelled (VMT) / week
- Avg MPG: 20 mpg (for 20 responses). (FYI - The average for US a vehicle car in 2019 in the US was 25 mpg.)
- Assume 20 mpg for remaining 80 employees
- So total for all employees:
  - 3000 VMT / week @ 20 mpg = 150 gallons / week

Q7: Any guidance on including lawn equipment?

- If the municipality “Owns and Operate” the equipment, it is considered scope 1 – so it is mandatory.
- Lawn equipment is considered part of “off-road vehicles”.
- Examples of other off-road vehicles: off-highway vehicles (OHVs) or all-terrain vehicles (ATV)s. Also, construction vehicles, forklifts, cranes, tractors, buggies, golf carts, or off-road motorcycles.
- Other: agricultural, construction, locomotives, ships and boats, recreation (snowmobiles, dirt bikes and ATVs), small utility (handheld equipment such as leaf blowers, weed trimmers and chainsaws, as well as lawnmowers, including riding mowers), large utility (forklifts, airport equipment and ice grooming machines.), aircraft, etc. leaf blowers.
- *Remember: outsourced activities, materials purchased by the municipality, and transportation in vehicles not owned or controlled by municipality are all scope 3 and are optional.*

Q8: Can I add more lines to the Excel Workbook?

YES!

Q9. Can you get my 2019 waste data from the County?

- City of Poughkeepsie: 7916 tons (this is inclusive of City Sanitation pick up and transfer station tonnage)
- Town of Poughkeepsie: 432 tons (transfer station and municipal buildings only)
- Town of Pleasant Valley: 356 tons (transfer station only)
- Town of Rhinebeck: 254 tons (transfer station only)
- Town of Amenia: 22.54 tons (transfer station total)
- Village of Rhinebeck: (curbside pick up is either contracted with Royal or homeowners hire hauler)
- Village of Wappingers Falls: (Village has a contract with Royal for curbside pick up. Tonnage is incorporated into Royals annual reports, not noted separately). Note, tonnage from Town of Wappingers transfer station : 838 tons

Q10. Do I have to explain how I got my numbers in the inventory or the inventory report?

- Yes. For Climate Smart Communities, you should explain 1. how you calculated your numbers and 2. any/all assumptions made.
- You can do this either in the inventory report or in supporting documentation in an Appendix.

Q11. Where can I find the public utility's electricity emissions factors?

- The eGRID emission factors are pre-set in your ClearPath account.
- However, if you want to try to locate your utility's emission factors, you can check the EPA's eGRID.
- The Climate Registry also has some emissions factors.
- Here's also a report (2016 data) for the largest 100 electric providers here and their CO2 emission factors.

Homework for Data Resource(s)

- ✓Customize and send out all remaining data request templates (for propane, gas and diesel, wastewater, etc.).
- ✓Input data into Excel Workbook, and then into ClearPath. (Or directly into ClearPath if you prefer.)
- ✓Check-in with ICLEI/HVRC on progress or roadblocks.

Due Date: May 17th for completed data collection

Team Homework (Research and Communications)

- ✓Download and begin to fill out overview sections of the GHG Inventory Report Template
- ✓Help your data resource(s) as needed
- ✓Track your time (or your Team's time) in your time tracker in Sharepoint.

Due Date: June 21st for completed Inventory Report

Planning

Monthly cohort meetings: third Wednesday of every month

Next Meeting (virtual):

Wednesday May 17

10 am – 12 pm

Thank You

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Q10. Will you review my report?