

INTERIM ADVICE NOTE 114/08

Highways Agency Carbon Calculation and Reporting Requirements

Summary

Introducing the Highways Agency Carbon Calculation framework, its application and reporting requirements for Designers.

Instructions for Use

This Interim Advice Note is relevant to Designers of Major Project schemes in construction and the Network Operation MAC and DBFO network. Further guidance and the Highways Agency Carbon Calculation spreadsheets are available on PartnerNET website.

1. Introduction

This Interim Advice Note (IAN) applies to Highways Agency major schemes in construction and management and maintenance operations of the trunk road network. It sets out how key energy and resource usage data will be reported in the format defined by the Highways Agency Carbon Calculation framework.

Background

As a part of the UK Government's commitment to the reduction of greenhouse gases (GHG), the Highways Agency has an obligation to manage its emissions and contribute to emission reduction targets. As an initial step towards actively managing emissions, the Highways Agency is collecting data on its emissions and reporting its annual Carbon footprint.

The Highways Agency delivers the majority of its work through its supply chain of contractors and consultants and, as a result of this, will need to identify and quantify the emissions produced by these third parties in carrying out work on behalf of the Highways Agency.

The Highways Agency Carbon Calculation framework establishes a consistent methodology for the Highways Agency and its supply chain to collect and report GHG emission data in a transparent manner. This data will be presented as CO₂ equivalents and will be used to establish the Highways Agency's annual Carbon footprint.

A series of spreadsheets are tailored to specific parts of the Highways Agency business, including major projects; network operations; internal operations (including offices, control centres and staff travel) and network energy consumption. The Carbon Calculation instruction manuals and spreadsheets containing GHG conversion factors are on the Highways Agency PartnerNET website.

2. Scope and Content

The information required relates specifically to the main sources of GHG emissions produced by, and on behalf of, the Highways Agency. These sources have been sorted into categories and the type of data required for each identified.

The data will be collected in workable units. There is no requirement to input data in GHG or CO₂ equivalents, automatic conversions will occur when the workable units are input into the appropriate spreadsheet.

3. Implementation

The requirements of this IAN must be applied by Designers of Major Project schemes in construction and the Network Operation MAC and DBFO network.

Designers should nominate a data co-ordinator responsible for collating the appropriate information, completing the Highways Agency Carbon Calculation spreadsheet and providing the quarterly returns on behalf of their organisation.

The Highways Agency Carbon Calculation instruction manuals and the spreadsheets relevant to Major Projects, Managing Agent Contractors and the DBFO Designers must be downloaded from the HA-PartnerNET website, see references below.

Each data co-ordinator should email sustainability@highways.gsi.gov.uk by the 12th September 2008 to confirm they have read this IAN, and enable the Highways Agency to offer further assistance with the data collection process.

The Carbon Calculation spreadsheet must be completed quarterly, and the completed spreadsheets emailed to sustainability@highways.gsi.gov.uk.

The 2008-09 returns must be made to the Highways Agency by October 31st (for Quarter 1 and 2), January 31st 2009 (Q3) and April 30th 2009 (Q4) and by the July 31st (2009-10 Q1) and corresponding dates in financial year 2009-10.

4. Withdrawal Conditions

The Highways Agency Carbon Calculation framework is a standalone data collection process that will be applied across the business in financial years 2008-09 and 2009-10, after which it is intended that carbon reporting mechanisms will be integrated into business management processes, at which time this IAN will be withdrawn.

5. Contacts

Geoff Richards
Highways Agency,
Temple Quay House,
2 The Square;
Bristol;
BS1 6HA,

Tel 0117 372 6143,
email: geoff.richards@highways.gsi.gov.uk

6. References

HA Carbon Calculation instruction manuals (Major Projects, Network Operations and DBFO) obtained from www.ha-partnernet.org.uk/sustainability

HA Carbon Calculation spreadsheets (Major Projects, Network Operations and DBFO) obtained from www.ha-partnernet.org.uk/sustainability

HA Carbon Calculation Explanatory Report, obtained from:
www.ha-partnernet.org.uk/sustainability