

# The Essential Guide to Carbon Footprinting for Business

# Contents

2

Intro

3

What is Carbon Footprinting?

5

How our Climate Smart  
Program works with Businesses  
to Complete their Carbon Footprint

7

Start Your Carbon Footprinting  
with this Checklist

8

The Do's & Don'ts  
of Carbon Footprinting



## Becoming a Carbon-Neutral or Net-Zero business starts with a Carbon Footprint.

A growing number of organizations are looking at ways to reduce their carbon footprint as both customers and employees require a more sustainable way of doing business.

**Reducing your carbon footprint can also bring long-term benefits to your bottom line.** Energy, fuel, and waste savings can have a positive financial impact, and showcasing your climate commitment will give your company a competitive advantage, and ensure your team drives environmental and community initiatives long into the future.

For your company to address its environmental impact in a meaningful way, it's essential that you measure and understand your carbon footprint. Understanding where and when greenhouse gases (GHGs) are emitted is the first step to successfully reducing them.

---

At BMO Radicle, we design and implement environmental strategies to help you minimize costs, optimize value, and implement innovative emissions reduction plans. Our emissions calculation software allows businesses to calculate their carbon footprint, map their emissions, and understand where those emissions originated.

Measuring your business' carbon footprint will provide you with the best opportunities to take action and make changes to reduce your emissions and cut costs.

**We design and implement environmental strategies to help you minimize costs, optimize value, and implement innovative emissions reduction plans.**

---

# What is Carbon Footprinting?

---

The journey to reducing emissions requires a company to measure and understand its current carbon output.

**What gets measured matters**, and it's more important than ever to know how your business impacts the environment.

Enter the carbon footprint: a snapshot of the greenhouse gases (GHGs) emitted from a company's operations. This GHG inventory is the first step to identifying and understanding where your emissions come from so that environmental improvements can be planned and implemented.

The biggest benefit of creating a carbon footprint is that it will inform your business's climate goals, and serve as a blueprint for a sustainability strategy. Whether your company wants to get ahead of regulations or understand how you can become more climate-conscious in your practices, **the data you acquire from your footprint has immense value.**

To fully understand your carbon footprint and successfully reduce it, it is also important to understand all the possible sources of your emissions.

# Your footprint is comprised of greenhouse gas emissions from your business operations, and are allocated into three different categories:

## ● Scope 1 Emissions

These emissions refer to the direct GHG emissions produced by activities or operations owned or controlled by the Scoreporting company. These emissions are created directly through energy used by company-owned equipment and vehicles.

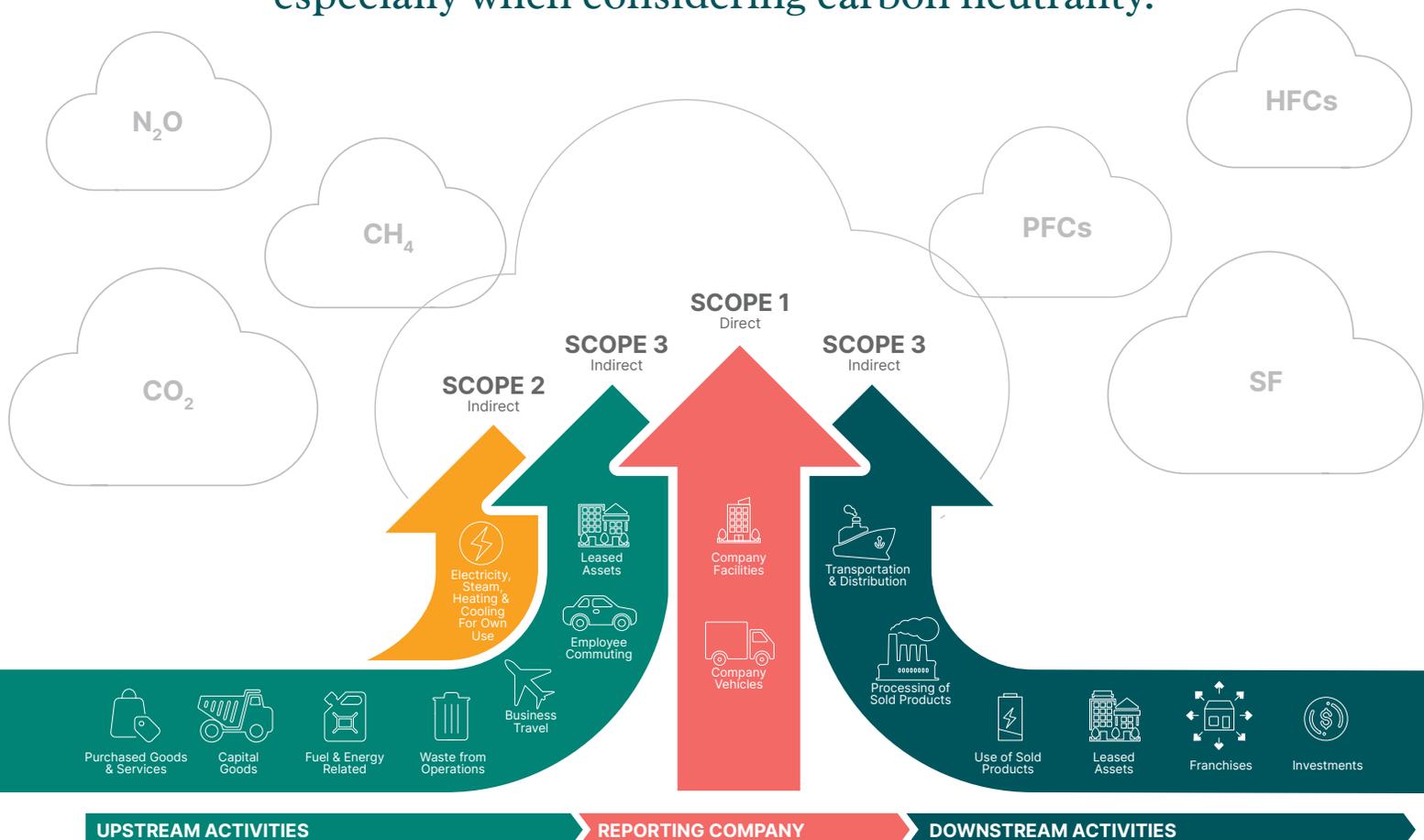
## ● Scope 2 Emissions

These emissions encompass all “upstream activities” or GHGs created by energy purchases. They differ from scope 1 emissions because although they result from the reporting company's activities, they occur at sources owned or controlled by the supplier. These are called indirect GHG emissions. Scope 2 emissions result from a business's energy use, like electricity, heating, and cooling provided by an energy company.

## ● Scope 3 Emissions

These emissions are generated by both “downstream activities” and “upstream activities” along the lifecycle of the goods and services produced by a company. Scope 3 emissions can be created by activities occurring in a company's value chain, such as third-party shipment of goods, business travel, and customers using the company's products.

To successfully inventory and reduce your emissions, it is essential that you measure all three scopes, especially when considering carbon neutrality.



Learn more about scope emissions [here](#).

---

# How our Climate Smart Program works with Businesses to Complete their Carbon Footprint

---

Data is an undeniably powerful tool for driving change. We have the tools to help you harness your data to accelerate climate action, achieve business goals, and implement strategic climate change initiatives.

Our award-winning Climate Smart Training & Certification program provides businesses with emissions measurement and management software to ensure your sustainability reporting shows your entire carbon footprint.

**Small and medium-sized businesses are provided with exclusive training** to learn the basics of greenhouse gas emissions and carbon accounting best practices, including the Greenhouse Gas Protocol — the international standard for carbon accounting.

From there, using our Climate Smart software, your business will create a greenhouse gas inventory, and devise a plan to reduce your current carbon footprint with a clear picture of current GHG emissions (don't worry, we can help you). Once an emissions inventory and carbon reduction plan are complete, you'll become certified, and you can **begin reducing your carbon footprint**.



**Our award-winning Climate Smart Training & Certification program provides businesses with emissions measurement and management software to ensure your sustainability reporting shows your entire carbon footprint.**



A Carbon Offset (AKA Carbon Credit) is an accounting system that can balance the scales on pollution.

After reducing their carbon footprint, many **businesses consider Carbon Neutrality** or purchasing carbon credits to offset the portion of their footprint they can't reduce. A portion of emissions in some circumstances cannot be completely emission-less, like the use of a business's sold products, and in these cases, carbon offsets can be purchased and applied to those activities.

An offset represents the voluntary reduction, removal, or avoidance of GHG emissions, which can be used to offset emissions made elsewhere. Offsets play an important role in meeting GHG emission reduction targets, and **you can purchase carbon credits through us** and apply those offsets against your own emissions to achieve a true Carbon Neutral status.

With **BMO Radicle's path to Carbon Neutrality**, businesses are given the tools and guidance to precisely measure, reduce, and offset their GHG emissions to achieve true Carbon Neutral status.

## Our Path to becoming a Carbon Neutral Business

Sign Up



Measure



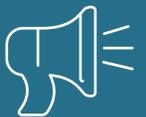
Reduce



Offset



Share



At BMO Radicle, we want to ensure that your first carbon footprint is as simple as your next, and that Carbon Neutrality can be a reality for your business. We've designed a unique and actionable phased approach to ensure your path to Carbon Neutral is approachable and risk-free, and it starts with a carbon footprint.

# Carbon Footprint Checklist

For your company to address its environmental impact in a meaningful way, it's essential that you first measure and understand your carbon footprint. We want to ensure you have all the knowledge and tools to achieve your carbon reduction goals. That's why we've created a carbon footprinting checklist - to get you started on your sustainability journey.



## Set goals for emissions reductions

What are your internal sustainability goals? What is your motivation for reducing your emissions? These are important questions to ask to ensure internal alignment and to stay on track to meet your targets. You can learn more about other companies who have completed the Climate Smart journey [here](#).



## Obtain buy-in from leadership

It is important that your company's leaders are behind your sustainability actions to achieve success and not encounter roadblocks.



## Identify your champions

These employees will become responsible for getting your carbon footprint past the finish line. They will get training and build skills to help your team drive environmental and community initiatives long into the future.



## Speak with your Accounting Team or CFO

During your Climate Smart training, you will be asked to supply documents about your business's activities and operations so that you can account for all your emissions. It is important to collect bills and other financial documentation for this emission accounting from your financial team, so that you can see the entire picture of your GHG emissions.



## Choose your baseline

The first carbon footprint you conduct will be your 12-month baseline year to compare against moving forward. We recommend you choose the period that aligns with how you report your internal budget.



## Familiarize yourself with Scopes 1, 2 & 3

This will make your carbon footprinting easier and help you set your boundaries for data collection. You can read our blog on scope emissions [here](#).



## Consider Carbon Neutrality

A carbon footprint is the first step toward Carbon Neutrality. We have designed a unique and actionable phased approach for your path to Carbon Neutral if you choose to take your climate action plan to the next step.



## Sign up for our Climate Smart Program

We can't wait to meet you and get started on your carbon footprint together! Register for our next training series at [radiclebalance.com/climate-smart](https://radiclebalance.com/climate-smart).

# Do's & Don'ts of Carbon Footprinting

## Do's



Do: **Take action** after you create a carbon footprint. Learn how to reduce your emissions with our Climate Smart Training and Certification program and **how to create impact with your reduction strategy**.



Do: **Measure** all scope emissions, including scope 3. You need the complete picture. Your GHG inventory and supply chain emissions will provide important data to meet sustainability and reduction goals.



Do: **Measure year over year**. One round of reductions is good. Multiple is better. Monitor your emissions yearly and find ways to continue reducing emissions in the years ahead.

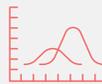


Do: **Make sure your emissions strategy aligns with your organization's values**. Implementing a new emissions strategy should be a process that inspires commitment from your leaders and constant experimentation from your employees. It has to reflect the priorities, values, and culture of your company.

## Don'ts



Don't: Commit without an action plan. This is called **greenwashing**. Just saying what you will do is not good enough.



Don't: **Use an estimator tool**. You need to account for your actual emissions to reduce and create impact. Mapping your emissions and understanding where they are coming from will ensure you can develop a better plan to reduce them.



Don't: Wait until a carbon footprint is being mandated. **Take initiative**, adapt to changing tides, mitigate risk, and cultivate positive environmental outcomes, all while leading your industry.



Don't: **Give up!** The emissions reduction journey is not always easy, but we'll help make it simple and approachable.

# Every Footprint is Unique

With the diversity of business, each of our contributions are unique and complex - navigating the carbon landscape requires a good guide.

Start your sustainability journey with BMO Radicle today.  
Visit [radiclebalance.com](https://radiclebalance.com) to learn how to **get started**.

Get in touch today.

1-877-912-9132  
[info@radiclebalance.com](mailto:info@radiclebalance.com)  
[radiclebalance.com](https://radiclebalance.com)



**RADICLE**

BMO Radicle is a brand name used by BMO Financial Group for the sustainability advisory services and solutions of Bank of Montreal, BMO Radicle Inc., Carbon Farmers Australia Pty Ltd. (ACN 136 799 221 AFSL 430135) in Australia and Radicle Brazil Ltda. in Brazil. "BMO (M-Bar roundel symbol)" is a registered trademark of Bank of Montreal, used under license.