

Scope 3 data checklist for PPN 006

PPN 006 asks for five Scope 3 categories. Use this to gather the best available activity data for each one, and record your assumptions as you go.

1. Upstream transportation and distribution

- ☐ Supplier deliveries.
- ☐ Courier deliveries into the business.
- ☐ Materials delivered to sites.
- ☐ Delivery count, route distance or supplier estimate.
- ☐ Vehicle type or delivery mode where known.

2. Waste generated in operations

- ☐ Waste contractor reports.
- ☐ Waste transfer notes.
- ☐ Bin size, collection frequency and fill estimate if tonnage is unavailable.
- ☐ Disposal route split: landfill, recycling, incineration, food waste or other.

3. Business travel

- ☐ Rail bookings.
- ☐ Flight bookings.
- ☐ Hotel-linked travel records where useful.
- ☐ Hire car invoices.
- ☐ Taxi claims.
- ☐ Grey-fleet mileage claims for staff-owned vehicles.

4. Employee commuting

- ☐ Staff postcode or approximate home distance.
- ☐ Usual travel mode.
- ☐ Office days per week.
- ☐ Working weeks or working days per year.
- ☐ Survey date and response rate, if surveyed.

5. Downstream transportation and distribution

- ☐ Courier or haulier invoices.
- ☐ Parcel counts.
- ☐ Consignment records.
- ☐ Average distance or route estimate.
- ☐ Vehicle type or mode where known.



Before you finish

- ☐ Categories that do not apply are explained, not left blank.
- ☐ Estimates are labelled.
- ☐ The method is written down so it can be improved next year.