GSA's Carbon Footprint Tool – Questions and Answers
October 2014

Q: **What is the Carbon Footprint Tool?**
A: The Carbon Footprint Tool is a Web-based application developed and sponsored by the General Services Administration (GSA) to assist Federal agencies with their mandatory Greenhouse Gas (GHG) emissions reporting requirements. It also assists agencies in setting targets for tracking and measuring reductions. The U.S. Department of Labor (DOL) and Job Corps initiated the use of this tool in 2011.

Q: **What areas of reporting are required?**
A: All Job Corps Centers (JCCs) will collect and report data in the following areas:
- Solid waste disposal
- Wastewater treatment
- Refrigerant purchases
- Other small scale emissions

Q: **Why is Job Corps only required to report on the four areas shown above? There are many aspects of GHG emissions, such as energy use, motor vehicles, etc.**
A: Job Corps is required to report on other areas, such as energy and utilities, but the Office of Job Corps is reporting energy/utility data that is extracted from Energy Watchdog. Centers already use Energy Watchdog to report that information. DOL is reporting on motor-vehicle usage. Therefore, at this time, centers are only responsible for reporting the areas listed above.

Q: **Who will be responsible for collecting and inputting the required data into the GSA Carbon Footprint Tool?**
A: The same personnel who enter information into Energy Watchdog will be authorized at the Job Corp center level to input information into the GSA Carbon Footprint Tool.

Q: **Will training be provided?**
A: Yes. One-hour training Webinars are scheduled for October 14, 15, and 16. Appropriate personnel from each center should register for and attend the training Webinar. The attached Information Notice provides dates and times. Please refer to the attached Information Notice.

Q: **Will Federal managers have access to view this information once it is entered into the tool?**
A: Yes. Authorized Federal managers will have permission to view this information by center or by region. Office of Job Corps authorized users will have permission to view this information systemwide.

Q: **Will there be information available ahead of time that users can review to get an idea of how the tool operates, and what data fields will apply?**
A: Yes. A user's guide has been customized for Job Corps, and will be provided on the Job Corps Data Center Web site.

Attachment

Q: **Will users of the tool need any special equipment or connections to access and input data?**
A: There are no equipment or connection requirements beyond the current equipment capabilities at JCCs for computers and Internet access.

Q: **Will technical support be available for the collection of data and for inputting the data once it is collected?**
A: Yes. Users will receive technical support information during the training Webinars and during the data call period, if needed.

Q: **If I have additional questions, whom should I contact?**
A: You may contact Eric Siddle, Engineering Support Contractor. E-mail: siddle.eric@dol.gov, (703) 875-7647.