Energy & Resource Monitoring Checklist

A practical checklist for tracking energy, water, waste and material flows against baselines and targets

GHG Protocol · GRI 302 · GRI 303 · GRI 306 · CDP · SECR

Energy, water and waste are where operating cost and environmental impact meet. This checklist covers how to measure them reliably, compare sites fairly and track reduction targets through the year.

A Significant Flows

- [ ] Every significant energy source is listed per site: electricity, gas, diesel, petrol, LPG and others
- [ ] Water sources and uses are identified, including municipal, borehole and recycled water
- [ ] Waste streams are listed by type, including hazardous waste, with the contractor for each
- [ ] Major material inputs that drive cost or impact are identified

B Metering & Data Capture

- [ ] Main meters and sub-meters are mapped to sites, buildings or processes
- [ ] Meter readings are captured automatically where possible, or at a fixed frequency
- [ ] Utility data is captured from invoices or provider systems, matched to meters
- [ ] Fuel use is captured from fleet cards, delivery notes or tank readings
- [ ] Each data source has a named owner and a submission deadline

C Baselines & Normalisation

- [ ] A baseline period is set for each resource, with the reason it was chosen
- [ ] Relevant drivers are identified, such as production volume, floor area, headcount or weather
- [ ] Intensity KPIs are defined, such as kWh per unit produced or litres per employee
- [ ] Baselines are adjusted when sites are opened, closed or significantly changed

D Water

- [ ] Water withdrawal is measured by source
- [ ] Water consumption and discharge are recorded, so losses can be identified
- [ ] Sites in water-stressed areas are identified and monitored more closely
- [ ] Water reuse and recycling are measured where they occur

E Waste & Materials

- [ ] Waste quantities are recorded by stream and by disposal route: reuse, recycling, recovery or landfill
- [ ] Safe disposal certificates or waste manifests are kept for hazardous waste
- [ ] Contractor waste figures are received on a fixed schedule and checked
- [ ] Material inputs and outputs are tracked where material flow affects cost or emissions

F Targets & Alerts

- [ ] Reduction targets are set per resource and per site, with a target year
- [ ] Progress is tracked monthly against target, not only at year end
- [ ] Use outside the expected range raises an alert to the site owner
- [ ] Saving initiatives have owners, expected savings and a way to verify them

G Link to Emissions & Cost

- [ ] Energy and fuel data feed Scope 1 and 2 emissions calculations directly
- [ ] Waste and water data feed Scope 3 calculations where they are material
- [ ] Resource cost is tracked alongside use, so savings can be shown in money
- [ ] Figures used for emissions, cost and reporting come from one data set

H Reporting

- [ ] Energy, water and waste disclosures are prepared for the frameworks you report to, such as GRI and CDP
- [ ] Local energy reporting is covered where it applies, such as SECR in the UK
- [ ] Site and group results are reviewed by management at least quarterly
- [ ] Data and evidence are kept so figures can be checked by an assurance provider

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