



Corporate Carbon Footprint Reduction Strategy Checklist 2026

Baseline Emissions Inventory & Data Collection

Identification of Scope 1, 2, and 3 emissions sources and gathering of all necessary historical energy and fuel consumption data.

Data Collection Period Start Date

Enter date...

Data Collection Period End Date

Enter date...

Primary Emission Scope Focus

- ☐ Scope 1 (Direct Emissions)
- ☐ Scope 2 (Indirect - Energy)
- ☐ Scope 3 (Value Chain)

Total Annual Fuel Consumption (Litres/m3)

Enter a number...

Total Electricity Consumption (kWh)

Enter a number...

Data Sources Identified

- ☐ Utility Bills
- ☐ Fuel Invoices
- ☐ Fleet Logs
- ☐ Sensor/IoT Data
- ☐ Supplier Sustainability Reports

Raw Emissions Data Spreadsheet

 Upload File

Data Auditor Verification

Regulatory & Compliance Alignment

Review of 2026 environmental regulations, carbon tax implications, and mandatory reporting standards for your specific jurisdiction.

Regulatory Deadline Date

Enter date...

Applicable Regulatory Frameworks

- ☐ GHG Protocol
- ☐ CSRD (Corporate Sustainability Reporting Directive)
- ☐ SEC Climate Disclosure Rules
- ☐ California Climate Corporate Data Accountability Act (SB 253)
- ☐ ISO 14064 Standard

Compliance Gap Analysis Summary

Write something...

Regulatory Permit Documentation

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Compliance Status

- ☐ Fully Compliant
- ☐ At Risk
- ☐ Non-Compliant
- ☐ Under Review

Carbon Reduction Target Setting

Definition of Science Based Targets initiative (SBTi) aligned goals and short-term vs. long-term decarbonization milestones.

Primary Decarbonization Goal Name

Write something...

Target Reduction Percentage

Enter a number...

Target Completion Deadline

Enter date...

Target Scope Classification

- ☐ Scope 1 (Direct Emissions)
- ☐ Scope 2 (Indirect Energy Emissions)
- ☐ Scope 3 (Value Chain Emissions)

Target Alignment Frameworks

- ☐ SBTi (Science Based Targets initiative)
- ☐ RE100
- ☐ CDP (Carbon Disclosure Project)
- ☐ Internal Corporate Mandate

Strategic Implementation Roadmap

Write something...

Supporting Evidence/Baseline Documentation

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Executive Approval

Energy Efficiency & Resource Optimization

Assessment of high-impact areas such as HVAC, lighting, and manufacturing processes for immediate energy-saving opportunities.

Facility or Department Name

Write something...

Identified Energy Inefficiency Areas

- ☐ HVAC System Leakage/Inefficiency
- ☐ Lighting & Electrical Systems
- ☐ Compressed Air Leaks
- ☐ Thermal Insulation Gaps
- ☐ Motor & Pump Inefficiencies
- ☐ Insulation & Building Envelope

Estimated Annual Energy Waste (kWh)

Enter a number...

Last Efficiency Audit Date

Enter date...

Energy Audit Report

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Proposed Mitigation Strategy

Write something...

Energy Manager Approval

Renewable Energy Transition Planning

Evaluation of onsite solar/wind potential, Power Purchase Agreement (PPA) opportunities, and renewable energy certificate procurement.

Primary Renewable Energy Source Interest

- ☐ Solar PV
- ☐ Wind Power
- ☐ Geothermal
- ☐ Hydroelectric
- ☐ Biomass

Target Renewable Energy Percentage (%)

Enter a number...

Projected Transition Completion Date

Enter date...

Proposed Implementation Methods

- ☐ On-site Generation
- ☐ Off-site Power Purchase Agreements (PPA)
- ☐ Renewable Energy Certificates (RECs)
- ☐ Green Tariff Programs

Renewable Feasibility Study Report

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Risk Assessment & Mitigation Strategy

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Supply Chain & Scope 3 Engagement

Strategies for auditing vendor emissions, implementing sustainable procurement policies, and managing logistics-related carbon outputs.

Included Scope 3 Emission Categories

- ☐ Purchased Goods and Services
- ☐ Capital Goods
- ☐ Fuel- and Energy-Related Activities
- ☐ Upstream Transportation and Distribution
- ☐ Waste Generated in Operations
- ☐ Business Travel
- ☐ Employee Commuting
- ☐ Upstream Leased Assets

Key Supplier Sustainability Assessment Summary

Write something...

Supplier Environmental Impact Reports

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Last Supply Chain Audit Date

Enter date...

Supplier Risk Level

- ☐ Low Risk
- ☐ Medium Risk
- ☐ High Risk
- ☐ Critical/Non-Compliant

Percentage of Spend Under Sustainable Procurement Policy

Enter a number...

Technology & Infrastructure Investment

Analysis of ROI for low-carbon technologies, electrification of fleets, and smart grid integration requirements.

Proposed Technology Name

Write something...

Estimated Capital Expenditure (CAPEX)

Enter a number...

Investment Priority Level

- ☐ Critical / Immediate
- ☐ High Priority
- ☐ Medium Priority
- ☐ Long-term / Exploratory

Expected Carbon Impact Areas

- ☐ Scope 1 Reduction
- ☐ Scope 2 Reduction
- ☐ Scope 3 Reduction
- ☐ Waste Reduction

Projected ROI & Carbon Payback Period

Write something...

Technical Specifications & Quotes

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Target Implementation Date

Enter date...

Monitoring, Reporting, and Verification (MRV)

Establishment of real-time carbon tracking software, internal audit schedules, and third-party verification workflows.

Reporting Period Start Date

Enter date...

Reporting Period End Date

Enter date...

Total Metric Tons of CO2e Calculated

Enter a number...

Verification Method Used

- ☐ Internal Audit
- ☐ Third-Party Certification
- ☐ Automated Sensor Data
- ☐ Self-Assessment

Emissions Scopes Included in This Report

- ☐ Scope 1 (Direct Emissions)
- ☐ Scope 2 (Indirect - Energy)
- ☐ Scope 3 (Supply Chain/Other)

Evidence & Calculation Spreadsheet Upload

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Discrepancy Notes & Data Anomaly Explanations

Write something...

Sustainability Officer Verification

Stakeholder Communication & ESG Reporting

Preparation of annual sustainability reports and communication plans for investors, board members, and regulatory bodies.

Report Publication Date

Write something...

Reporting Period End Date

Enter date...

Target Stakeholder Groups

- ☐ Investors & Shareholders
- ☐ Regulatory Bodies
- ☐ Internal Board of Directors
- ☐ Customers & Clients
- ☐ Employees
- ☐ Suppliers & Partners

Reporting Framework Used

- ☐ GRI (Global Reporting Initiative)
- ☐ SASB (Sustainability Accounting Standards Board)
- ☐ TCFD (Task Force on Climate-related Financial Disclosures)
- ☐ CDP (formerly Carbon Disclosure Project)
- ☐ Internal Custom Framework

Key Sustainability Message

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Finalized ESG Report Draft



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Compliance Officer Approval

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Generate Sample Report