

# National Highways Carbon Tool

E-learning Training Programme

**Start  
Programme**

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E-learning Training Programme

**Start  
Programme**



**Please use full screen mode  
and click the buttons to  
navigate through the  
programme**

# Objectives of this programme

- To understand the principles behind the National Highways Carbon Tool and its key features; and
- To enable you to use the tool effectively to produce accurate carbon returns for National Highways.

**Proceed to  
Menu Page**

# PROGRAMME MENU

Exit Programme

Module 1: Advantages of carbon accounting 2mins

Module 2: Key features of the tool 3mins

Module 3: Data boundaries 3mins

Module 4: Using the tool - step by step guide 3mins

Module 5: Tool outputs 1min

# Module 1 – Carbon accounting

[Click to start](#)

# Carbon accounting

## Background

Carbon accounting is the process of measuring an organisations carbon emissions.

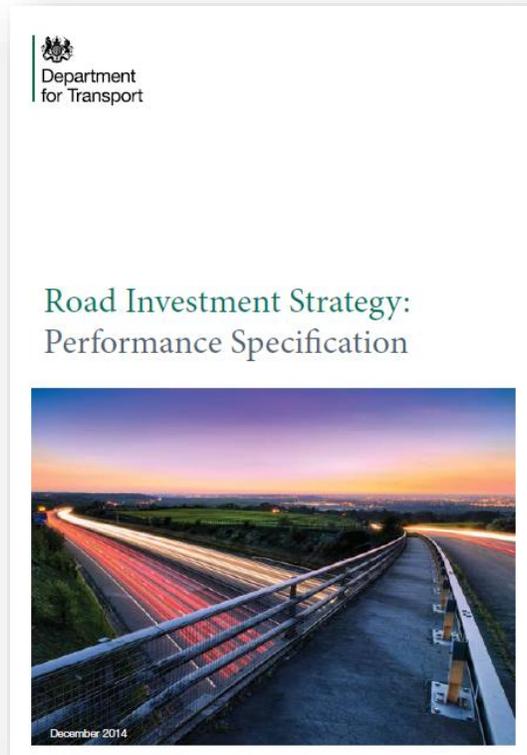
There are standardised approaches and guidance documents such as the Greenhouse Gas Protocol and the publicly available standard PAS2080. These resources give guidance how to measure carbon and what you should include in your calculations (known as boundaries). Module 3 will clearly explain for you where we have set these boundaries for our tool. Add image of current guide



[Home Page](#)

[Next Page](#)

# Carbon accounting



## National Highway's Approach

The government monitors National Highway's performance in key areas through indicators, including carbon emissions.

With this in mind, we need to account not only for our own emissions, but also the emissions from our supply chain community to truly understand our role in promoting sustainable infrastructure.

[Previous Page](#)

[Home Page](#)

[Next Page](#)

# Carbon accounting

## How you can support us

As part of our supply chain community, we need the information you provide to accurately account for the carbon emissions of construction and maintenance activities on our network.

This data will allow us to provide accurate reports on our carbon performance and will give us the opportunity to drive down carbon emissions where possible.

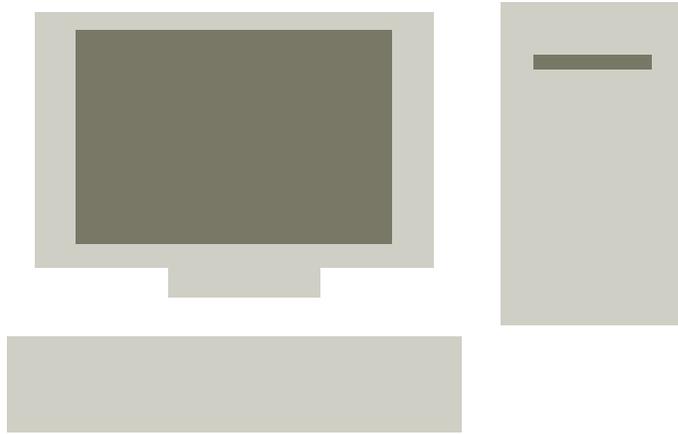
[Previous Page](#)[Home Page](#)[Proceed to  
module 2](#)

# Module 2 – Key tool features

[Click to start](#)

## 2 Key Requirements

### Carbon Returns



You save each carbon return on your local drive/desktop. You download a new version of the carbon tool from the National Highways website for each submission period. This helps minimise errors experienced within the tool.

[Previous Page](#)

[Home Page](#)

[Next Page](#)

## 2 Key benefits

### Report monthly or quarterly

The tool allows carbon returns to be entered monthly or quarterly, as instructed by National Highways for the various contracts.



[Previous Page](#)

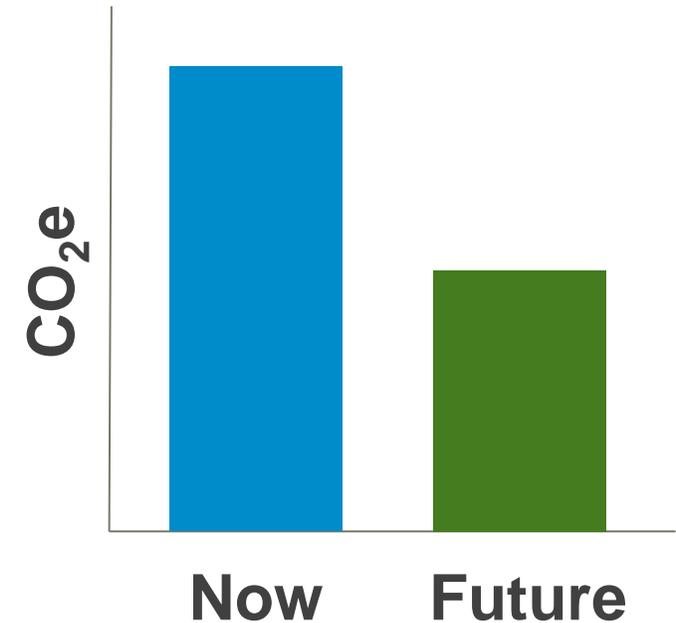
[Home Page](#)

[Next Page](#)

## Key benefits

### Carbon management not carbon counting

The tool collects sufficient data to enable analysis of the most carbon intensive areas of our construction and maintenance activities. This supports carbon reduction decision making.

[Previous Page](#)[Home Page](#)[Next Page](#)

## Key benefits

### Traceable data sources



We need you to keep hold of the data sources that you use to fill in the tool (receipts, delivery notes, **EPDs** etc.) for the duration of the contract, so that we can audit the data in our carbon accounts should we be required to do so.

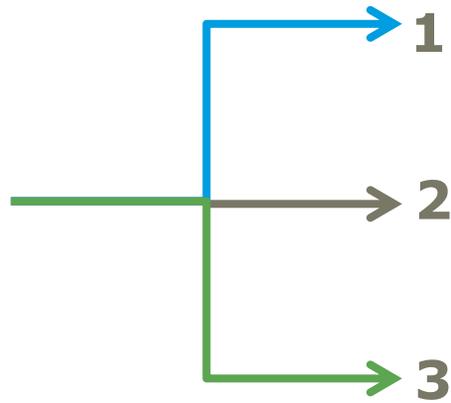
[Previous Page](#)

[Home Page](#)

[Next Page](#)

## 2 Key benefits

### A large number of items to choose from



There are a large number of items in the tool, split across a number of recognisable highways specific categories to reduce the need to do your own calculations and estimations. For example, you only need to choose the diameter of a pipe you have used and enter its length rather than having to calculate the weight of plastic in that pipe.

[Previous Page](#)

[Home Page](#)

[Next Page](#)

## Key benefits

### Accessible guidance

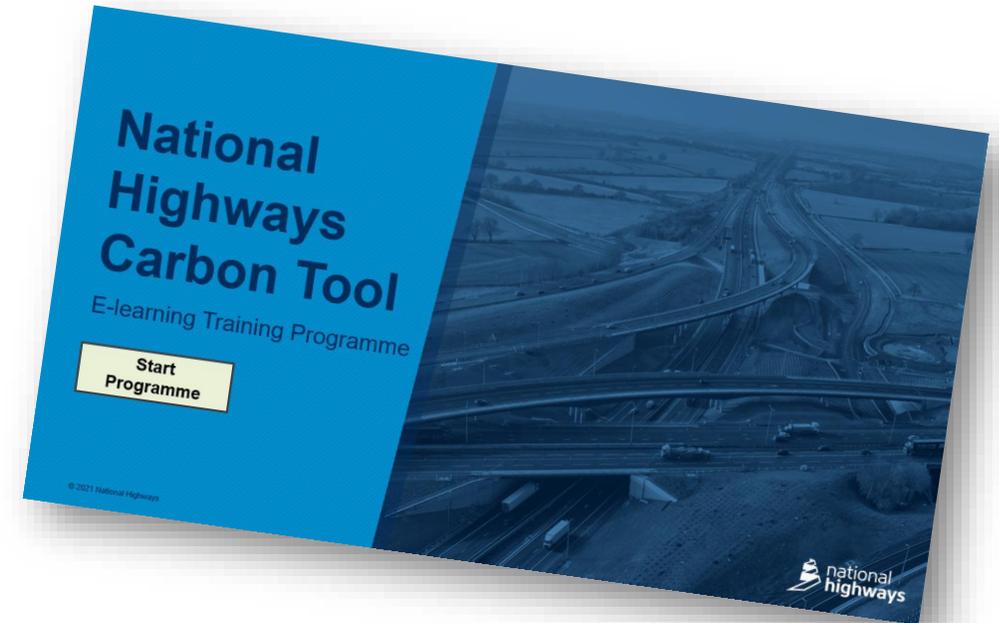
The tool guidance is provided in a range of formats and is intended to be concise and easy to read.

In addition to this e-learning training programme, there is a more in-depth guidance document and guidance within the tool itself. It is mandatory that you refer to these documents to understand what the requirements are.

[Previous Page](#)

[Home Page](#)

[Next Page](#)



## 2 Key benefits: Questions

**Which of these are benefits of the tool?**

Carbon management not carbon counting

Traceable data sources

Download a new version of the carbon tool for each submission period

Reducing the amount of data collected

Reporting monthly or quarterly as instructed by NH

Accessible guidance

[Previous Page](#)

[Home Page](#)

[Answers](#)

## 2 Key benefits: Answers

Carbon management not carbon counting

Traceable data sources

Download a new version of the carbon tool for each submission period

Reducing the amount of data collected

Reporting monthly or quarterly as instructed by NH

Accessible guidance

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Previous Page](#)

[Home Page](#)

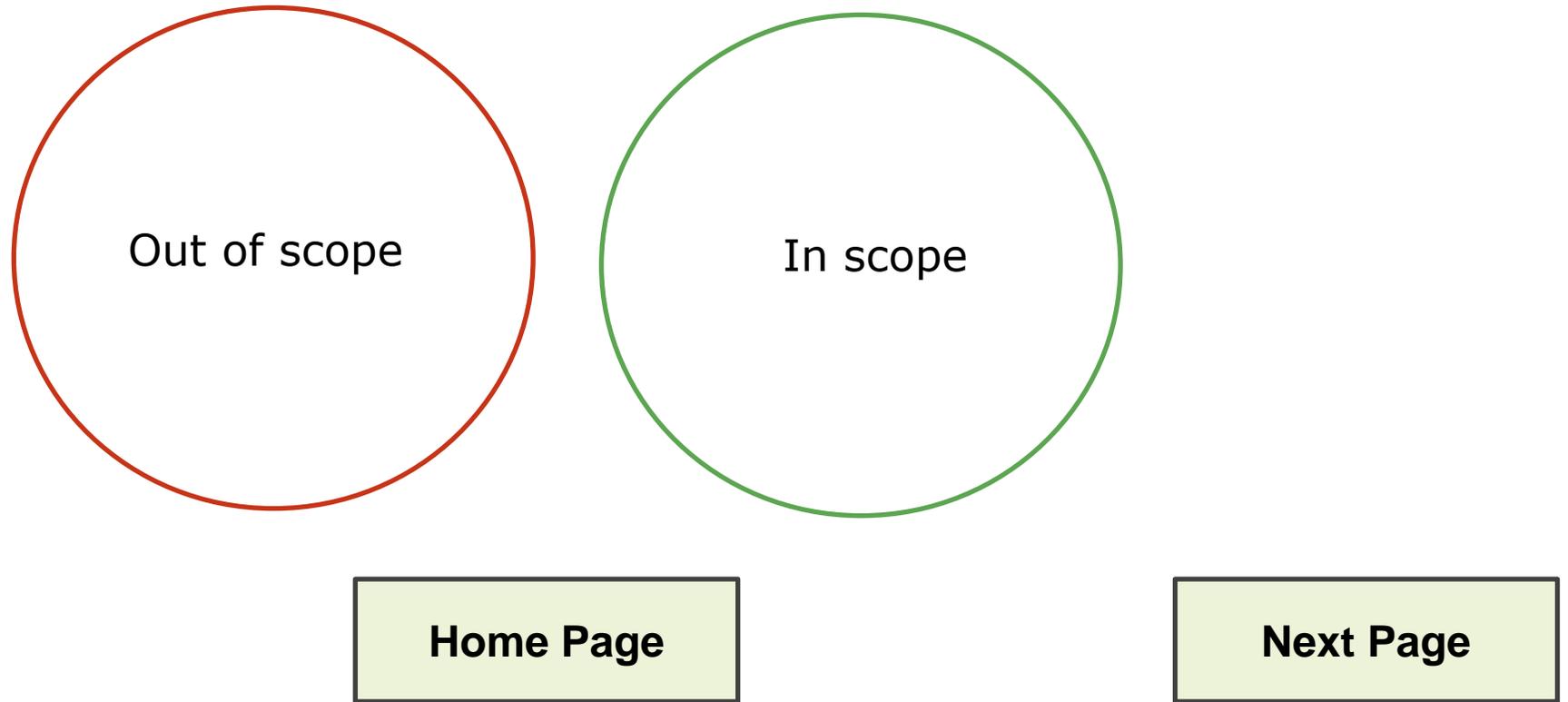
[Proceed to  
module 3](#)

# Module 3 – Data boundaries

[Click to start](#)

## Data boundaries

Before collecting and putting data into the tool, it is important to know the boundaries for your data collection. This will make sure you don't miss anything you need to include and don't include anything you shouldn't.



## Data boundaries

The tool collects data under the following 10 categories, the boundaries for each of these will be clearly defined in the following pages.

1. Bulk Materials
2. Earthworks
3. Fencing, Barriers and Road Restraint Systems
4. Drainage
5. Road Pavements
6. Street Furniture and Electrical Equipment
7. Civil Structures and Retaining Walls
8. Fuel, Electricity and Water
9. Business and Employee Transport
10. Waste

Categories 1-7 can be thought of as the 'Materials' categories.

[Previous Page](#)

[Home Page](#)

[Next Page](#)

## Data boundaries

### Categories 1-7 (Materials)

Categories 1-7 will require the following data:

- Quantities of materials this period
- Distance from the supplier to the site
- The % of bulk materials used in each of the other categories (for bulk materials only)
- Forecast amount of material for next period (for bulk materials only)

Materials need to be recorded as they are delivered to your site/ reporting area, all construction and maintenance materials that enter your site must be recorded.

[Previous Page](#)

[Home Page](#)

[Next Page](#)

## Data boundaries

### Categories 1-7 (Materials)

You should record materials when they are delivered, not when they are used, as this will not capture everything, such as over-ordering of materials that become waste.

For Category 1 (Bulk Materials) you will need to forecast what materials you are anticipating to receive in the next reporting period. This can be an estimate; it may be helpful to base this estimate on the construction/maintenance programme.

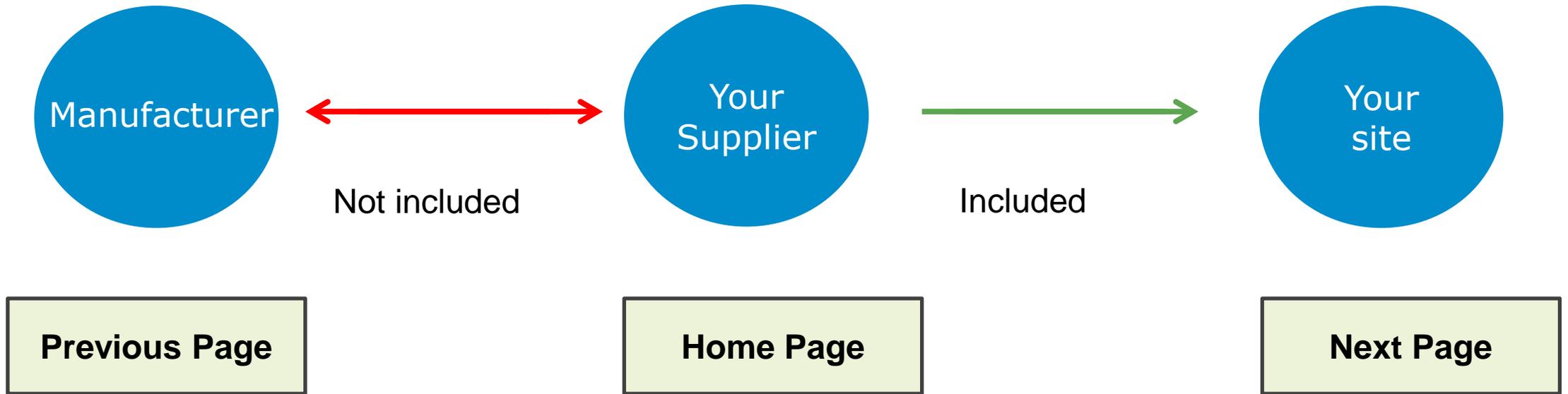
[Previous Page](#)[Home Page](#)[Next Page](#)

## Data boundaries

### Categories 1-7 (Transport of materials)

You should record transport of a material as the distance from **your supplier** to **your site**. You do not need to record any transport prior to your supplier or the return leg of the journey (the tool will account for the return journey and number of journeys automatically).

For example: If by road your concrete supplier is 16km from your site, you must record a transport distance of 16km and select the mode of transport e.g. van or HGV.



## Data boundaries

### Category 8 Energy, Fuel and Water

All energy (electricity, gas etc.), fuel (petrol, diesel etc.) and water used for the reporting contract should be recorded. This includes use for both welfare purposes and construction/maintenance purposes. This consists of, but is not limited to:

- Site offices / buildings within construction / maintenance area (does not include buildings owned by the reporting contractor but outside the construction site or maintenance area, such as head offices).
- Mobile plant including site vehicles;
- Fixed plant; and
- On site accommodation.

Note this does not include any company vehicles used for business travel or employee commuting as this is covered in category 9.

[Previous Page](#)[Home Page](#)[Next Page](#)

## Data boundaries

### Category 9 Business and Employee Transport

#### Business Transport

All company vehicles and public transport used for business purposes must be recorded. This should be captured by recording the distance they have travelled (note that fuel use for on-site vehicles should be recorded within category 8).

#### Employee Transport

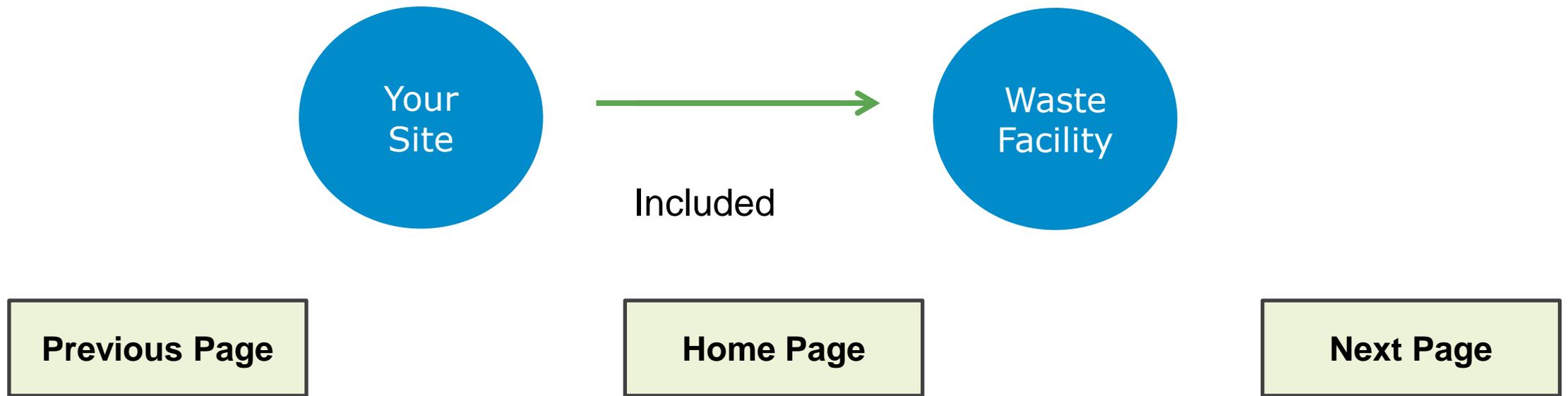
Staff commuting to site should be recorded in km. This includes all construction site maintenance area workers, including both your direct employees and Tier 1 sub-contractors. It is appreciated that this may involve an element of estimation.

[Previous Page](#)[Home Page](#)[Next Page](#)

## Data boundaries

### Category 10 Waste

The weight of all waste materials leaving the site /area must be recorded. You must also include the distance from your site to the receiving waste facility and how the waste will be dealt with at the facility (recycled, landfill etc.). All of this information should be available from your waste transfer/consignment notes.



# Data boundaries

## Data collection pro-forma

We appreciate that collecting all this data can take time and will require other people to collect data for you. To help with this process we have created a data pro-forma for you to distribute to colleagues or sub-consultants to aid recording this data. This is available in within the full guidance document.

**Data collection Record Sheet**

To complete the Highways England carbon tool you will need the following information. You do not need to fill in every box, just the items appropriate for you.

**1. Bulk Materials**

Item	Type	Unit	Quantity this period	Quantity next period	Transport distance (km)
Ready mix concrete	C6/8 (Gen 0, ST 1)	m <sup>3</sup>			
	C8/10 (Gen 1, ST 2)	m <sup>3</sup>			
	C12/15 (Gen 2, ST 3)	m <sup>3</sup>			
	C16/20 (Gen 3, ST 4)	m <sup>3</sup>			
	C20/25 (ST 5)	m <sup>3</sup>			
	C25/30	m <sup>3</sup>			
	C28/35	m <sup>3</sup>			
	C32/40	m <sup>3</sup>			
Cement and binders	C40/50	m <sup>3</sup>			
	General	m <sup>3</sup>			
	Portland CEM I cement	tonnes			
	6-20% Fly Ash (CEM III/A-V)	tonnes			
	21-35% Fly Ash (CEM III/B-V)	tonnes			
	21-35% GGBS (CEM III/B-S)	tonnes			
Reinforcement steel	36-65% GGBS (CEM III/A)	tonnes			
	66-80% GGBS (CEM III/B)	tonnes			
Asphalt	Fibre cement panels	tonnes			
Fill and aggregate	Steel bar and rod	tonnes			
	General Asphalt	tonnes			
	General fill/aggregate	tonnes			
Road salt/grit	Recycled site-won fill/aggregate	tonnes			
	Recycled imported fill/aggregate	tonnes			
	Road salt/grit	tonnes			

[Previous Page](#)

[Home Page](#)

[Proceed to Module 4](#)

# Module 4 – Using the tool - step by step guide

[Click to start](#)

## Using the tool

This step by step guide will help take you through using all the tools basic functions.

When following each step, please read the text carefully and click where necessary to proceed.

You may find it useful to have the tool and full guidance document open as you go through this guide.

**Before you start using the tool make sure it is saved on your local drive or desktop.**

When using the tool remember that cells formatted like this:

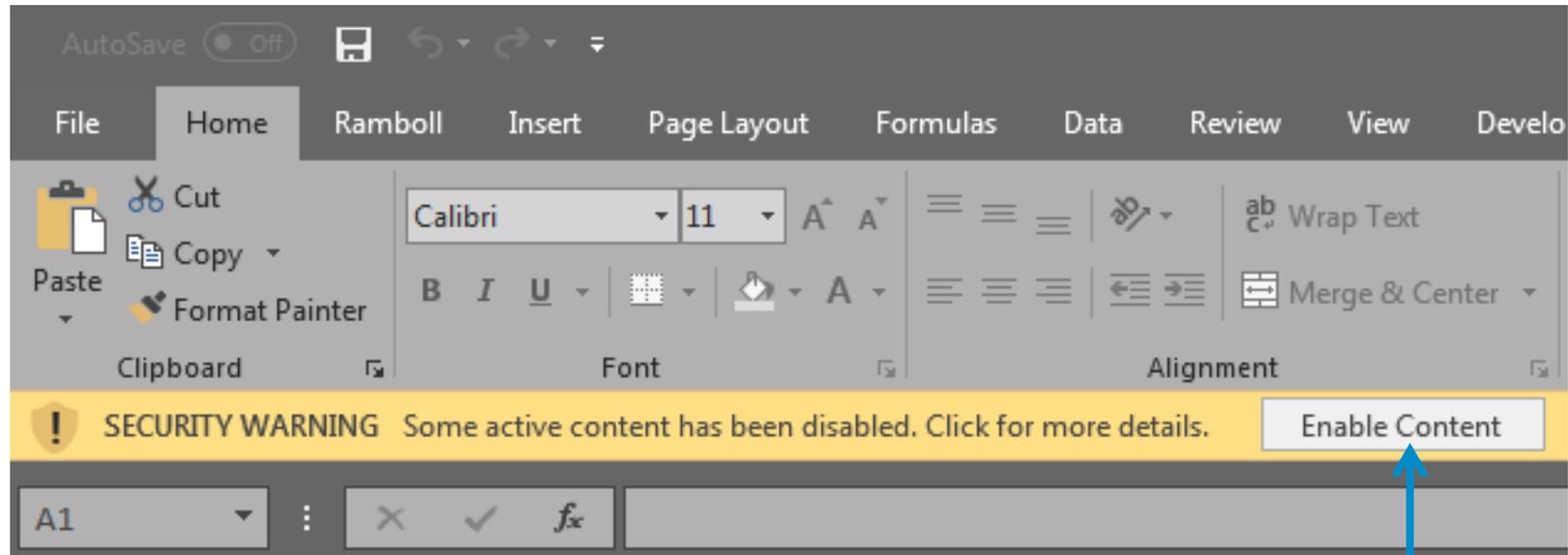


will require you to enter some data.

[Home Page](#)

[Next Page](#)

## Step 1 Enabling Macros

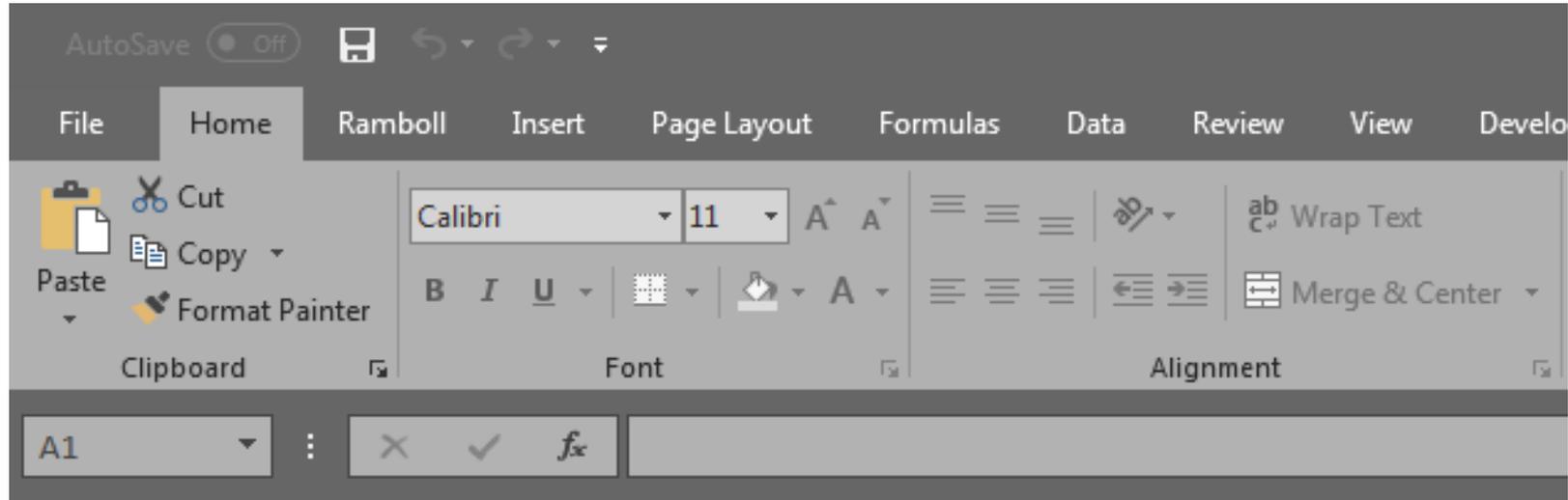


When you first open the tool you will need to [click here to enable macros](#) (the exact wording in the yellow banner may vary depending the version of excel you are using). This is essential to be able to use the tool correctly. Try it now.

[Previous Page](#)

[Home Page](#)

## Step 1 Enabling Macros



You will now see the banner has gone and macros are enabled. This means the buttons in the tool will now work. If the yellow banner did not appear and you cannot use the buttons in the tool please refer to the full guidance document.

[Click next step](#) to learn about navigating through the tool.

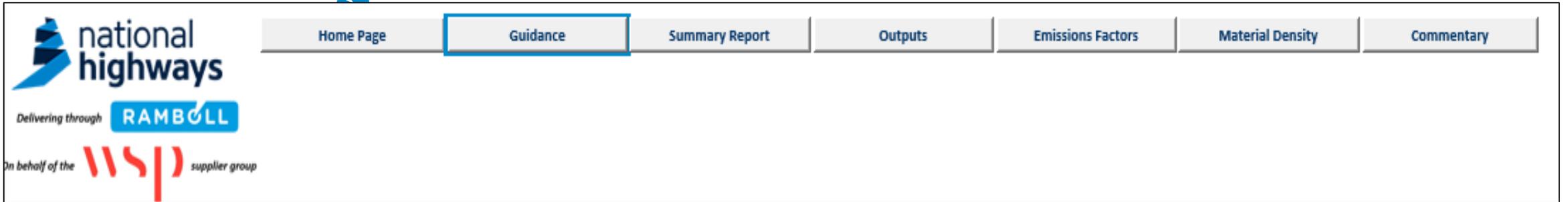
[Previous Page](#)

[Home Page](#)

[Next Step](#)

4

When you open the tool for the first time you will see the guidance page. After enabling macros please take a few minutes to read this the first time you use the tool. The guidance page will always be available to refer to should you need it. **Now click on the 'home page' button to proceed.**



Previous Page

Home Page

This is the homepage. Here you will enter your project details, create your carbon returns and export your data. All of this will be covered in the following steps of this programme.

[Click next step](#) to learn about adding your project details.

**national highways**  
Delivering through **RAMBOLL**  
On behalf of the **wsp** supplier group

Home Page | Guidance | Summary Report | Outputs | Emissions Factors | Material Density | Commentary

**Carbon Tool v2.6**

Project Details	
Contractor Name:	
Project / Contract Name:	
Contract:	
PCF Stage (MP):	
3D model (Ops):	
Return Frequency:	
Contract Location:	
Contract Activity:	Construction works
Type of Construction:	New Road and Structure
Lane km Constructed:	
Contract Start Date:	
Contract End Date:	
Contract Value (£):	£0
Project Description:	

Current live return:	0
Total carbon this return (tonnes):	0.000
Total carbon this contract (tonnes):	0.000
Last Update:	28 Sep 2022 at 13:52

Add new return | Create export file | Fix project detail

Input data into shaded cells

Contract Start / End Dates must be in format...

(Project detail must be fixed before adding first return)

Click a category to switch it on / off...

Return Period	Return Status	Bulk Materials	Earthworks	Fencing, Barriers & Road Restraint Systems	Drainage	Road Pavements	Street Furniture & Electrical Equipment	Civils Structures & Retaining Walls	Fuel, Energy & Water	Business and Employee Transport	Waste	Options	Estimated spend in return period (£)
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Previous Page

Home Page

Next Page

## 4

## Step 2 Project Details

You will need to enter your project details into the Home Page. All of the purple formatted cells require your input. These questions can only be answered once (although the contract start date, end date and value can be edited)

You will need to fix the details by **clicking on the button below**. You will no longer be able to edit them.



Fix project details

Previous Page

Home Page

2.6	Project Details
Contractor Name:	
Project / Contract Name:	
Contract:	
PCF Stage (MP):	
3D model (Ops):	
Return Frequency:	
Contract Location:	
Contract Activity:	Construction works
Type of Construction:	New Road and Structure
Lane km Constructed:	
Contract Start Date:	
Contract End Date:	
Contract Value (£):	£0
Project Description:	

## Step 2 Project Details

You will see that some cells have now turned white, these can no longer be changed and are 'fixed' for all future carbon returns for this contract.

[Click next step](#) to learn about adding a carbon return.

.6	Project Details
Contractor Name:	Example LTD
Project / Contract Name:	Example Motorway Limited
Contract:	Regional Delivery Programme (RDP)
PCF Stage (MP):	6
3D model (Ops):	N/A
Return Frequency:	Monthly
Contract Location:	Area 7 - Leics, Notts, Lincs, Derbyshire
Contract Activity:	Construction works
Type of Construction:	Road Widening
Lane km Constructed:	100
Contract Start Date:	01/03/2024
Contract End Date:	04/06/2026
Contract Value (£):	£10,000,000
Project Description:	Widening of junction at East bound of M69 to improve congestion and reduce accidents.

[Previous Page](#)

[Home Page](#)

[Next Step](#)

# 4 Step 3 Creating a Carbon Return

To create a carbon return you will need to [click the 'Add new return'](#) button.

Add new return

Create export file



A carbon return is an accurate and complete summary of the carbon emissions associated with the activities of a contractor in the supply chain for a given period; inputting data into the National Highways carbon tool produces a carbon return. The full guidance document provides definitions for other terms used in the tool.

Click a category to switch it on / off...													
Return Period	Return Status	Bulk Materials	Earthworks	Fencing, Barriers & Road Restraint Systems	Drainage	Road Pavements	Street Furniture & Electrical Equipment	Civils Structures & Retaining Walls	Fuel, Energy & Water	Business and Employee Transport	Waste	Options	Estimated spend in return period (£)

Previous Step

Home Page

# 4 Step 3 Creating a Carbon Return

You will now see that a new carbon return has been added to the table on the Home Page (as shown below). Each time you add a new return, each return will appear in this table as a new row and the status of the return will update as you progress.

Add new return

Create export file

You can also 'switch off' categories that you know you will not need to use. **Try switching off the drainage category by clicking the heading in the table.**

Click a category to switch it on / off...

Return Period	Return Status	Bulk Materials	Earthworks	Fencing, Barriers & Road Restraint Systems	Drainage	Road Pavements	Street Furniture & Electrical Equipment	Civils Structures & Retaining Walls	Fuel, Energy & Water	Business and Employee Transport	Waste	Options			Estimated spend in return period (£)
2019 Jan - Mar	Not Started	-	-	-	-	-	-	-	-	-	-	Resume	Restart	Delete	£250,000

Previous Step

Home Page

# 4 Step 3 Creating a Carbon Return

You will now see that the cell below the Drainage heading has turned grey indicating that you do not need to input data into this category.

You will also notice you are required to provide your spend for the period in the column on the right of the table. This only needs to be an estimate.

[Add new return](#)

[Create export file](#)

[Click next step](#) to learn about entering data into the tool.



Return Period	Return Status	Click a category to switch it on / off...										Options	Estimated spend in return period (£)
		Bulk Materials	Earthworks	Fencing, Barriers & Road Restraint Systems	Drainage	Road Pavements	Street Furniture & Electrical Equipment	Civils Structures & Retaining Walls	Fuel, Energy & Water	Business and Employee Transport	Waste		
2019 Jan - Mar	Not Started	-	-	-		-	-	-	-	-	-	<a href="#">Resume</a> <a href="#">Restart</a> <a href="#">Delete</a>	£250,000

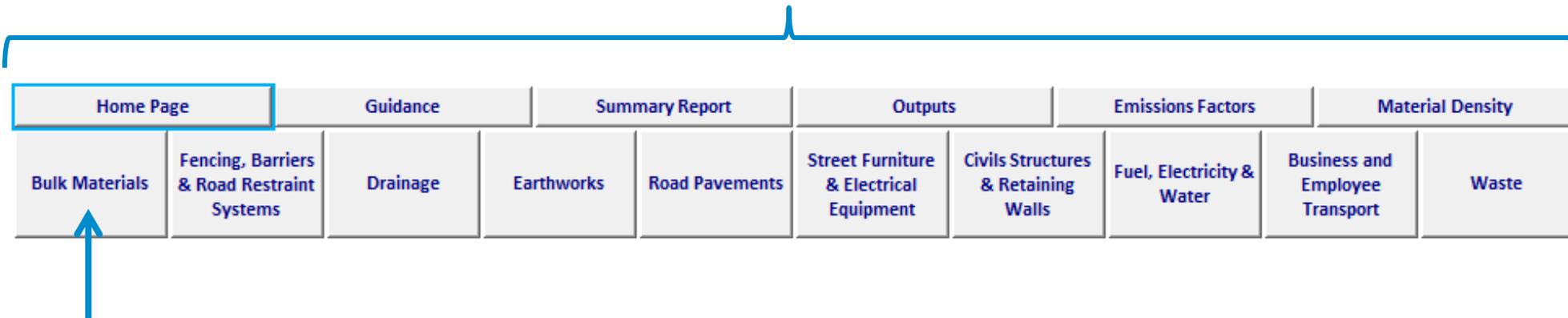
[Previous Step](#)

[Home Page](#)

[Next Step](#)

## Step 4 Adding Data

The top row of menu buttons allow you to view various information about the tool as well as allowing you easy access to the Home Page where your carbon returns are stored.



Once you have created or resumed a carbon return a second row of menu buttons will appear at the top of the page. The bottom row of menu buttons are the ‘categories’ where you need to input your data. **Click the first category “Bulk Materials”** to see an example of how to add data.

[Previous Step](#)

[Home Page](#)

# 4 Step 4 Adding Data Continued

Once you have selected a category you will be presented with a data input table such as this. The first row of the table will automatically appear, each of the purple cells in this row requires you to insert data. To add data you will need to **choose an item by clicking on the purple cells**.

2019 Apr - Jun - Bulk Materials

Mark page as complete  
Delete selected row Show / hide methodology column  
Add new row: Standard carbon factor Custom carbon factor

**Total CO2e**    0.000    Tonnes

**Converter:**

Miles	=	km
1.00	=	1.61

Material / Product								Assign % of total quantity to categories						Transport				Forecast
Item	Type	Unit	This Return Quantity	Carbon Factor Value	Carbon Factor Unit	Conversion Factor	This Return tCO2e	Not Allocated %	Fencing %	Drainage %	Road Pavements %	Civils Structures %	Waste %	Transport mode	Transport distance value (km)	Carbon Factor (tCO <sub>2</sub> e/t.km)	This Return tCO2e	Next Return Quantity Forecast
								100.00%										

Click here

Previous Step

Home Page

# 4 Step 4 Adding Data Continued

A row has been added for ready mix concrete. The input unit is cubic m<sup>3</sup>; 100m<sup>3</sup> of concrete was delivered by HGV from a supplier 25km from the site. This data has been entered below. [Click next step](#) to learn about how to assign these bulk materials to the other categories in the tool.

2019 Apr - Jun - Bulk Materials

Mark page as complete

Delete selected row    Show / hide methodology column

**Total CO2e**    **15.870**    **Tonnes**

**Converter:**  

Miles	=	km
1.00	=	1.61

Add new row:    Standard carbon factor    Custom carbon factor

Material / Product								Assign % of total quantity to categories						Transport				Forecast	
Item	Type	Unit	This Return Quantity	Carbon Factor Value	Carbon Factor Unit	Conversion Factor	This Return tCO2e	Not Allocated %	Fencing %	Drainage %	Road Pavements %	Civils Structures %	Waste %	Transport mode	Transport distance value (km)	Carbon Factor (tCO <sub>2</sub> e/t.km)	This Return tCO2e	Next Return Quantity Forecast	
Ready mix concrete	C6/8 (Gen 0, ST1)	m3	100.0	0.061	tCO2e/t	2.400	14.640	100.00%						HGV	25.0	0.0001025	1.230		
								100.00%											

**Previous Step**

**Home Page**

**Next Step**

## 4 Step 4 Adding Data Continued

For the Bulk Materials category, you are required to assign a percentage of the bulk materials used in the other categories. For example if you have entered 100 tonnes of concrete into the bulk materials category, 60% may have been used in drainage works, 20% for fencing, 10% for road pavements and 10% was wasted. A realistic estimate for this is acceptable

You are also required to estimate how much of each of the bulk materials are to be used in the next reporting period. [Click on the purple cells](#) to add the data.

Assign % of total quantity to categories						Transport				Forecast
Not Allocated %	Fencing %	Drainage %	Road Pavements %	Civils Structures %	Waste %	Transport mode	Transport distance value (km)	Carbon Factor (tCO <sub>2</sub> e/t.km)	This Return tCO <sub>2</sub> e	Next Return Quantity Forecast
100.00%						HGV	25.0	0.0001025	1.230	

[Previous Step](#)

[Home Page](#)

## 4 Step 4 Adding Data Continued

For the Bulk Materials category, you are required to assign a percentage of the bulk materials used in the other categories. For example if you have entered 100 tonnes of concrete into the bulk materials category, 60% may have been used in drainage works, 20% for fencing, 10% for road pavements and 10% was wasted. A realistic estimate for this is acceptable

You are also required to estimate how much of each of the bulk materials are to be used in the next reporting period. [Click next step](#) to learn about adding custom carbon factors.

Assign % of total quantity to categories						Transport				Forecast
Not Allocated %	Fencing %	Drainage %	Road Pavements %	Civils Structures %	Waste %	Transport mode	Transport distance value (km)	Carbon Factor (tCO <sub>2</sub> e/t.km)	This Return tCO <sub>2</sub> e	Next Return Quantity Forecast
0.00%	20.00%	60.00%	10.00%		10.00%	HGV	25.0	0.0001025	1.230	150.0

[Previous Step](#)

[Home Page](#)

[Next Step](#)

# 4 Step 4 Adding Data Continued

See here a row has been added to the road pavements category for Pre-cast concrete kerbs. The input unit is metres; 100m of kerb were delivered by HGV from a supplier 25km from the site. This data has been entered below. If you know that the carbon factor for a material is not appropriate for the item you are using or you have a more accurate value available to you, you are encouraged to input your own custom carbon factor. To do this [click on add new row 'Custom carbon factor'](#).

Mark page as complete

Delete selected row

Show / Hide methodology column

(excluding bulk materials)

Total CO2e

0.798

Tonnes

Converter:

Miles	=	km
1.00	=	1.61

Material / Product							
Item	Type	Unit	This Return Quantity	Carbon Factor Value	Carbon Factor Unit	Conversion Factor	This Return tCO2e
Kerb	Pre-cast concrete 125x150mm	metres	100.0	0.180	tCO2e/t	0.043	0.776

Transport			
Transport mode	Transport distance value (km)	Carbon Factor (tCO2e/t.km)	This Return tCO2e
HGV	25.0	0.0001025	0.022

Previous Step

Home Page

# 4 Step 4 Adding Data Continued

Additional columns will become purple so you can enter your own carbon factor and methodology. To add data you will need to **choose an item by clicking on the purple cells of the bottom row.**

[Click here](#)

Mark page as complete

Delete selected row

Show / hide methodology column

(excluding bulk materials)  

Total CO2e	0.798	Tonnes
------------	-------	--------

Miles	=	km
1.00	=	1.61

Material / Product								
Item	Type	Unit	This Return Quantity	Carbon Factor Value	Carbon Factor Unit	Conversion Factor	This Return tCO2e	Methodology
Kerb	Pre-cast concrete 125x150mm	metres	100.0	0.180	tCO2e/t	0.043	0.776	Carbon factor taken directly from the ICE inventory: Concrete > 40/50 mpa + precast factor. Dimensions of kerbs taken from supplier.

Transport			
Transport mode	Transport distance value (km)	Carbon Factor (tCO <sub>2</sub> e/t.km)	This Return tCO <sub>2</sub> e
HGV	25.0	0.0001025	0.022

[Previous Step](#)

[Home Page](#)

# 4 Step 4 Adding Data Continued

Remember to **click “mark page as complete”** once you have finished entering all the data in each category.

Click here


 Mark page as complete

Delete selected row

Show / hide methodology column

Add new row:

Standard carbon factor

Custom carbon factor

(excluding bulk materials)

Total CO2e	1.397	Tonnes
------------	-------	--------

Miles	=	km
1.00	=	1.61

Material / Product								
Item	Type	Unit	This Return Quantity	Carbon Factor Value	Carbon Factor Unit	Conversion Factor	This Return tCO2e	Methodology
Kerb	Pre-cast concrete 125x150mm	metres	100.0	0.180	tCO2e/t	0.043	0.776	Carbon factor taken directly from the ICE inventory: Concrete > 40/50 mpa + precast factor. Dimensions of kerbs taken from supplier.
Kerb	Pre-cast concrete 125x150mm	metres	100.0	0.120	tCO2e/t	0.047	0.564	Carbon factor provided by our Kerb supplier (Example Kerbs Ltd.). Carbon factor value from product specification document. Carbon factor lower due to type of concrete used. Weight per metre is slightly higher.

Transport			
Transport mode	Transport distance value (km)	Carbon Factor (tCO2e/t.km)	This Return tCO2e
HGV	25.0	0.0001025	0.022
HGV	36.0	0.0001025	0.035

[Previous Step](#)

[Home Page](#)

# 4 Step 4 Adding Data Continued

Click next step to learn about creating your export file.

Click here


 Mark page as complete





(excluding bulk materials)

Total CO2e	1.397	Tonnes
------------	-------	--------

Miles	=	km
1.00	=	1.61

Material / Product								
Item	Type	Unit	This Return Quantity	Carbon Factor Value	Carbon Factor Unit	Conversion Factor	This Return tCO2e	Methodology
Kerb	Pre-cast concrete 125x150mm	metres	100.0	0.180	tCO2e/t	0.043	0.776	Carbon factor taken directly from the ICE inventory: Concrete > 40/50 mpa + precast factor. Dimensions of kerbs taken from supplier.
Kerb	Pre-cast concrete 125x150mm	metres	100.0	0.120	tCO2e/t	0.047	0.564	Carbon factor provided by our Kerb supplier (Example Kerbs Ltd.). Carbon factor value from product specification document. Carbon factor lower due to type of concrete used. Weight per metre is slightly higher.

Transport			
Transport mode	Transport distance value (km)	Carbon Factor (tCO2e/t.km)	This Return tCO2e
HGV	25.0	0.0001025	0.022
HGV	36.0	0.0001025	0.035

Previous Step

Home Page

Next Step

## Step 5 Adding Commentary & Electronic Signature

Please populate the commentary tab, selecting the correct return period and provide a narrative summary to justify your carbon emission totals. Electronic declaration signature is required to ensure assurance checks have been completed prior to submission to National Highways within the commentary box.

Click here



The screenshot shows the National Highways web application interface. At the top, there is a navigation menu with the following tabs: Home Page, Guidance, Summary Report, Outputs, Emissions Factors, Material Density, and Commentary (which is currently selected). Below the navigation menu, the National Highways logo is displayed, along with the text "Delivering through RAMBOLL" and "On behalf of the WSP supplier group". The main content area is titled "Commentary" and contains a blue instruction box: "Please pick the carbon return you would like to make note of from the drop-down list below and edit the note in the coloured cell. Commentary will be exported and sent to National Highways." Below this instruction box, there is a "Carbon return:" label followed by a dropdown menu and a "Current return" button. Underneath, there are "Action:" labels and "Save" and "Delete" buttons. A final instruction reads: "↓ Please write your commentary in the coloured cell below and click 'Save' button above after you've finished ↓". The bottom portion of the form is a large, empty, light purple rectangular area for entering the commentary.

Previous Step

Home Page

Next Step

## 4 Step 6 Creating Your Export File

Once you have entered data into each of the category pages and marked them complete the status of the return on the Home Page will turn green:

Return Period	Return Status	Click a category to switch it on / off...										Options	Estimated spend in return period (£)		
		Bulk Materials	Earthworks	Fencing, Barriers & Road Restraint Systems	Drainage	Road Pavements	Street Furniture & Electrical Equipment	Civils Structures & Retaining Walls	Fuel, Energy & Water	Business and Employee Transport	Waste				
2019 Jan - Mar	Complete	Complete	Complete	Complete		Complete	Complete	Complete	Complete	Complete	Complete	Resume	Restart	Delete	£250,000

Add new return

Create export file

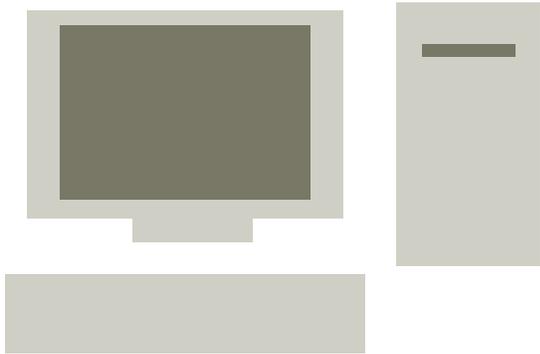
The data is now ready to be sent to National Highways. To do this **click the 'Create export file' button**. This will create the file you need to send to us.

Previous Step

Home Page

## Step 7 Send Us Your Carbon Return

Once you have created your export file, please email both the Export file and completed Carbon Tool to us at [carbon.reporting@nationalhighways.co.uk](mailto:carbon.reporting@nationalhighways.co.uk) so we can analyse your results. Please include in the email 'subject', the project or area name, submission period and supplier.



[Previous Step](#)

[Home Page](#)

[Next Step](#)

## Step 8 Save Your Data!

Once you have finished inputting your data and returned to the Home Page, please save and close the excel tool. Please reopen the tool and check each tab to ensure data has not gone missing.

Now you have finished inputting your data and sent it to National Highways,

**click save** →



Keep a saved version of that carbon submission on your local drive for future audit purposes.

### Next Carbon Return

The next time you come to enter a new carbon return, please download a new version of the carbon tool from the National Highways website and repeat steps 3 to 10 for each month/quarter.

**Previous Step**

**Home Page**

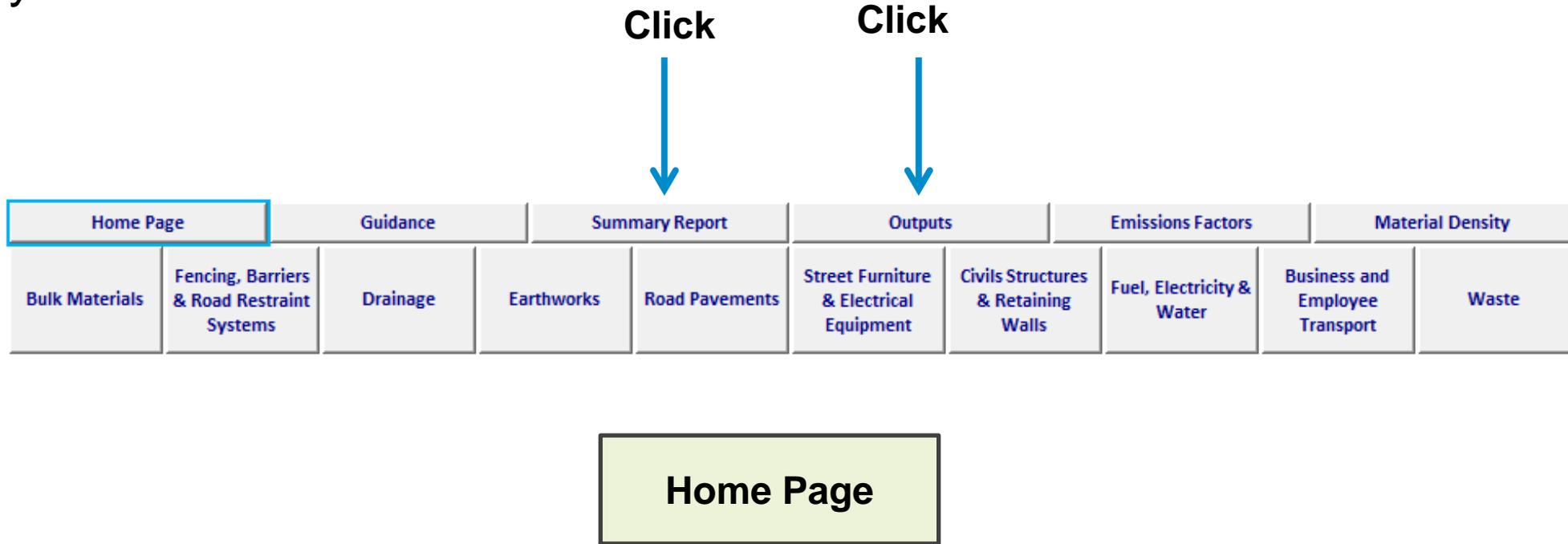
**Proceed to  
Module 5**

# Module 5 - Tool outputs

[Click to start](#)

# 5 Summary Report and Outputs

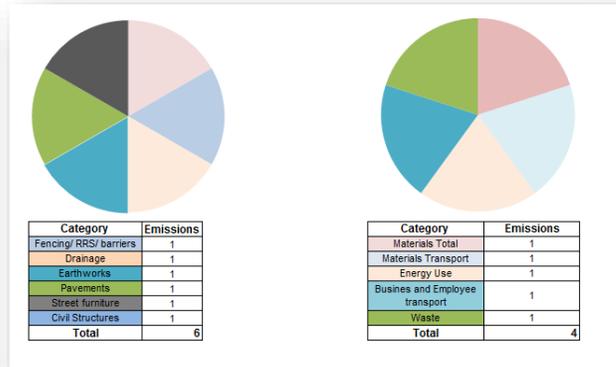
The tool produces a series of charts and summary data for analysis. It also produces an output table, which you can extract to complete your own analysis.



## Tool outputs

### Summary report

This report contains graphs outlining the headline figures from your data.



[Previous Page](#)

### Outputs

This page contains all the data you have input into the tool in one table.

Return	Total	(of which Transport)	Bulk Materials	(of which Transport)	Earthworks	(of which Transport)	Fencing, Barriers & Road Restraint Systems	(of which Transport)	Drainage	(of which Transport)	Road Pavements	(of which Transport)	Street Furniture & Electrical Equipment	(of which Transport)	Civil Structures & Retaining Walls	(of which Transport)	Fuel, Energy & Water
Total all returns	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
2015 Apr - Jun	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

[Home Page](#)

[Finish](#)

Thank you for using the  
National Highways Carbon Tool  
E-learning Training Programme  
Please refer to the full guidance  
document for further detail

**Restart Programme**

**Press 'Esc' key to exit full  
screen mode**