

Carbon Footprint Data Tracker FAQs

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General FAQs

What is the purpose of the Carbon Footprint Data Tracker?

The Data Tracker is designed to simplify the way you input data into the Next Generation Toolkit. Instead of entering information manually, line by line, you can capture everything in Excel and upload it in one go. It reduces manual data entry for production teams, supporting more accurate and efficient carbon footprinting.

This is especially helpful if your data is coming from multiple sources or departments. You can use the tracker as a shared spreadsheet to collect this information collaboratively, allowing different team members and departments to contribute without needing access to the Toolkit itself.

Is using the Data Tracker mandatory?

Using this tracker is entirely optional when creating a carbon footprint on the Next Generation Toolkit. Productions are welcome to enter their footprint data as normal into the toolkit manually line by line, as they do already.

Functionality & Features

Can I add extra tabs to capture other data?

To avoid breaking the formulas in the sheets, please don't add extra columns or edit the protected cells. To avoid errors, use a separate workbook for capturing raw data if required for checking data gaps, collation or auditing.

Will emissions calculations be visible in the Data Tracker?

No. The calculations behind the Next Generation Toolkit are too complex to run in Excel. All CO_{2e} values will appear after data is uploaded.

Will there be a Google Sheets version of the tracker?

The Data Tracker has been built in Microsoft Excel and is currently only supported in Excel. While some of the template's formulas will translate into Google Sheets without issues, others may not carry over reliably. There's also a risk of things breaking when you export back from Google Sheets to the .xlsx format required for upload.

If you need to collaborate on the file with colleagues, we'd recommend using SharePoint or working collaboratively within Microsoft Office rather than converting to Google Sheets. We know that many people work on Macs and prefer Google Sheets, and we're actively exploring ways to support this in the future as we work through the compatibility issues around importing and exporting between formats.

Can the tracker integrate with finance systems (SAP, Oracle, Sage)?

Not at this stage. Because finance systems vary widely, the tracker includes only core shared fields (such as spend, date, and reference number). API or system integrations are a long-term goal.

Data Quality

How do I prevent double counting?

Guidance in both the Data Tracker and the Next Generation Toolkit reminds users to upload only new data. The new system also includes enhanced bulk edit/delete tools, making it easier to remove accidental duplicates.

How to correctly input accommodation bookings: Rooms vs Nights

When entering accommodation data, do not multiply the number of rooms by the number of nights before inputting your data. The system automatically calculates this for you. Both the Data Tracker and the Next Generation Toolkit (NGT) include help text in the accommodation section to guide users and reduce this error.

What changes have been made to the emission categories?

To align with the Scopes 1, 2 and 3 whitepaper, we've updated how emissions are categorised based on their sources and data collection processes. For example, separating business travel and accommodation from non-people transport like freight and couriers, and separating food & catering from other material usage like props, sets and costumes.

This is to better reflect the fact that there are different drivers at different parts of the production process, and different solutions when collecting data and/or decarbonising in these different areas. We've also made more categories visible at the top level to support more complete reporting.

The updated categories are:

- Business Travel and Accommodation
- Energy and Utilities
- Post-Production Services
- Freight
- Fuel and Temporary Power
- Food and Catering
- Materials
- Waste Disposal
- Home Working
- Commuting
- Cloud Computing
- Intentional Discharges of Gases
- Purchased Goods and Services

How are different fuel types categorised?

The names and descriptions of the fuel types correspond to that of the emission factors we use from BEIS/DEFRA to ensure for accuracy and consistency. If users feel that these names are misleading, or cause confusion – for example, distinctions between Biodiesel and HVO – we can explore updating the terminology. Any changes would need to remain fully consistent with the underlying emission.

Can I enter fuel instead of flight time for commercial flights (e.g. helicopters)?

Not currently, but this may be added in future. The Chartered Private Flight sheet currently uses flight time, which is converted into fuel consumption using manufacturer burn rates – so the calculation is still fuel-based.

If you have the actual fuel data, you can enter it in the Non-Vehicle Fuel Consumption sheet instead. The calculation will remain accurate, but it will be reported under fuel and temporary power rather than air travel.

Where do I record green/renewable electricity use from home working?

Working from home activities that have green/renewable energy should be entered into either the Electricity Office Benchmark sheet (set the location type to ‘home office’) or the Electricity Meter Reading sheet if meter data is available.

Uploading & Troubleshooting

What happens if there's an error when uploading?

If the system detects an error, the upload will be rejected. Users will receive a clear message identifying the tab and row(s) that require correction. Once fixed, the file can be reuploaded successfully.

Can I update my data in the calculator after uploading it with the Data Tracker?

Yes. Users can edit records after uploading via the Data Tracker and add additional data manually.

Can I upload the tracker onto the current Toolkit?

No, the upload with the Data Tracker itself will only be possible when the Next Generation Toolkit is launched on 16th September. Any data will need to be added manually to the current toolkit as per the normal process until then.

If some of my data is valid and some of it is invalid, does the system allow partial uploads?

No. The system only accepts uploads where the entire file passes validation. If any part of the file is invalid, the upload will fail and no data will be saved. This prevents duplication or inconsistent data.

If you need to upload data in stages (for example, if your data collection is not yet complete), we recommend waiting until your dataset is final before uploading. If you do choose to upload a partially completed file, you should use a new, clean file for any subsequent uploads rather than reusing and updating the original file.

The system includes enhanced bulk edit and delete tools, making it easier to remove any accidental duplicates if you need to.

Can I upload multiple files?

Yes, you can upload multiple files. However, each file must contain a new, complete set of data—reusing or re-uploading the same data will lead to duplication.

If you need to upload data in stages (for example, if your data collection is not yet complete), we recommend waiting until your dataset is final before uploading.

The system includes enhanced bulk edit and delete tools, making it easier to remove any accidental duplicates if you need to.

Using Other Spreadsheets & Data Trackers

Can I upload my own tracker onto the Next Generation Toolkit?

No. Due to the way the Next Generation Toolkit is designed, the bulk upload function is only compatible with the BAFTA Albert Carbon Footprint Data Tracker file.

Will this replace our existing spreadsheets?

Not necessarily. Many existing spreadsheets already capture similar data, so you can continue using them if you prefer. The Data Tracker is designed to support, not disrupt. However, only the BAFTA Albert Data Tracker can be uploaded into the BAFTA Albert Toolkit, so this feature won't be available if you use other spreadsheets.

Can individual departments receive customised or smaller templates?

No. The template is only available in its full version, containing all activity areas. However, teams may hide or delete sheets that are not relevant to them, and it should still upload correctly.

Support & More Information

Where can I get support or ask questions about the BAFTA Albert Next Generation Toolkit?

Please email Alberttoolkit@bafta.org and a member of the team will respond within 3 working days.

For Next Generation toolkit specific queries please use this address rather than general or individual Albert email contacts.

Where can I find more information about the Next Generation Toolkit?

On the 17th June, please check our BAFTA Albert website to find information about what productions need to start thinking about for the 'sunsetting phase', any key dates, and user support. Pop-ups will also appear on the current toolkit to let users know where to find more information.

Can I submit feedback or suggest improvements?

Yes. As this is an MVP, BAFTA Albert plans to introduce new features and enhancements over time. Feedback and suggestions are welcome and can be shared via Alberttoolkit@bafta.org.