Carbon Footprint Data Tracker FAQs

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General FAQs

What is the purpose of the Carbon Footprint Data Tracker?

The Carbon Footprint Data Tracker is a complimentary tool designed to support data collection for the Next Generation Toolkit. It allows productions to record activity data in Microsoft Excel and then upload it directly into the Toolkit, rather than entering activities online one by one.

Use of the Data Tracker is entirely optional, but you may find it fit your production's workflow more effectively. It enables teams to collect and manage data offline, share responsibility for data gathering across departments, and upload completed datasets in bulk.

The Tracker is particularly useful when information is being gathered from multiple sources or teams. As a shared spreadsheet, it allows different departments and contributors to provide relevant data without requiring direct access to the Next Generation Toolkit, making collaboration simpler and more efficient.

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 rows to capture more data?

To ensure the Data Tracker continues to function correctly, please do not add additional columns, rows, or modify protected cells, as this may disrupt the built-in formulas and calculations.

Version 2.1, and earlier, of the Data Tracker has a **maximum** row capacity of 250 rows per sheet.

If you need to report more than 250 entries on a sheet, we recommend completing and uploading an additional Carbon Data Tracker containing only the activities that exceed the row limit. All other sheets in the additional tracker should be left blank. This approach ensures that all data can be submitted without affecting the integrity of the tracker.

Will emissions calculations be visible in the Data Tracker?

No. The calculations behind the Next Generation Toolkit are unable to be performed in Excel. All CO_2e values will appear after data is uploaded to the Next Generation Toolkit.

Will there be a Google Sheets version of the tracker?

The Data Tracker is currently only supported in Microsoft Excel. It is not compatible with Google Sheets or other spreadsheet programmes, as some of its features rely on functionality that is specific to Excel.

Please ensure you are using a supported version of Excel. Excel 2016, 2019 and 2021 are not supported.

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.

What if I don't have a license to Microsoft Excel?

If you do not hold a Microsoft Excel license you can create a free Microsoft account and access the online version of Excel without charge.

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.

Are the previous versions of the data tracker still compatible with the Next Generation Toolkit?

Yes, previous versions of the data tracker remain compatible with the Next Generation Toolkit. However, we highly recommend using the latest version wherever possible, as it includes functional improvements.

While older versions will continue to work, using the most recent version ensures you benefit from the latest features, bug fixes, and navigability improvements.

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 can I check if my data entries are correct?

Please see our Carbon Calculator Self-Review Checklist. This checklist will help you create an accurate and consistent footprint. It covers how to capture and manage your data at each stage of the production, and what are the common errors for each category.

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.

Where can I enter Hybrid Vehicles?

Hybrid vehicles can be entered into 'Electric Vehicles'.

Can I enter fuel instead of flight time for chartered 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.

What type of data should I enter?

Where possible, use the most specific data available.

1) Measured data (most accurate) – Fuel or energy consumption data (e.g. litres of fuel, kWh of electricity) is generally the most accurate option and should be used where available.
2) Activity data – If consumption data is not available, use activity data such as distance travelled, hours flown, nights stayed, or weight transported, depending on the activity.
3) Spend data (least accurate) – If neither consumption nor activity data is available, spend data can be used as an alternative.

Only enter one type of data per activity. Do not enter the same activity multiple times using different data types, as this will result in double counting emissions.

If you have more than one data type available for the same activity, use the option the most accurate data available. For example, if you have both fuel consumption data and distance travelled data for the same vehicle journey, enter only the fuel consumption data, as it is the more accurate source.

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.

How should I complete the commuting section?

Commuting refers to the regular travel between your home and your usual workplace (for example, daily trips to and from the office). These journeys are considered personal travel related to getting to work and back home. Any travel that refers to work-related trips that occur while performing your job, such as travelling to client meetings, site visits, or between production locations, should be entered into the Business Travel & Accommodation section.

Commuting does not require the mode of transport for each individual commuter as this is already accounted for in the calculation. The methodology already accounts for the mix of common commuting methods across the UK, including car travel, rail, and the Underground, and applies an appropriate emissions factor.

For this reason, there is no need to provide the mode of transport for each individual commuter. However, if you know that some staff primarily walk or cycle to work (activities with no associated emissions), those individuals can be excluded from the commuting figures.

How do I choose the correct category for my activity?

Record activities in the category that best reflects the source of the emissions, rather than the supplier or invoice description.

Common examples:

- Heat pumps and office electricity → Energy & Utilities
- HVO and other fuels → Fuel & Temporary Power
- Accommodation → Business Travel & Accommodation
- Courier services and logistics → Freight
- Props, sets and other production materials → Materials / Purchased Goods & Services

If you're still unsure which category to use, please contact the BAFTA Albert team at alberttoolkit@bafta.org for further guidance.

Do I need to fill out all tabs?

No. You do not need to complete every tab. Only fill out the tabs that are relevant to your production and the data you have available. Any tabs that are not applicable can be left blank. However, providing as much information as possible will help ensure your calculations and reporting are as accurate as possible.

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

I am experiencing issues with my Data Tracker. Where can I get support?

Before contacting our support team, please read the above Uploading & Troubleshooting section, and try the following troubleshooting steps, as these resolve most Data Tracker issues:

1. Are you using the Data Tracker in Microsoft Excel?
   The Data Tracker and bulk upload function are only supported in Microsoft Excel. If you have used Google Sheets, Numbers, LibreOffice, or another program, download a fresh tracker, copy your data into the Excel file, and try again.
2. Read the How-To Guide within the tracker.
   This guide contains important instructions on completing the tracker and meeting the reporting criteria.
3. Review any error messages.
   If an upload fails, note the exact error message and which sheet or row is affected. Once fixed, the file can be uploaded successfully.

If you still need help, please email alberttoolkit@bafta.org with:

- The error message (if applicable)
- A screenshot of the issue

- The affected Data Tracker file

A member of the team will respond within 3 working days.

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

Please check our dedicated Next Generation Toolkit webpage here: Next Generation Toolkit for resources and further information to help guide you.
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.