

## LSA Supplier Scope 3 Questionnaire - TEMPLATE

### Introduction [EXAMPLE]

Thank you for taking the time to respond to **[FIRM NAME]**'s supplier climate action questionnaire. We are committed to reducing our carbon footprint across all aspects of our operations. This includes the carbon associated with our supply chain (aka Scope 3 emissions). Your response to this questionnaire will help us better understand the size of these emissions and also enable us to work with you to find ways to reduce these. We have an ambition of becoming a net zero carbon organisation by **[DATE]** and hope that you will be able to help us achieve this important goal.

For further information about this questionnaire please contact **[CONTACT DETAILS]**.

### Your Details:

Name of person completing this questionnaire (i.e. our primary contact with you)

Position with your company

Email address

Company name

Trading name (if different from the above)

## Questions

	YES	NO
(1) Does your company currently measure its annual carbon footprint?	<input type="checkbox"/>	<input type="checkbox"/>
(2) If you answered <b>YES</b> to (1) are the results externally verified in any way – e.g. EcoVadis, CDP, etc?	<input type="checkbox"/>	<input type="checkbox"/>
(3) If you answered <b>YES</b> to (1), are you able to calculate the carbon emissions associated with the goods or services you provide to <b>[FIRM NAME]</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
(4) If you answered <b>NO</b> to (1), does your company intend to do so within the next 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
(5) If you answered <b>YES</b> to (1), which scope of emissions does this include:		
Scope 1	<input type="checkbox"/>	<input type="checkbox"/>
Scope 2	<input type="checkbox"/>	<input type="checkbox"/>
Scope 3	<input type="checkbox"/>	<input type="checkbox"/>
(6) If you answered <b>YES</b> to (5) for <i>Scope 3</i> , what categories of emissions are you measuring?		
(7) If you answered <b>YES</b> to (3) please provide the total carbon emissions associated with the products or services you supply to <b>[FIRM NAME]</b> in kg of CO <sub>2</sub> equivalent (kgCO <sub>2</sub> e) for the period <b>[DATE]</b> to <b>[DATE]</b> .		
(8) If you answered <b>NO</b> to (3), do you have arrangements in place that would allow you to calculate the use of energy, material quantities or distances travelled as part of your contract with <b>[FIRM NAME]</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
(9) If you answered <b>YES</b> to (8), please provide the following information specifically for the goods/services you provide to <b>[FIRM NAME]</b> between <b>[DATE]</b> and <b>[DATE]</b> : <ul style="list-style-type: none"> <li>• Materials provided (kg)</li> <li>• Delivery distances travelled (km/miles)</li> <li>• Electricity used (kWh)</li> <li>• Fuel used (litres/m<sup>3</sup>/kWh/kg)</li> </ul>		
(10) Have you set a carbon reduction target?	<input type="checkbox"/>	<input type="checkbox"/>
(11) Have you made a commitment to become a net zero carbon or carbon neutral organisation?		
<i>Net zero</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Carbon neutral</i>	<input type="checkbox"/>	<input type="checkbox"/>

*If YES Please provide details of verifying organisation*

*Please provide this information separately*

*Please provide this information separately*

*Please provide this information separately.*

*We will use this information to estimate the carbon emissions associated with the goods or services you have supplied us between the dates indicated*

		YES	NO
(12)	Do you offset your carbon emissions in any way?	<input type="checkbox"/>	<input type="checkbox"/>
(13)	If you answered <b>YES</b> to (12), what type of offsetting do you use?  <i>Offsets which avoid or reduce carbon emissions</i> <i>Offsets which remove carbon emissions</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
(14)	If you answered <b>YES</b> to (12), please tell us which offset programmes or schemes you use.	<i>Please provide this information separately</i>	
(15)	Do you have any plans to reduce your scope 1 and 2 carbon emissions in the coming years?	<input type="checkbox"/>	<input type="checkbox"/>
(16)	If you answered <b>YES</b> to (15), please provide a short summary of what you intend to do and also how you intend improving the measurement of your carbon emissions in the next 12 months	<i>Please provide this information separately</i>	
(17)	How can we help you with these plans and your ambition to reduce the carbon impact of your operations and the goods and services you supply us?	<i>Please provide this information separately</i>	
(18)	Finally, please let us know if there is any other information which you think would be helpful for us to know in relation to the carbon impact of the goods and services you supply us.	<i>Please provide this information separately</i>	

Thank you for your responses. We will be in touch if there is anything we might need you to clarify to help our understanding. We would also like to talk to you if you have suggested there are things we can do to help you achieve your carbon reduction plans and reduce the carbon footprint of the goods and services you supply us. We are all on this important journey together!