



# Greenhouse Gas (GHG) Emissions Basis of Reporting & FY23 Emissions Statement

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# 1 INTRODUCTION

OCR Global (OCR) Basis of Reporting (BoR) and Emissions Statement outlines the principles, methodologies, and assumptions utilized by OCR in the preparation and reporting of its Green House Gas (GHG) emissions data.

To allow for public transparency, OCR presents this BoR and Emissions Statement to publicly disclose our GHG emissions data and demonstrate OCR' forward progress towards reaching our organization's HG reduction targets. This BoR and Emissions Statement was prepared in accordance with Federal Acquisition Regulation (FAR): Disclosure of Greenhouse Gas Emissions and Climate- Related Financial Risk, Proposed Rule, 87 FR 6831 and the World Resources Institute (WRI) and the World Business Council for Sustainable Development (WBCSD) GHG Protocol and associated guidelines and methodologies outlined on their website [www.ghgprotocol.org](http://www.ghgprotocol.org)

OCR GHG reporting principles are based on the [GHG Protocol Section 3 - Accounting and Reporting Principles](#), outlined below:

- **Relevant:** Criteria result in subject matter information that assists decision making by the intended users;
- **Complete:** Criteria are complete when subject matter information prepared in accordance with them does not omit relevant factors that could reasonably be expected to affect decisions of the intended users made based on that subject matter information. Complete criteria include, where relevant, benchmarks for presentation and disclosure;
- **Reliable:** Criteria allow reasonably consistent measurement or evaluation of the underlying subject matter including, where relevant, presentation and disclosure, when used in similar circumstances by different practitioners;
- **Neutral:** Criteria result in subject matter information that is free from bias as appropriate in the engagement circumstances; and
- **Understandable:** Criteria result in subject matter information that can be understood by the intended users.

While OCR' intention is to provide accurate and validated GHG emissions data, our BoR and Emissions Statement is constructed on certain assumptions that are further delineated in relevant sections of this report.

Though OCR is a Small Business (SB) concern, our aim is to be proactive in our efforts to minimize our GHG emissions. As our organization grows, team OCR remains focused on achieving sustainable operations that emphasize the use of clean energy technologies and promote energy efficiencies. OCR strives to contribute to the development of a true Global Net Zero for GHG emissions. Achieving a Global Net Zero outcome requires the participation of all global inhabitants and the transformation of systematic processes, including those existing in corporate settings. Understanding the role that OCR plays in creating a healthier planet for generations to come inspires our efforts to closely monitor our HG footprint and transform our systems to become less energy dependent and guides our path forward to contributing to a greener future.



## 2 REPORTED SCOPE AREAS

In this BoR and Emissions Statement, OCR discloses Scopes 1, 2 and 3, as defined by the WRI/WBCSD GHG Protocol (linked here). Figure 1 below provides an overview of each scope.

Emissions type	Scope	Definition	Examples
Direct Emissions	Scope 1	Emissions from operations that are owned or controlled by the reporting company	Emissions from combustion in owned or controlled boilers, furnaces, vehicles etc; emissions from chemical production in owned or controlled process equipment
Indirect Emissions	Scope 2	Emissions from the generation of purchased or acquired electricity, steam, heating, or cooling consumed by the reporting company	Use of purchased electricity, steam, heating, or cooling
	Scope 3	All indirect emissions (not included in scope 2) that occur in the value chain of the reporting company, including both upstream and downstream emissions	Production of purchased products, transportation of purchased products, or use of sold products

Figure 1 – Overview of Scopes



Figure 2 provides a description of organizational phases of Scope 1, Scope 2 and Scope 3 engagement for common GHG emissions inventorying best practices as defined by the WRI/WBCSD GHG Protocol (linked here). OCR understands that GHG inventorying efforts in the broader global marketplace may spur competition amongst organizations, which may garner internal support for widening inventorying activities.

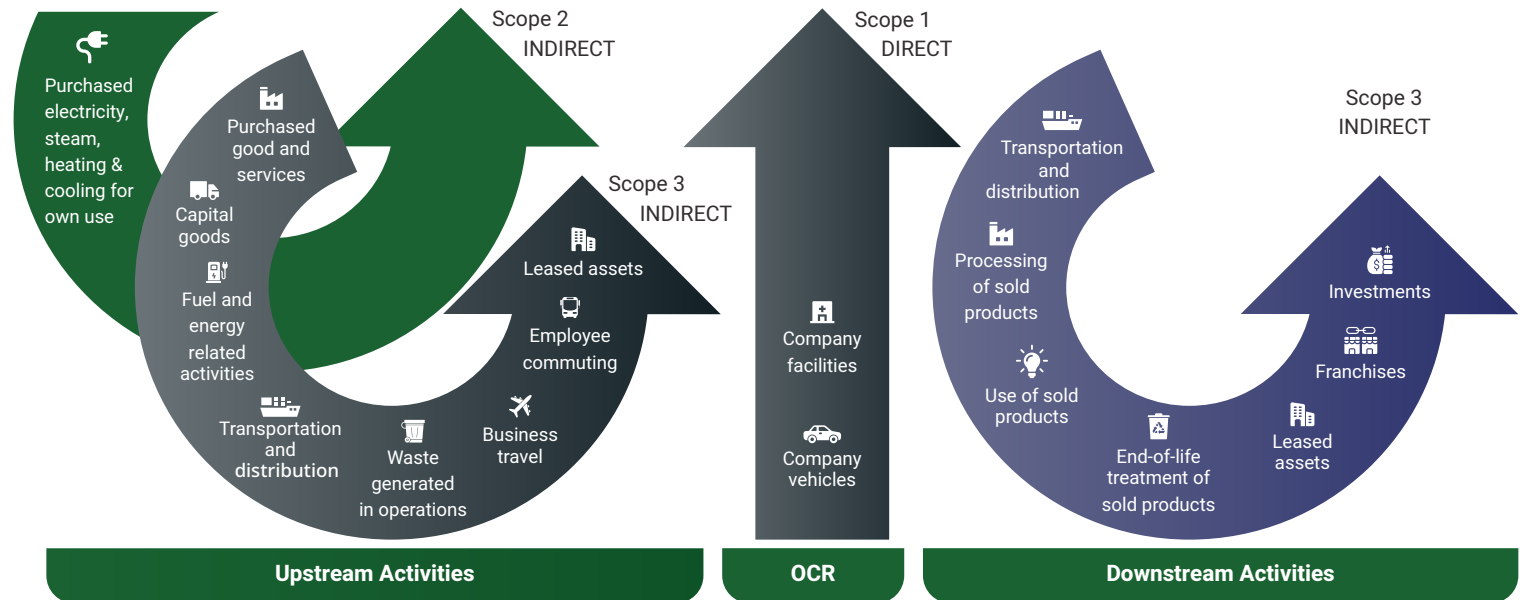


Figure 2 - GHG Protocol Scopes and Emissions Across the Value Chain

## 3 OCR'S OPERATIONAL CONTROLS

OCR's GHG emissions reporting is based on our organization's operational controls. OCR defines operational controls at a geographical level that encompasses:

- OCR's Rented Office Space / Partial Occupancy in Chantilly, VA
- OCR's Personnel (i.e., full-time, and part-time employees, working either On-site, Hybrid or Fully Remote)

In an effort to provide clarity of key GHG emissions data points, our team presents categorization of OCR's GHG emissions data by Scope, and then by "Direct" and "Indirect" emissions. Our reporting period for all OCR GHG emissions data outlined in this BoR & Emissions Statement is for the period of fiscal year 2023 (i.e., FY23). FY23 is also the Base Year of Emissions Reporting for OCR, as this is the first year it has provided a report.

### 3.1 Operational Controls

OCR is a SB that operates in one (1) main geographical location, 4116 D Walney Rd, Chantilly, VA, 20151. At present, our organization rents an office space at this location, which is a part of a larger building that houses additional companies. We share this office space with two other companies as well. Currently, OCR does not own or lease any company vehicles. OCR headquarters personnel work in either a Hybrid or Remote manner, as several personnel who are local to the office space mentioned above work from the office a few days a week and personnel who are not local to the office work fully remotely (i.e., work from home). Our team is comprised of several shared resources, or part-time personnel, who work less than 35 hours weekly for OCR and who work fully remotely. Program level employees work on our clients' sites.

### 3.2 Approaches to Accounting

OCR understands the approaches to accounting that are outlined in the GHG Protocol. To begin, a company should select calculation methods for each scope activity within a category based on the following criteria:

- The relative size of the emissions from the scope activity
- The company's business goals
- Data availability
- Data quality
- The cost and effort required to apply each method
- Other criteria identified by the company.

When an organization decides to report its Scope 2 emissions, it can choose between two methods; Location-Based and Market-Based. The Location-Based method involves quantifying an company's Scope 2 GHG emissions based on average energy generation emission factors for all its defined geographical locations. The Market-Based method reflects the GHG emissions associated with the choices a company makes regarding its electricity supplier. Under the Market-Based method of Scope 2 accounting, a company calculates the GHG emission factor associated with the qualifying contractual instruments it owns. The Market-based method is required only for companies with operations in markets that provide product or supplier specific data in the form of contractual instruments.

Scope 3, the GHG Protocol Corporate Value Chain Accounting and Reporting Standard, is divided into fifteen (15) different categories with each category having its own unique methods. These fifteen (15) categories and their respective methods are defined in the GHG Protocol Technical Guidance for Calculating Scope 3 Emissions reference document, Pages 20 – 152 ([linked here](#)).

## 4 EMISSIONS METRICS

### Extraordinary Items for FY23

During COVID-19, OCR leadership made the decision to allow for Remote work, per Federal health guidelines and regulations. From January 1st, 2023, until March 28th, 2023, OCR personnel were working fully remotely. In early 2023, OCR leadership leased a new office space in Chantilly, VA, as referenced in Section 3.1. Our team began its operations in the Chantilly office space on March 28, 2023. From the time period of March 28, 2023, to August 15, 2023, OCR personnel were not required to have any formal attendance in the office space, apart from mandatory in-person meetings, and were allowed to continue to work fully remotely. Beginning on August 15, 2023, OCR leadership mandated that OCR personnel must have in-office attendance three (3) days each week. These extraordinary events that began in FY20 with COVID-19 and concluded in FY23 with a new office space created abnormality in our organization's GHG footprint.

As such, Team OCR is reporting Actual and Adjusted CO2 emissions, per the assumptions detailed below. "Adjusted" CO2e values are important for drawing realistic targets as well as comparing historical periods.

### 4.1 Scope 1 Emissions

The GHG Protocol defines Scope 1 emissions as direct greenhouse gas (GHG) emissions that are produced from sources that are controlled or owned by an organization (e.g., emissions associated with fuel combustion in boilers, furnaces, vehicles).

Reported Metric	Definition of Scope	Units	Applicability to OCR and Estimation Methodology	Reported
<b>Stationary Combustion</b>	Fuels burnt onsite at Owned/Control Facilities (e.g. natural gas, propane, coal, oil for heating, diesel fuel for backup generators, biomass fuels, etc.)	<b>Tons CO2e</b>	OCR does not own nor control any facilities. OCR reports facility-related emissions under Scope 2 and 3 accordingly, as specified below.	<b>Not Applicable</b>
<b>Mobile Sources</b>	Carbon emissions associated with Company-Owned or Leased Vehicles (i.e., cars, trucks, propane forklifts, aircraft, boats, etc.)	<b>Tons CO2e</b>	OCR does not own nor lease any vehicles. Carbon emissions produced from OCR personnel traveling and/or commuting using other than OCR owned/leased vehicles is covered under Scope 2 and 3 accordingly, as specified below.	<b>Not Applicable</b>

Table 1 - OCR Scope 1 Emissions

## 4.2 Scope 2 Emissions

As per GHG Protocol organization, Scope 2 primarily accounts for emissions from the energy generation that is purchased or otherwise brought into the organizational boundary of a company. The four (4) key types of purchased energy that are accounted for under Scope 2 include: Electricity, Steam, Heat, and Cooling.

OCR currently operates in a multi-tenant leased C-Class building, as per Section 3.1. The electricity, heat, and cooling are sold to individual tenants in this building based on their actual energy consumption. There is no steam support system in the building; therefore, the “Steam” component of Scope 2 is not applicable to OCR’ energy consumption.

Reported Metric	Definition of Scope	Units	Applicability to OCR and Estimation Methodology	Reported
Electricity	<p><b>Location-based</b></p> <p>Carbon emissions associated with electricity consumption reflecting the average emission intensity of local grid mix.</p> <p><b>Market-based</b></p> <p>Carbon emissions associated with the electricity consumption reflecting the electricity sources geographies have chosen.</p>	Tons CO2e	<p>OCR uses electricity to power electronOCR, lighting, and A/C.</p> <p>Electricity data is obtained from our vendor (i.e., Dominion Energy) invoices for the Chantilly, VA office space. kWh usage calculations are based on Automatic Meter Readers (AMR) which take readings of consumption data on a repeated, periodic basis.</p> <p>The Chantilly, VA office space is shared by OCR and two (2) other companies. To calculate the percentage of office space occupied by our organization, our approach was based on the percentage of full-time employees (FTEs) that work from the office space, as each FTE occupies very similar workspace dimensions. Based on our calculations, OCR occupies 34% of the total office space; as such, we are accounting 34% of total kWh.</p> <p><b>Adjustments:</b></p> <p>To normalize the results due to extraordinary events in FY23, team OCR separated office A/C usage from the other GHG emissions data points. To create a benchmark of monthly energy usage, we used the months of November and December, which are months in which A/C is not used and for which in-office attendance of personnel is projected to be similar to future projections. The monthly average of energy usage was adjusted based on the number of working days for each month.</p>	Reported with no exclusions

Table 2 - OCR Scope 2 Emissions

Reported Metric	Definition of Scope	Units	Applicability to OCR and Estimation Methodology	Reported
			<p>The A/C consumption was also adjusted for July and August, as the actual energy consumption data displayed abnormally low results. This is due to the mandatory in-office attendance starting in mid-August, and the high number of OCR personnel that worked fully remotely from July through mid-August. In our model, A/C represents 34% of our organization's total annual electric usage.</p> <p><b>Methodology:</b>            In accordance with the EPA's Center for Corporate Climate Leadership's Greenhouse Gas Inventory Guidance and GHG Protocol, our team used the Location-based and Market-based methods to calculate emissions. OCR is reporting based on the Location-based methodology, as stated above. OCR is not obliged to utilize the Market-based method as it is required only for companies with operations in markets that provide product or supplier specific data in the form of contractual instruments. Additionally our organization is not able to provide reliable data based on the Market-based method, as our supplier will not provide information on the GHG emissions factor.</p> <p>To read more about our chosen methodologies, see Section 5 - Approaches to Accounting.</p>	
<b>Heating &amp; Cooling</b>	Carbon emissions associated with district heating and cooling consumption	<b>Tons CO2e</b>	<p>OCR uses natural gas for Heating purposes and OCR uses electricity for Cooling (A/C).</p> <p>The data source for OCR' Gas consumption is our vendor's (i.e., Washington Gas) invoices. The data source for OCR' Electricity consumption is our vendor's (i.e., Dominion Energy) invoices, as outlined in the "Electricity" section above.</p>	<b>Reported with no exclusions</b>

Table 2 - OCR Scope 2 Emissions



Reported Metric	Definition of Scope	Units	Applicability to OCR and Estimation Methodology	Reported
			<p><b>Heating:</b> Our team utilized the same methodology to calculate OCR' portion of natural gas consumption as previously described above. As a result of our calculations, we determined that OCR absorbed 34% of natural gas consumption from the total bill. Location-based method was used.</p> <p><b>Adjustments Related to Heating:</b> To normalize results due to extraordinary events in FY23, our team estimated natural gas consumption for the months of January, February and March of 2023 based on those for November and December of 2023 and on historical Northern Virginia weather temperatures for those months. No adjustments were required from April 2023 through December 2023.</p> <p><b>Cooling:</b> OCR receives one (1) overall invoice from our vendor, Dominion Energy, that includes all Electricity costs for our office space (i.e., the invoice does not separate A/C from lighting and other sources of electricity consumption). As such, our team separated the A/C usage portion of our monthly Electricity invoices to properly account for emissions related to cooling our office, using November and December 2023 as "benchmark" months during which no A/C was used. In our model, A/C was found to account for 34% of our total annual Electricity usage.</p> <p><b>Adjustments Related to Heating:</b> To normalize results due to extraordinary events in FY23, our team adjusted A/C consumption data from May 2023 through August 15, 2023, considering normal consumption periods and historical weather temperatures in Northern Virginia for those months.</p>	

Table 2 - OCR Scope 2 Emissions

Reported Metric	Definition of Scope	Units	Applicability to OCR and Estimation Methodology	Reported
Stream	Carbon emissions associated with energy that is formed by steam produced from boiling water.	Tons CO2e	There is no steam support system in the building.	Not Applicable

Table 2 - OCR Scope 2 Emissions

### 4.3 Scope 3 Emissions

While Scope 1 and Scope 2 focus on a company's operations and electricity consumption, Scope 3 encompasses all other factors, from company-purchased goods and services to the disposal of waste products. EPA's GHG Protocol further separates Scope 3 to "Upstream" Emissions and "Downstream" Emissions, as outlined below.

#### 4.3.1 Upstream Emissions

Reported Metric	Definition of Scope	Units	Applicability to OCR and Estimation Methodology	Reported
Purchased Goods & Services	Carbon emissions associated with the extraction, production, and transportation of goods and services purchased or acquired by OCR.	Tons CO2e	<p>OCR differentiates its purchased products into two (2) main subcategories:</p> <ul style="list-style-type: none"> <li>■ Production-related products</li> <li>■ Non-production-related products</li> </ul> <p><b>Production-Related Products</b></p> <p>OCR does not have any production-related products; as such, no data is reported under this subcategory.</p> <p><b>Non-Production-Related Products</b></p> <p>OCR further separates its non-production related products into:</p> <ul style="list-style-type: none"> <li>■ Client Contract Servicing</li> <li>■ HQ Operations</li> </ul>	Reported with exclusions, as described in "Applicability to OCR and Estimation Methodology" column.

Table 3 - OCR Scope 3 Upstream Emissions

Reported Metric	Definition of Scope	Units	Applicability to OCR and Estimation Methodology	Reported
			<p><b>Client Contract Servicing:</b></p> <p>OCR provides various IT services to the U.S. Federal Government. Typical scopes of IT work primarily include labor. There are no significant purchased goods or services to report under OCR' Client Contract Servicing. Travel spending applicable to Client Contract Servicing is reported under other Scope 3 areas.</p> <p><b>HQ Operations:</b></p> <p>OCR has a small headquarters (HQ) operation, as described in Scope 2.</p> <p>Our normal office supplies consist of printer paper, paper towels, toilet paper, minimal kitchen supplies, and similar inventory.</p> <p>Based on the EPA Spend-based method, our carbon emissions related to this section are below 0.2% and are considered Immaterial.</p>	
<b>Capital Goods</b>	Carbon emissions associated with the extraction, production, and transportation of capital goods purchased or acquired by OCR.	<b>Tons CO2e</b>	<p>OCR does not possess any buildings, facilities, vehicles, or heavy machinery. Periodically, our team procures office equipment and associated inventory (e.g., printers, furniture).</p> <p>OCR did not purchase or acquire any Capital Goods in FY23.</p>	<b>Not Applicable</b>
<b>Fuel- and Energy-Related Activities</b> <i>(i.e., those not included in Scope 1 or Scope 2)</i>	Carbon emissions related to the production of fuels and energy consumed by OCR.	<b>Tons CO2e</b>	OCR does not have any additional Fuel- or Energy-related activities or associated consumption to report, as defined in EPA's GHG Protocol.	<b>Not Applicable</b>

Table 3 - OCR Scope 3 Upstream Emissions

Reported Metric	Definition of Scope	Units	Applicability to OCR and Estimation Methodology	Reported
<b>Upstream Transportation and Distribution</b>	Carbon emissions related to transportation and distribution of products purchased in FY23 by OCR.	<b>Tons CO2e</b>	<p>Relevant emissions were reported under the “Purchased Goods &amp; Services” and “Capital Goods” reporting metric sections, listed above.</p> <p>No additional activities related to Upstream Transportation and Distribution occurred during this period of GHG emissions reporting (i.e., FY23).</p>	<b>Reported in the “Purchased Goods &amp; Services” and “Capital Goods” sections above.</b>
<b>Waste Generated from Operations</b>	Carbon emissions from third-party disposal and treatment of waste generated from OCR’ owned or controlled operations.	<b>Tons CO2e</b>	<p>OCR generates minor waste from its HQ office operations in Chantilly, VA, including paper product waste and other minor, miscellaneous office supply product waste. The CO2e emissions that result from waste generated from OCR’ office operations are less than 0.2% and are not material. Average-based method was used.</p> <p>OCR is excluding any waste generated by its personnel while visiting client sites, as this waste is reported by our clients on their respective GHG emissions reports.</p>	<p><b>Reported with exclusions, as described in the “Applicability to OCR and Estimation Methodology” column.</b></p> <p><b>Reported as Immaterial</b></p>
<b>Business Travel</b>	Carbon emissions from the transportation of OCR personnel for business-related activities in vehicles owned or operated by third parties, such as aircraft, trains, buses, and passenger cars.	<b>Tons CO2e</b>	<p><b>HQ Operations:</b></p> <p>OCR encourages virtual communications and meetings unless business-related travel is required to support organizational growth and ongoing contractual mission sustainability.</p> <p>As stated above, our personnel must occasionally travel for client meetings and/or site visits.</p> <p><b>Air Travel:</b></p> <p>Our personnel travel locally in the USA and fly economy class. Our team used a Distance-based method to calculate applicable Air Travel GHG emissions for our personnel.</p>	<b>Reported with no exclusions</b>

Table 3 - OCR Scope 3 Upstream Emissions

Reported Metric	Definition of Scope	Units	Applicability to OCR and Estimation Methodology	Reported
			<p><b>Rail</b></p> <p>Our personnel do not use this type of transportation for business-related travels.</p> <p><b>Taxi/Car</b></p> <p>Our team obtained mileage data from each employee that had business-related travel for FY23, and we used the Distance-based method to estimate GHG emissions. On average, 70% of employee travels occurred in petrol- or diesel-powered cars, and 30% occurred in hybrid-powered (i.e., those that use a combination of petrol or diesel fuel and an electric motor) cars.</p>	
<b>Employee Commuting</b>	Carbon emissions related to transportation of OCR personnel between their homes and their worksites during FY23 (i.e., in vehicles not owned or operated by OCR).	<b>Tons CO2e</b>	OCR personnel work from the HQ office in Chantilly, VA three (3) days per week. Our team calculated our personnel's' average commuting distance to the HQ office and multiplied this average commuting distance by the number of FTEs adhering to the three (3) mandatory in-office days each week. As a result, OCR determined our personnel commute to the HQ office in vehicles not owned or operated by OCR that are comprised of 70% gas (i.e., petrol or diesel-powered), and 30% hybrid (i.e., a combination of petrol or diesel fuel and an electric motor) cars. Distance-based method was used.	<b>Reported with no exclusions</b>
<b>Upstream Leased Assets</b> <small>(I.e., OCR' Scope 1 or Scope 2 Inventories)</small>	Carbon emissions from the operations of assets that were leased by OCR in FY23 and were not already included in the reporting.	<b>Tons CO2e</b>	All data is previously reported under Scope 1 and Scope 2.	<b>Not Applicable / Data previously reported in Scopes 1 and 2.</b>

Table 3 - OCR Scope 3 Upstream Emissions

**4.3.2 Downstream Emissions**

Reported Metric	Definition of Scope	Units	Applicability to OCR and Estimation Methodology	Reported
<b>Downstream Transportation and Distribution</b>	Carbon emissions that occurred in FY23 from the transportation and distribution of sold products in vehicles and/or facilities not owned or controlled by OCR.	<b>Tons CO2e</b>	OCR did not have any transportation or distribution of sold products in vehicles and/or facilities not owned or controlled by our organization in FY23.	<b>Not Applicable</b>
<b>Processing of Intermediate Sold Products</b>	Processing of intermediate products sold in FY23 by downstream companies (e.g., manufacturers).	<b>Tons CO2e</b>	OCR did not have any intermediate products sold in in FY23 that were produced by downstream companies.	<b>Not Applicable</b>
<b>End Use of Sold Goods &amp; Services</b>	End use of goods and services sold by OCR in FY23.	<b>Tons CO2e</b>	No activity to report. OCR solely provides services to products that are already existing (e.g. software, information technology).	<b>Not Applicable</b>
<b>End-of-life Treatment of Sold Products</b>	Waste disposal and treatment of products sold by the OCR in FY23 at the end of their life.	<b>Tons CO2e</b>	OCR did not have any products sold nor any associated waste disposal or treatment of such products in FY23.	<b>Not Applicable</b>
<b>Downstream Leased Assets</b>	Operation of assets owned by the OCR (leser) and leased to other entities in FY23 and not included in Scope 1 and Scope 2 – reported by the leaser (OCR).	<b>Tons CO2e</b>	OCR did not have any operating leased assets in FY23.	<b>Not Applicable</b>
<b>Franchises</b>	Operation of franchises in FY23 and not included in Scope 1 and Scope 2 – reported by franchisor.	<b>Tones CO2e</b>	OCR did not have any operating franchises in FY23.	<b>Not Applicable</b>
<b>Investments</b>	Operation of investments (including equity and debt investments and project finance) in FY23 and not included in Scope 1 or Scope 2.	<b>Tones CO2e</b>	OCR did not make any investments in FY23.	<b>Not Applicable</b>

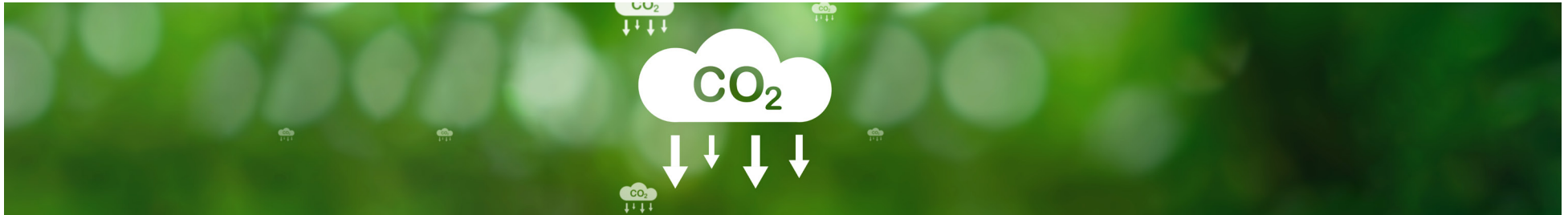
Table 4 - OCR Scope 3 Downstream Emissions

#### 4.4 Water Usage & Waste

OCR's water usage is considered Immaterial. OCR personnel use water solely for basic needs, such as lavatory usage. Our office headquarters' water supplier does not invoice our organization's water consumption separately; as such, this emissions data is not reported.

## 5 OCR GLOBAL GHG EMISSIONS STATEMENT - FY23

OCR prepared our greenhouse gas (GHG) emissions statement for FY23 using an operational control consolidation approach, as described in Section 4.



### 5.1 Assessment Parameters

Parameter	Description
Baseline Year	Fiscal Year 2023 (i.e., FY23)
Consolidation Approach	Operational Control
Boundary Summary	This report absorbs all emissions data pertaining to OCR entities, facilities (i.e., those owned, under operational control, or leased by OCR), and personnel (i.e., full- and part-time OCR employees).
Emissions Factor Data Source	Our team utilized a publicly available EPA GHG emissions calculator to ensure accuracy of our GHG emissions data reporting, accessed via EPA's Emissions & Generation Resource Integrated Database (eGRID) - Inventory of U.S. Greenhouse Gas Emissions. To ensure OCR's aggregate GHG emissions model for FY23 was compliant with the required data points outlined on the EPA calculator and guidance documents, our team relied upon several sources of data. OCR's GHG emissions data sources included vendor invoices (i.e., electricity and gas vendors our HQ office, Dominion Energy and Washington Gas, respectively) and OCR personnel interviews (i.e., for Business Travel and Employee Commute sections of our report).
Intensity Ration	Emissions per OCR Full Time Employee (FTE)

Table 5 - OCR Assessment Parameters

## 5.2 Areas of Improvement & FY2030 Targets

As a SB with a small degree of operations, OCR' FY23 GHG emissions are Minimal. However, our executive leadership aims to further reduce our organization's GHG emissions, focused on a reduction in GHG emissions percentages for each individual full-time employee (FTE) by FY2030. As previously mentioned, OCR strives to contribute to Global Net Zero emissions, and carefully considers the role our organization and each of our employees play in attaining that future. Aligned with our organization's drive to continuously reduce our GHG emissions, the below outlines team OCR' specific areas for improvement and associated plans of action:

- Installing a smart, programmable, Wi-Fi-enabled thermostat for OCR' headquarters (HQ) in Chantilly, VA. This thermostat is designed to learn the use patterns of office workers in a short time span and automatically makes energy-efficient temperature adjustments accordingly. The Department of Energy estimates that the implementation of such "smart" thermostats can produce an approximate energy savings of 10%.
- Aligned with the installation of the smart thermostat described above, reduce weekend use of heating and/or cooling at OCR' HQ.
- Request a free energy efficiency audit from a utility agency local to OCR' HQ and implement their recommendations.
- Replace OCR' HQ office lighting with LED lightbulbs and install smart power strips.
- Hold discussions with the facility owners of the building in which OCR' HQ is located regarding ways in which they could improve the energy efficiency of overall facility operations.
- Should OCR executive leadership decide to change office locations, select a more energy-efficient building.
- Where possible and applicable to business operations (i.e., travel or commuting), encourage OCR personnel to use electric and/or hybrid cars.
- For required business travel, work with OCR personnel to select airlines that are rated as more energy efficient or "green".



**5.3 GHG Emissions Statement- Summary**

Greenhouse Gas Emissions	FY23 (Actual)		FY23 (Adjusted) (Baseline Year)		Reduction Target % for FY30
	(tCO2e)	(tCO2e)/FTE	(tCO2e)	(tCO2e)/FTE	(tCO2e)/FTE
<b>Scope 1</b>	-	-	-	-	
Fuel combustion	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Vehicle fleet (ICE)	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
<b>Scope 2</b>	<b>7.1</b>	<b>1.0</b>	<b>13.2</b>	<b>1.8</b>	<b>0%</b>
Electricity (market-based)	3.0	0.4	5.3	0.7	30%
Electricity (location-based)	Not Available	Not Available	Not Available	Not Available	Not Applicable
District heating and cooling	4.1	0.6	7.9	1.1	25%
Vehicle fleet (Electric;market-based)	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
<b>Scope 3</b>	<b>112.90</b>	<b>2.31</b>	<b>122.46</b>	<b>2.51</b>	<b>0%</b>
<b>Upstream scope 3 emissions</b>					
Purchased goods and services 2	Not Material	Not Material	Not Material	Not Material	No Change
Capital goods	-		-		Not Applicable
Fuel-and energy-related activities	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Upstream transport and distribution	-		-		No Change
Waste generated in operations	Not Material	Not Material	Not Material	Not Material	No Change
Business travel (excl. radiative forcing)	18.6	0.4	18.6	0.4	20%
Business travel (incl. radiative forcing)	-		-		Not applicable
Employee commuting and homeworking	94.3	1.9	103.8	2.1	15%
Upstream leased assets	Reported Scope 2	Reported Scope 2	Reported Scope 2	Reported Scope 2	Reported Scope 2
<b>Downstream scope 3 emissions</b>					
Downstream transport and distribution	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Processing of sold products	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Use of sold products	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
End-of-life treatment of sold products	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Downstream leased assets	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Franchises	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Investments	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Biogenic emissions	-	-	-	-	-
<b>Total Gross Emissions (Scope 1, 2 &amp; 3)</b>	<b>120.0</b>	<b>3.3</b>	<b>135.7</b>	<b>4.3</b>	
Exported renewable electricity	0	0	0	0	
Certified Emission Reductions (CERS)	0	0	0	0	

Table 6 - OCR Greenhouse Gas Emission Statement

## 5.4 Summary of Exclusions & Assumptions

For GHG emissions categories that are excluded from OCR' FY23 reporting or for which assumptions were made, the associated reasoning is outlined below:

Scope	Exclusions	Assumptions & Adjustments
Scope 1	None	None
Scope 2	None	As reported in Section 4.2 - Table 2
Scope 3	As reported in Section 4.3 - Table 3 and Table 4	As reported in Section 4.3 - Table 3 and Table 4

## 5.5 Data Confidence & Validation

As described in Section 5.1, Table 5, OCR utilized data from several different sources to formulate our overall GHG Emissions Statement for FY23. These data sources included our vendor invoices (i.e., gas and electricity providers, Washington Gas and Dominion Power, respectively, for OCR' HQ) and individual inputs from interviews with several OCR personnel (i.e., those that had business travel or commuted in FY23). Our team produced the final calculations using EPA's Calculator, mentioned in Section 5.1, Table 5, that has embedded reference data from various sources that serves as guidance for corporations seeking to report their GHG emissions accurately. Per GHG Emissions Scope, OCR estimates our data confidence ranges, as below:

- **Scope 2: Electricity & Heating - High (~85-90%)**
  - Our team utilized data from vendor invoices that are generated from automatic meters on-site at our HQ.
  - Our team allocated an accurate percentage of the office space that OCR personnel occupy, in relation to other companies in the HQ building.
  - Due to extraordinary events in FY23, our team applied assumptions to stabilize the associated abnormal data for Scope 2: Electricity and Heating Emissions Data.
- **Scope 3: Business Travels & Employee Commuting - Medium (~65-70%)**
  - Our team received data from OCR personnel pertaining to Business Travels and Commuting reporting factors.
  - As such, in certain cases, certain averages and/or assumptions were applied.
  - OCR does not mandate that its personnel that conduct Business Travel complete associated travel reports.
  - OCR executive leadership shall consider implementing the mandatory completion of travel reports for all OCR personnel that conduct Business Travel to further improve the credibility of this data in future emissions reporting.
- **Scope 3: "Purchased Goods and Services" & "Waste Generated in Operations" – Not Applicable / Immaterial**
  - Per the statements listed in Section 4.3.1 for each of the above categories, OCR deemed our emissions as Immaterial, as those categories, when combined, would represent less than 0.5% of all OCR' GHG emissions for FY23.

Due to the extraordinary events of FY23 outlined in previous sections, OCR plans to validate the assumptions made by our team to fill in the data gaps for the missing months of January, February, and March of FY23 using applicable FY24 January, February, and March invoices as reference.