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***"Measure my Green Readiness" tool manual***

## Contents

1. General Information .....	4
1.1 Introduction.....	4
1.2 Access .....	4
1.2 Users.....	4
1.3 Best Practices.....	4
1.4 Functions of the “Measure my Green Readiness” tool .....	4
1.5 User guidance.....	5
2. “Measure my Green Readiness” Tool .....	6
2.1 Main page (“Home”).....	6
2.2 “Delivery Activity” .....	6
2.3 Emission categories.....	7
2.3.1 “Road transportation” category .....	8
2.3.2 “Hubs and offices” category .....	10
2.3.3 “Supply Chain transportation” category .....	12
2.3.4 “Waste Management” category.....	19
2.4 Results .....	20

## LIST OF FIGURES

Figure 1: Screenshot of the main page (“Home”) of the Measure my Green Readiness Tool.....	6
Figure 2: Screenshot of the “Delivery Activity” of the Measure my Green Readiness Tool .....	7
Figure 3: Screenshot for the selection of “Emissions Categories” feature.....	7
Figure 4: Screenshot of the data needed for company owned fleet.....	8
Figure 5: Screenshot presenting the vehicle selection for between hubs transportation.....	9
Figure 6: Screenshot presenting the vehicle selection for last mile transportation .....	9
Figure 7: Screenshot presenting the buttons for” Go to results” or to “Continue to hubs and offices” .....	10
Figure 8: Screenshot presenting the Hubs operated by the company .....	11
Figure 9: Screenshot presenting the Offices operated by the company.....	11
Figure 10: Screenshot presenting the Offices operated by the company.....	12
Figure 11: Screenshot representing the total annual distance covered for supply chain emissions	13
Figure 12: Screenshot representing the Air transportation selection.....	14
Figure 13: Screenshot of the Non-Container Vessels, Bulk carrier category .....	15
Figure 14: Screenshot of the Non-Container Vessels, General Cargo category .....	15
Figure 15: Screenshot of the Non-Container Vessels, Ferry Ro-Pax category .....	16
Figure 16: Screenshot of the Non-Container Vessels, Refrigerated bulk category .....	16
Figure 17: Screenshot of the Non-Container Vessels, Ro-Ro category .....	17
Figure 18: Screenshot of the Container Vessels category.....	17

Figure 19: Screenshot of the Waterway transportation category..... 18  
Figure 20: Screenshot of the Rail transportation category ..... 18  
Figure 21: Screenshot of Waste management category ..... 19  
Figure 22: Screenshot of final results ..... 20

# 1. General Information

## 1.1 Introduction

This report is prepared for the "Couriers Go Green" project, and more specifically for WP3 and PR3.1. It constitutes the manual for the "Measure My Green Readiness" tool which aims to help courier and transportation companies to measure their carbon emissions across various operational categories. The content provides a presentation of the structure and functionality of the tool, as well as the provision of relevant instructions and information on how to utilize the tool effectively. The tool's design is complemented by visual aids, ensuring that users can easily input data, understand the emissions calculations, and the results.

## 1.2 Access

In order to use the "Measure my Green Readiness" tool, you simply need:

- A PC/laptop with a web browser installed, e.g. Google Chrome, Edge, Mozilla Firefox etc.
- Access to the internet

You can access the tool through this link:

<https://measuregreenreadinesstoolv2.bubbleapps.io/version-test>

## 1.2 Users

The access to the tool does not require login credentials.

**Users:** Everyone is able to access and operate the tool, since its access is open.

**Admin:** DREVEN is the sole contributor and administrator of this tool.

## 1.3 Best Practices

For the optimum performance of the "Measure my Green Readiness" tool, the following simple best practices are recommended:

- Users should close the tab of the tool when not in use.
- Users are advised to keep their web browsers up to date with the latest version for better performance of the system.
- In order to have a smoother experience, the users are advised to use a monitor or a laptop with a screen bigger than 17".

## 1.4 Functions of the "Measure my Green Readiness" tool

The main purpose of this tool is to calculate the Carbon Footprint of courier companies, by using data input on Delivery Activity and Emission Categories. Therefore, we define the following main functions of the tool with their respective categories in order to receive a valid outcome:

**1. Delivery Activity:** The user is required to provide data on:

- Reference year
- Average consignment weight processed within the reference year.
- Average number of consignments processed within the reference year.

**2. Emissions Categories:** The user is required to provide data in three main categories:

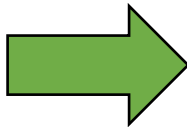
- Road Transportation
- Hubs and Offices
- Supply Chain Transportation
- Waste Management:

**3. Results:**

- The Carbon Footprint of the courier company.

### 1.5 User guidance

Aiming to a better understanding of the actions to the user, provided in this manual, some shapes (green arrows and circles) were used, as seen below.



*Shape 1. Provides additional guidance to the user*



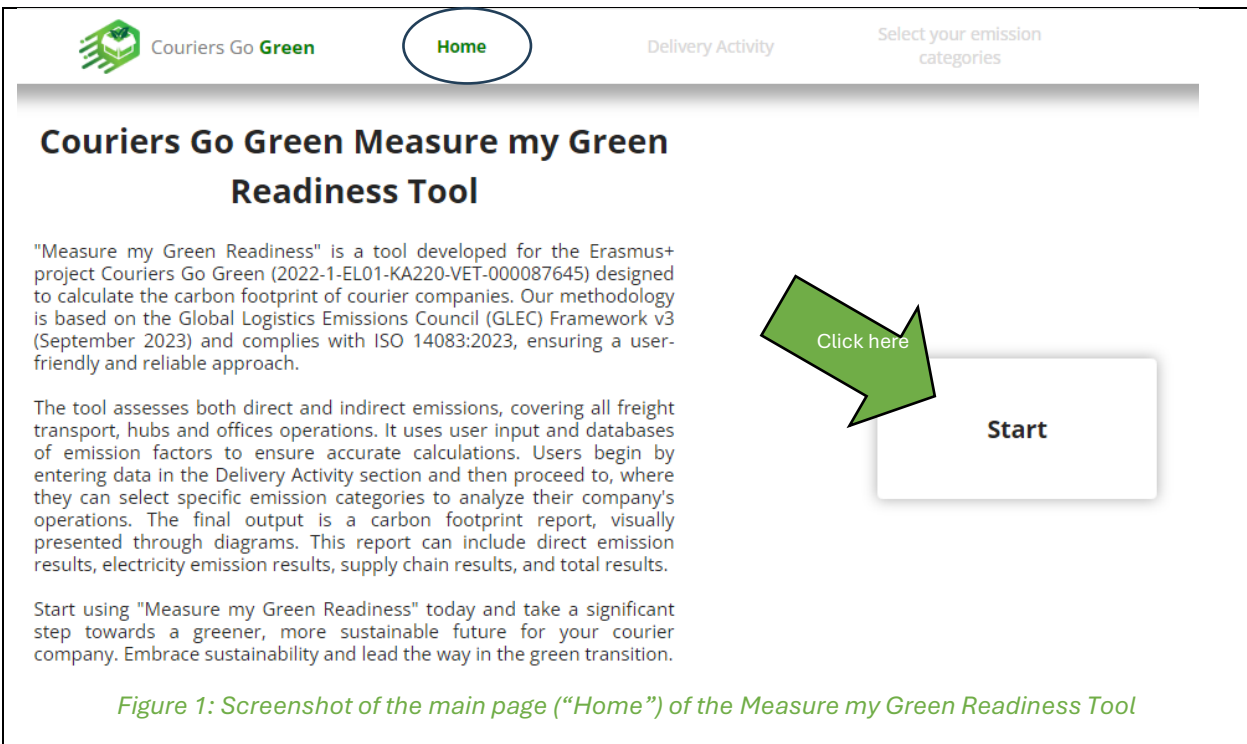
*Shape 2. Points the aspect of the tool that is being analysed*

## 2. "Measure my Green Readiness" Tool

### 2.1 Main page ("Home")

The main page of the tool that the user sees when accessing the provided link is shown in *Figure 1*. In the main page, the user receives introductory information about the "Measure my Green Readiness" tool, and the Couriers Go Green Erasmus+ project.

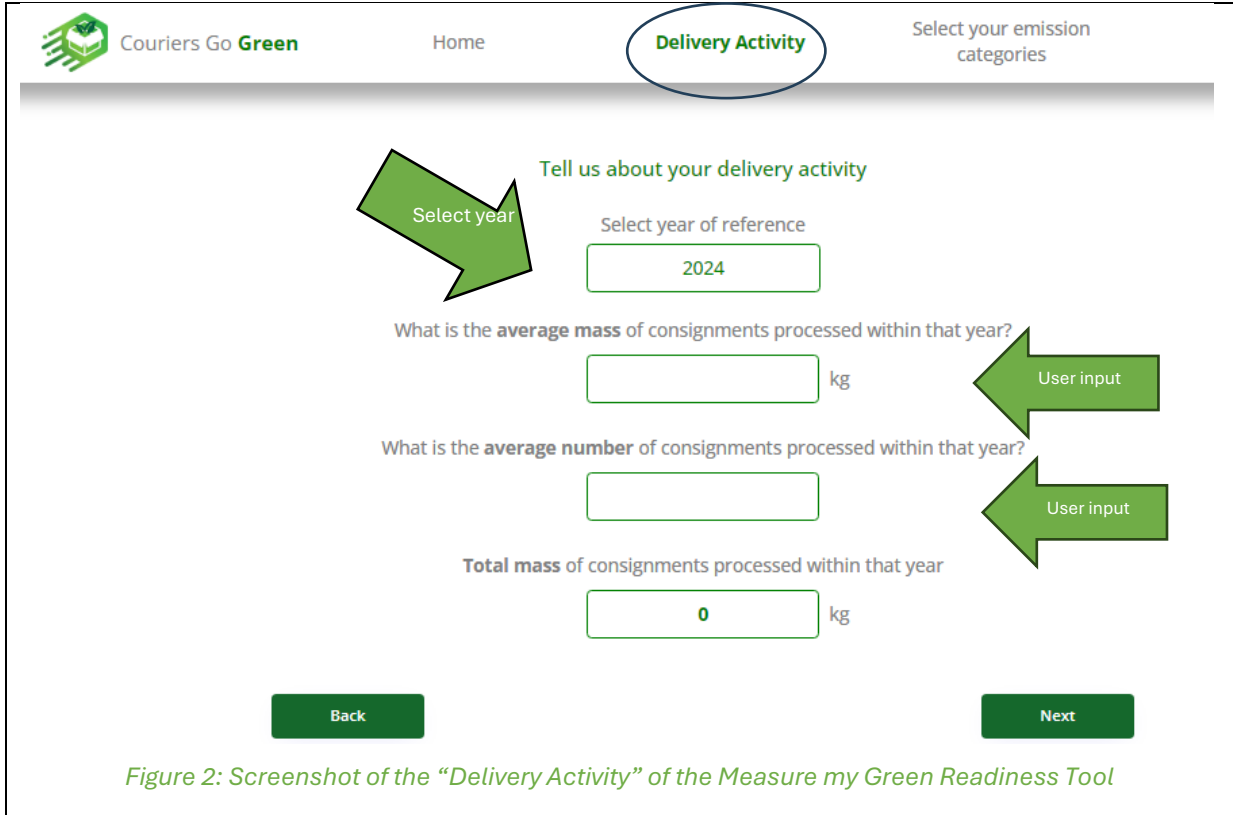
The bar on the top of the page provides the navigation menu and, at this stage, are deactivated, since the user hasn't started the tool yet. In order to initiate the tool, the user can must click "Start". At any given time, the user can click on "**Home**" and be transferred back to the main page of the tool.



*Figure 1: Screenshot of the main page ("Home") of the Measure my Green Readiness Tool*

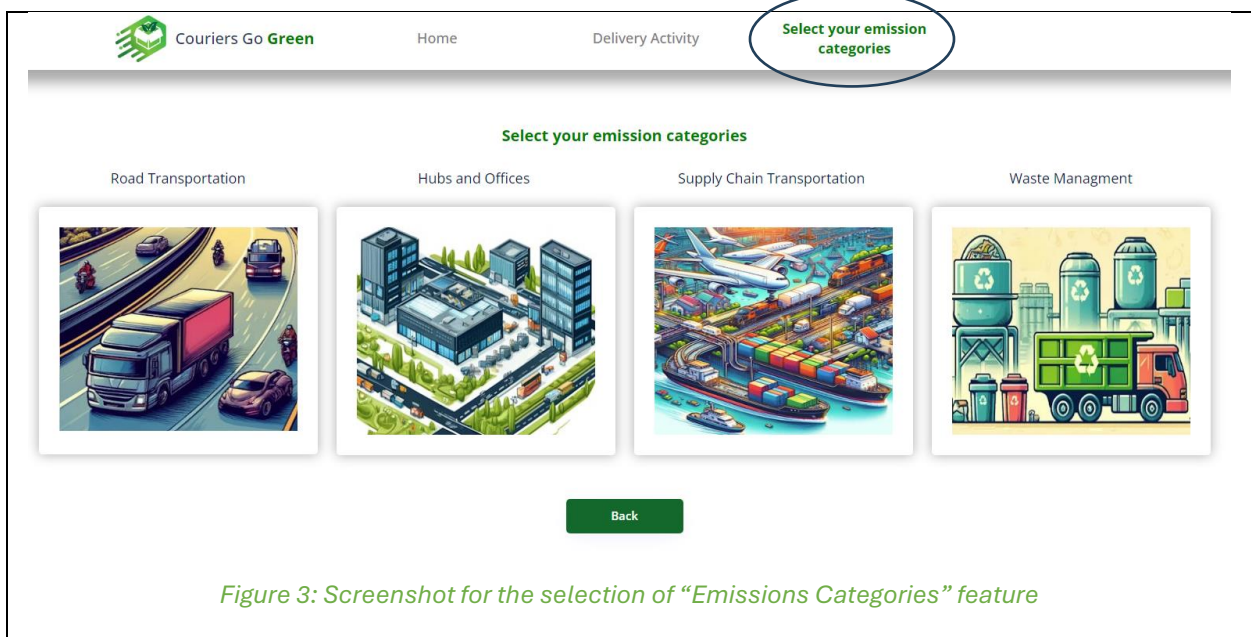
### 2.2 "Delivery Activity"

"**Delivery Activity**" sets the start of the tool and is the first step of data entry from the user. In this tab the user provides data on a yearly basis. In more detail, as illustrated below in *Figure 2*, the user is asked to provide the Reference year of the data they are going to provide. Then, the user is requested to enter data regarding the average weight (kg) of consignments processed within that year and the average number of consignments processed within that year. Those two entries are then multiplied, and they represent the average total weight of consignments processed within the reference year.



### 2.3 Emission categories

Moving on from the "Delivery Activity", the user is transferred to the "Emission categories" tab, where one "Emission Category" must be selected in order to proceed with the tool (Figure 3).

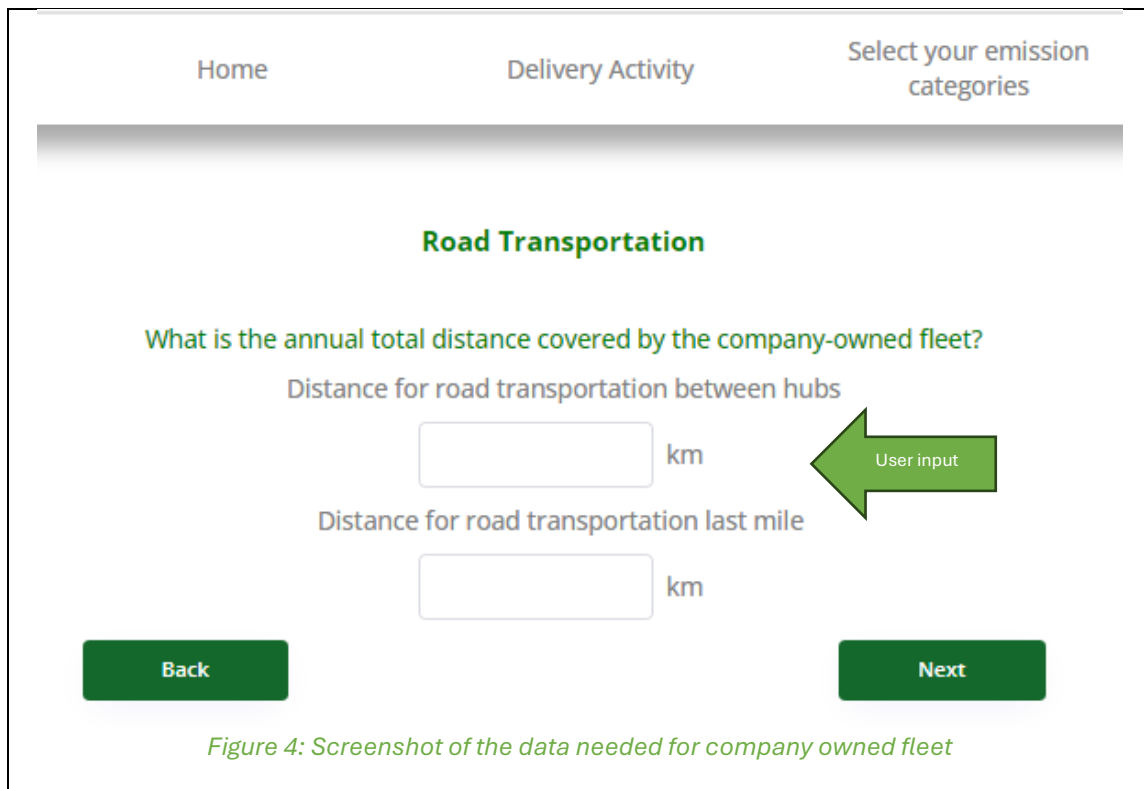


Here the user initiates the main aspect of the tool. Each time the user completes a category, he/she has the option to observe primary results, and one must complete all categories in order to receive the total Carbon Footprint of the company. The "Measure my Green Readiness" tool provides 4 different categories for the user to select from. The user can select between, "Road transportation", "Hubs and Offices", "Supply chain transportation", and "Waste Management".

### 2.3.1 "Road transportation" category

The first category that the user can select is the "Road transportation". This category includes the emissions from assets that results from the fuels consumed for road transportation of consignments.

As presented in Figure 4, when selecting the "Road transportation" button under the "Emission category" tab, the user needs to provide input data about the total distance (km) covered by transportation vessels that are used by the company. The two main categories here are, a) Road transportation between hubs (long haul), and b) Road transportation last mile (short haul).



Then the users proceed by clicking the green button "Next". They will then have the option to select between a variety of vehicles for long and short haul as illustrated in Figure 5. The long-haul options are mainly trucks, that are divided in categories by the weight of the cargo that they can carry and the type of fuel they need to operate. An extra option for the user is to indicate the percentage of trucks that need temperature control, while carrying sensitive cargo. The user can click on "Back" in case they want to change any input entered at the previous steps.



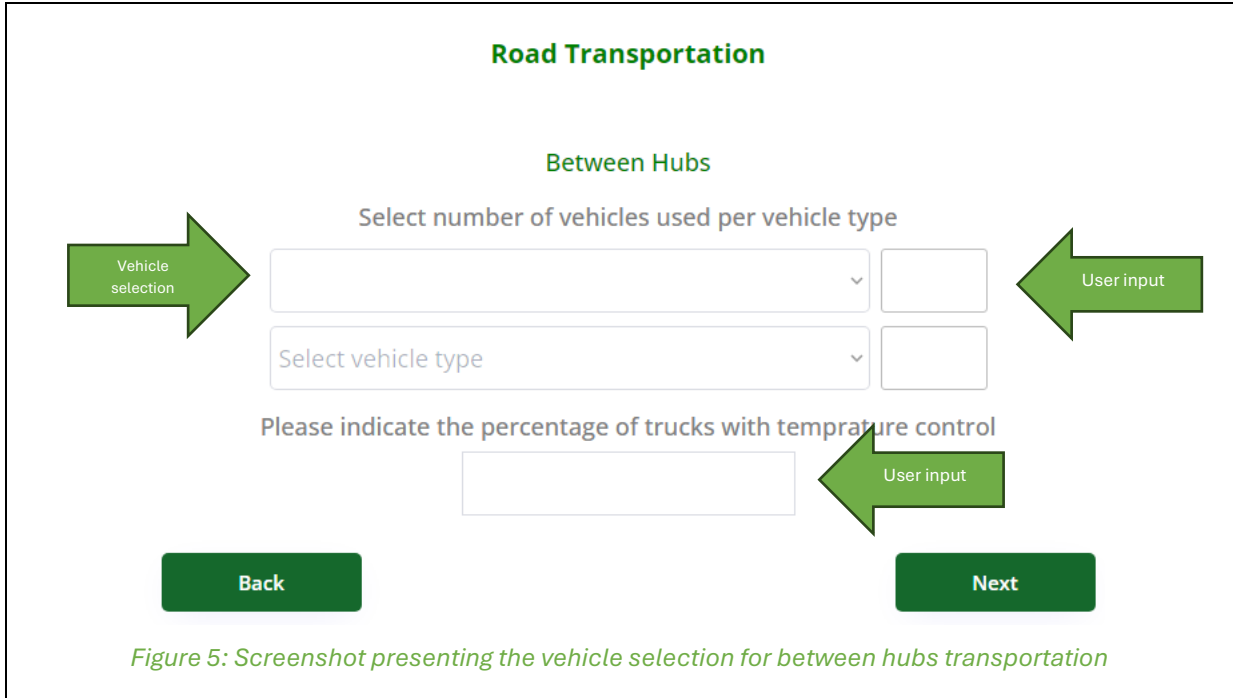


Figure 5: Screenshot presenting the vehicle selection for between hubs transportation

By clicking on “Next”, the selections for short haul will appear (Figure 6) and the user can now choose between different types of motorcycles and vans, that are again divided by the weight of the cargo that they can carry and the type of fuel they need to operate.

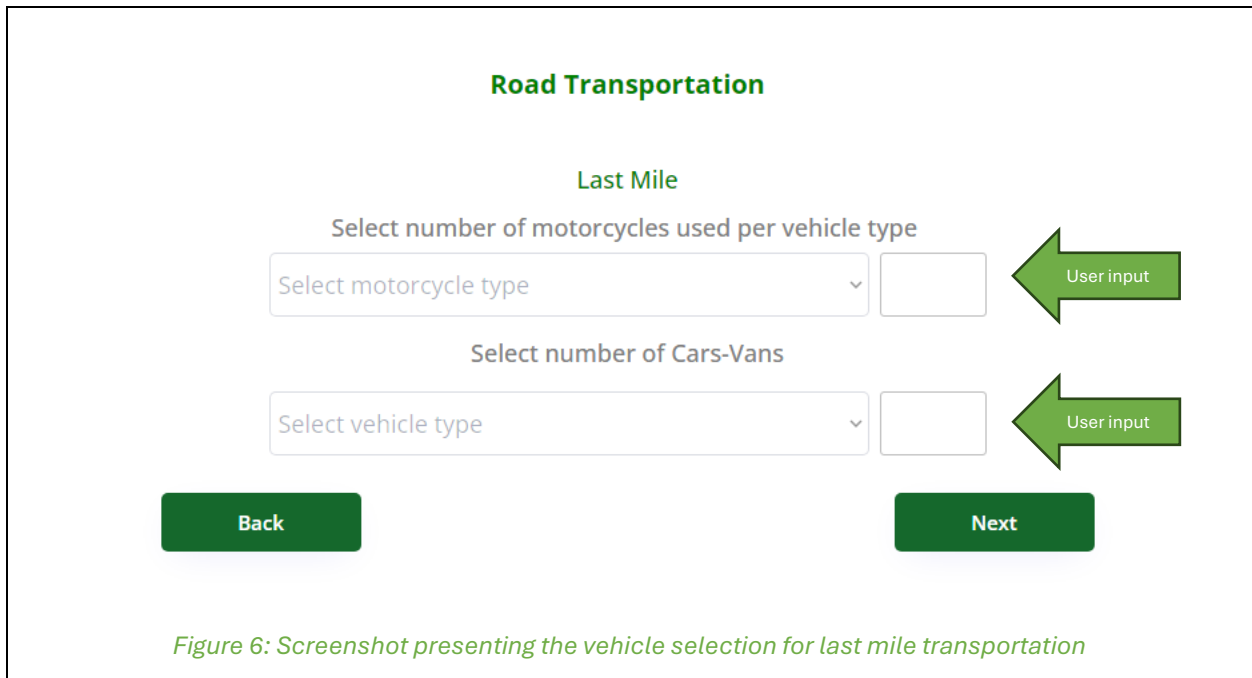


Figure 6: Screenshot presenting the vehicle selection for last mile transportation

After the completion of this stage, and by clicking “Next”, the data input to calculate the carbon footprint considering the road transportation is completed, and the user has the option to proceed to the “Hubs and Offices” category or jump to the “Results” as shown in Figure 7.

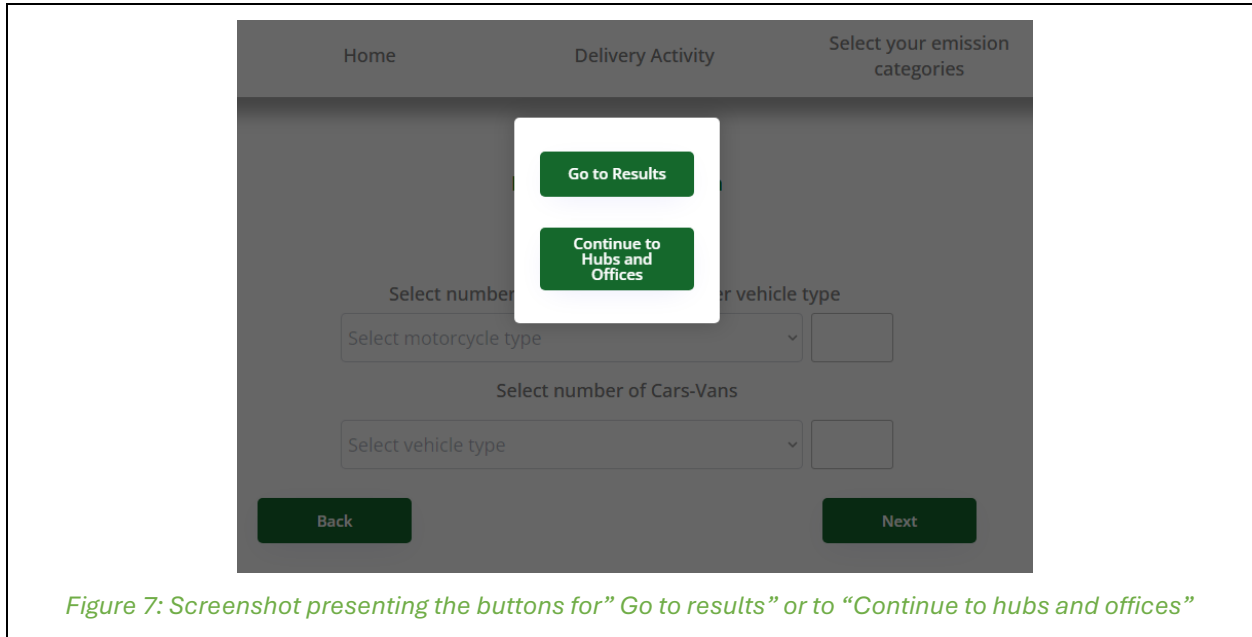


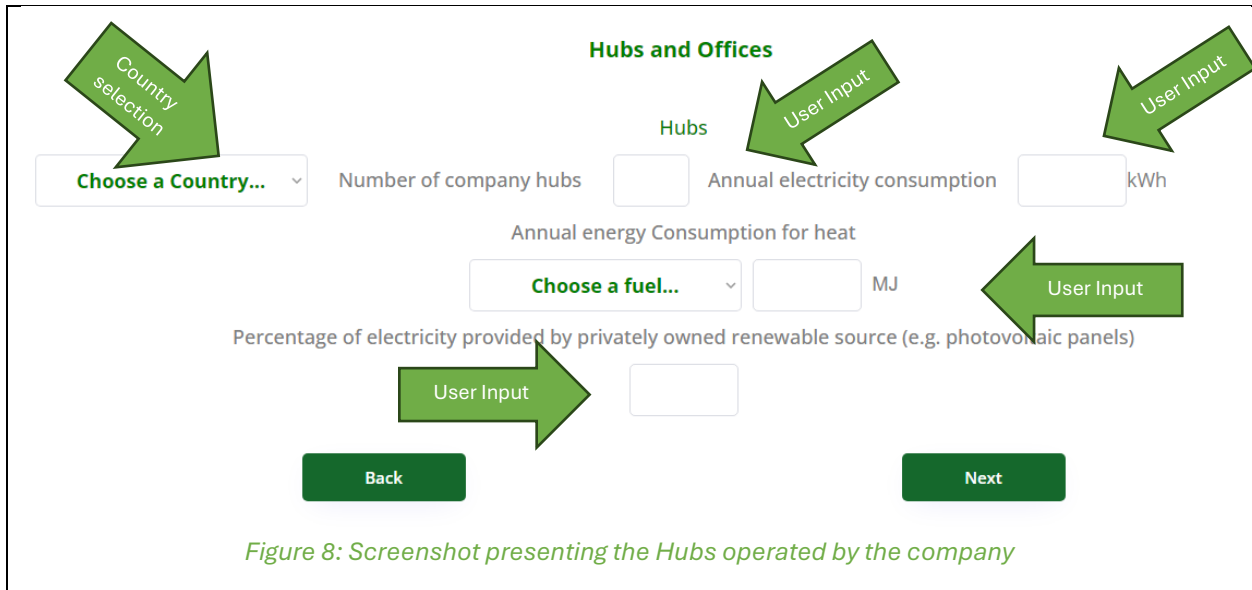
Figure 7: Screenshot presenting the buttons for “Go to results” or to “Continue to hubs and offices”

### 2.3.2 “Hubs and offices” category

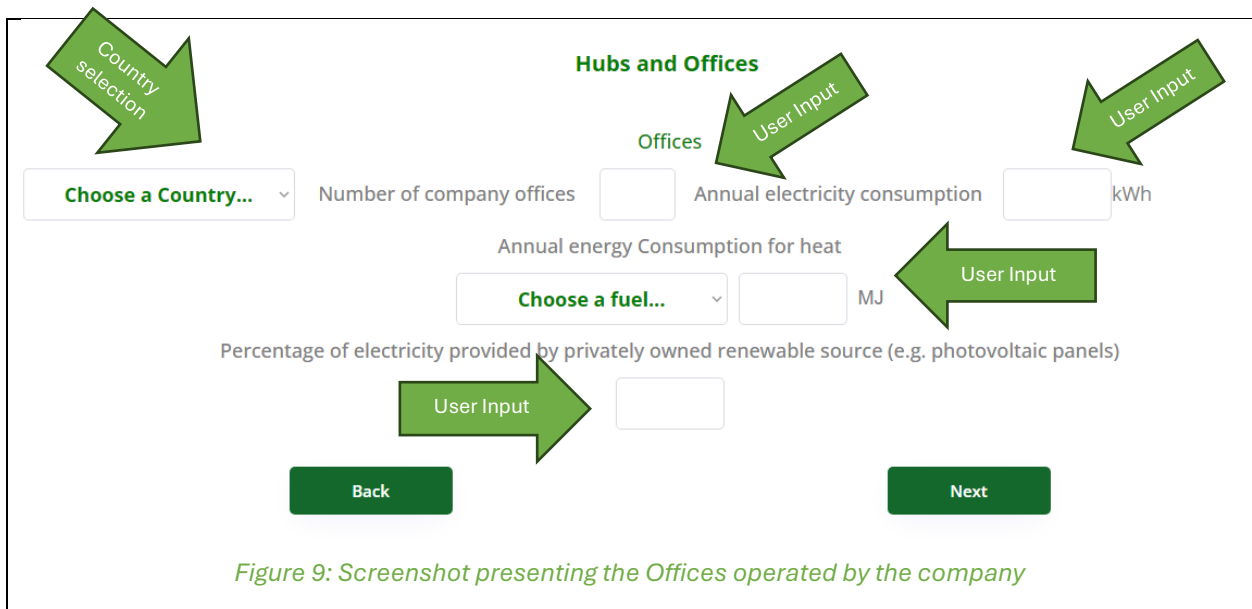
The second category that the user can select is the **“Hubs and offices”**. This category includes emissions resulting from the generation and distribution of electricity and heat that the offices and hubs are using, and the user will also have the option to provide data regarding packaging and other office materials.

First, the user is asked to provide electricity and heating details regarding the Hubs that the company rents/uses/operates. The user needs to choose the location of the Hub (EU-27 countries), the number of Hubs that the company is using and the annual electricity consumption of those Hubs. In case the company operates Hubs in multiple countries, the users can proceed and enter data for those Hubs too, given them the opportunity to measure the consumption from operations located in different countries. Lastly the user has the option to provide data for the annual energy consumption for heat, but for all Hubs combined.

After that, the Hubs tab is completed and by clicking on “Next”, the user is transferred to the **“Offices”** tab.



The Offices tab is quite similar with the previous step (Hubs), as the user is again asked to provide the number of Offices that the company rents/uses/operates. In case the company operates Offices in multiple countries, the user can proceed and enter data for those Offices as well. Lastly the user has the option to provide data for the annual energy consumption for heat, but for all the Offices combined.



After the completion of the Offices data entry, the last section of the “Hubs and Offices” category is the “**Consumables**”, and the user needs to provide input regarding packaging materials and Office paper as illustrated below.

**Consumables**

**Packaging material and other Office paper**

White office paper including envelopes  
 kg

Craft office paper including envelopes  
 kg

Carton and cardboard packaging  
 kg

Plastic film packaging  
 kg

Back Next

*Figure 10: Screenshot presenting the Offices operated by the company*

As it is illustrated above, first the user has to provide data about office supplies that are used on a daily basis in a courier company. There is a selection between a variety of packaging materials, and more specifically, kraft paper (not packaging), plastic film, carton pack (packaging), and office papers in general. The user has the option to add only the categories that apply to his/her company.

When this step is completed, the “Hubs and Offices” category is completed and the user will have the option to proceed to the Final results, or continue to the third category, which is the “Supply Chain transportation”.

### 2.3.3 “Supply Chain transportation” category

The third category of “Measure my Green Readiness” tool is the “Supply Chain transportation” category, which includes emissions originate from the company's supply chain, notably including those emissions necessary to transport goods from suppliers to the reporting company, and onward to the final customer.

The first aspect of the “**Supply Chain transportation**” category is the total distance covered related to the supply chain transportation of goods for all the means that were used. In other words, this input here represents the complete transportation data for air, sea, waterways, and rail.

After the completion of this step, the user is asked to provide details regarding the amount that each mean of transportation (air, sea, waterways, rail) was used. The users will receive a notification that the total percentage has to be 100% in order to proceed to the next step (Figure 11).

**Supply Chain Transportation**

What is the annual total distance covered by third-party transport services?

km **User Input**

Percentage of total weight of consignments transported through ...

air

sea

water

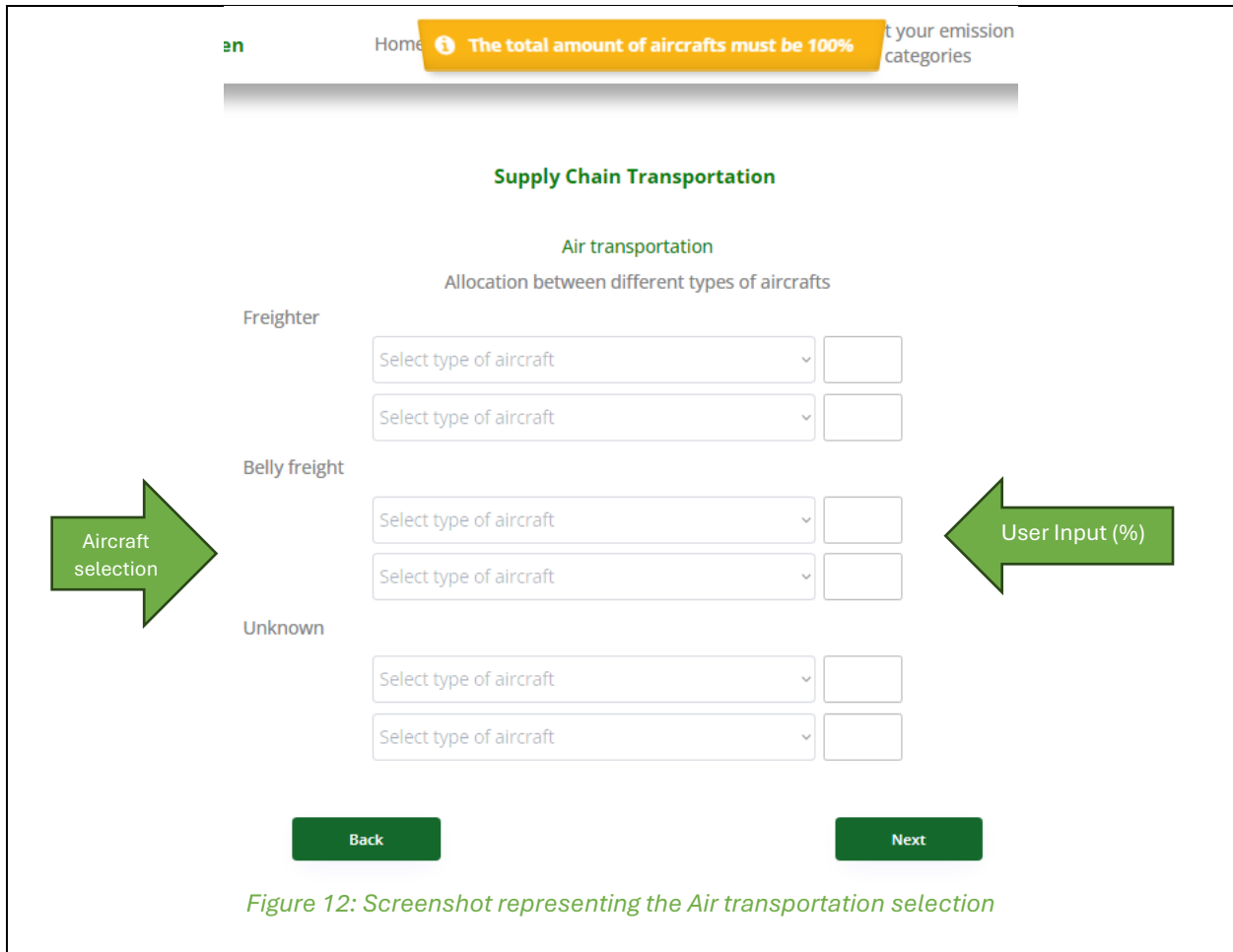
rail

**User Input**

**Back** **Next**

*Figure 11: Screenshot representing the total annual distance covered for supply chain emissions*

When that entry is completed, the users can now click on “Next” and proceed to the air transportation category, where they are asked to provide the percentage of aircrafts used. The final percentage should be again 100%, as this number represents the total use of air transportation. If the number of aircrafts is not 100%, the user won’t have the ability to proceed, as the “Next” button would be deactivated.



After the completion of Air transportation, the user clicks on “Next”, and the Sea transportation category follows. As a lot of cargo is being transferred globally, the sea transportation category includes many types of vessels that are also divided into subcategories for a more precise approach.

In the figures below you can see all the available categories in Sea transportation. The users need to fill the categories that apply to them and move on to the next one. In case a category isn’t needed for the company’s calculations, they can skip that category and move forward.

The first category is the **Bulk carrier** for non-container vessels. The user needs to select the categories that apply to the company operations and also fill the percentage of that category, the same way as we explained before on the example above.

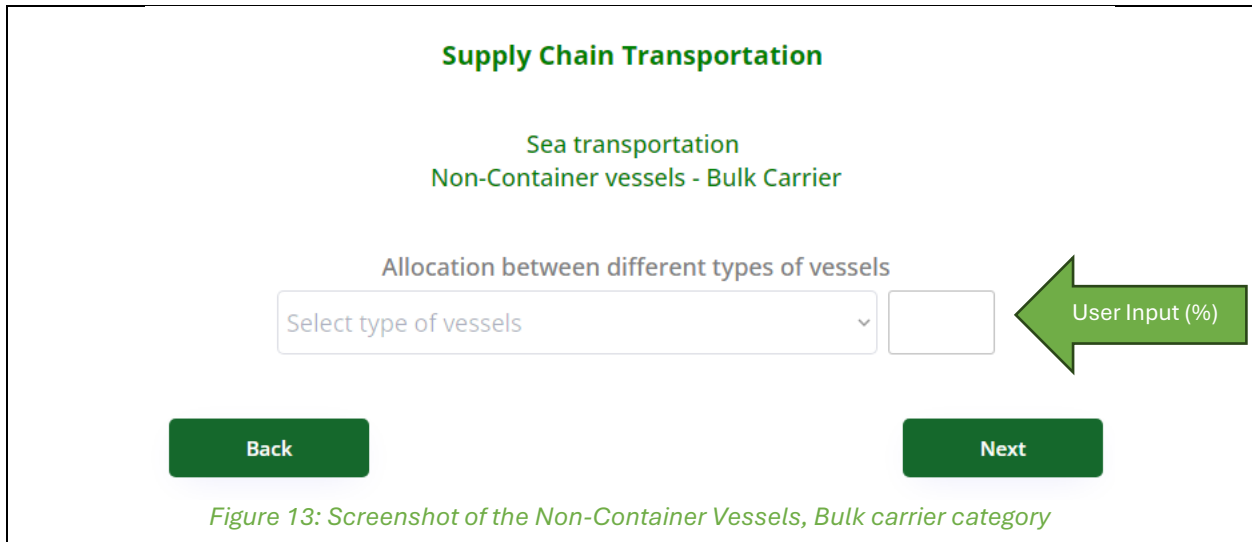


Figure 13: Screenshot of the Non-Container Vessels, Bulk carrier category

When the user completes/skips the Bulk carrier category, they then click on “Next”, and the General cargo category appears. Same as before the user has to provide the type of vessels used and the amount of usage.

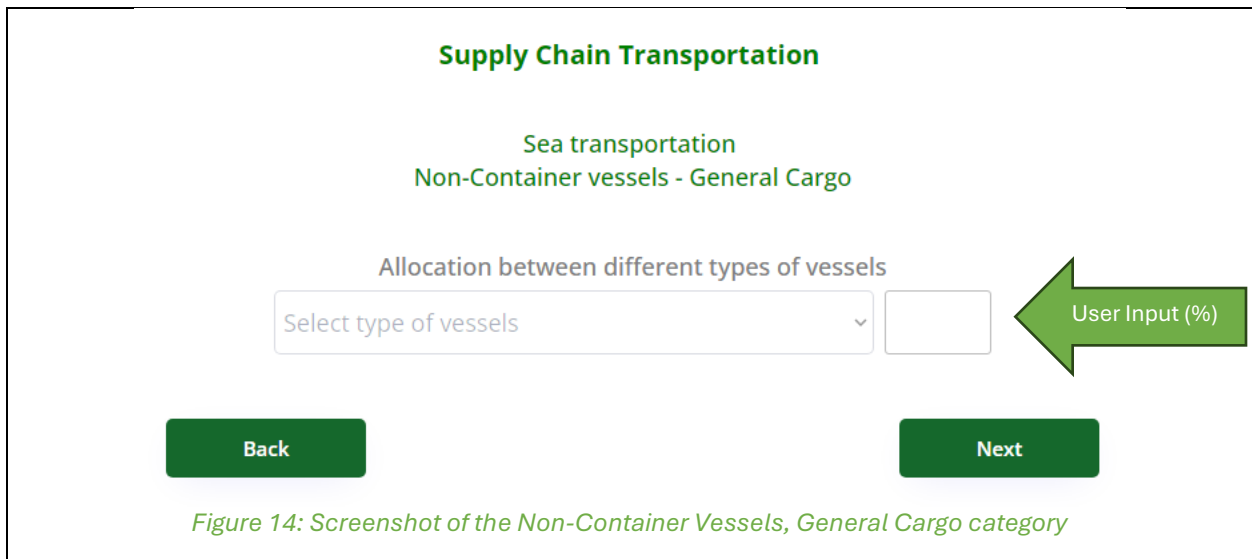
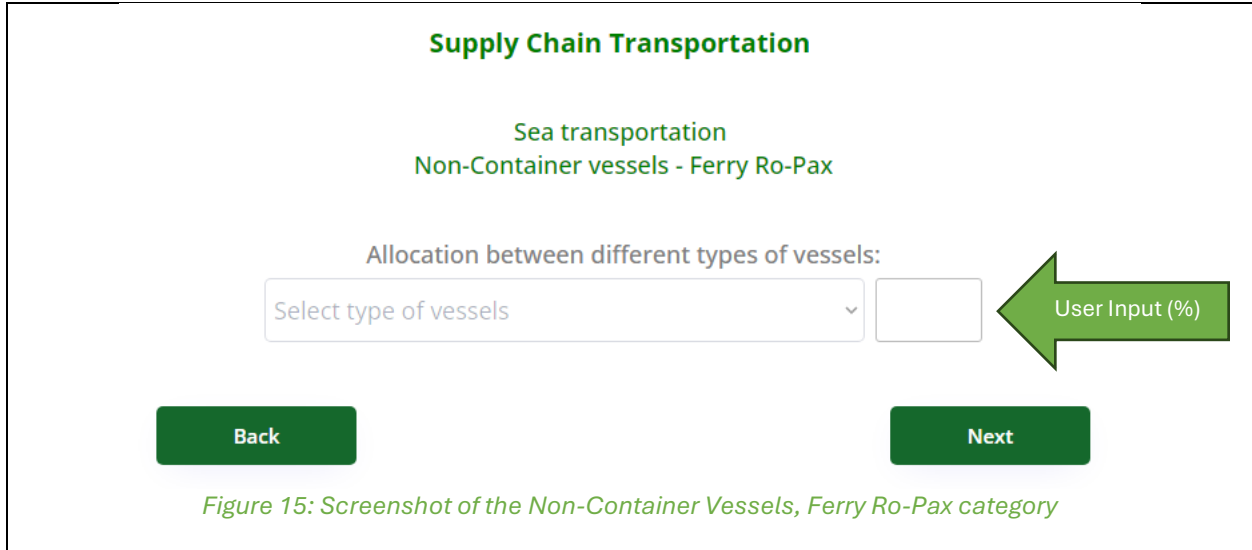
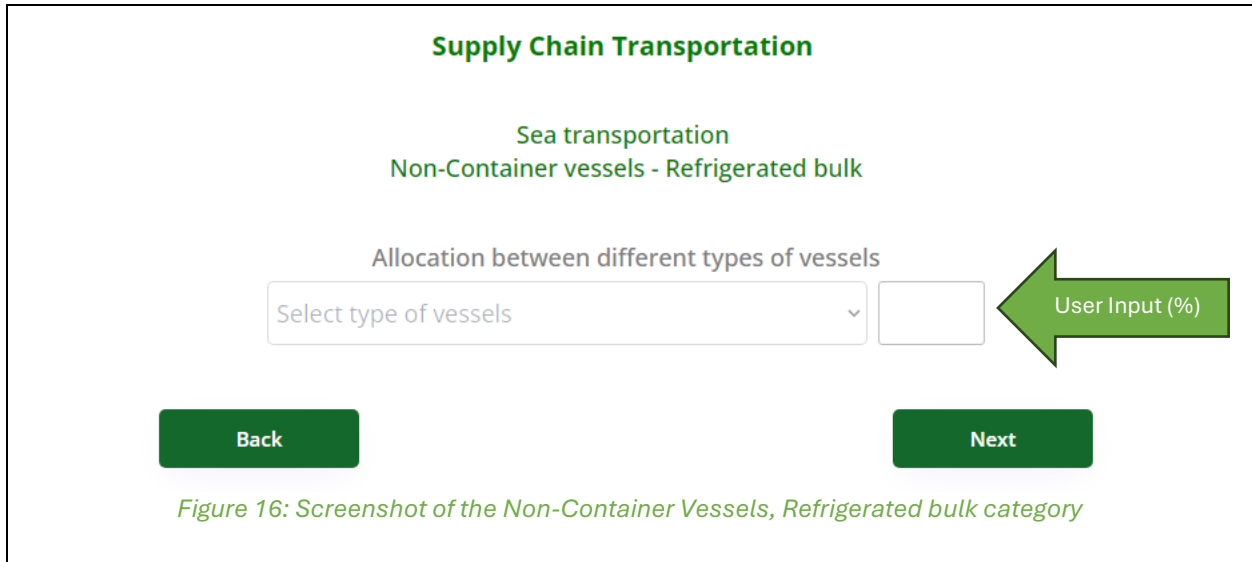


Figure 14: Screenshot of the Non-Container Vessels, General Cargo category

When the user completes/skips the General Cargo category, they then click on “Next”, and the **Ferry Ro-Pax** category appears. Same as before the user has to provide the type of vessels used and the amount of usage.



When the user completes/skips the Ferry Ro-Pax category, they then click on “Next”, and the **Refrigerated bulk** category appears. Same as before the user has to provide the type of vessels used and the amount of usage.



The final entry of sea transportation vessels is the **Ro-Pax** category. As explained before, the has to provide the type of vessels used and the amount of usage.



**Supply Chain Transportation**

Sea transportation  
Non-Container vessels - Ro-Ro

Allocation between different types of vessels

Select type of vessels




Figure 17: Screenshot of the Non-Container Vessels, Ro-Ro category

After clicking on “Next”, the final **sea transportation** category will appear.

**Supply Chain Transportation**

Sea transportation  
Container vessels

Panama Trade

Trans-Atlantic

Trans-Suez

Trans-Pacific

Other Global


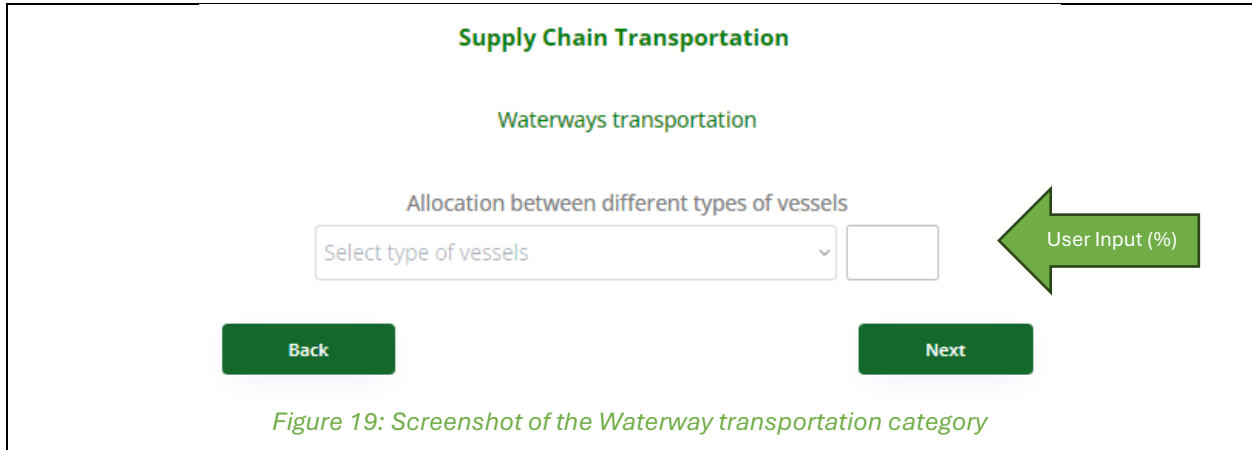
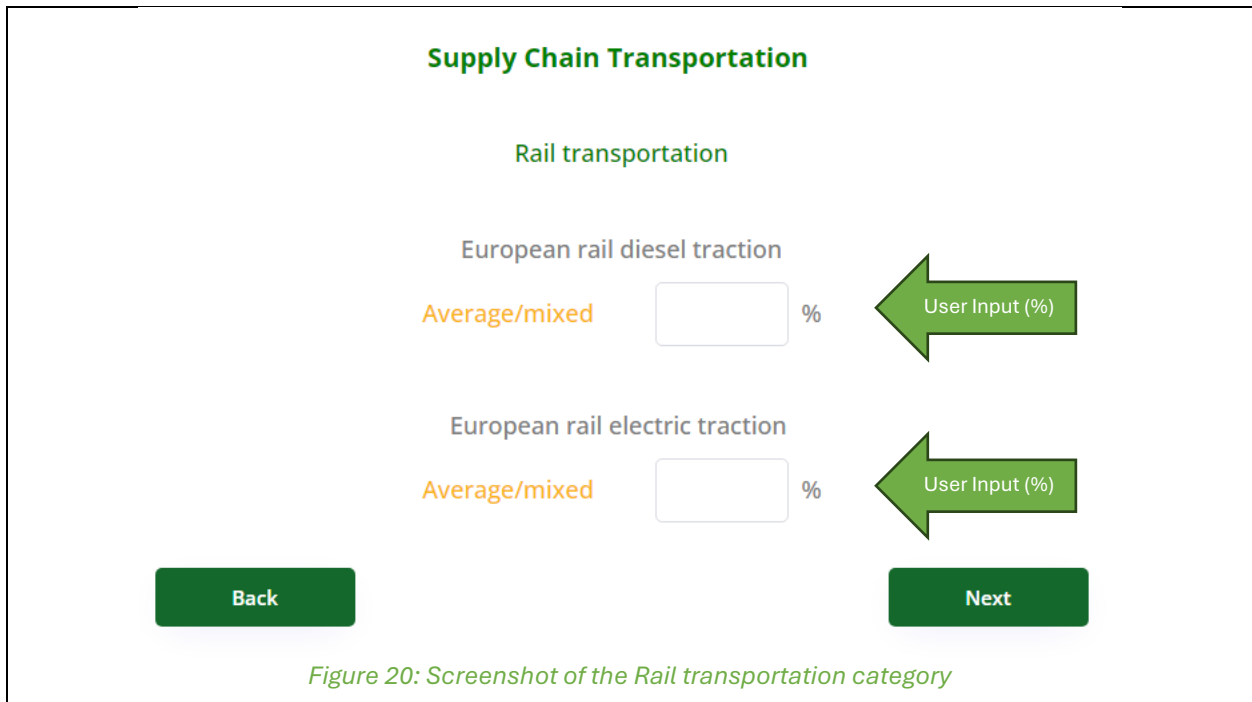


Figure 18: Screenshot of the Container Vessels category

After the user completes the final category of Sea transportation the next available Supply chain transportation category is the **Waterways transportation**. Here the user needs to consider the amount of transportation that's being held through water, streams, rivers. In case the user doesn't need to fill this, they can move forward by clicking on "Next".



The final category of "Supply Chain transportation" category is the **Rail transportation**. Same as before, the user needs to select the types of vessels and the amount of their usage or, they can skip that part by clicking on "Next" and proceed.



After the completion of **Rail transportation**, the user has the option to visit the temporary results or proceed to the final category of the tool.

### 2.3.4 "Waste Management" category

The final category of the "Measure my Green Readiness" tool is the "**Waste management**", as seen on Figure 21. The user should provide details regarding the office supplies and their end-of-life procedure. The tool will calculate the emissions based on the country selections the user has already filled in the Offices category ("Hubs and Offices" category), stating the countries that company offices operate.

In this category, the user is asked to provide 2 percentages regarding the waste management of packaging material and office paper. In particular, the user needs to provide a percentage regarding the office supplies that become waste within the company premises, and another percentage representing the separate collection of that waste for recycling, as you can see below.



After the completion of Waste management, the user completes all the aspects of the "Measure my Green Readiness" tool and the final step would be to review the Carbon Footprint of the company.

## 2.4 Results

By clicking “**Results**” the total Carbon Footprint of the courier or transportation company is calculated and graphically presented. The carbon footprint is expressed in tonnes of CO<sub>2</sub> equivalent (CO<sub>2</sub>e). The user is able to go back and forth to his/her input by selecting the relevant navigation items from the navigation menu, providing more detailed data in order to receive accurate results. The results are presented in the form of graphs (bar charts) in which the user can see the exact amount of CO<sub>2</sub>e emissions.

In Figures below, one can see the final presentation of the Carbon Footprint, based on user’s selection.

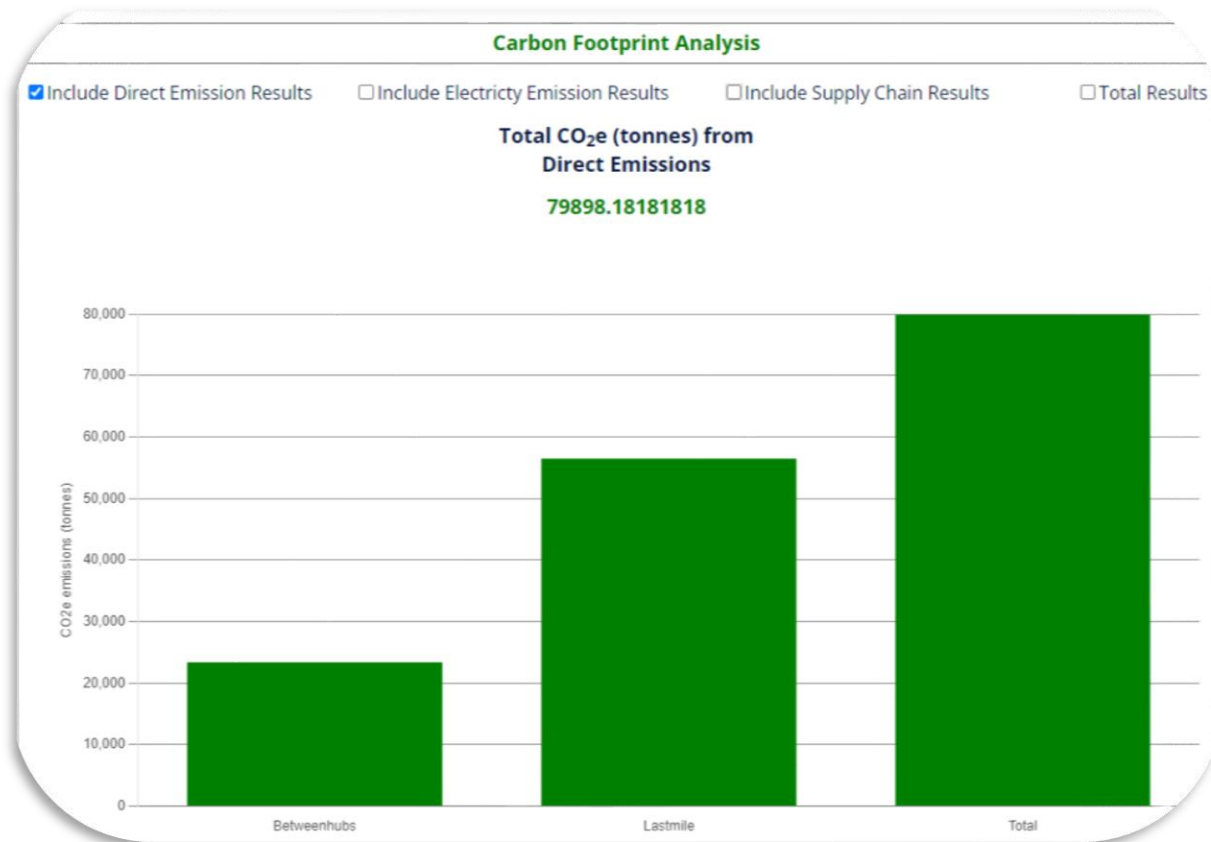


Figure 22: Screenshot of final results

While reviewing the final results, the user has the option to export them for his/her own use.

