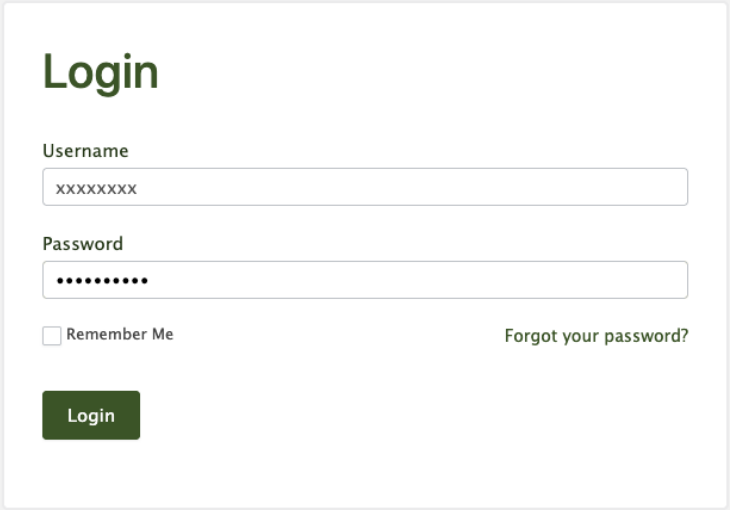
The Legal Sustainability Network Carbon Calculator

User Guide

On request, you will be sent the login details for your firm.

We only provide one login per LSN member, but this can be shared at your discretion amongst colleagues.

You can reset your password as you like – any difficulties, contact the LSN at lsn@aminc.org or 1-877-460-5880



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This is the first page you will see – it sets out what is covered by the calculator plus how we can help you further

Introduction to this tool

LSN has partnered with the Legal Sustainability Alliance to host the Carbon Calculator, a user-friendly tool designed specifically for law firms.

This free resource allows LSN members to measure their carbon footprint, including water, waste, energy, and travel, based on internationally recommended DEFRA emissions factors. It enables firms to set reduction targets and track emissions on a yearly, quarterly, or monthly basis, promoting more sustainable business practices and improving environmental impact. Perfect for firms committed to reducing their carbon emissions and driving sustainability initiatives forward.

Contact the Legal Sustainability Network at lsn@aminc.org or 1-877-460-5880 with any questions.

Calculate your carbon emissions >

The tool helps to calculate the main elements of your carbon footprint – they cover your Scope 1 & 2 and most of your Scope 3 emissions.

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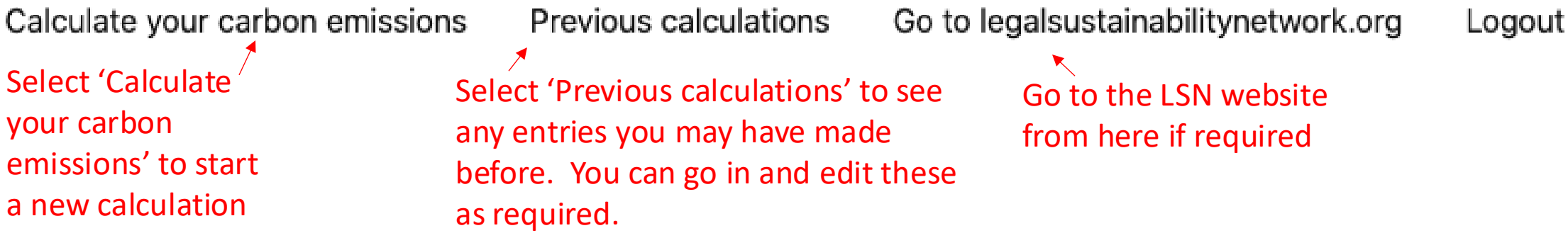
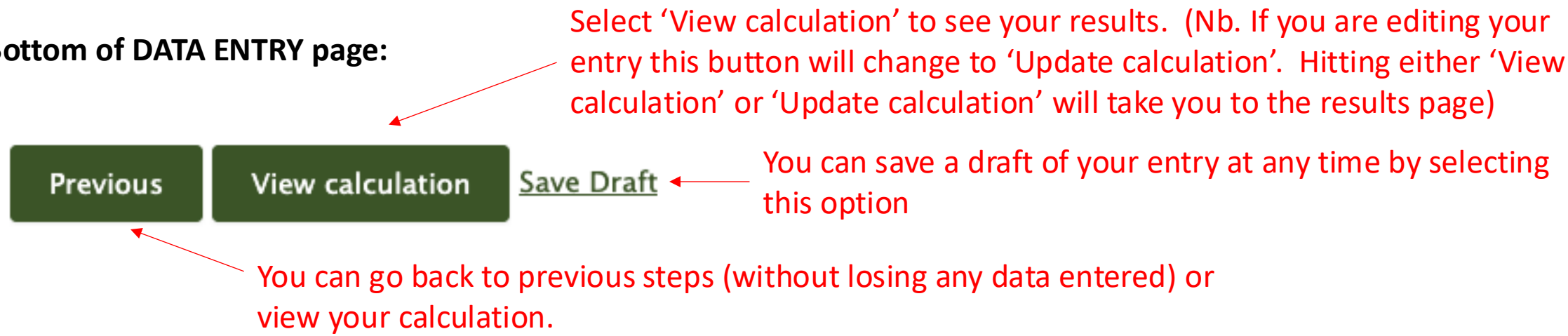
Top of EACH page:



Bottom of DATA ENTRY page:



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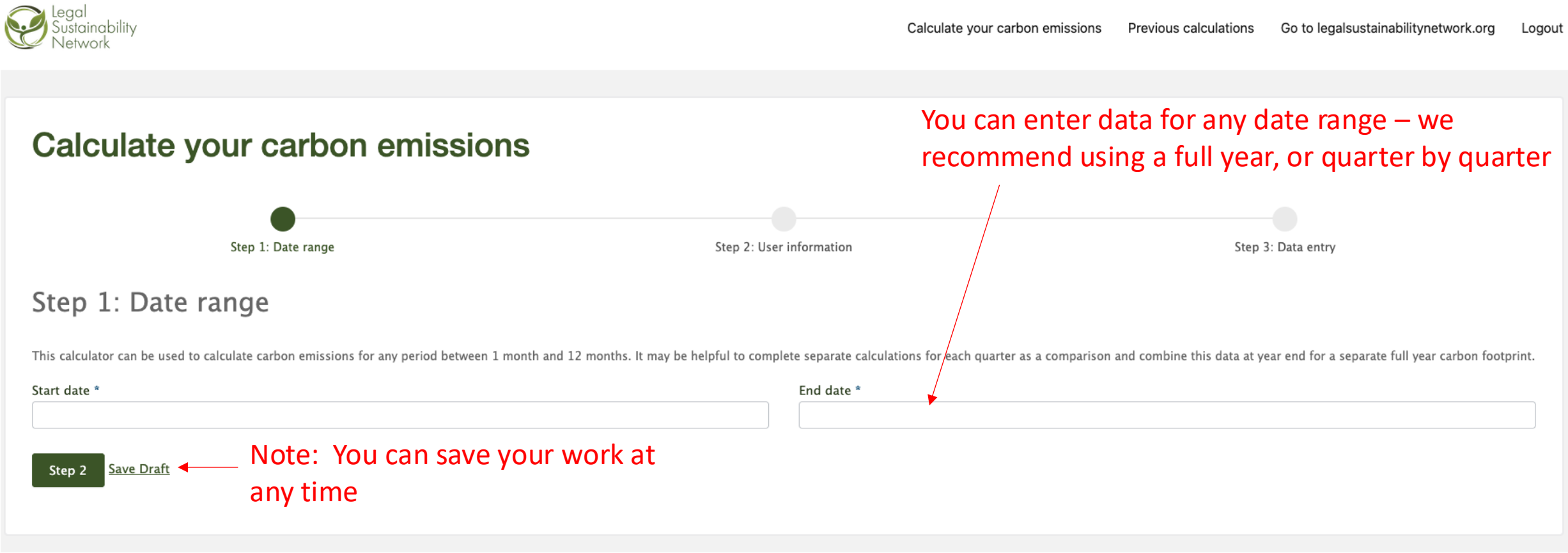
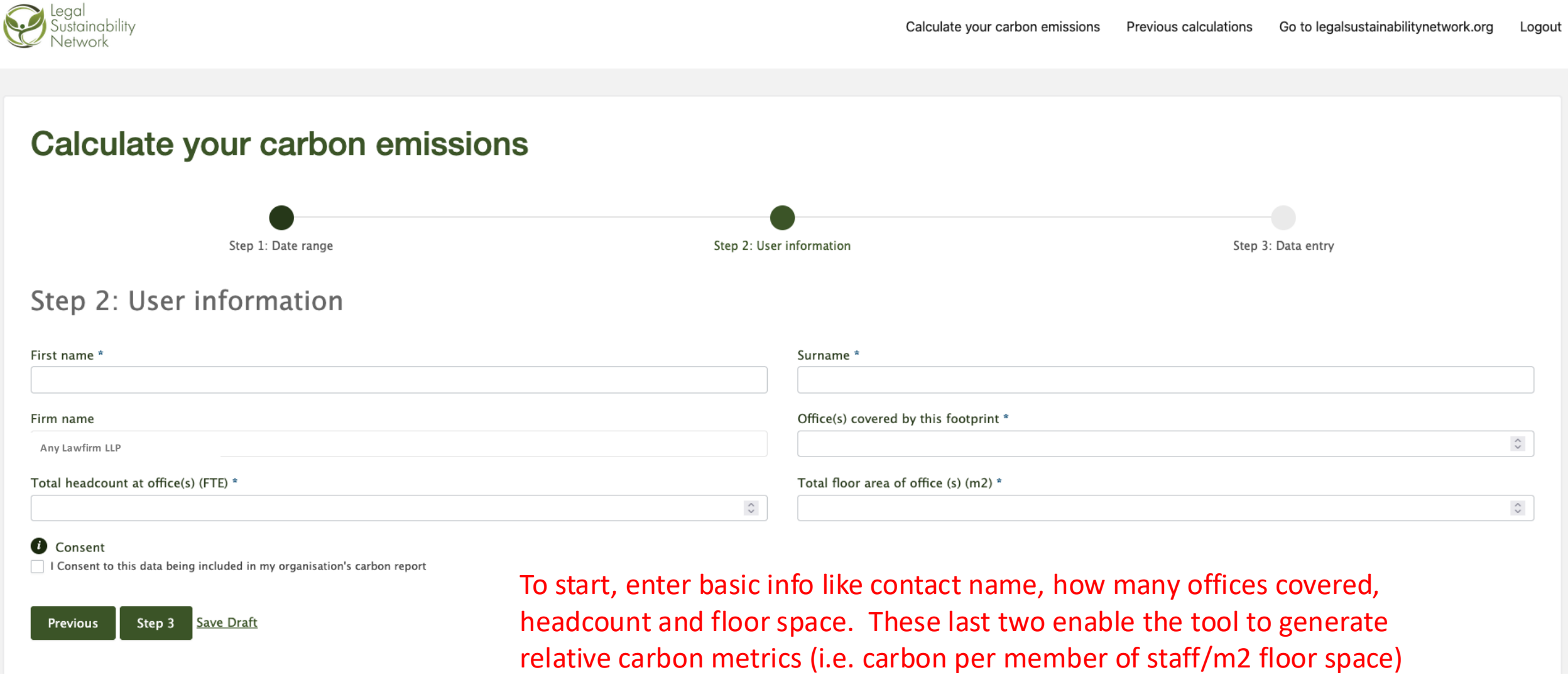

Legal Sustainability Network
Calculate your carbon emissions
Previous calculations
Go to legalsustainabilitynetwork.org
Logout
Calculate your carbon emissions
You can enter data for any date range – we recommend using a full year, or quarter by quarter
Step 1: Date range
Step 2: User information
Step 3: Data entry
Step 1: Date range
This calculator can be used to calculate carbon emissions for any period between 1 month and 12 months. It may be helpful to complete separate calculations for each quarter as a comparison and combine this data at year end for a separate full year carbon footprint.
Start date *
End date *
Step 2
Save Draft
Note: You can save your work at any time



To start, enter basic info like contact name, how many offices covered, headcount and floor space. These last two enable the tool to generate relative carbon metrics (i.e. carbon per member of staff/m2 floor space) which is useful for comparison with other organisations and law firms plus internal comparison.

Step 3: Data Entry

The data entry part of the calculator asks for data associated with:

Office energy
Refrigerants
Business Travel by Land
Business Travel by Air
Staff Working From Home (WFH) and commuting
Hotel Stays
Waste Generated
Water & Resources
Data Centres & Cloud Services
Other goods and services not included elsewhere

Collectively these make up most of the sources of Scope 1, 2 & 3 GHG emissions which law firms will be responsible for.

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Step 3: Data Entry

Each section in the Data Entry part of the calculator has a short *'Did you know?'* text box which provides some context to the carbon emissions from that source. These may be helpful in discussions with colleagues.

Office energy

Did you know?

The operational energy used for lighting, heating, cooling, and powering electronic appliances in office buildings represents about 28% of global energy-related CO_2 emissions (UNEP – UN Environment Programme). For many organisations, the energy used for heating, light and power is often the largest part of their carbon footprint (and a significant overhead). Keeping a close eye on building energy management can pay dividends – e.g. leaving air conditioning is on all day in the summer can increase energy use by up to 30% whilst overheating by 1degC in the winter can increase energy consumed by 8%. Note: As well as the carbon associated with generation of electricity, be aware of the carbon associated with electricity lost in transmission and distribution (T&D).

Measurement units – conversions

This section asks you to input electricity, natural gas, purchased heat energy and fuel oil data in kilowatt hours (kWh). You may have the data in different units (e.g. mmBtu for electricity,gas and heat or gallons for oil). Please use the following conversions to work out the equivalent kWh, litres or m3 figure for your data:

1 mmBtu of electricity, natural gas, district heat/steam or fuel oil = 293.07107 kWh

1 m3 of natural gas = 11.1868 kWh
1 ft3 of natural gas = 0.317 kWh
1 lb of natural gas = 6.008 kWh

1 US gallon of fuel oil = 40.5903 kWh
1 litre of fuel oil = 10.7228 kWh
1 m3 of fuel oil = 0.010723 kWh

The calculator asks for data to be input in standard metric units (for example, kilowatt hours (kWh) for energy, litres or cubic metres (m^3) for liquids, kilograms (kg) or tonnes (1000 kg) for solids). Appropriate tables are provided to enable you to convert the units you may have into these metric units.

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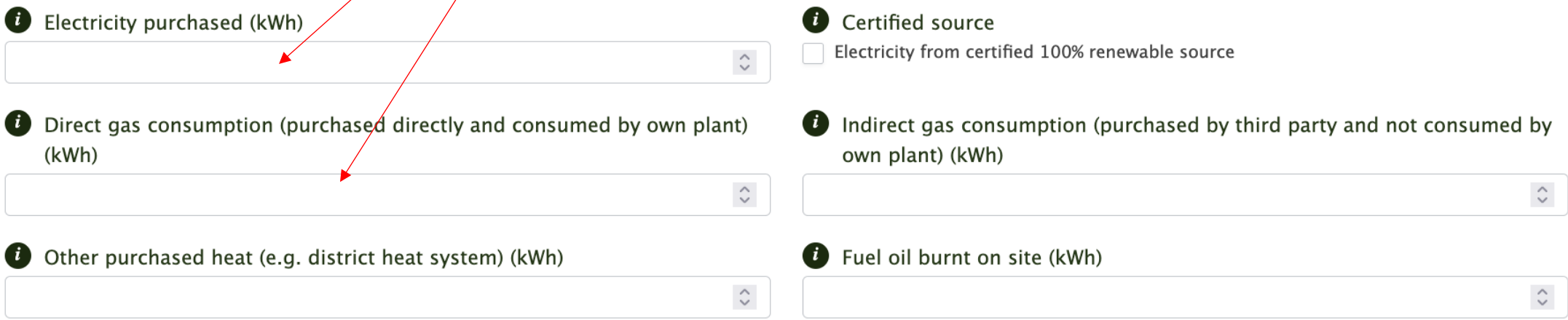
Office Energy

Most of the information required should be available from utility bills etc, although some may take a bit of work to collate.
Better to estimate than leave a blank!



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Office energy

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1 ft3 of natural gas = 0.317 kWh

Information (mmBtu or kWh) available from utility bills. 1 kWh = 3412 Btu (or 0.003412 mmBtu. If you are in a rented property, please include the proportion of electricity used to provide your share of any shared services.

If you check this box the carbon associated with your electricity supply will show as zero (using the Market Based approach). For comparison, we suggest leaving this unchecked at first.

Electricity purchased (kWh)

Certified source
Electricity from certified 100% renewable source

Direct gas consumption (purchased directly and consumed by own plant) (kWh)

Indirect gas consumption (purchased by third party and not consumed by own plant) (kWh)

Other purchased heat (e.g. district heat system) (kWh)

Fuel oil burnt on site (kWh)

Each field has some help available by clicking on the small i button
Any difficulties or questions, contact LSN at lsn@aminc.org or 1-877-460-5880

This information may be trickier to get hold of but business travel is an important part of your carbon footprint (especially flights, which can often be one of the largest contributions to your carbon emissions). Again, better to estimate than leave a blank!

Business travel by land

Did you know?

Transportation is now responsible for more planet-warming emissions than any other sector in the United States, having surpassed the electric power sector in the mid-2010s. Each year, vehicles on land, sea, and air in the U.S. pump out the equivalent of almost two billion metric tons of carbon dioxide ($GtCO_2e$) into the atmosphere. This not only represents more than one quarter of domestic greenhouse gas (GHG) emissions, but also nearly one-quarter of global transportation emissions. A train journey results in 20% of the carbon produced by the equivalent journey by car.

Measurement units - conversions

This section asks you to input travel by road data in kilometers (km). You may have the data in different units (e.g. miles). Please use the following conversion to work out the equivalent km figure for your data:

1 mile = 1.60934 km

- Car (diesel) (km)
- Car (petrol) (km)
- Car (self-charge hybrid) (km)
- Car (plug-in hybrid) (km)
- Car (fully electric) (km)
- Car (unknown type) (km)
- Cab (km)
- Rail - City to City (km)
- Rail - Light (km)
- Local bus (km)
- Coach (km)

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If you enter the number of flights, the calculator uses an average distance for that type of flight.

Remember that a return flight counts as TWO flights!

Business travel by air

(•) km ( ) Number of flights

Did you know?

The amount of carbon emissions from flights varies depending on the cabin class. For example, a return flight from New York to London in economy emits 1.67 tCO2 while flying First Class accounts for 6.67 tCO2 – an increase of 400%! Wherever possible, train journeys are the best carbon option – 70% fewer emissions than an equivalent short haul flight and 50% less compared with a long haul flight.

Measurement units – conversions

This section asks you to input flight travel data in kilometers (km) or number of flights (nb a return flight should be entered as 2 flights). You may have distance data in different units (e.g. miles). Please use the following conversion to work out the equivalent km figure:

1 mile = 1.60934 km

Short haul flights are those to/from the US and typically fly to destinations up to 3700 km (2300 miles) distance). The carbon emissions associated with each cabin class is different due to cabin occupancy. Travel providers should be able to provide data on cabin class and flight distances.

Domestic

Short haul – Economy

Short haul – Business

Short haul total (if cabin class not known)

Long haul – Economy

Long haul – Premium Economy

Long haul – Business

Long haul – First

Long haul total (if cabin class not known)

Information about each type of flight is available by clicking on the ‘i’ icon for each field

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If available the carbon associated with any colleagues Working From Home (WFH) and commuting to the office during the period can be entered.

Staff Working From Home and Commute

Did you know?

Working from home requires energy to heat (or cool), light and power our home work spaces. This energy in is addition to our normal domestic energy use and results in additional carbon emissions which should be measured and reported (a Scope 3 emission). Each person's home working situation will be different, but annual emissions per person could range from 0.1 tCO2e to over 1 tCO2e.

Carbon associated with staff working from home (tCO2e)

Carbon associated with staff commute (tCO2e)

The calculator will also estimate the carbon associated with hotel stays. Please enter stays (number of nights) in US hotels separately from stays in non-US hotels as the associated carbon varies across the world. (For non-US, the calculator uses the average emissions for hotels outside the USA).

Hotel stay

Did you know?

Hotel stays have an associated carbon footprint which can differ significantly from country to country (e.g. one night stay in a hotel in Saudi Arabia results in 7 times the carbon as a night in an average US hotel). There can also be a big difference in the carbon footprint of two hotels in the same location. Booking the most eco-friendly hotel can have an important impact on your organisation's overall carbon footprint.

US hotel (nights)

Non-US hotel (nights)

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Waste generated

(•) tonnes ( ) kg

Did you know?

The U.S. produces 268 million tons of waste — 140 million going into landfills — each year, with the average American tossing 4.5 pounds of trash per day – and this figure is steadily increasing. Although more waste is being recycled, any waste represents a loss of resource and unnecessary use of energy.

Measurement units – conversions

This section asks you to input waste data in kilograms (kg) or tonnes. You may have weight data in different units (e.g. pounds (lbs)). Please use the following conversion to work out the equivalent kg or tonne figure:

1 pound = 0.453592 kg
1 tonne = 1000 kg

General waste (landfill)	General waste (incinerated)	Dry mixed recycling
Glass	Food (landfill)	Food (incinerated)
Food (composted/AD)	Clinical	Hazardous
Waste Electrical & Electronic Equipment (WEEE)	Washroom Waste	Shredding waste

Waste figures may be tricky to get as well, especially if you share an office or facilities, or are a tenant. Waste disposal is an important contributor to your carbon footprint.

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Again - better to estimate than leave a blank!

Water & Resources

Did you know?

Water is a precious resource which requires energy to supply as well as treat. The average water consumption for office buildings is approx 75 litres per staff member per day. That represents just under 0.7 tonnes of CO2e per year for a 100 person business.

Measurement units – conversions

This section asks you to input water and resource data in cubic metres (for water) (m3), kilograms (kg) or tonnes (for other resources). You may have volume (water) or weight (resources) data in different units (e.g. gallons or pounds (lbs)). Please use the following conversion to work out the equivalent m3, kg or tonne figure:

1 gallon (US) = 0.00378541 m3
1 pound = 0.453592 kg
1 tonne = 1000 kg

Please remember to enter data in the units asked for by using these conversions.

Mains water used (m3 or litres)		Water measured in: (•) m3 ( ) litres
Paper purchased (tonnes or kg)		Paper measured in: (•) tonnes ( ) kg
Glass purchased (tonnes or kg)		Glass measured in: (•) tonnes ( ) kg
Food and drink purchased (tonnes or kg)		Food and drink measured in: (•) tonnes ( ) kg
Plastic purchased (tonnes or kg)		Plastic measured in: (•) tonnes ( ) kg
Electrical items (non IT) purchased (tonnes or kg)		Electrical items measured in: (•) tonnes ( ) kg
IT equipment purchased (tonnes or kg)		IT equipment measured in: (•) tonnes ( ) kg

Please remember to select either kg or tonnes (1000kg) as the units for the data you enter!

Water used and other resources (e.g. office supplies, food and drink, etc) all have an associated carbon footprint and it is important to try to estimate this. Again, figures may be tricky to get but better to estimate than leave a blank.

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Data handling by data centres or cloud services can have a significant carbon footprint. Ask your provider to let you know the carbon associated with the data they handle on your behalf. They may not always be able to tell you but it is an important question to ask!

Data Centres & Cloud Services

Did you know?

Data centres and cloud services account for more than 2% of the world's CO_2 emissions – equivalent to the world's entire airline industry.

Carbon associated with data centres and cloud services (tCO2e)

There may be other goods and services you buy which are not included in the above (for example, running an external event). Try to find out the associated carbon footprint from the supplier or provider.

Other goods & services (where not included above)

Did you know?

Everything we buy or procure as a business (e.g. goods and services as part of our supply chain) has a carbon footprint. For goods this is a result of the energy to extract raw material, make the product, store and ship it to the customer. For services this may be the energy to heat, light and power the provider's office or travel to where the service is delivered.

Carbon associated with other goods and services (tCO2e)

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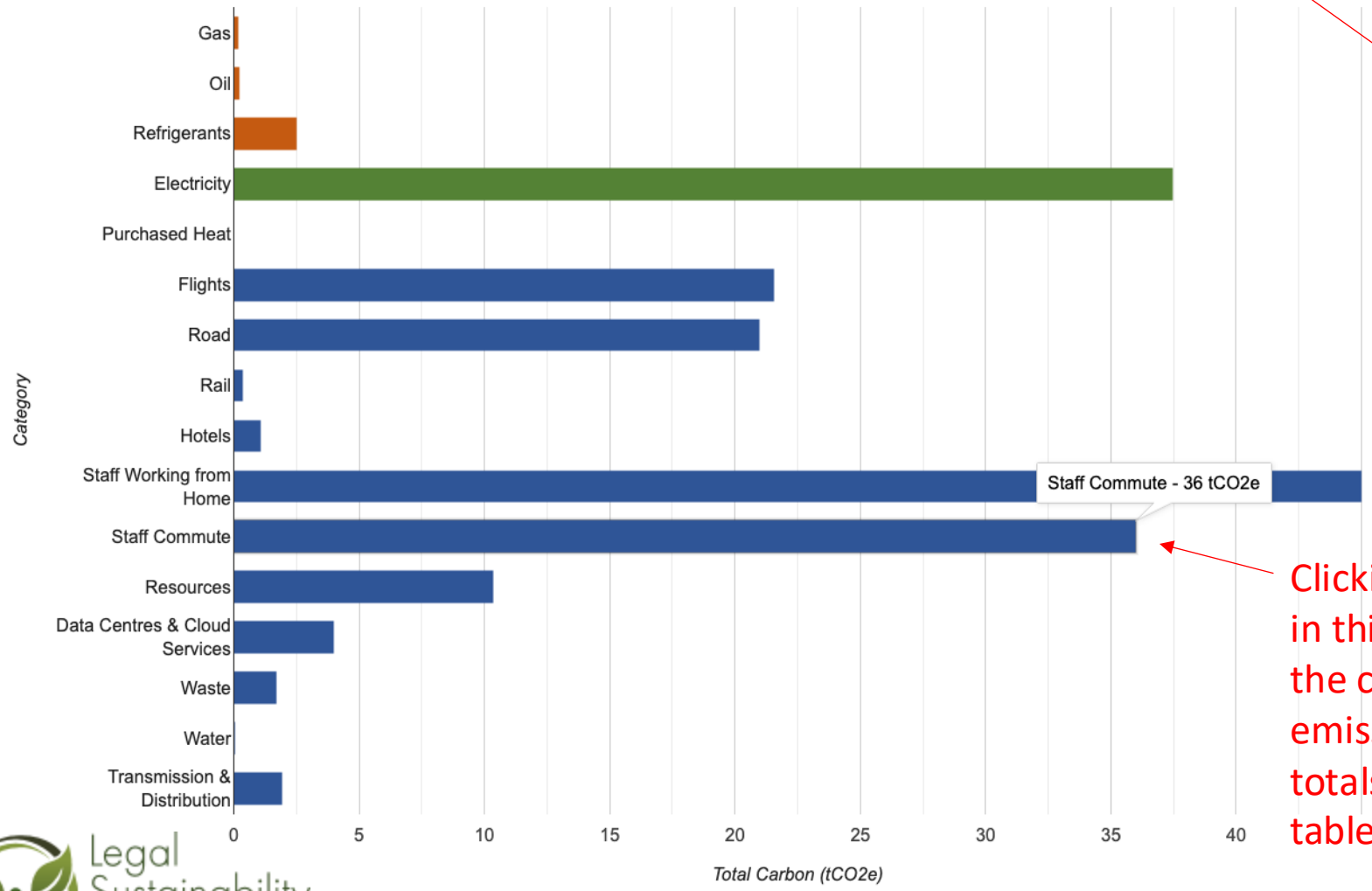
Any Lawfirm LLP Carbon Footprint

Date range: 1 January 2024 – 31 December 2024

Submitted by John Doe on 12 February 2025 at 2:32 pm

Edit this calculation

This is the sort of report that is generated.
You can print or download as a pdf.



Print this page

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Location based calculation: *

* Location based calculation uses grid average carbon emission factor for electricity

- Total Carbon (tCO2e): **183.3**
- Total Carbon per FTE (tCO2e): **1.83**
- Total Carbon per m2 floor space (tCO2e): **0.183**

General Notes:

- Firm name: **Jim Haywood**
- Offices included: **1**
- Total head count FTE: **100**
- Total floor space (m2): **1000**

Clicking on any of the bars in this chart will show you the carbon total for that emission source. These totals are also listed in a table (see next page).

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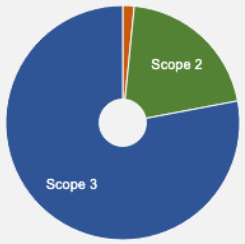
You can also go back to this and review or compare by selecting "Previous calculations" from the first page

The report page also includes a table showing each of the Scope 1, 2 & 3 sources of carbon emissions plus a pie chart showing the proportion of each. Scope 3 usually makes up between 80-95% of the total carbon footprint for most law firms and other professional services organisations.

Scope totals



Scope 1

Total: 2.9 tCO2e

- Gas - 0.18 tCO2e
- Oil - 0.22 tCO2e
- Refrigerants - 2.5 tCO2e

Scope 2

Total: 37.46 tCO2e

- Electricity - 37.46 tCO2e
- Purchased heat - 0 tCO2e

Scope 3

Total: 138.94 tCO2e

- Business travel: Flights - 21.57 tCO2e
- Business travel: Road - 20.99 tCO2e
- Business travel: Rail - 0.36 tCO2e
- Staff Working from Home - 45 tCO2e
- Staff Commute - 36 tCO2e
- Hotels - 1.07 tCO2e
- Resources - 10.35 tCO2e
- Transmission & Distribution - 1.91 tCO2e
- Data Centres & Cloud Services - 4 tCO2e
- Waste - 1.69 tCO2e
- Water - 0 tCO2e

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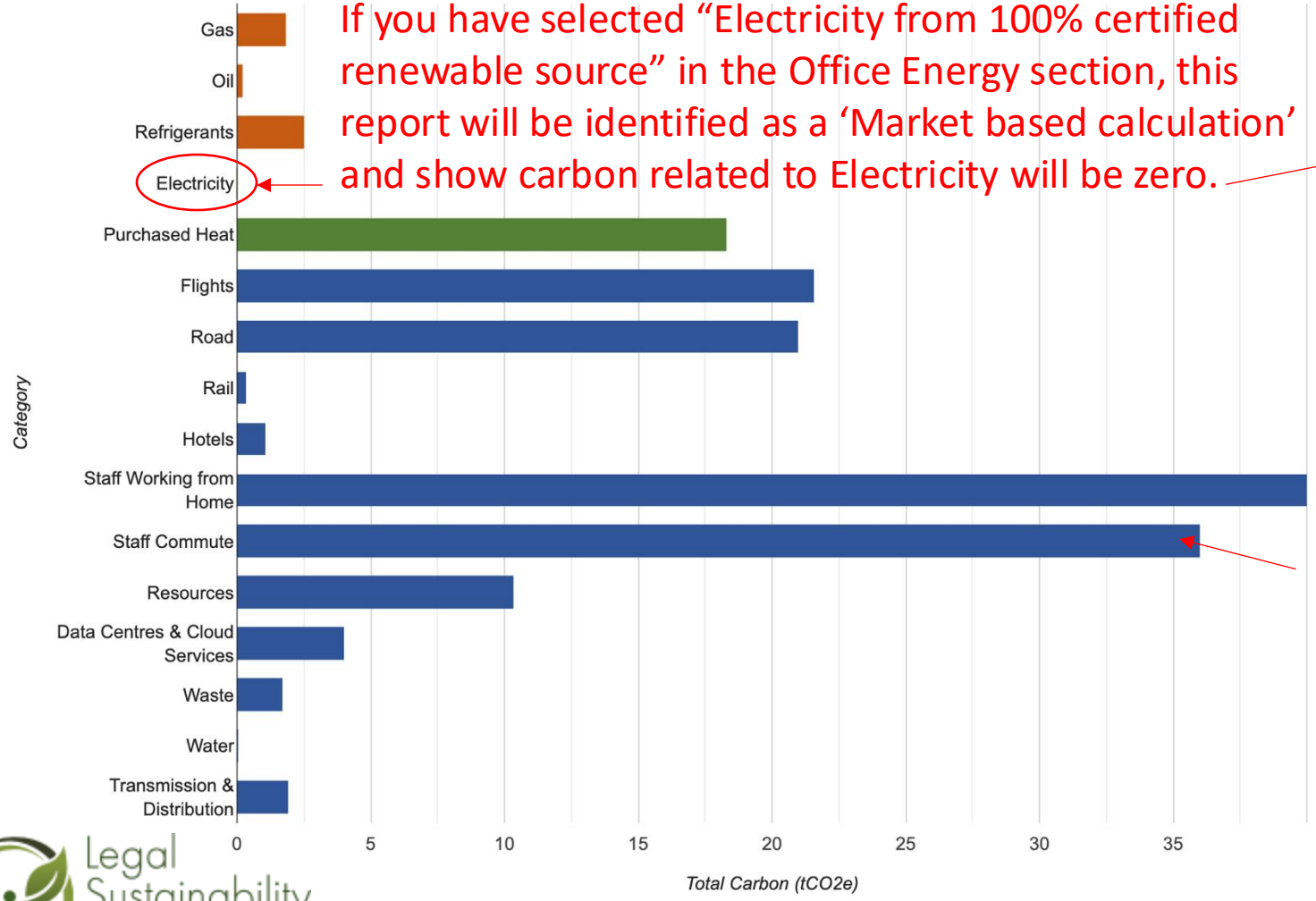
Any Lawfirm LLP Carbon Footprint

Date range: 1 January 2024 – 31 December 2024

Submitted by John Doe on 12 February 2025 at 2:32 pm

Edit this calculation

If you have selected “Electricity from 100% certified renewable source” in the Office Energy section, this report will be identified as a ‘Market based calculation’ and show carbon related to Electricity will be zero.



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Market based calculation: *

* Zero carbon emissions from 100% renewable electricity if using the market based calculation method

- Total Carbon (tCO2e): **160.78**
- Total Carbon per FTE (tCO2e): **1.61**
- Total Carbon per m2 floor space (tCO2e): **0.161**

General Notes:

- Firm name: **Jim Haywood**
- Offices included: **1**
- Total head count FTE: **100**
- Total floor space (m2): **1000**

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