

University of Melbourne Carbon Offsets Bank user instructions

Welcome to the Carbon Offsets Bank (COB). This app enables you to calculate and offset carbon emissions associated with your University activities. On the website and within the app you can access relevant information on ways to reduce your emissions, so feel free to use the app prior to your event or activity to assist with ideas to minimise your carbon footprint. If you decide to purchase carbon offsets, your purchase will be debited from your Themis code account once approved.

Queries and feedback

Please contact Teddy Bujor or Katie Mee with queries and feedback on the website or app.

Katie Mee: cmee@unimelb.edu.au
0434401291

Teddy Bujor: theodor.bujor@unimelb.edu.au
+61383441769

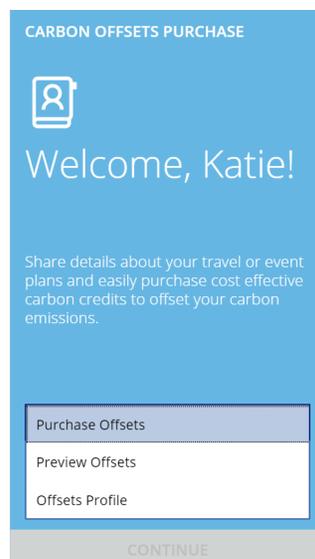
Let's get started!

Website

It all begins at the carbon Offsets Bank website <https://sustainablecampus.unimelb.edu.au/carbon-offsets-bank#home>. There is lots of information here on reducing carbon emissions, so have a look around. Once you're ready to calculate or purchase offsets, click on the "Calculate and/or Purchase Offsets" button. This will take you into the app.

Carbon Offsets Bank App

NOTE: Once in the app, click on  at any stage for additional information about the app and/or carbon emissions reduction.



Click on the arrow and select whether you want to:

- Purchase offsets –to calculate carbon emissions and then purchase carbon offsets from the COB.
- Preview offsets – to calculate your carbon emissions and have a summary of your calculations emailed to you for your information without purchasing carbon offsets
- Offsets profile – to see the profile of your total carbon offsets purchased through the COB app.

Click on “CONTINUE” to move on to the “User details” screen.

User details screen

User Details

Full Name
Katie Mee

Email
catherine.mee@unimelb.edu.au

Department
Administration and Finance

* Phone No
XX-XXXX-XXXX

* Themis Code eg. 01-9770-XX-XXXX-0000000-X24-XX-01

Approver
Find items

NEXT

- Name, email and department will be pre-populated
- Input your phone number
- Input the Themis code that the carbon offsets are to be charged to. Please ensure the format is correct, as per the example. *Not required if you selected “Preview Offsets”.*
- Add an approver for the transaction (the app will show a list of people to choose from as you type). *Not required if you selected “Preview Offsets”.*
- Click on “Next”

Offset type screen

Offset Type

Please select from one or more of the options below for you carbon offset purchase. Click the info button for details.

Category	kg CO2-e
Catering	
Transport	
Hotels	
Flights	
Other Emissions Sources (kg)	<input type="text" value="CO2-e (kg)"/>
Total CO2-e (kg):	0
Total Cost	\$0.00

BACK **SUBMIT**

Click on the category of the activity you would like to offset, for example Catering.

Catering [X] [✓]

Category: Vegetarian Meals

Total Cost (\$AUD):

CO2 equivalent (kg): 0

Add Entry **Remove All**

Total CO2-e (kg) 0

Catering [X] [✓]

Category:

- Vegetarian Meals
- Meals With Meat
- Desserts
- Non-alcoholic beverages
- Beer
- Wine and spirits
- Tea & coffee

Total Cost (\$AUD):

CO2 equivalent (kg): 0

Add Entry **Remove All**

Total CO2-e (kg) 0

Catering [X] [✓]

Category: Vegetarian Meals

Total Cost (\$AUD):

CO2 equivalent (kg): 0

Add Entry **Remove All**

Vegetarian Meals	\$80.00	63.2 kg CO2	
Meals With Meat	\$80.00	168.8 kg CO2	
Tea & coffee	\$20.00	22.6 kg CO2	

Total CO2-e (kg) 254.6

Click on the for information on catering and food emissions. Click on the dropdown arrow under “Category” to see the options. Use the scroll bar on the right hand side of the dropdown window to view more options.

Select your category option and input the Total Cost in Australian dollars. Click on “Add Entry”, and the emissions for that category option will be calculated and displayed below. To add additional categories, select from the dropdown. To delete entries, click on , or “Remove All”.

To back out without saving the input data, click on . When complete, click on the  to return to the Offset Type screen.

 Offset Type

Please select from one or more of the options below for your carbon offset purchase. Click the info button for details.

Category	kg CO2-e
 Catering	254.6
 Transport	
 Hotels	
 Flights	
Other Emissions Sources (kg)	<input type="text" value="CO2-e (kg)"/>
Total CO2-e (kg):	254.6
Total Cost	\$2.04

BACK **SUBMIT**

Once back at the Offset Type screen, add data for the other categories if required by clicking on the category and following the same steps. For example, if you are running an event you may want to offset catering, transport of attendees to the event, flights that are being taken specifically to attend the event, and hotel accommodation of travellers.

Flights

The Flights category currently requires you to calculate your carbon emissions using an external calculator (the link is provided) and type the carbon emissions into the input box. Flights can be calculated and added individually, or you can calculate the total in the external calculator and input the total tons. The “Flight details” field is freeform text and is for information only, to enable the capture of any relevant information about the flights.

ⓘ Flights ✕ ✓

Flights: Please obtain your carbon emissions [via this calculator](#), note the Total Tons then add them below.

Flight details (for info only)

Total carbon (tons)

Add Entry Remove All

Flight		
Mel-Lon return	6114 kg CO2	

Total CO2-e (kg) 6114

If you are previewing or offsetting emissions in all categories, your final Offset Type screen will look something like this.

Offset Type

Please select from one or more of the options below for your carbon offset purchase. Click the info button for details.

Category	kg CO2-e
 Catering	254.6
 Transport	23
 Hotels	270.6
 Flights	6114
Other Emissions Sources (kg)	<input type="text" value="100"/>
Total CO2-e (kg):	6762.2
Total Cost	\$54.10

BACK **SUBMIT**

If you want to edit any of the data, click on the relevant category and add/delete as required. To return to the User Details screen, click BACK.

Click SUBMIT to either:

- If you selected “Preview Offsets”, receive an email with a summary of your carbon emissions calculation – this completes the preview process, or
- If you selected “Purchase Offsets”, submit the carbon offsets purchase request to your approver for approval.

If you selected “Purchase Offsets”, but decide you just want the information but are not ready to purchase, do not click SUBMIT. Take a screenshot or otherwise record the information manually and close the app.

Thank you!

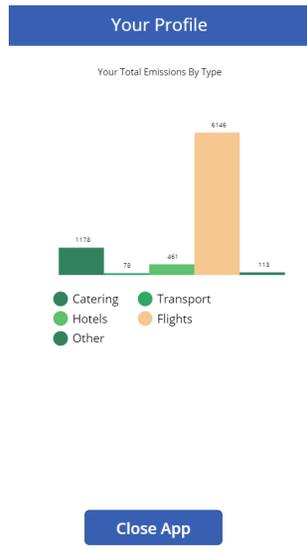


Your application has been submitted and is pending. You will receive a confirmation email shortly.

Your Profile

Close app

You can then close the app, or view your profile, which shows your total emissions processed through the app by type.



Once the request has been submitted, the Approver will receive an email containing a link to approve or reject the transaction (see below).

KM

Requested for Katie Mee <catherine.mee@unimelb.edu.au>

Created by Theodor Bujor <theodor.bujor@unimelb.edu.au>

Carbon Offset Purchase No. 49 from Katie Mee

Hi Katie Mee

This is an automated email to inform you that a new purchase request is pending your approval. Please review the item details below.

Name: Katie Mee
Department: Administration and Finance
Email: catherine.mee@unimelb.edu.au
Manager: Katie Mee
Themis code: 01-9770-XX-XXXX-000000-X24-XX-01

Total Offset: 6506.1 kg
Total Charged: \$52.05

Please contact carbon-offsets@unimelb.edu.au for more details.

Date Created: Tuesday, November 26, 2019 9:46 PM GMT

Approve

Reject

Clicking on the link will take them to the approvals screen, where they use the pane on the right to choose to Accept, Reject or Reassign the purchase approval and add a comment or feedback.

The screenshot shows the Power Automate interface for 'The University of Melbourne'. The main area displays 'Approvals' with a table of requests:

Request	Received	Details	Requester
Carbon Offset Purchase No. 51 from Katie Mee	Nov 27, 09:30 AM (3 min ago)	Hi Katie Mee This is an automated e...	Katie Mee
Carbon Offset Purchase No. 35 from Katie Mee	Nov 20, 12:33 PM (6 d ago)	Hi Katie Mee This is an automated e...	Katie Mee

The 'Respond' sidebar on the right shows the details of the selected request:

Overview
Approval: Carbon Offset Purchase No. 51 from Katie Mee
Requester: Katie Mee
Received: Nov 27, 09:30 AM (3 min ago)

Details
Hi Katie Mee
This is an automated email to inform you that a new purchase request is pending your approval. Please review the item details below.
Name: Katie Mee
Department: Administration and Finance
Email: catherine.mee@unimelb.edu.au
Manager: Katie Mee
Themis code: 01-9770-XX-XXXX-000000-X24-XX-01
Total Offset: 150 kg
Total Charged: \$1.2
Please contact carbon-offsets@unimelb.edu.au for more details.

Buttons: Confirm, Cancel

Once approved, you will receive a confirmation email and a certificate showing your carbon offset purchase, and your Themis code will be charged for the offsets.

Carbon Offset Bank Purchase

Total offset: 6506.1 Kgs
Total cost: \$52.05

Katie Mee
Administration and Finance

Thank you for your purchase, (ref no. 49) with details below:

Offset Type	Flights	Commuting	Catering	Hotel	Other
Kgs CO ₂	6114	36	73.5	270.6	12

Unit price: \$8 / TCO₂ Date submitted: 11/27/2019 8:45 AM

These offsets support the following projects:

- Renewable wind energy from the [Mutrah wind project](#) in India, which provides a range of co-benefits to local communities including educating young girls in gender rights, health and further training in addition to primary emissions abatement outcomes.
- [EcoAustralia credits](#) which combine a DELWP biodiversity registry credit ([Myamyn Conservation Australia](#) in Victoria) with an international carbon credit from the [Huochui Grouped Small Hydro](#) project in China, which mitigates greenhouse gas emissions, prevents local air pollution and benefits local communities.

Warm regards,

Carbon Offsets Bank
The University of Melbourne



THANKYOU!