Please read the following instructions before completing the Template

1. Does the format in which the data is pasted into the Excel template matter?

Yes, the format in which the data is pasted into the template does matter. Please check the following before uploading your data to the portal:

• That the data is pasted into the correct fields

• That the units used are the same as the ones available in the pull-down options. Please note: the dropdown fields are case sensitive

• That the pasted data does not contain any embedded formulas

• Row 9 of the Excel Template is an example row only and will not be included in your benchmarked data. Please DO NOT delete this example row or any of the rows above this.

You will receive an error message if data is pasted into the wrong column or with formulas, or pasted units are not the same as the ones available in the pull-down menus.

2. Why are the units of measurement that I entered into the excel template invalid?

Users must select the unit of measurement in the template from the pull down options. Any custom units entered will be considered invalid.

3. Why do the totals for GHG Emissions and Energy Intensity not calculate automatically on the excel template?

The GHG Emissions and Energy Intensity values will calculate automatically once you have completed the data validation process. You do not need to finalize the data for these values to calculate. After the data validation process, you can download the spreadsheet with GHG Emissions and Energy Intensity data via the "Excel template" button on the reporting portal.

Note: that there are no macros functions in this year's templates.

NOTE: Please DO NOT close the browser window during the downloading / uploading of the data. DO NOT move away from the page or close the browser.

Should you have any additional questions, please visit the Toolkit located on the reporting portal under the "Toolkit" tab on the homepage.

Otherwise, please feel free to contact us at BPSSupport@ontario.ca

Confirm consecutive 12-m	and Greenhouse Gas Emissions Reportin th Jan/2018 - Dec/2018 College Post-Secondary Educational Institution Canadore College	g - for 2018																												
				Total		Electricity	Electric	ity Natural	Natural	Fuel Oil	Fuel Oil	Fuel Oil	Fuel Oil	Propane	Propane	Coal Coa	Wood	i Wood	District Heating	District	Bernardia	If Yes,	District	District	December 2	If Yes,		a complete site (state	(arth) Dull first (Description	
Operation Name	Operation Type	Address City	Postal Code	Total Floor Area Unit	Avg hrs/wk	Quantity	Unit	Gas Quantity	Gas Unit	1 & 2 Quantity	1 & 2 Unit	4 & 6 Quantity	4 & 6 Unit	Propane Quantity	Propane Unit	Quantity Uni	l Wood t Quanti	i Wood ity Unit	Quantity	Heating Unit	Renewable?	If Yes, enter Emission Factor	Cooling Quantity	Cooling Unit	Renewable?	If Yes, enter Emission Factor	GHG Emissions (Kg) Energy Intensity (ekWI	h/sqft) Building / Operation	identifier Comments
Operation Name Stephenson Building	Operation Type Administrative offices and related facilities	Address City 2160 Yonge Street Toron		Total Floor Area Unit 135,034.00 Square feet		Quantity 2,181,065.00000	Unit IO kWh	Gas Quantity 125,300.000	Gas Unit	Fuel Oil 1 & 2 Quantity 110,000.0000	1 & 2 Unit	Fuel Oil 4 & 6 Quantity 23,000.00235	4 & 6 Unit	Propane Quantity	Propane Unit Litre	Coal Coa Quantity Uni Metric Te	I Wood t Quanti	ty Unit Metric Tonne	Quantity	District Heating Unit	Renewable?	If Yes, enter Emission Factor 0.00000	Cooling Quantity	District Cooling Unit KL Chilled Water	Renewable?	If Yes, enter Emission Factor 0.000) Energy Intensity (ekWI		Identifier Comments
Operation Name Stephenson Building Aviation	Classrooms and related facilities	55 Aviation Way North	h Bay P1B 8K9	Total Floor Area Unit 135,034.00 Square feet 7,871.00 Square me		Quantity	Unit IO kWh	Gas Quantity 125,300.000 142,837.555	Gas Unit 000 Cubic meter 500 Cubic Meter	1 & 2 Quantity	1 & 2 Unit	4 & 6 Quantity	4 & 6 Unit	Propane Quantity	Propane Unit Litre	Quantity Uni	I Wood t Quanti	f Wood Ity Unit Metric Tonne	Quantity	Heating Unit	Renewable?	If Yes, enter Emission Factor 0.00000	Cooling Quantity	Cooling Unit	Renewable?	If Yes, enter Emission Factor 0.000) Energy Intensity (ekWI	25.72164	
Operation Name Stephenson Building Aviation Canadore College	Classrooms and related facilities	55 Aviation Way North	h Bay P1B 8K9		ter 41.67	Quantity 2,181,065.00000	Unit 10 kWh 35 kWh	Gas Quantity 125,300.000 142,837.555	Gas Unit	1 & 2 Quantity	1 & 2 Unit	4 & 6 Quantity	4 & 6 Unit	Propane Quantity	Propane Unit Litre	Quantity Uni	I Wood t Quanti	t Wood ty Unit Metric Tonne	Quantity	Heating Unit	Renewable?	If Yes, enter Emission Factor 0.00000	Cooling Quantity	Cooling Unit	Renewable?	If Yes, enter Emission Factor 0.000) Energy Intensity (ekWI		
	Classrooms and related facilities		h Bay P18 8K9 h Bay P18 8K9	7,871.00 Square me	ter 41.67 ter 73.52	Quantity 2,181,065.00000 661,162.69795	Unit 10 kWh 25 kWh 20 kWh	Gas Quantity 125,300.000 142,837.55 603,777.23	Gas Unit 000 Cubic meter 500 Cubic Meter	1 & 2 Quantity	1 & 2 Unit	4 & 6 Quantity	4 & 6 Unit	Propane Quantity	Propane Unit Litre	Quantity Uni	t Quanti	ty Unit Metric Tonne	Quantity	Heating Unit	Renewable?	If Yes, enter Emission Factor 0.00000	Cooling Quantity	Cooling Unit	Renewable?	If Yes, enter Emission Factor 0.000	GHG Emissions (Kg) 289,588,573 1,271,621.823 393,042.105 68,411.149) Energy Intensity (ekWl 150 130	25.72164	