



# Emissions Management Tool

## Frequently Asked Questions

### Access and Cost

#### **Is there a cost to use the tool?**

No, the tool is free to RBA members and their suppliers.

#### **Is there a limit on how many suppliers can be added?**

No, RBA members can add as many suppliers as they like.

#### **Can initiative-only members use the tool as well?**

At this time the EMT is only available to RBA members and their suppliers.

#### **Are suppliers required to have RBA-Online accounts?**

RBA members can add suppliers that don't have RBA-Online accounts manually or by importing a list from Excel. Instructions on how to add suppliers can be found in our [member resource hub](#).

Note that using a supplier that has an [RBA-Online](#) profile will greatly improve the chances of a response and reduce the chance they receive duplicate requests.

#### **Is the tool available in multiple languages?**

Although the platform is currently only available in English, there are PDF copies of the survey questions in Chinese, Thai, and Vietnamese.

### Data

#### **What kind of environmental data does the EMT collect?**

The EMT collects essential emissions data, such as Scopes 1 and 2 values, reporting and verification status, and information on reduction targets and initiatives. Other environmental data, such as water and waste data, is not included in the EMT.

#### **Will this replace the existing Environmental Survey in RBA-Online?**

The Environmental Survey will not be released in 2023 so that other surveys can collect this information. The EMT doesn't collect water or waste data, so RBA will be releasing water and waste surveys before the April reporting season. Staff will provide resources to ensure a smooth transition to new surveys and a continuation of data for users.



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### RBA-Online

#### **I'm a new user to RBA-Online. Where can I find resources to help me navigate through the platform?**

RBA-Online resources and orientations are available [here](#), including resources for how to reset your password, manage users in your company, and create and manage trading relationships.

#### **How do I create an RBA-Online account for myself?**

If you're an RBA member, email [helpdesk@responsiblebusiness.org](mailto:helpdesk@responsiblebusiness.org) to get set up.

#### **How does the EMT manage company acquisitions?**

The EMT will manage acquisitions according to the same methods that RBA-Online manages all acquisitions and mergers. Facility data will be preserved and available, however users will be responsible for ensuring that their calculations follow the GHG Protocol's recommendations for company mergers. In RBA-Online, the "acquired" company may choose to remain a subsidiary, which will keep some corporate records separate in the RBA-Online platform. The company can also be aggregated into the parent company, in which all data records, including GHG data, will be held under the parent's company. For the latter, trading relationships will need to be re-established.

#### **How does RBA-Online uniquely identify companies?**

Suppliers with RBA-Online accounts have the option to enter a DUNS Code as part of their profile information. RBA-Online also maintains unique identification codes for each profile, including those that were uploaded via spreadsheet or manual entry.

#### **Can a supplier "push" data to their customers?**

Within RBA-Online, customers can see any data available at facilities and companies with which they have an established trading relationship. Suppliers can proactively create a trading relationship with their customers in order to make data available to them.

#### **How can I encourage my customers to use the EMT to request data from me?**

Although RBA staff are actively reaching out to members to engage in the process, messages from suppliers are a powerful way to encourage their participation. If they're RBA members, you can share the [outreach materials for the EMT](#), which explain the process and benefits.