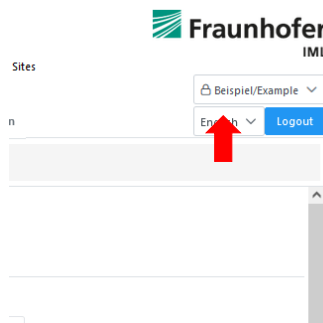


Guidance for using the REff Tool® - version 2.0

01.09.2022

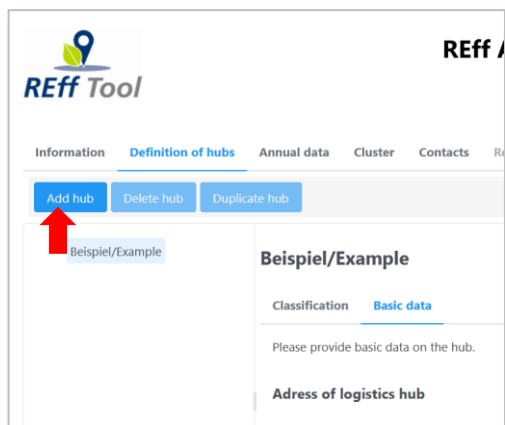
Why are changes impossible?



We have provided an example site for illustration. You can switch to the data base "Beispiel/Example" via the drop-down menu on the top right corner. The example is locked and cannot be changed.

For specifying own sites, please, switch back to your company database and click in section "definition of hubs" the button "Add hub".

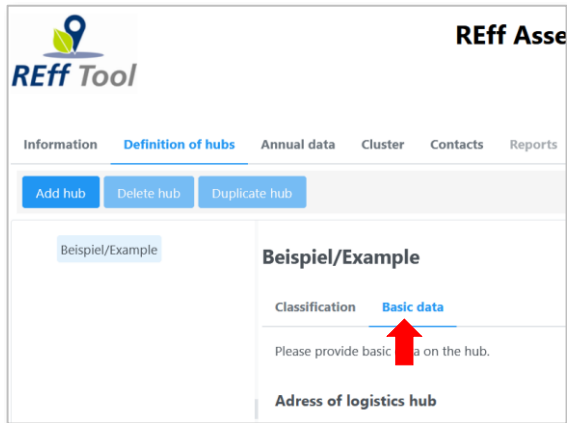
How can I add a new hub?



Select section "Definition of hub" and "add hub". Select sub section "Classification" of new hub and specify name, type, freight condition and – if relevant – hub cluster. Submit specified information. Subsequently, the relevant survey is elaborated for both "Basic data" and "Annual data".

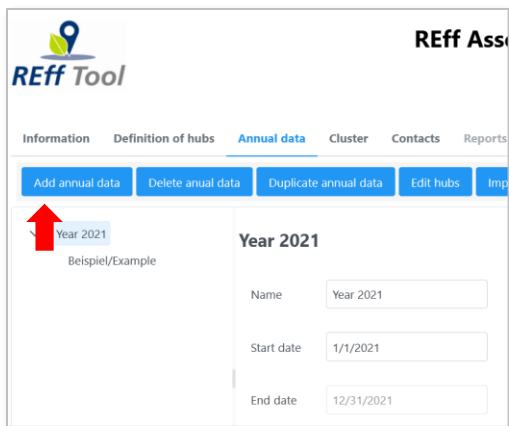
Whenever you change the subtype, this will change the survey as well.

How can I specify basic data for a specific hub?



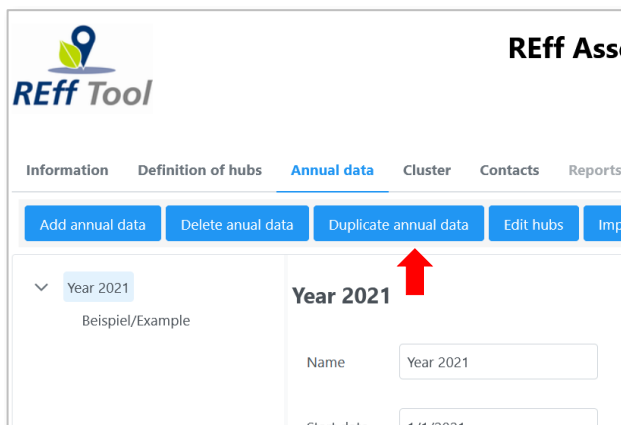
Select section "Definition of hub" and select a hub. In sub section "Basic data" you can specify the data, that usually does not change annually. Mandatory data, such as the country (Default: Germany), building year, size and operational information, is highlighted by an orange frame. As soon as you have provided this input, the colour disappears.

Where can I add a new balance year?



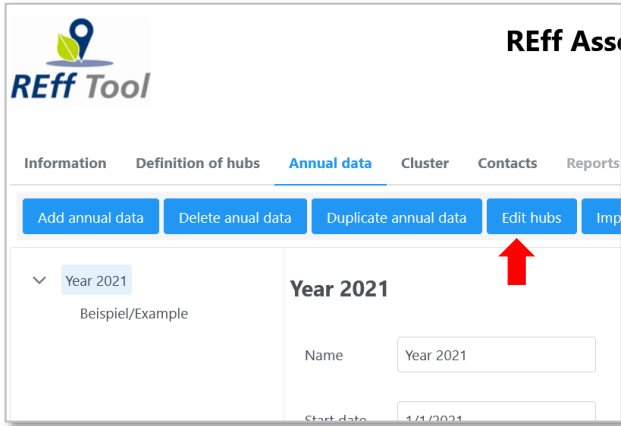
For specifying a new balance year, select section "Annual data" and "add annual data". Specify the name of the balance year (e.g. 2021) and define the start date. The end date is provided by the tool. By definition, a balance year of this tool refers to one year. Submit data and the balance year is provided in the tree.

How can I use an existing balance year for the next year?



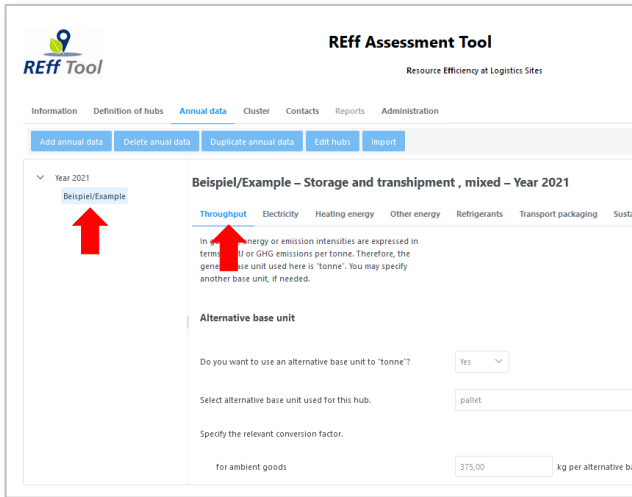
It is possible to duplicate an already existing balance year, e.g. when preparing the next year. Select section "Annual data" and "Duplicate annual data". A copy of the existing balance year is provided in the tree, covering the same sites and their specified annual data. Thus, you only need to adjust the relevant data that has changed over the years. Don't forget to rename the new balance year and set the correct start date.

How can I add relevant hubs to an existing balance year?



For attributing relevant hubs to a defined balance year, select section “Annual data” and the balance year in the tree. Press button “Edit hubs” and a new window will open. Here, select relevant hubs that have been defined previously in the section “Definition of hubs”. Press “Submit”. Be aware that when deselecting hubs of a balance year, the annual data might get lost. The selected hubs are shown in the tree of the balance year. Further hubs can be added later, if needed.

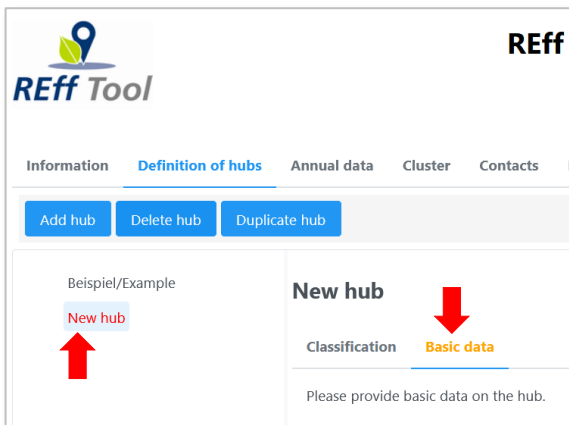
How can I specify annual data for a logistics sites / hub?



For the data input of annual data, select “Annual data” and then the relevant hub in the tree on the left-hand side. If no hub is shown in the tree, either expand the balance year or add relevant hubs to the balance year (see guidance above).

The annual data input is structured by means of a sub-menu referring to “Throughput”, “Electricity”, “Heating energy”, “Other energy”, “Refrigerants”, “Transport packaging” and “Sustainability measures”. Depending on the selected type of the hub/site, some issues may not be relevant and are therefore not provided.

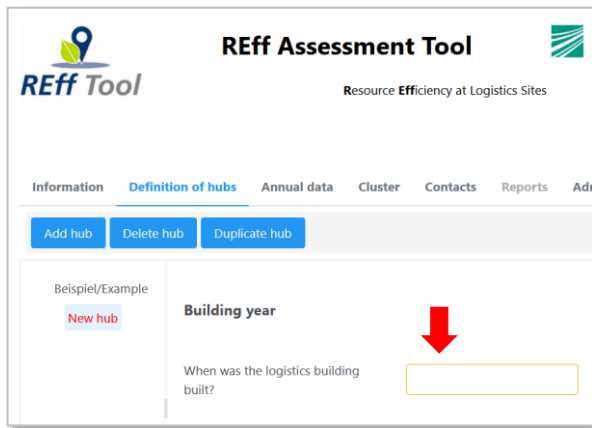
Which data is mandatory? How can I spot missing mandatory data?



For realizing conformity with current standards for GHG accounting as well as for establishing a minimum baseline for further analysis and research, some information is classified as mandatory. This data is highlighted by means of orange frames. As soon as you have provided input, the colour disappears.

As long as some mandatory “Basic data” is missing for a specific hub, the name is highlighted in red (font colour in tree of “Definition of hub”).

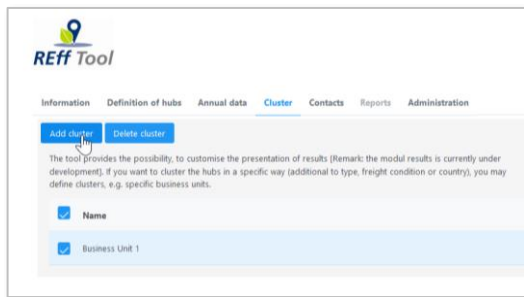
As long as some mandatory “Annual data” is missing for a specific hub, the name is highlighted



in red (font colour in tree of "Annual data" in relevant balance year).

For identifying the relevant sub section, where mandatory information is missing, the name of the sub section (e.g. Basic data, Throughput, Electricity) is highlighted in orange. If the font of the sub section is blue or grey, all mandatory information has been provided.

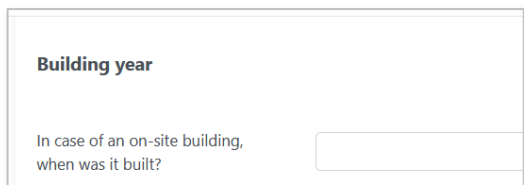
How can I add a new cluster and what are they used for?



Select section "Cluster" and add a new cluster. You can rename the cluster by selecting "edit this row" on the right-hand side of the row.

Those clusters can be used to customize the presentation of results [Remark: the module results is currently under development]. If you want to cluster the hubs in a specific way (additional to type, freight condition or country), you may define clusters, e.g. specific business units.

Which building year is referred to?



In "Basic data" ("Definition of hubs") we ask for the building year of the warehouse or on-site buildings at terminals. Those building may refer to offices required for the terminal's operation and/or warehouse buildings on site.

In the case of various buildings or tanks at a terminal of different ages, please, indicate the year when the site started their operation.

What shall I do, if I would like to add further consumption data which is not covered by the tool?

The screenshot shows the REff Assessment Tool interface. The top navigation bar includes 'Information', 'Definition of hubs', 'Annual data', 'Cluster', 'Contacts', 'Reports', and 'Administration'. The 'Annual data' section is active, showing a form for 'Year 2021'. The form fields are: Name (Year 2021), Start date (1/1/2021), End date (12/31/2021), and Comment (empty). A red arrow points to the Comment field. Below the Comment field is a 'Locked' checkbox (checked) and 'Submit' and 'Reset' buttons.

The tool bases on previous studies and research on carbon footprints of logistics sites. Due to the variety of sites, the tool might still not cover all resources possibly used at your specific sites.

Examples already noted are the use of process steam or other types of refrigerants.

In this case, please, inform us accordingly (i.e. site name, type of consumption, quantity incl. unit), by

- specifying consumption in the comment field in section "annual data" and/or
- sending us an email contact-ref@iml.fraunhofer.de

We will update the tool basing on the feedback received when providing the planned new modules.

Are you missing further guidance?

Please, send an email to contact-ref@iml.fraunhofer.de.