



**INSIGHT**  
Technology Solutions, LLC

# 2023 Greenhouse Gas Emissions Inventory

*Prepared in accordance with the requirements of the GHG Protocol  
Corporate Accounting and Reporting Standard, Revised Edition*

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## Certified By

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## 1. Introduction

Insight Technology Solutions, LLC (Insight) is an experienced U.S. Government contractor committed to providing high quality services and support to our customers, while meeting the highest standards of ethics and corporate responsibility.

As climate change has come to the fore as an important sustainable development issue, Insight is willing and able to do its part by participating in voluntary disclosure of our company's Scope 1 and Scope 2 greenhouse gas (GHG) emissions.

To do this, we have established a corporate reporting program in accordance with the requirements of the *GHG Protocol Corporate Accounting and Reporting Standard, Revised Edition* (the Standard), published by the World Resources Institute.

This is the second annual report we have published and make available publicly on our website at [www.insighttsi.com](http://www.insighttsi.com). Insight's reporting period is from December to November of each year with the report published in the following January.

## 2. Description of the Company and Inventory Boundary

### 2.1. Description of the Company

Insight is a U.S. Government contractor based in Annapolis, Maryland. We employ approximately 160 professionals working from three office locations, and on-site at customer facilities. During the reporting period, we maintained leased office facilities at the following locations:

<u>Headquarters Office</u>	<u>Baltimore Office</u>	<u>Suffolk Office</u>
170 Jennifer Rd. Suite 130 Annapolis, MD 21401	711 East Ordnance Rd. Suite 715 Baltimore, MD 21226	733 Thimble Shoals Blvd Suite 201 Newport News, VA 23606

We operate a conventional office-work-based business. Typical operations at two of these locations involve computer- and telephone-based work, with relatively minor printing, filing, and meeting demands. On-site employee amenities are also typical, including one or more break rooms with refrigerators, coffee makers, microwaves, water coolers, and dishwashers. The Suffolk location is a coworking facility.

### 2.2. Inventory Boundary

In accordance with the requirements of the Standard, Insight has established the following organizational boundaries for GHG reporting:

#### Control Approach

Under a control approach, a company accounts for 100 percent of the GHG emissions from operations under which it has control. It does not account for GHG emissions from operations in which it owns an interest but has no control.

#### Operational Control Criteria

Under the operational control approach, a company accounts for 100 percent of emissions from operations over which it or one of its subsidiaries has operational control.

### 2.3. Operational Boundary

In accordance with the requirements of the Standard, Insight has established the following operational boundaries for GHG reporting:

#### Scope 1: Direct GHG Emissions

Direct GHG emissions occur from sources that are owned or controlled by the company, for example, emissions from combustion in owned or controlled boilers, furnaces, vehicles, etc.; emissions from chemical production in owned or controlled process equipment.

#### Scope 2: Electricity Indirect GHG Emissions

Scope 2 accounts for GHG emissions from the generation of purchased electricity consumed by the company. Purchased electricity is defined as electricity that is purchased or otherwise brought into the organizational boundary of the company. Scope 2 emissions physically occur at the facility where electricity is generated.

Scope 3 (other indirect GHG emissions) are not included in the organizational boundary established by Insight for GHG reporting. If and when Scope 3 emissions are added to our reporting protocol, we will recalculate emissions in accordance with the Standard.

### 2.4. Covered Activities

As Insight does not report Scope 3 emissions, no list specifying covered activities is provided.

### 2.5. Reporting Period

This report encompasses the period from 01 December 2022 to 30 November 2023.

## 3. Information on Emissions

### 3.1. Total Scope 1 and Scope 2 Emissions

Insight's total Scope 1 and Scope 2 emissions for the reporting period are provided in Table 1.

**Table 1: Total Scope 1 and Scope 2 Emissions for the Reporting Period**

Scope 1 Emissions	Scope 2 Emissions
97 CO <sub>2</sub> -e (metric tons)	7 CO <sub>2</sub> -e (metric tons)

### 3.2. Emissions Data for All Six GHGs

A breakdown of emissions data for all six GHGs required by the Protocol is provided in Table 2.

**Table 2: Breakdown of Six GHGs for the 2023 Reporting Period**

CO <sub>2</sub>	24,731.3 lbs
CH <sub>4</sub>	1.2 lbs
N <sub>2</sub> O	0.2 lbs
HFCs	0
PFCs	0
SF <sub>6</sub>	0

### 3.3. Base Year Information and Emissions Profile

#### 3.3.1. Base Year

Insight’s base year is the period from 01 December 2021 to 30 November 2022, referred to as “2022”. Each subsequent reporting period is identified by the year of the latest month in the reporting period.

This year was selected because it is the most recent complete year with full, available records to support emissions calculation. The selection of the period of Dec-Nov, rather than simply using the calendar year is to enable prompt reporting immediately after the beginning of the new year, to match the company’s annual SAM.gov reporting cycle. This period allows enough time for receipt of utility bills and incorporation into the annual calculation by early January.

#### 3.3.2. Emissions Profile

Insight’s emissions profile over time is provided in Table 3.

**Table 3: Scope 1 and Scope 2 Emissions Profile Over Time**

Period	Scope 1 Emissions	Scope 2 Emissions
2022	124 CO <sub>2</sub> -e (metric tons)	10 CO <sub>2</sub> -e (metric tons)
2023	97 CO <sub>2</sub> -e (metric tons)	7 CO <sub>2</sub> -e (metric tons)

### 3.4. Standard for Base Year Recalculation

Insight will recalculate base year emissions if a significant change to the business and its operations is made. Such changes may include, but are not limited to, acquisition or divestment of a company, acquisition of real property, or the initiation of a new business line or operations involving new Scope 1 emissions. Per the Standard, the following circumstances shall trigger recalculation of base year emissions:

- Structural changes in the reporting organization that have a significant impact on base year emissions, such as transfer of ownership or control of emissions-generating activities or operations from one company to another
  - Mergers, acquisitions, and divestments
  - Outsourcing and insourcing of emitting activities
- Changes in calculation methodology or improvements in the accuracy of emission factors or activity data that result in a significant impact on base year emissions data
- Discovery of significant errors, or a number of cumulative errors, that are collectively significant

### 3.5. Emissions Data for Direct CO<sub>2</sub> Emissions from Biologically Sequestered Carbon, Reported Separately from the Scopes

Insight has no additional emissions data for direct CO<sub>2</sub> emissions from biologically sequestered carbon (e.g. CO<sub>2</sub> from burning biomass/biofuels), reported separately from the scopes, as no such activity was conducted during the period within the established inventory and operational boundaries.

### 3.6. Methodologies to Calculate or Measure Emissions

Insight calculates emissions using the methodology provided by the U.S. Environmental Protection Agency Center for Corporate Leadership's "Simplified GHG Emissions Calculator". This resource is accessible at the following website:

- <https://www.epa.gov/climateleadership/simplified-ghg-emissions-calculator>

Insight maintains a corporate SharePoint site which houses the completed calculation tool and all supporting documentation, such as utility bills, used to prepare the calculation.

### 3.7. Specific Exclusions

Insight has specifically excluded the emissions associated with purchased gas and electric utilities at our Suffolk office (733 Thimble Shoals Boulevard, Newport News, VA 23606) because this facility is a coworking space with a common utility meter for the building and records for Insight's energy consumption are not available. Insight utilities are included within the monthly rental fee and the energy utilization is not available. This office space is 142 square feet.