

Greenhouse Gas (GHG) Inventory Management Plan (IMP)

Organization Information

ANALYGENCE, Inc.
8115 Maple Lawn Blvd., Suite 110, Fulton, MD 20759
Inventory Point of Contact: Tom Peitler, Chief Operating Officer (COO)
T 240.249.2743; tpeitler@analygence.com
SAM UEI: MBQDZE4WPVX5
Website: www.analygence.com

Boundary Conditions

Our base year for measuring GHG emissions is 2022. This is the most appropriate year to baseline due to the office relocation and implementation of post-COVID remote work protocols – both of which are the two largest areas of potential emissions. ANALYGENCE uses the operational control approach to determine which facilities or operations are in our organizational boundaries for the purposes of the GHG emissions inventory.

ANALYGENCE leases all facilities and has no corporate-owned assets such as vehicle fleets. As such, there are no Scope 1 emissions.

For Scope 2 emissions, ANALYGENCE leased two facilities in our operational boundaries for 2022. The main office is 9,054 square feet in Fulton, MD (Bldg-01) with 19 employees and a small office in Lakehurst, NJ (Bldg-02) estimated at 2,000 square feet with 8 employees.

In 2022, ANALYGENCE moved its corporate headquarters to Fulton, MD to an energy efficient building. Our new office includes highly efficient use of electricity, provides well leveraged workspaces, new (improved) Information Technology (IT) infrastructure, and enhanced security. The location was selected for its accessibility to clients and convenience for Team Members, and it allows us to be immersed in our community. The new office space was designed with energy efficiency and safety in mind and features high-energy HVAC units, energy-efficient motion sensor light fixtures, double pane insulated glass, white Thermoplastic Polyolefin (TPO) roofing membranes, and low water flow fixtures. Low Volatile Organic Compounds (VOC) paint and adhesives were utilized in the construction, and storm water runoff is managed utilizing a state-of-the-art system that minimizes the effect on local waterways. Additionally, we designed an open workspace concept promoting social distancing. The building received LEED Gold certification. ANALYGENCE's recent office moves respect the integrity of the environment in which we operate and reflect our transformational efforts to be an innovative, cutting-edge, and growing company.

The space is leased and is not a part of the ANALYGENCE organizational boundary per GHG Protocol guidance on leased assets.

Based on EPA data, the estimated power usage was determined using location-based methodologies. The Bldg-01 is estimated to have used 139431 kWh per year and 169,310 Standard Cubic Feet (SCF) natural gas per year. The Bldg-02 is estimated to have used 27,600 kWh per year and 41,200 Standard Cubic Feet (SCF) natural gas per year.

ANALYGENCE does not report Scope 3 Indirect Sources for business travel and employee commuting. There is a negligible amount of product transport. ANALYGENCE does not collect data on personal vehicles or miles commuted. We do maintain data on employee work schedules and remote work policies. Since 2022, we have maintained or increased the remote work for employees who are eligible based upon customer requirements. As a result, our Scope 3 emissions have, and will most likely, continue to decline. However, our government clients requirements dictate whether employees are regularly commuting and the level of business travel that occurs.

Emissions Quantification

ANALYGENCE used the EPA Simplified GHG Emissions Calculator from May 2023 with the estimates for Office space use in the South and Northeast respectively. The guide for the process is available at:

https://www.epa.gov/system/files/documents/2022-09/Simplified_Guide_GHG_Management_Organizations.pdf. As a result the estimated Purchased and Consumed Electricity is equivalent to 51 CO2-e (metric tons).

The resulting estimate of emissions from Scope 2 Offices is in Table 1:

Table 1. Total Amount of Electricity Purchased by eGRID Subregion					Emissions		
Source ID	Source Description	Source Area (sq ft)	eGRID Subregion where electricity is consumed	Electricity Purchased (kWh)	CO2 Emissions (lb)	CH4 Emissions (lb)	N2O Emissions (lb)
Bldg-01	Fulton, MD Lakehurst,	9,054	RFCE (RFC East)	139,431	93,809.2	6.8	1.0
Bldg-02	NJ	2,000	RFCE (RFC East)	27,600	18,569.3	1.4	0.2
Total Emissions for All Sources				167,031	112,378.5	8.2	1.2

Data Management

The data source for the office square footage is from internal records in the COO organization. Every office is identified on an annual basis with any changes in square footage noted.

The data for emissions was estimated using the data on the “Help-Data Management” tab in the EPA Simplified GHG Emissions Calculator from May 2023. The Bldg-01 is located in the South and Bldg-02 is located in the Northeast for the purposes of estimation. Both fall into the Office category of Principal Building Activity.

Base Year Adjustments

There are no base year adjustments for 2022. New facilities are anticipated in 2023 for Hampton, VA and San Antonio, Texas.

Management Tools

The COO is responsible for monitoring new Scope 1 or Scope 2 elements and updating the GHG estimates annually. All data pertaining to facilities are maintained by the COO's office. The files are posted to the ANALYGENCE web site as well as on an internal SharePoint site where the COO, CEO, and administrative personnel have access.

Auditing and Verification

The COO prepares the estimate using corporate records and GHG Calculator, which is downloaded annually. The Director of the Program Management Office (PMO) reviews the records and calculations for:

- **Relevance:** Annually review all facilities, vehicles, and other emission elements using an EPA checklist. Organizational and operational boundaries are reviewed across all categories.
- **Completeness:** Ensure that all sources are accounted for and reported within the inventory boundary.
- **Consistency:** Ensure meaningful comparisons of emissions over time and document all changes to data, inventory boundary, methods, or other factors.
- **Transparency:** Maintain a clear audit trail and disclose all relevant assumptions and identify references.
- **Accuracy:** Ensure the quantifications are accurate enough to permit executive decision making on additional steps that can be taken to reduce emissions.

Collectively, ANALYGENCE's current activities demonstrate the importance of sustainability. However, we know there is room for improvement. While many of the ongoing efforts encourage sustainability, we continue to move ANALYGENCE in a direction that furthers new sustainable efforts.

Moving forward, we will translate our ongoing efforts into specific actionable items that can be monitored and measured so that we can more readily demonstrate the value of sustainability to our Team Members, clients, and communities. We will build on the success of existing forums and tools within ANALYGENCE to ensure continuity and establish new tools to facilitate open communication and transparency.