

# Environmental Summary

Snapshot of Environmental Performance

	2012	2013	2014	2015	2016	2017
<b>CO2e Emissions (Metric Tons)</b>						
Scope 1 - Direct Emissions from Operations <sup>1</sup>	7,823	8,158	7,909	10,645	8,244	9,680
Scope 2 - Indirect Emissions from Operations (Location Based Method)	105,811	109,364	108,877	100,861	92,344	90,185
Scope 2 - Indirect Emissions from Operations (Market Based Method)	40,476	38,639	39,681	44,038	46,108	47,182
Scope 1 + 2 - Emissions per Person (Location Based Method) <sup>1</sup>	3.61	3.75	3.59	3.24	2.69	2.64
Scope 1 + 2 - Emissions per Person (Market Based Method) <sup>1</sup>	1.53	1.49	1.46	1.59	1.46	1.50
<b>Energy + Water Consumption</b>						
Direct Energy Consumption (gigawatt-hours) <sup>1</sup>	41.86	43.56	42.20	41.21	36.26	34.83
Direct Energy Consumption per Person (MMBtu) <sup>2</sup>	4.16	4.32	4.19	4.09	3.60	3.14
Indirect Energy Consumption (gigawatt-hours)	271.06	275.74	275.23	268.50	260.14	252.96
Indirect Energy Consumption per Person (kWh)	8,606	8,795	8,465	7,806	6,965	6,684
Water Consumption - Office Only (million cubic feet)	18.58	16.77	17.04	16.49	17.35	16.51
Water Consumption per Person - Office Only (cubic feet)	591	535	524	480	465	436
Water Consumption - Office + Data Center (million cubic feet)	20.75	18.92	19.59	19.11	20.17	18.93
Water Consumption per Person - Office + Data Center (cubic feet)	659	604	603	556	540	500
<b>Waste</b>						
Total Wastestream (tons)	5,296	5,422	5,864	5,995	5,472	5,163
Landfill Waste (tons)	2,126	1,968	1,667	1,005	975	1,053

Energy Recovery (tons)	261	457	397	1,121	1,010	793
Total Recycled (tons) (excluded Energy Recovery)	2,909	2,997	3,801	3,869	3,488	3,317
Landfill Waste per Person (pounds) (using row30 FTE number starting '17)	129	119	102	58	52	56
Diverted Waste per Person (pounds) (using row30 FTE number starting '17) (excluded Energy Recovery starting 2017)	192	208	258	290	241	175
Diversion from Landfill Rate	60%	64%	72%	83%	82%	64%
<b>Operational Control Footprint</b>						
Employees	31,497	31,351	32,516	34,394	37,350	37,846

<sup>1</sup> Only 2015, 2016, 2017 include diesel generator consumption

<sup>2</sup> Restated as prior metric only included natural gas and employees at associated locations. Restatement includes diesel and employees from all locations.

## Total Real Estate Portfolio Reporting Coverage

% of square footage under operational control that has each utility/wastestream.

	NA	APAC	EMEA	Global
Electricity - Total	61%	15%	24%	100%
Actual	50%	15%	23%	89%
Estimated	11%	0%	0%	11%
Natural Gas - Total	47%	1%	11%	59%
Actual	35%	1%	9%	45%
Estimated	12%	0%	2%	14%
District Heating - Total	0%	0%	7%	7%
Actual	0%	0%	2%	2%
Estimated	0%	0%	5%	5%
District Cooling - Total	0%	2%	0%	3%
Actual	0%	2%	0%	2%
Estimated	0%	1%	0%	1%
Water - Total	60%	15%	12%	99%
Actual	40%	10%	6%	69%
Estimated	20%	5%	6%	31%
Waste - Total	60%	14%	9%	83%
Actual	40%	6%	7%	53%
Estimated	21%	7%	1%	30%
Energy Recovery - Total	31%	1%	15%	46%
Actual	31%	1%	15%	46%
Estimated	0%	0%	0%	0%
Single Stream - Total	60%	15%	19%	95%
Actual	40%	15%	17%	72%
Estimated	21%	0%	2%	23%
Confidential Paper/Shredding - Total	60%	14%	24%	98%

Actual	53%	10%	21%	84%
Estimated	7%	5%	2%	14%
Paper/Cardboard - Total	17%	8%	20%	46%
Actual	13%	8%	20%	41%
Estimated	4%	0%	1%	5%
Composting - Total	41%	8%	11%	60%
Actual	38%	8%	11%	57%
Estimated	3%	0%	0%	3%

# Carbon Emissions<sup>1</sup>

Breakdown of carbon emissions and REC/carbon offset purchases

	Total Scope 1	Total Scope 2 Location Based Method	Total Scope 2 Market Based Method	Total Scope 1 & 2 Location Based Method	Total Scope 1 + 2 REC Market Based Method	Scope 3				Total CO2e Scope 3	Total Location Based Method	Total Market Based Method	Total Scope 1+ 2 Per Person Location Based Method	Total Scope 1+ 2 Per Person Market Based Method	Scope 3 Per Person
						Business Travel	Employee Commute	Waste	Grid Loss						
2012	7,823	105,811	40,476	113,634	48,299	23,654	54,354	649	7,007	85,663	199,297	133,962	3.61	1.53	2.72
2013	8,158	109,364	38,639	117,522	46,797	23,791	54,354	568	7,342	86,054	203,577	132,851	3.75	1.49	2.74
2014	7,909	108,877	39,681	116,787	47,590	25,325	54,354	1,352	7,214	88,245	205,031	135,835	3.59	1.46	2.71
2015	10,645	100,861	44,038	111,506	54,683	29,767	59,629	505	8,540	98,441	209,947	153,124	3.24	1.59	2.86
2016	8,244	92,344	46,108	100,588	54,353	15,631	64,754	450	6,196	87,031	187,619	141,384	2.69	1.46	2.33
2017	9,680	90,185	47,182	99,865	56,862	23,870	65,613	637	6,162	96,283	196,148	153,145	2.64	1.50	2.54

	Wind REC Purchase (kWh)	Hydro REC Purchase (kWh)	Total REC Purchases (kWh)	Carbon Offset Purchase (metric tons)
2012	200,057,000	1,057,000	201,114,000	24,396
2013	207,108,500	2,108,500	209,217,000	30,043
2014	213,187,000	2,167,000	215,354,000	33,000
2015	203,417,000	3,167,000	206,584,200	26,000
2016	219,665,000	2,135,000	221,800,000	29,767
2017	191,165,000	2,060,000	193,225,000	15,631

	Air		Car		Rail		Total	
	Miles	Emissions	Miles	Emissions	Miles	Miles	Miles	Emissions
2012	87,580,436	23,159	616,452	243	1,361,924	252	89,558,812	23,654
2013	87,855,451	23,317	623,614	245	1,235,160	229	89,714,225	23,791
2014	94,817,150	24,811	625,478	246	1,500,598	268	96,943,226	25,325
2015	106,474,227	29,208	642,586	253	1,730,812	306	108,847,625	29,767
2016	61,580,164	15,186	611,357	210	1,335,670	235	63,527,191	15,631
2017	93,884,193	23,352	547,126	215	1,709,857	303	96,141,176	23,870

<sup>1</sup> Scope 3 emissions have been updated to include grid loss.

## Utility Consumption

Breakdown of utility consumption between office and data center locations

Electricity	Data Center kWh	Data Center GWh	Office kWh	Office GWh	Total GWh	Office kWh per Person	D.C. kWh per Person	Total per Person
	2012	43,030,033	43	222,671,649	223	266	7,080	893,357
2013	46,749,318	47	223,229,972	223	270	7,123	3,690,736	8,611
2014	49,129,569	49	219,969,756	220	269	6,767	4,754,474	8,276
2015	50,667,501	51	206,943,592	207	258	6,019	5,066,750	7,490
2016	54,366,283	54	195,371,708	195	250	5,232	6,396,033	6,686
2017	54,945,884	55	188,133,936	188	243	4,972	5,887,059	6,423
District Heating	Data Center Usage kWh	Data Center Usage GWh	Office Usage kWh	Office Usage GWh	Total GWh	Office kWh per Person	D.C. kWh per Person	Total kWh per Person
	2012	0	0	5,106,522	5.11	5.11	2,048	0
2013	0	0	5,382,943	5.38	5.38	1,859	0	1,859
2014	0	0	5,308,191	5.31	5.31	1,564	0	1,564
2015	0	0	9,145,111	9.15	9.15	2,348	0	2,348
2016	0	0	9,478,285	9.48	9.48	2,239	0	2,239
2017	0	0	8,986,563	8.99	8.99	2,013	0	2,013
District Cooling	Data Center Usage kWh	Data Center Usage GWh	Office Usage kWh	Office Usage GWh	Total GWh	Office kWh per Person	D.C. kWh per Person	Total per Person
	2012	0	0	249,352	0.25	0.25	162	0
2013	0	0	377,980	0.38	0.38	209	0	209
2014	0	0	823,235	0.82	0.82	667	0	667
2015	0	0	1,741,409	1.74	1.74	1,290	0	1,290
2016	0	0	928,033	0.93	0.93	637	0	637
2017	0	0	891,591	0.89	0.89	608	0	608

Natural Gas		Office MMBtu	Data Center MMBtu	Total Usage MMBtu	Total MMBtu per Person						
	2012	140,181	2,650	142,831	7.06						
	2013	145,475	3,144	148,619	7.59						
	2014	140,967	3,036	144,003	7.28						
	2015	134,191	2,633	136,823	6.91						
	2016	114,230	2,548	116,778	5.57						
	2017	112,257	2,849	115,106	5.76						

  

Water		Office Usage CF	Data Center Usage CF	Total Usage CF	Total Usage 1M CF	Total Usage Cubic Meters	Office CF per Person	Data Center CF per Person	Total CF per Person	Office CF per Sq Ft	Data Center CF per Sq FT	Total CF per Sq Ft
	2012	18,581,969	2,165,891	20,747,860	20.75	587,496	591	44,967	659	2.64	9.41	2.85
	2013	16,766,103	2,158,775	18,924,878	18.92	535,877	535	170,430	604	2.39	9.38	2.61
	2014	17,039,199	2,555,250	19,594,449	19.59	554,836	524	247,282	603	2.42	11.11	2.69
	2015	16,494,686	2,616,924	19,111,610	19.11	541,164	480	261,692	556	2.48	10.28	2.77
	2016	17,348,667	2,817,285	20,165,952	20.17	571,019	465	331,445	540	2.54	10.49	2.84
	2017	16,513,522	2,420,723	18,934,245	18.93	536,142	436	259,363	500	2.31	10.52	2.57



## Waste Stream/Composting/Paper Consumption

Breakdown of corporate waste and paper consumption

### Waste - Total Tonnage (US Short Tons)

	Landfill Waste	Waste to Energy	Composting	Shredding	Single Stream	Paper & Cardboard	Universal Recycling	IT Recycling	Total Diverted from Landfill	Total Waste Stream	Diversion Rate
2012	2,126	261	349	1,352	954	254	N/A	N/A	3,169	5,296	59.85%
2013	1,968	457	328	1,257	1,141	148	5	117	3,454	5,422	63.70%
2014	1,667	397	526	1,889	842	205	11	327	4,197	5,864	71.57%
2015	1,005	1,121	634	1,661	911	213	4	447	4,990	5,995	83.23%
2016	975	1,010	576	1,496	720	272	4	421	4,498	5,472	82.19%
2017	1,053	793	486	1,426	916	270	11	207	3,317	5,163	64.24%

### Composting

	Tons Compost	Total Diversion w/o Compost	Composting per Person (tons)	Composting per Person (lbs)	Composting per Sq Ft (lbs)
2012	349	2,821	0.0256	51.2178	0.2074
2013	328	3,126	0.0250	50.0115	0.1955
2014	526	3,672	0.0338	67.6303	0.2860
2015	634	4,356	0.0366	73.1300	0.3523
2016	576	3,922	0.0275	55.0878	0.2881
2017	486	3,624	0.0222	44.3409	0.2183

**Paper**

	US			Canada			Europe			Asia Pacific
	Total Tonnage	% Virgin Paper	% Recycled Paper	Total Tonnage	% Virgin Paper	% Recycled Paper	Total Tonnage	% Virgin Paper	% Recycled Paper	Total Tonnage
2012	947	33%	67%	83	6%	94%	195	29%	71%	123
2013	738	19%	81%	62	36%	64%	345	45%	55%	142
2014	606	24%	76%	41	10%	90%	307	44%	56%	138
2015	491	29%	31%	31	99%	1%	237	33%	67%	136
2016	325	28%	72%	24	44%	56%	75	2%	98%	N/A
2017	311	28%	72%	16	14%	86%	61	31%	69%	136