



## **The Climate Registry**

### **User's Guide for the *Climate Registry Information System (CRIS)***

**A Guide for Verification Body Administrators, Lead  
Verifiers & Verifiers**

*Version 1.0 | June 2010*

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## Introduction

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If you are verifying a Climate Registry Member's emissions this User's Guide will help you understand how to use the Climate Registry Information System (CRIS).

CRIS is The Registry's online GHG calculation, reporting, and verification tool. CRIS also provides public access to The Registry's verified emission reports.

CRIS is used by the following groups:

- **Members:** To calculate and/or report their emissions to The Registry
- **Verifiers:** To review and assess a Member's annual emissions
- **The general public:** To view verified public emission reports
- **The Climate Registry:** To manage and administer annual reporting and verification processes

This guide provides a general overview and introduction to the key features of CRIS. Whether you are a first-time or returning user, it will help you understand the most common tasks and functionalities that you will encounter during the reporting process.

The guide is organized into four sections:

**Section 1: Users and Roles** –reviews the responsibilities and privileges for each type of user

**Section 2: Navigation** –provides general tips on how to move around the application.

**Section 3: Steps to Verifying** –provides an overview of the key functions in the verification process.

**Section 4: Additional resources and contact information** –outlines where to go for more information on CRIS and how to get additional assistance from The Registry.

**Appendix: Access Member CRIS Account** – reviews the process a Member goes through to give a Verification Body access to their data and accept the verification statement

## Section 1. Users and Roles

Before you can verify any emissions, The Registry must create an account in CRIS for your Verification Body. Only accredited, Registry-recognized Verification Bodies receive an account in CRIS.

Once The Registry has created a Verification Body account in CRIS, individual access is assigned to a “Verification Body Administrator”, or VBA, the primary contact for the Verification Body’s CRIS account. The VBA is responsible for adding other users, creating them as either Lead Verifiers or Verifiers, and granting them access to Members’ reports for verification activities. If you do not have access to CRIS, please check with your Verification Body Administrator. He/she can create an account for you in CRIS as either a Lead Verifier or Verifier.

After users have been created they will receive an email from [system@crisreport.org](mailto:system@crisreport.org) with a username and password that will allow them to log into CRIS for the first time.

### *User Roles in CRIS*

A **Verification Body Administrator** can:

- Update your Verification Body’s information
- Create other users: Lead Verifier, Verifiers
- Assign Lead Verifiers and Verifiers to Member accounts (coming in the future)
- To assign your Verification Body Administrator you should send an e-mail to [cris@theclimateregistry.org](mailto:cris@theclimateregistry.org) and provide the first and last name and e-mail address of the individual who will serve as the Verification Body Administrator.

A **Lead Verifier** can:

- Update your Verification Body’s information
- Create other users: Lead Verifier, Verifiers
- Run a quality assurance check to identify common errors
- Submit verification findings
- Run reports to view emissions details or GHG totals at the facility or entity level

A **Verifier** can:

- View your Verification Body’s information
- Run a quality assurance check to identify common errors
- Run reports to view emissions details or GHG totals at the facility or entity level

## Creating Users

Assigning users to your Verification Body's account grants them permission to Members that have added your Verification Body to their account and moved their "workflow" to Verification in Progress.

Permissions of Users Able to be created

**Verification Body Administrators** are able to create Lead Verifiers and Verifiers

**Lead Verifiers** are able to create Verifiers

**Verifiers** are not able to create users

**Step 1:** Within the **Physical Inventory** tab, click on the **Contacts** button on the left hand side of the screen and then click on the "Add Contact" button.

Susan Fitzhenry - Verification Body Administrator

Home | **Physical Inventory** | Emissions Inventory | Analysis and Reports | Resources

Overview  
Verification Body (1)  
**Contacts (2)**

Program Guidelines [Hide](#)

TCR: Contacts are people who have user access to CRIS as representatives of your entity. By assigning a role to a new user, you can limit the user to perform certain functions within the system. To add a contact click the add button, or select a contact to view their details. Consult the Getting Started [More >>](#)

Contact	User Name	Role	Email Address	Recent
Fitzhenry, Jill	jfitzhenry	Lead Verifier	anja@theclimateregistry.org	Jun-22-2010
Fitzhenry, Tony	tfitzhenry	Verifier	anja@theclimateregistry.org	Jun-22-2010

Results 1 - 2 of 2.

[Add Contact](#)

**Step 2:** Select the new contact's role, Lead Verifier or Verifier and complete the remaining required fields on the "Add Contact" field screen.

**Add Contact**

Program Guidelines [Hide](#)

TCR: View or update Contact details from this page. You must assign a Role to each new Contact to determine their access permissions to data. The next screen will allow you to assign this to a specific entity or facilities.

Role \* Select Role  
Select Role  
Lead Verifier  
Verifier

User Name \* [Check Availability](#) only letters (a-z)(A-Z), numbers (0-9), and special characters (- \_ .) are allowed

Email Address \*

First Name \*

Middle Initial

Last Name \*

Title

Contact Active From Date \* June 29 2010

Contact Active To Date

Address Information [< Less](#)

Address Line 1 \*

**Step 3:** Click the **“Next”** button after completing the contact information to assign the Lead Verifier or Verifier to your organization.



Once you have assigned the new contact to your Verification Body, you will need to save the contact. The **“Save & Close”** button will take you back to the Contacts page. The **“Save & New”** button will complete the creation of a contact and start the process for creating a new contact. The **“Save”** button will save the data entered but leave you on the same page. The **“Cancel”** button will cancel any action taken and leave you on the same screen.

## Section 2: Navigation

This section explains CRIS' key sections, and how you will navigate between them.

At the top of each page in CRIS, the following menu identifies the main sections associated with reporting your emissions:

[Home](#) | [Physical Inventory](#) | [Emissions Inventory](#) | [Analysis and Reports](#) | [Resources](#)

### Home

On this page you can find an explanation of the tool bars located at the top of the screen as well as announcements.

### Physical Inventory


The Physical Inventory section is where you will manage your Verification Body information and contacts. Key information is listed, including your mailing addresses and contacts.

### Emissions Inventory

Once you have been granted access to a Member's inventory, will verify Climate Registry Member emissions and upload a verification statement in the Emissions Inventory section.

### Analysis and Reports

The Analysis and Reports section allows you to run standardized reports once you have been granted access to a Member's inventory. You can also generate reports providing detail on one or more facilities, or a summary of GHG emissions for a Member.




<p><b>TIP</b></p> 	<p><b>TIP:</b> While we are updating our software to produce reports in an Excel format, you may request a data extraction:</p> <p>Data extractions result in an Excel spreadsheet in tabulated format that can be easily sorted for purposes of calculation and analyzing data.</p> <p>The process for requesting a CRIS data extraction is as follows:</p> <ol style="list-style-type: none"><li>The Verification Body must have received a COI determination letter of LOW for the Member <u>and</u> fully executed contract for verification services with the Member; <b>OR</b></li><li>The Member must either submit the request directly or grant permission for The Registry to send the data extraction to the Verification Body.</li><li>Please submit the request by e-mailing <a href="mailto:CRIS@theclimateregistry.org">CRIS@theclimateregistry.org</a>. Be sure to note the Member name. For obvious reasons, the Member's CRIS report should be Verification Ready prior to submitting the data extraction request. Requests will be processed in 5 business days.</li></ol>
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## Resources

The Resources section includes helpful resources for both Members of Registry and reporters to regulatory programs for the state of Nevada and Massachusetts.

### Buttons

In the upper right hand corner of every screen you will see your name and user type. Some screens also contain the following quick links:

-  **Logout** – Close your session and securely log out of CRIS
-  **My Account** – Manage your password, security question and contact information
-  **Help** – In the future this area will contain help resources

### Common Buttons

Common buttons in the application include:



**Save & Close** – Saves data on the page and returns you to the page you were previously on.

**Save & New** – Saves data entered and starts the process over (e.g. allows you to create another new contact).

**Save** – Saves data that has been entered on the screen. You will remain on the same screen.

**Cancel** – Cancels any action taken. You will remain on the same screen.

### Managing Verification Body Information

#### Verification Body Information:

The Verification Body information allows you to update information on your firm including the description, address and contacts.

Navigate to Verification Body information by clicking on: Physical Inventory → Verification Body

Verification Body Details | Gilbert Verification LLC

Program	TCR		<b>Related Items</b> <a href="#">Contacts</a> <a href="#">Address History</a>
Verification Body Name	Gilbert Verification LLC		
Description	<input type="text"/>		
Verification Body Active From Date *	June	17 2010	
	<input type="checkbox"/> Verification Body Active To Date		
Address Information	<a href="#">&lt; Less</a>		
	<b>Physical Address</b>	<b>Mailing Address</b>	
	<input type="radio"/> Private <input checked="" type="radio"/> Public	<input checked="" type="checkbox"/> Same as Physical Address <input type="radio"/> Private <input checked="" type="radio"/> Public	
Address Line 1 *	<input type="text" value="1000 Main"/>	<input type="text"/>	
Address Line 2	<input type="text"/>	<input type="text"/>	
Address Line 3	<input type="text"/>	<input type="text"/>	
City *	<input type="text" value="LA"/>	<input type="text"/>	
Country	<input type="text" value="United States"/>	<input type="text"/>	
State/Region	<input type="text"/>	<input type="text"/>	
Postal Code *	<input type="text" value="90057"/>	<input type="text"/>	
<input type="button" value="Cancel"/>			

## Section 3: Steps to Verifying

The steps to verifying section reviews both the tools available to you in CRIS as well as the “workflow” you will need to progress through to submit a verification statement in CRIS.

The following tools are available to help you verify an organization’s GHG emissions:

- **Reports** – view GHG data by entity or facility as well as by scope or source
- **View Detailed Information** – view Member uploaded documents and contact information
- **Facility Details Information** – clicking on the facility name allows you to review:
  - Quality Assurance Logs
  - A facility submission report (versioned snapshots of when the data was last modified)
  - How the Member entered data

### Reports

Reports let you review all of the emissions information that a Member has entered in a condensed format. You can run a report at anytime once a Member has granted your Verification Body access. As a Lead Verifier or Verifier, you have access to “Standard Reports”.

#### Standard Reports

The Standard Reports tab shows all of the emissions data entered for an entity or a facility. To access Standard Reports:

1. Navigate to :“Analysis and Reports Section” → “Standard Reports” → Report Type
2. Click on the “Entity Emissions Details (Private)” link.

The screenshot displays the CRIS: Climate Registry Information System interface. At the top, the title "CRIS: Climate Registry Information System" is on the left, and "The Climate Registry" logo is on the right. Below the title, the user "Anja Gilbert - Primary Entity Administrator" is logged in. The navigation menu includes "Home | Physical Inventory | Emissions Inventory | Analysis and Reports | Resources". The main content area is titled "Standard Reports" and features a search bar with a "Clear" button. A list of report types is shown, with "Entity Emissions Details (Public)" highlighted in yellow. The list includes: "Entity Emissions Details (Private)", "Entity Emissions Details (Public)", "Entity Emissions Summary (Private)", and "Entity Emissions Summary (Public)".

3. Select the entity for which you'd like to run a report, use the filters to select the year and geographical area, specify pdf as the format and click "View Report".

Home | Physical Inventory | Emissions Inventory | Analysis and Reports | Resources Anja Gilbert - Responsible Official

Overview

Standard Reports

Administrative Reports

Adhoc Reports

### MassDEP Facility Total Emissions Report

Report By Entity \* AGPOJ Mass Ent

Report By Facility \* AGPOJ Facility #1

Emissions Year \* 2009

Report Format \* PDF

View Detailed Information Cancel

**View Report**

## View Detailed Information

The "View Detailed Information" button will display the facility name, facility category, geographic category, state, NAICS code, and the description of an entity or facility. This section also provides you with access to any uploaded documents but does not display emissions data:

Home | Physical Inventory | Emissions Inventory | Analysis and Reports | Resources

Overview

Standard Reports

Administrative Reports

Adhoc Reports

### Entity Emissions Details (Private)

Report By Entity \* Widgets Entity #2

Emissions Year \* 2009

Geographical Area \* North America

Report Format \* PDF

View Detailed Information Cancel

View Report

### Detailed Information

Entity Name Widgets Entity #2

Physical Address 1000 Main St, Los Angeles, United States, 90057

Mailing Address 1000 Main St, Los Angeles, United States, 90057

Public Relations Address 1000 Main St, Los Angeles, United States, 90057

Entity Contacts Anja Gilbert,

Emissions Year 2009

Facility Name Widgets Facility #2.1,

Entity Documents

Document Name	Document Description	Document Type	Status	Date Added
<a href="#">Widgets Facility #2.1_2009_Submit</a>	Widgets Facility #2.1_2009_Submit	Verification Statement	Public	06-17-10
<a href="#">Verification Finding_Thu Jun 17 04:57:59 GMT 2010</a>	Verification Finding_Thu Jun 17 04:57:59 GMT 2010			

Facility Documents

Facility Name	Document Name	Document Description	Document Type	Status	Date Added
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Entity Addresses			
Address Type	Address	Begin Date	
Physical Address	1000 Main St , Los Angeles , United States, 90057	06-16-10	
Mailing Address	1000 Main St , Los Angeles , United States, 90057	06-16-10	
Public Relations Address	1000 Main St , Los Angeles , United States, 90057	06-16-10	
Entity Contacts			
Name	Contact Type	Begin Date	
Anja Gilbert	Primary Entity Administrator	06-16-10	
Facilities			
Facility Name	Operational Control	Begin Date	
Widgets Facility #2.1	Need to do	06-16-10	
Emissions Years			
Emissions Year	Consolidation Methodology	Reporter Type	Date Added
2009	Operational Control Only		02-24-10
Verification Body			
Verification Body Name	Begin Date	End Date	
Zorovich Verification Services	04-26-10		

Start by navigating to the submissions page by clicking on: Emissions Inventory → Submissions

Home | Physical Inventory | **Emissions Inventory** | Analysis and Reports | Resources

Jill Fitzhenry - Lead Verifier

Overview

**Submissions (52)**

Program Guidelines [Hide]

TCR: A submission is a record that includes emissions data for a facility for a specific year. To begin reporting, select New Submission at the bottom of this screen. To edit your draft submissions, click on the word View below. To update a submission, click on the Facility name. To change status, click: [More >>](#)

You have 0 draft submissions.

10

Facility ID	Facility	Entity	Emissions Years	Status	Submission Date	Program
F-77127	Davies and Youqs Facility #1	<a href="#">Davies and Youngs LLC 6.25</a>	2009	Verification in Progress	Jun-29-2010	TCR
F-77200	Headquarters Sebastian & Jones	<a href="#">Sebastian &amp; Jones LLC 6.28</a>	2009	Verification in Progress	Jun-29-2010	TCR

Results 1 - 2 of 2.

You will see a list of all facilities by reporting year (referred to in CRIS as submissions) that you have access to.



**Tip:** The grids in CRIS are storable!

Sort the grid alphabetically by clicking on the column header once. Sort the grids in reverse-alpha by clicking on the column-header again.

**TIP**

Filter by a keyword by typing on the term and clicking on the enter button on your keyboard.

Filter:  [Clear](#)

10

Facility ID	Facility	Entity	Emissions Years	Status	Submission Date	Program
F-77127	Davies and Youqs Facility #1	<a href="#">Davies and Youngs LLC 6.25</a>	2009	Verification in Progress	Jun-29-2010	TCR

Results 1 - 1 of 1.

## Facility Resources

1. Quality Assurance Logs
2. Facility submission snapshot
3. View how the Member entered data

Facility Submission Report | Davies and Yougs Facility #1 | 2009

Program Guidelines [\[Hide\]](#)

TCR: This page shows data that has been entered for your facility. Select "Final Review" to begin the submission process. To enter or edit emissions information, select Report by Source or Report by Facility.

Entity: Davies and Yougs LLC 6.25 | Reporting Program: TCR | Submissions Status: Verification in Progress | [View History](#)

As this state is managed at the entity level, to move all facilities belonging to this entity please [click here](#)

Navigation: [Back] [Forward] [Search] [Refresh]

Source Name	GHG	Calculation Method	Activity Type	Fuel Subtype	End User Sector	Technology	Fuel Qty	GHG Amt	CO2e t
electricity	CO2	Emission Factor	Purchased Electricity - Scope 2	All	All	Unspecified Technology	1000.00000 MWh	697.54425 t	697.54425
electricity	CH4	Emission Factor	Purchased Electricity - Scope 2	All	All	Unspecified Technology	1000.00000 MWh	0.00827 t	0.17365
electricity	N2O	Emission Factor	Purchased Electricity - Scope 2	All	All	Unspecified Technology	1000.00000 MWh	0.01166 t	3.61518

Results 1 - 3 of 3

[View QA Logs](#)
[Report By Facility](#)
[Report By Source](#)
[Documents](#)
[Cancel](#)

Documents(1) [More >](#)

1. The Quality Assurance Logs (QA Logs) flag major reporting errors. Navigate to one of the facilities and click on the "View QA Logs" button:

QA Check Preview | Widgets Facility #2.1 | 2009

Program Guidelines [\[Hide\]](#)

TCR: Navigate back to the Submissions page in the Emissions Inventory section to correct any warnings CRIS generates. For questions, please contact Member Services at (866)523-0764x3.

Navigation: [Back] [Forward] [Search] [Refresh]

Date	Severity	Facility	Description
2010-06-17 04:00:47.0	Warning	Widgets Facility #2.1	Scope 1 emissions for mobile combustion are not typically reported for stationary or aggregate facilities. Please make sure that these emissions should not be attributed to a fleet instead. Refer to Section 6.4 of the GRP if you need additional guidance.
2010-06-17 04:00:47.0	Warning	Widgets Facility #2.1	You have not attached an explanation of your calculation methodology to your emissions.

Results 1 - 2 of 2.

2. Submissions Reports – CRIS generates a snapshot of the data when a Member submits data. If a Member ever revises data the snapshot will be updated and versioned. To view the submissions report, click on the "More>" hyperlink located in the bottom right to expand the submissions section. In addition to seeing the submissions report, you will also see any documents that were uploaded at the entity or facility level.

TCR: This page shows data that has been entered for your facility. Select "Final Review" to begin the submission process. To enter or edit emissions information, select Report by Source or Report by Facility.

Entity : Davies and Youngs LLC 6.25 | Reporting Program : TCR | Submissions Status : Verification in Progress | [View History](#)

As this state is managed at the entity level, to move all facilities belonging to this entity please [click here](#)

Source Name	GHG	Calculation Method	Activity Type	Fuel Subtype	End User Sector	Technology	Fuel Qty	GHG Amt	CO2e t
electricity	CO2	Emission Factor	Purchased Electricity - Scope 2	All	All	Unspecified Technology	1000.00000 MWh	697.54425 t	697.54425
electricity	CH4	Emission Factor	Purchased Electricity - Scope 2	All	All	Unspecified Technology	1000.00000 MWh	0.00827 t	0.17365
electricity	N2O	Emission Factor	Purchased Electricity - Scope 2	All	All	Unspecified Technology	1000.00000 MWh	0.01166 t	3.61518

Results 1 - 3 of 3.

[View QA Logs](#) [Report By Facility](#) [Report By Source](#) [Documents](#) [Cancel](#)

Documents(1) [< Less](#)

Title	Description	Document Type	Created On	
Davies and Yougs Facility #1-2009-TCR-20100629052617	Davies and Yougs Facility #1-2009-TCR-20100629052617	Submission Report	06-29-10	<a href="#">View</a>

Entity (0) [More >](#)  
 Facility (0) [More >](#)

3. Click "View" to view a document.

Submitted By: Anja Gilbert

Submitted Date: 06-29-2010 05:26:17

TCR

### Review Submission Emissions Records

Submission Id: 77149  
 Submission Status: Ready for Verification  
 Reporting Year: 2009  
 Entity Name: Davies and Youngs LLC 6.25

Facility Id: F-77134  
 Facility Name: Davies and Yougs Facility #1  
 Program: TCR

Source Name	Scope	Activity Type	Greenhouse Gas	Reporting Method	Fuel	Fuel Type	Quantity Fuel	Total Emission	Emission Factor	Heat Content	Oxidation Factor	Mandatory Status
electricity	Scope 2	Purchased Electricity - Scope 2	CO2	Emission Factor	All	RFC West	1000 MWh	697.54425 t	1537.82			Voluntary
electricity	Scope 2	Purchased Electricity - Scope 2	CH4	Emission Factor	All	RFC West	1000 MWh	0.17365 t	18.23			Voluntary
electricity	Scope 2	Purchased Electricity - Scope 2	N2O	Emission Factor	All	RFC West	1000 MWh	3.61518 t	25.71			Voluntary

Document Name	Document Description	Document Type	Date Added
N/A	N/A	N/A	N/A

4. To view how a Member entered data, click on either "Report By Source" or "Report by Facility" for read-only access of their emissions reporting page.

Entity : Davies and Youngs LLC 6.25 | Reporting Program : TCR | Submissions Status : Verification in Progress | [View History](#)

As this state is managed at the entity level, to move all facilities belonging to this entity please [click here](#)

Source Name	GHG	Calculation Method	Activity Type	Fuel Subtype	End User Sector	Technology	Fuel Qty	GHG Amt	CO2e t
electricity	CO2	Emission Factor	Purchased Electricity - Scope 2	All	All	Unspecified Technology	1000.00000 MWh	697.54425 t	697.54425
electricity	CH4	Emission Factor	Purchased Electricity - Scope 2	All	All	Unspecified Technology	1000.00000 MWh	0.00827 t	0.17365
electricity	N2O	Emission Factor	Purchased Electricity - Scope 2	All	All	Unspecified Technology	1000.00000 MWh	0.01166 t	3.61518

Results 1 - 3 of 3.

[View QA Logs](#) [Report By Facility](#) [Report By Source](#) [Documents](#) [Cancel](#)

**Facility Submission Report by Source | Davies and Yougs Facility #1 | 2009**

Program Guidelines [\[Hide\]](#)

TCR: Click on the + sign next to a source/fuel name to report emissions. Note that the dropdown box under each gas lists available reporting methodologies. Enter the fuel amount in the correct Unit of Measure. Select Save as Draft to preserve data and stay on the page. When you are done select Save as Dr [More >>](#)

electricity| Purchased Electricity - Scope 2

All | Unspecified Technology | RFC West | All | ENERGY Data Reported

Fuel Amount:  megawatt hour (MWh)

---

**CO2**

Emission Factor:

Simplified Estimation:  Yes  No

Fuel Quantity in default UoM: 1000.00000 MWh

Default Emission Factor: 1537.82000 lb/MWh  Customize Emission Factor

Reference: GRP Updates and Clarifications February 2010 Tables 14.1

Formula:  $(Q) \cdot (EF) / 2204.62$

Comment: Quantity (Q), Emission Factor (EF)

**Total** 697.54425 Metric ton GWP 1.00000 **Calculated Result** 697.54425 tCO2e

---

**CH4**

Emission Factor:

Simplified Estimation:  Yes  No

Fuel Quantity in default UoM: 1.00000 GWh

## Uploading the Verification Statement (for Lead Verifier access only)

1. Navigate to Emissions Inventory → Submissions → Entity Name and click on the entity name hyperlink for the emissions year you are verifying.

**Submissions**

Program Guidelines [\[Hide\]](#)

TCR: A submission is a record that includes emissions data for a facility for a specific year. To begin reporting, select New Submission at the bottom of this screen. To edit your draft submissions, click on the word View below. To update a submission, click on the Facility name. To change status, click [More >>](#)

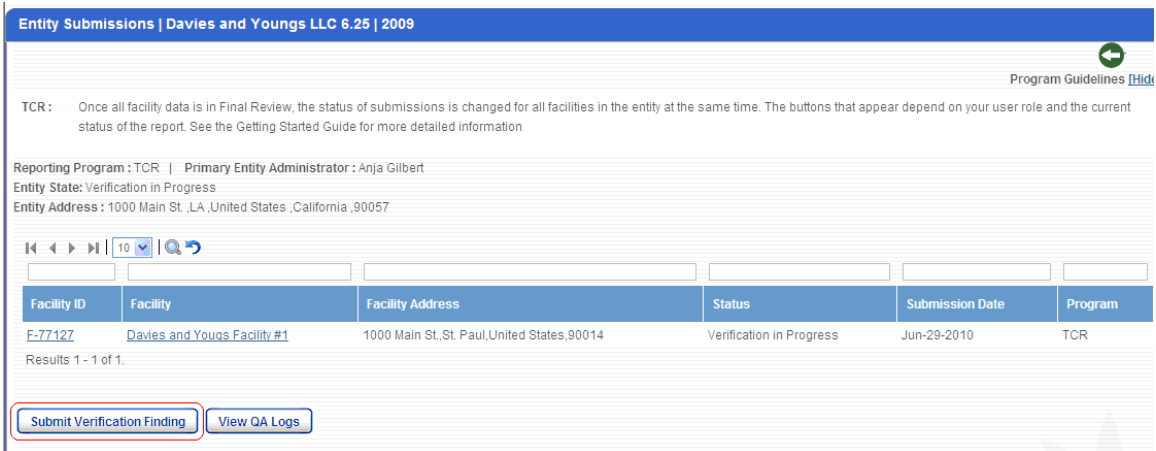
You have 0 draft submissions.

Filter: Davies and Yougs LLC 6.25 [Clear](#)

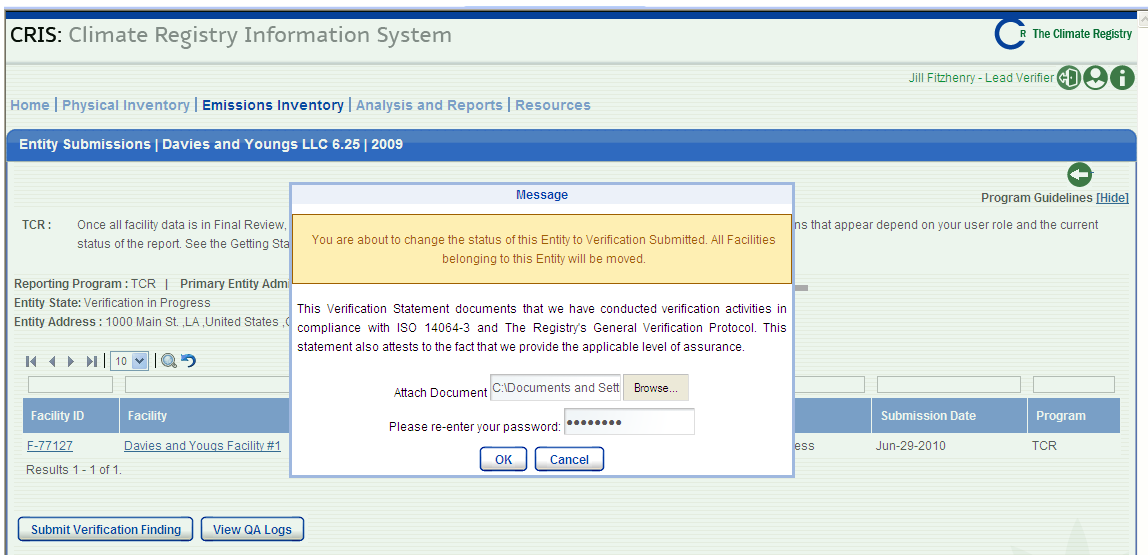
Facility ID	Facility	Entity	Emissions Years	Status	Submission Date	Program
F-77127	Davies and Yougs Facility #1	<a href="#">Davies and Yougs LLC 6.25</a>	2009	Verification in Progress	Jun-29-2010	TCR

Results 1 - 1 of 1.

2. Click on the button that says "Submit Verification Finding"




3. You will then be prompted to upload the verification statement. This should be signed by both your Verification Body and the Member before you upload it. The password to submit the verification statement is the same password that you used to log into CRIS.




4. Once you submit the Verification Statement and your electronic signature, you and the Member will receive notification that the Member's inventory is now in "Verification Submitted" status. The screen will indicate that the status has moved to "Verification Submitted" and the verification statement will appear under the entity documents section.

## Confirmation of Status Change






Entity Submissions | Davies and Youngs LLC 6.25 | 2009

Program Guidelines 

TCR: Once all facility data is in Final Review, the status of submissions is changed for all facilities in the entity at the same time. The buttons that appear depend on your user role and the current status of the report. See the Getting Started Guide for more detailed information

 Submission successfully moved to Verification Submitted

Reporting Program: TCR | Primary Entity Administrator: Anja Gilbert  
 Entity State: Verification Submitted  
 Entity Address: 1000 Main St., LA, United States, California, 90057

Navigation:    | 10 |  

Facility ID	Facility	Facility Address	Status	Submission Date	Program
F-77127	Davies and Yougs Facility #1	1000 Main St., St. Paul, United States, 90014	Verification Submitted	Jun-29-2010	TCR

Results 1 - 1 of 1.

## Confirmation of Verification Statement Upload (located under documents)

Facility ID	Facility	Facility Address	Status	Submission Date	Program
F-77127	Davies and Yougs Facility #1	1000 Main St., St. Paul, United States, 90014	Verification Submitted	Jun-29-2010	TCR

Results 1 - 1 of 1.

Documents(2) [< Less](#)

Submissions(1) [More >](#)

Entity(1) [< Less](#)

Title	Description	Document Type	Created On	
Davies and Yougs Facility #1_2009_Submit Verification Finding_Tue Jun 29 08:07:03 GMT 2010	Davies and Yougs Facility #1_2009_Submit Verification Finding_Tue Jun 29 08:07:03 GMT 2010	Verification Statement	06-29-10	<a href="#">View</a>

Facility(0) [More >](#)

5. Congratulations! It is now up to the Member to accept the verification findings!

\*Instructions for how a Member accepts verification findings are located in the appendix.

## Section 4: Additional Resources & Contact Information

### CRIS Help

For User's Guides, Frequently Asked Questions on CRIS and recorded training demos, please visit the CRIS Resources webpage at <http://www.theclimateregistry.org/resources/climate-registry-information-system-cris/cris-resources/>

### Interactive Training Sessions

To view the calendar of training webinars and register, visit <http://www.theclimateregistry.org/news-and-events/calendar/>

### Contact us or direct Members to us!

- CRIS questions: [CRIS@theclimateregistry.org](mailto:CRIS@theclimateregistry.org)
- Protocol-related questions: [help@theclimateregistry.org](mailto:help@theclimateregistry.org)
- To speak directly with a Member Services representative call The Registry's helpline at: **(866) 523-0764 x 3**

## Appendix A:

Instructions for Members on granting a Verification Body access and accepting a verification statement:

### Give Access to Your Verification Body

Once the source and facility data has been finalized make the visible for your verification body. Navigate to your submissions page by clicking Emissions Inventory → Submission → Facility Name

Home | Physical Inventory | Emissions Inventory | Analysis and Reports | Resources

Overview

Submissions (1)

Program Guidelines [\[Hide\]](#)

TCR: Click on a the Facility ID or Facility Name to view or modify the emissions data you have previously entered, or to change the status of the submission.

You have 0 draft submissions.

10

Facility ID	Facility	Entity	Emissions Years	Status	Submission Date	Program
F-71288	Widgets Facility #2.1	Widgets Entity #2	2009	Final Review	Jun-17-2010	TCR

Results 1 - 1 of 1.

[New Submission](#)

Click on “Make Ready to Submit”, you will be asked to confirm that you would like to move the data to “Ready for Verification”

Message

Changing status to 'Ready to Submit' will lock your facility(s) submission(s). Please confirm this change of status.

[OK](#) [Cancel](#)

trucks	N2O	Factor	Scope	Entity	Emissions Years	Status	Submission Date	Program			
5 Toyota light trucks	CO2	Emission Factor	Mobile Source	Trucks, SUVs (2005)	123.00000	gal	1.08363	t	1.08363		
Boiler #1	CH4	Emission Factor	Stationary Combustion - Scope 1	U.S. Average)	Electric Power	Boilers	123.00000	MMBtu	0.00011	t	0.00232
Boiler #1	N2O	Emission Factor	Stationary Combustion - Scope 1	U.S. Average)	Electric Power	Boilers	123.00000	MMBtu	0.00011	t	0.03432
Boiler #1	CO2	Emission Factor	Stationary Combustion - Scope 1	Natural Gas - 1,000 - 1,025 Btu / SCF	Electric Power	Boilers	123.00000	MMBtu	6.50793	t	6.50793
Boiler #1	CH4	Emission Factor	Stationary Combustion - Scope 1	Natural Gas - 1,000 - 1,025 Btu / SCF	Electric Power	Boilers	123.00000	MMBtu	0.00011	t	0.00232
Boiler #1	N2O	Emission Factor	Stationary Combustion - Scope 1	Natural Gas - 1,000 - 1,025 Btu / SCF	Electric Power	Boilers	123.00000	MMBtu	0.00011	t	0.03432
Boiler #1	CO2	Formula	Stationary Combustion - Scope 1	Unspecified (Weighted U.S. Average)	Electric Power	Boilers	123.00000	MMBtu	6.52597	t	6.52597
Boiler #2	CH4	Emission Factor	Stationary Combustion - Scope 1	Unspecified (Weighted U.S. Average)	Electric Power	Boilers	10000.00000	MMBtu	0.00900	t	0.18900

Results 1 - 10 of 24.

[Make Ready to Submit](#) [View QA Logs](#) [View QA Preview](#) [Report By Facility](#) [Report By Source](#) [Documents](#) [Cancel](#)

Once all facilities have been make ready to submit, the status automatically changes to “Ready for Verification.”

At this point there is one more step to “Begin Verification”, which is done at the entity level. To continue, click on the “click here” text:

Facility Submission Report | Widgets Facility #2.1 | 2009

Program Guidelines [Hide](#)

TCR : Review emissions data for the Facility, run QA Checks or change status.

✔ Submission successfully moved to Ready to Submit. Please check the submittal receipt under the submission documents.

Entity : Widgets Entity #2 | Reporting Program : TCR | Submissions Status : Ready for Verification | [View History](#)

As this state is managed at the entity level, to move all facilities belonging to this entity please [click here](#)

Source Name	GHG	Calculation Method	Activity Type	Fuel Subtype	End User Sector	Technology	Fuel Qty	GHG Amt	CO2e t
5 Toyota light trucks	CH4	Emission Factor	Mobile Combustion - Scope 1	All	Light Trucks (Vans, Pickup Trucks, SUVs)	Vans, Pickup Trucks, SUVs (Model Year 2005)	1000.00000 mi	0.00002 t	0.00034

To grant your verification body access, click on the “Begin Verification” button and then enter your password. This password is the same password used to log into the system.

Entity Submissions | Widgets Entity #2 | 2009

Program Guidelines [Hi](#)

TCR : On this page, you can manage all of yo  
Click on the arrow next to any of the col  
search box above each grid.  
Click on the Sources hy

Reporting Program : TCR | Primary Entity Adm  
Entity State: Ready for Verification  
Entity Address : 1000 Main St, Los Angeles, Unite

I confirm that this data for my entity is accurate. By clicking Okay, I acknowledge I have completed the reporting process and that I am granting my Verification Body read-only access.

Please re-enter your password:

Facility ID	Facility	Facility Address	Status	Submission Date	Program
F-71288	Widgets Facility #2.1	1000 Main St, Los Angeles, United States, 90057	Ready for Verification	Jun-17-2010	TCR

Results 1 - 1 of 1.

## Accepting Verification Findings

You will receive an email once your verification body has submitted verification findings in the system:

To accept the verification findings click on Emissions Inventory → Submissions → Entity Name

Home | Physical Inventory | **Emissions Inventory** | Analysis and Reports | Resources

Overview

Submissions (1)

Program Guidelines [Hide]

TCR: Click on a the Facility ID or Facility Name to view or modify the emissions data you have previously entered, or to change the status of the submission.

You have 0 draft submissions.

10

Facility ID	Facility	Entity	Emissions Years	Status	Submission Date	Program
<a href="#">F-71288</a>	<a href="#">Widgets Facility #2.1</a>	<a href="#">Widgets Entity #2</a>	2009	Verification Submitted	Jun-17-2010	TCR

Results 1 - 1 of 1.

New Submission

Click on the “Accept Verification” button, type in your password and click on the “OK” button

Entity Submissions | Widgets Entity #2 | 2009

Program Guidelines [i]

TCR: On this page, you can manage all of yo  
Click on the arrow next to any of the col  
search box above each grid.  
Click on the Sources by

Reporting Program : TCR | Primary Entity Adm  
Entity State: Verification Submitted  
Entity Address : 1000 Main St, Los Angeles, Unite

I hereby accept the attached Verification Statement findings.

Please re-enter your password: \*\*\*\*\*

OK Cancel

Facility ID	Facility	Facility Address	Status	Submission Date	Program
<a href="#">F-71288</a>	<a href="#">Widgets Facility #2.1</a>	1000 Main St, Los Angeles, United States, 90057	Verification Submitted	Jun-17-2010	TCR

Results 1 - 1 of 1.

Accept Verification Challenge Verification View QA Logs

You will then be notified that you have accepted the verification findings:



**TCR:** On this page, you can manage all of your facilities.  
Click on the arrow next to any of the column headers to sort the contents alphabetically. You can search for your facility by typing in the full name or partial name of the facility in the search box above each grid.  
Click on the Sources by [More >>](#)

Submission successfully moved to Verification Accepted

Reporting Program : TCR | Primary Entity Administrator : Anja Gilbert

Entity State: Verification Accepted

Entity Address : 1000 Main St ,Los Angeles ,United States ,90057

Navigation icons: Home, Back, Forward, Refresh, Search, and a dropdown menu showing '10'.

Facility ID	Facility	Facility Address	Status	Submission Date	Program
<a href="#">E-71288</a>	<a href="#">Widgets Facility #2.1</a>	1000 Main St,Los Angeles,United States,90057	Verification Accepted	Jun-17-2010	TCR