



The Climate Registry

07/15/11

General Reporting Protocol 1.1 Updates and Clarifications

The Climate Registry (The Registry) published its General Reporting Protocol (GRP v 1.1) in May 2008. While The Registry intends for the GRP v 1.1 to be a complete document, it recognizes that updates and clarifications will be necessary as the voluntary greenhouse gas (GHG) reporting program evolves. Therefore, The Registry created this document to track all modifications relating to GRP v 1.1. This document will be updated as new updates and clarifications are identified.

The updates and clarifications are presented in order of the chapters of GRP v 1.1 and not according to the dates issued. “**Issued**” is the date when the clarification was first issued and “**Effective**” is the effective date, meaning all emissions quantified on or after that date must follow these guidelines. The Registry releases the majority of technical updates at the beginning of each calendar year to help ensure consistency in reporting for all Members.

The updates and clarifications identified in this document will be incorporated into the next version of the GRP. Until the next version of the GRP is released, all Members and Verification Bodies should refer to the updates and clarifications listed below for the most current interpretation and explanation of GHG reporting policies, processes, and activities.

If you have any questions about the updates or clarifications in this document, please contact Peggy Foran at: peggy@theclimateregistry.org or (213) 542-0291.



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GRP v 1.1	General Reporting Protocol Version 1.1		Issued: 11/24/08 Effective: 11/24/08
	The Registry has changed its nomenclature from “Reporters” to “Members” to reflect that its Members demonstrate leadership in reporting their footprint to The Registry and to highlight that its Members are participating in a GHG community. To ease this transition in terminology, all references in this document will refer to “Members.” The next version of the GRP will reference the term “Members” rather than “Reporters.”		
Mandatory Program Calculation Methodologies	The Registry Accepts Mandatory Program Calculation Methodologies		Issued: 02/11/10 Effective: 02/11/10
	The Registry accepts all GHG emission calculation methodologies mandated by a State, Provincial, or Federal GHG Regulatory reporting program. Like all information publically reported through The Registry, data calculated using mandatory methodologies must be included in the Verification Body’s risk assessment in accordance with the guidelines of the General Verification Protocol.		
Emission Factors	Updated Emission Factors		Issued: 01/05/10 Effective: 01/05/10
	<p>Default emission factors sometimes change over time as the components of energy (electricity, fuel, etc.) change and as emission factor quantification methods are refined. The Registry updates default emission factors on an annual basis in January to reflect the most up-to-date knowledge. New emission factors are available here. Members who choose to report emissions data from previous years can use the most up to date emission factors in the CRIS calculation tool at the time they report. Members do not have to change data already entered in CRIS. If you are in the middle of reporting when new emissions factors, such as the U.S. EPA eGRID default emission factors for electricity, become available, you must make sure that across your inventory you use the same default emission factor for all occurrences of each emitting activity.</p> <p><i>* Editorial updates made to this clarification on 05/31/11.</i></p>		
Member Developed Methodologies	Member Developed Methodologies		Issued: 02/11/10 Effective: 01/01/10
	In rare instances, Members find it necessary to develop a unique methodology to complete their GHG inventory. The Registry has developed a process to approve these member developed methodologies. Complete information and the necessary forms for this process can be found here . We encourage Members to complete this process prior to entering the verification		



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	<p>stage.</p> <p>Please note that Member developed methodologies will only be approved under three circumstances:</p> <ol style="list-style-type: none"> 1) The methodology is for an emissions source not covered under The Registry's guidance, 2) A member is unable to use any of the Registry-provided methodologies for a certain source or 3) A member is able to develop a methodology that is more accurate than The Registry's methodology for that source. <p>To be approved, the methodology must be at least as accurate as one of The Registry's methodologies.</p> <p><i>*Editorial updates made to this clarification on 05/31/11.</i></p>
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Data Quality Tiers	Elimination of Data Quality Tier Labels		Issued: 02/11/10 Effective: 02/11/10
	<p>The Registry is eliminating the use of data quality tiers in its voluntary reporting program. This means that tier designations will not appear in the GRP 2.0. The Registry is making this change to simplify and standardize the use of reporting methodologies.</p> <p>The GRP and the Industry-specific protocols contain many calculation methodologies. Each separate methodology provides a specific level of accuracy. In the forthcoming GRP 2.0, each calculation methodology will be assigned a unique reference identifier, rather than a general tier designation. Members will use these identifiers in reporting emission calculation methods. This will streamline reporting and some verification activities.</p> <p>Mandatory reporting programs that reference The Registry's reporting protocols may continue to designate which methodologies are acceptable and/or preferred under their program. The Registry is not removing or altering the calculation methodologies in the GRP; only the Tier designations are being eliminated.</p> <p>This change will not affect Member calculations for voluntary reporting. The Registry continues to encourage Members to use the most accurate methodologies possible. In general, the more site-specific information used when calculating emissions from an activity, the more accurate the outcome. Direct monitoring systems, such as Continuous Emissions Monitoring Systems (CEMS), provide the highest data accuracy, emission factors</p>		



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	customized to reflect site-specific monitoring data provide the next level of accuracy, and default emission factors provide a lower, but still acceptable, level of accuracy.
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Utility Specific Metrics	Utility Companies Can Report Electric Power Utility Sector Specific Metrics Starting with 2009 Data		Issued: 02/11/10 Effective: 02/11/10
	<p>Starting with 2010 emissions data, utility companies are required to report to The Registry using the Electric Power Sector (EPS) Protocol. Utility companies can report EPS specific metrics as supplementary information using the spreadsheet tool available on The Registry's website here.</p> <p><i>*Editorial updates made to this clarification on 05/31/11.</i></p>		

Chapter 2	Calculating Emissions from US Dependent Territories	p. 11	Issued: 05/31/11 Effective: 05/31/11
	<p>Members must use default US emission factors to report scope 1 emissions from US territories. For scope 2 emissions, Members must use the emission factors in The Registry's default emission factor table available here.</p>		

Chapter 4	Organizational Boundaries	p. 13	Issued: 07/15/11 Effective: 01/01/12
	<p>In order to allow Members to more accurately reflect their actual emissions, The Registry is removing the requirement to define the organizational boundary as emissions from all of the activities that are present within your organization's chosen consolidation methodology (unless you have closed a facility during the year) as of December 31st of the reporting year.</p> <p>Therefore, the previous clarification regarding the definition of the organizational boundary (issued 4/27/09) is updated to read:</p> <p style="padding-left: 40px;">The following paragraph should be inserted into the text after the fourth paragraph of the introduction to Chapter 4:</p> <p style="padding-left: 40px;">When reporting emissions to The Registry you must include scope 1, scope 2 and biomass combustion emissions from all of the activities that are within your organization's chosen consolidation method (operational control, financial control or equity share) corresponding to the period of time those activities were within your organizational boundary.</p> <p>For information on comparing inventories over time when you experience changes in your organizational boundary, see Chapter 7.2 Updating your Base Year Emissions.</p>		



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	<p><i>Please note:</i> This clarification is effective January 1, 2012. Members who elect to report past years to The Registry after the effective date must also conform to this policy. Members that reported past emissions years in accordance with the former policy prior to the effective date are not required to make any adjustments to these inventories, as they were reported in conformance with The Registry's policy at the time they were reported.</p>
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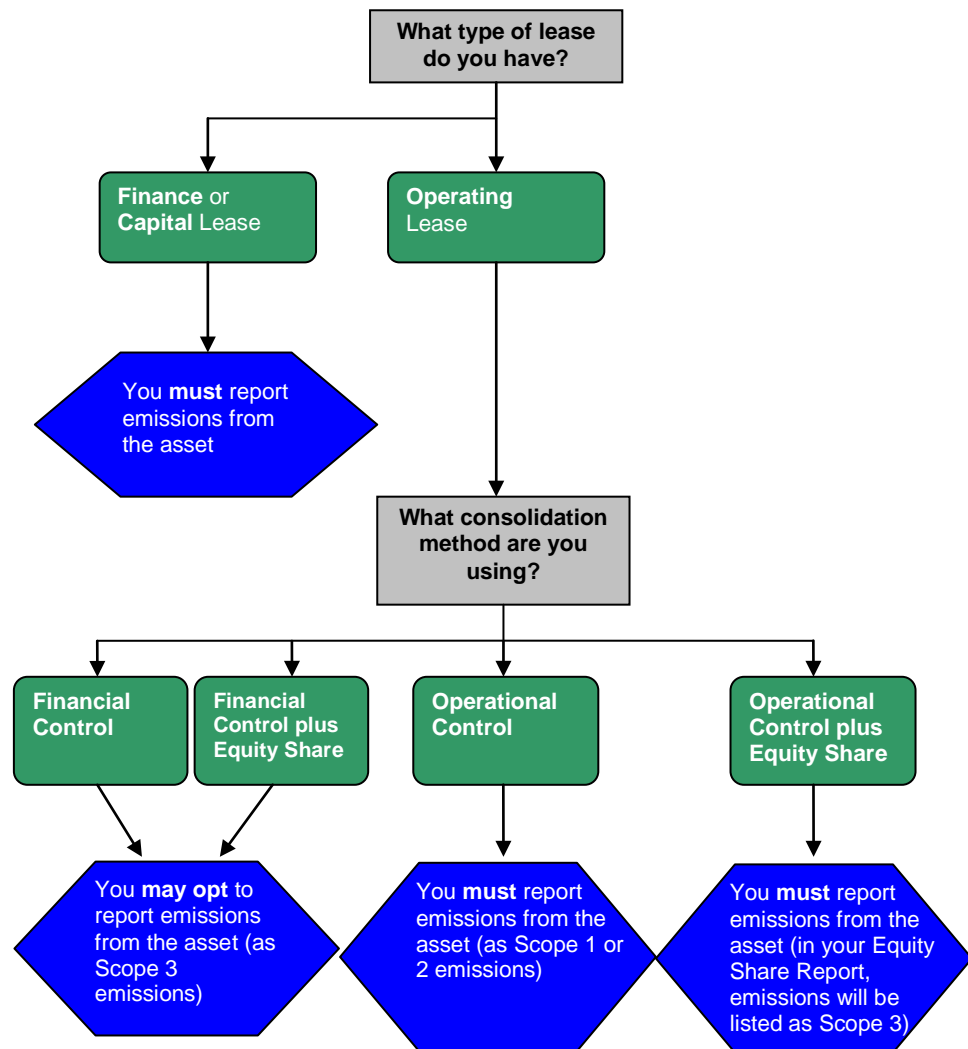
Figure 4.2

Decision Tree for Determining the Lessee's Reporting Requirements for a Leased Asset

p.24

Issued: 03/02/09
Effective: 03/02/09

The decision tree has been updated to clarify operational boundary issues around leased assets. The updated table is:





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<p>Chapter 4.4</p>	<p>Corporate Reporting: Parent Companies and Subsidiaries</p>	<p>p. 21</p>	<p>Issued: 05/31/11 Effective: 05/31/11</p>
<p>In order to recognize leadership at the subsidiary level, The Registry is removing the requirement for subsidiaries to report through their parent company when the parent company is also a Registry Member. Instead, subsidiary companies of other Registry Members may join separately provided the following conditions are met:</p> <ul style="list-style-type: none"> • The parent and subsidiary companies report using the same consolidation methodology, • When the parent has a verified report, the emission totals of the subsidiary must be included within the report of the parent, • The subsidiary’s emission totals appear identical in the subsidiary report and the parent report when viewed by the public, and • The subsidiary discloses its parent company as it appears in the Climate Registry Information System (CRIS) in its public report. <p>Subsidiary organizations are not <i>required</i> to report separately from the parent, and may report through the parent company if they prefer.</p> <p>Only verified inventories can be made available publicly. If a subsidiary does not wish to obtain a separate verification statement, their report must remain private.</p>			

<p>Chapter 4.5</p>	<p>Government Agency Reporting</p>	<p>p. 21</p>	<p>Issued: 05/31/11 Effective: 05/31/11</p>
<p>In order to recognize leadership in reporting among government agencies, The Registry is removing the requirement for government agencies to report through their governing agencies when the governing agency is also a Registry Member. Instead, agencies that are under the authority of other Registry Members may join separately provided the following conditions are met:</p> <ul style="list-style-type: none"> • The governing agency and governed agency report using the same consolidation methodology, • When the governing agency has a verified report, the emission totals of the governed agency must be included within the report of the governing agency, • The governed agency’s emission totals appear identical in the governed agency’s report and the governing agency’s report when viewed by the public, and • The governed agency indicates its governing agency as it appears in CRIS in its public report. 			



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	<p>Governed agencies are not <i>required</i> to report separately from their governing agencies, and may report through the governing agency if they prefer.</p> <p>Only verified inventories can be made available publicly. If a governed agency does not wish to obtain a separate verification statement, their report must remain private.</p>
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Chapter 5.2	Stationary Combustion	p.32	Issued: 03/02/09 Effective: 03/02/09
	<p>The definition of stationary combustion in the GRP does not only apply to fuels combusted to produce electricity, steam, heat or power. It more accurately refers to combustion of any fuel in a fixed location. Therefore The Registry is clarifying that the definition of stationary combustion is:</p> <p style="padding-left: 40px;">Combustion of fuels in any stationary equipment including boilers, furnaces, burners, turbines, heaters, incinerators, engines, flares, etc.</p>		

Chapter 5.6	Exclusion of Miniscule Sources	p.58	Issued: 05/31/11 Effective: 05/31/11
	<p>In order to simplify the reporting process, Members may opt to exclude miniscule sources from their inventory.</p> <p>The Registry maintains a list of miniscule sources that are eligible for exclusion on the <i>Exclusion of Miniscule Sources Form</i> (which will be available on The Registry's website). The Registry has determined that these sources are justified exclusions because of their insignificant impact on overall emissions and because of the excessive burden associated with compiling the associated site-specific data.</p> <p>The Registry recognizes that a Member may identify additional miniscule sources that are not itemized on The Registry's <i>Exclusion of Miniscule Sources Form</i>. In this case, the Member must submit a request to The Registry (help@theclimateregistry.org) to make a determination as to whether the source is eligible for exclusion.</p> <p>The Registry updates the <i>Exclusion of Miniscule Sources Form</i> to include additional miniscule sources based on stakeholder feedback as appropriate.</p> <p>The Registry expects that exclusion of miniscule sources will not:</p> <ul style="list-style-type: none"> • Compromise the relevance of the reported inventory; • Significantly reduce the combined quantity of scope 1, scope 2, and 		



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	<p>biogenic CO₂-e emissions reported;</p> <ul style="list-style-type: none"> • Impact ability to identify the Member’s viable opportunities for emissions reductions projects; • Impact the ability to ascertain whether the Member has achieved a reduction (of five percent or greater) in total entity emissions from one year to the next; • Impact ability to assess the Member’s climate change related risk exposure; or, • Impact the decision-making needs of users (i.e. is not expected to be deemed critical by key stakeholders). <p>Members that choose to exclude miniscule sources from their inventory must publicly disclose these sources in CRIS.¹</p> <p>Whenever possible Members are encouraged to report emissions from miniscule sources using Registry-approved methods or Simplified Estimation Methods.</p> <p>¹ Members must upload the Exclusion of Miniscule Sources Form as a public entity-level document in CRIS.</p>
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Chapter 6	Required Facility-Level Reporting		Issued: 08/18/10 Effective: 08/18/10
	<p>In order to simplify the process of reporting very small sources, The Registry has updated its reporting policy for emissions estimated using simplified estimation methods. The following language will be added to Chapter 6 of the GRP:</p> <p>Facility-level reporting is not required for emissions quantified using simplified estimation methods (SEMs). SEMs sources may be reported as an aggregated facility at the state/province, national, North American, or non-North American levels. Aggregated SEMs emissions must be identified as SEMs. Please see Chapter 11 or the CRIS User’s Guide for more information on reporting emissions estimated using SEMs.</p>		

Chapter 6.1	Required Facility-Level Reporting	p. 38	Issued: 05/31/11 Effective: 05/31/11
	<p>The Registry is removing the requirement for Members to report facility-level data. Therefore the text in Chapter 6.1 is amended to read:</p> <p>Members are encouraged but not required to report emissions separately for each facility within an entity. At a minimum, Members must report total entity-level emissions in a verified entity summary public report. All Members</p>		



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	<p>seeking verification must additionally be prepared to provide source level information for each sampled facility to their Verification Body upon request.</p> <p>The Registry strongly endorses public reporting of facility-level information as facility-level reporting enables tracking of GHG emissions at a disaggregated level, including emission changes associated with discrete business operations or facilities and because it is the required reporting boundary for mandatory reporting programs.</p> <p>Only Members who elect to report in accordance with The Registry’s facility-level reporting requirements will be able to report facility-level data publicly through CRIS.</p>
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Chapter 6.2	Defining Facility Boundaries	p. 38	Issued: 05/31/11 Effective: 05/31/11
	<p>In order to clarify The Registry’s requirements for defining a facility, the following text in Chapter 6.2 has been amended to read:</p> <p style="padding-left: 40px;">In general, a facility is defined as a single physical premise, although certain industries, such as the oil and gas sector, are subject to unique facility definitions based on their atypical operations. Regulatory programs often define a facility as any stationary installation or establishment located on one or more contiguous or adjacent properties, in actual physical contact or separated solely by a public roadway or other public right-of way that are owned or operated by an entity. The Registry uses this definition for stationary sources as well.</p>		

Chapter 6.4	Categorizing Mobile Source Emissions	p. 39	Issued: 05/31/11 Effective: 05/31/11
	<p>To add flexibility to The Registry’s requirements for categorizing mobile emissions, the following text in Chapter 6.4 has been amended to read:</p> <p style="padding-left: 40px;">When mining, construction, and other equipment is assigned to a single facility and does not operate beyond that facility’s premises, the equipment is considered to be part of the facility and the emissions from the equipment must be included in the facility’s emissions. For example, emissions from mobile equipment that operate on a mine site must be included in the mine’s emissions.</p> <p style="padding-left: 40px;">However, when reporting emissions from ground-based mobile sources that operate beyond the confines of a single facility (e.g., automobiles and on-road trucks), Members may choose to either assign those sources to a facility or report them separately as a mobile fleet.</p>		



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Please Note: Local Government Members must be able to separately report sector totals (including Vehicle Fleets and Transit Fleets) as prescribed in the Local Government Operations Protocol.

Chapter 7	Establishing and Updating a Base Year Requirements	p.46	Issued: 05/31/11 Effective: 05/31/11
	<p>To recognize the value of reporting corporate GHG inventories and to simplify the reporting process, The Registry no longer requires all Members to establish, adjust or update a base year.</p> <p>However, establishing and regularly updating a base year is a requirement for conformance with the GHG Protocol Corporate Standard, which The Registry’s program is based on, and is important for entities that are tracking and reducing their emissions over time. Thus, while it is no longer required for all Members, The Registry does encourage this as a best practice.</p> <p>The Registry recognizes base years that meet The Registry’s definition for complete reporting and are verified by a Registry-recognized Verification Body except on a case-by-case basis. Please contact The Registry (help@theclimateregistry.org) if you would like The Registry to consider recognizing a base year inventory reported in accordance with other requirements.</p> <p>Base year reports submitted to U.S. EPA’s Climate Leaders Program that have undergone technical review by an EPA-contracted reviewer and have been found to be consistent with the requirements of that program are an example of historical data that can be designated as the base year for the purpose of reporting to The Registry.</p>		

Chapter 7.1	Verification Requirement for Historical Base Year	p.46	Issued: 05/31/11 Effective: 05/31/11
	<p>The Registry is removing the requirement to report all subsequent years of data following a Member’s base year. Therefore, a historical base year can be reported to The Registry regardless of any gaps in a Member’s historical time series, or between a Member’s historical data and its first transitional or complete report.</p> <p>In order to reflect this change and the clarification to the definition of historical reporting in Chapter 9, the previous update regarding reporting historical data (issues 3/2/09) is amended to read:</p> <p>The following text replaces the second to last paragraph of Section 7.1:</p>		



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	<p>Members may elect to set an historical base year provided the inventory contains complete data that is verified by a third-party to a reasonable level of assurance and a five percent materiality threshold. Members wishing to set an historical base year must contact The Registry (help@theclimateregistry.org) to request recognition of a historical base year inventory. Please note complete data reported in accordance with The Registry's reporting requirements and verified by a Registry-recognized Verification Body in accordance with The Registry's verification requirements, meets The Registry's non-historical base year requirements. See Chapter 9 for more information on base years.</p>
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<p>Chapter 8.1</p>	<p>Reporting Transitional Data</p>	<p>p. 52</p>	<p>Issued: 05/31/11 Effective: 05/31/11</p>
<p>In recognition that it can take a significant amount of time to report a complete GHG inventory, The Registry is extending the transitional reporting allowance from two years to five after which point a Member must apply for a waiver to continue to report on a transitional basis. The language in Chapter 8 has been amended to read:</p> <p>Completeness is one of The Registry's key accounting and reporting principles. Your emissions report must provide a complete account of all of your GHG emissions within North America. However, in addition to comprehensive reporting, The Registry also seeks to encourage broad participation in its voluntary reporting program, and recognizes that some entities may need additional time to develop a complete emissions inventory from all of their emission sources. For this reason, The Registry provides entities with an option to report less than comprehensive emissions data for their first five reporting years.</p> <p>If you find that your entity needs more than five years to submit a complete North American inventory to The Registry, you will have the option to submit a waiver that sets a target date for complete reporting, provides justification for the requested extension, identifies the steps being taken to achieve a complete inventory (such as an inventory management plan) and identifies any obstacles or limitations prohibiting you from reporting completely to The Registry after five years.</p> <p>If you choose to use this option, you will be designated as a "Transitional Member" until you submit a complete emission report for North America to The Registry.</p>			



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Chapter 8.2	Minimum Reporting Requirements for Transitional Reporting	p. 52	Issued: 05/31/11 Effective: 01/01/12
<p>To provide greater flexibility for Members working to develop a complete emissions inventory, The Registry is removing the transitional reporting requirement to report at least “all CO₂ emissions from stationary combustion for all operations in at least one state or province.” Instead, Members reporting transitionally can define, disclose and justify their own transitional inventory boundaries in CRIS.</p> <p>Parameters that must be used to define a transitional inventory boundary include:</p> <ul style="list-style-type: none"> • Scopes • Gases • Activity types (stationary combustion, etc.) • Geographic/operational boundaries (country, state, business units, facility, etc.) <p>Transitional reports are complete within the boundaries defined by the Member. Members may elect to additionally report emissions outside of their self-defined transitional inventory boundary. For example, If a company is reporting stationary combustion emissions from all facilities in North America but in some of those facilities only CO₂ emissions are reported, the transitional reporting boundary would be scope 1, CO₂ from stationary combustion in North America. All reported CH₄ and N₂O emissions will be part of the company’s inventory, however they will be additional to the transitional reporting boundary.</p> <p>For information on how to define, disclose and justify your transitional boundary in CRIS, please see the CRIS Users Guide.</p>			

Chapter 9	Reporting Historical Data	p. 54	Issued: 05/31/11 Effective: 05/31/11
<p>In order to recognize prior leadership efforts, The Registry is removing the requirement to “report all subsequent years of data” following a Member’s earliest reported emissions year. Therefore, all historical data can be reported to The Registry regardless of any gaps in annual reporting, or between a Member’s historical data and its first transitional or complete report.</p> <p>In addition, consistent with the update to the transitional reporting requirements, The Registry is removing the historical reporting requirements that “all CO₂ emissions from stationary combustion for all operations in at least one state or province”. Instead it requires that Members reporting</p>			



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	<p>historical data clearly state the boundaries of each historical year in their inventory.</p> <p>To this end, the previous update (issued 4/27/09) regarding reporting historical data is further updated to read:</p> <p>Historical data is data that has been previously calculated and verified but may not meet The Registry’s complete reporting and verification requirements. Instead, historical data must have transparently defined inventory boundaries and be third party verified. No data reported and verified in accordance with The Registry’s requirements will be labeled historical data.</p> <p>If historical data was verified by an independent third party as part of another GHG program, The Registry does not require this data to be re-verified, however, a formal written attestation of verified data by a credible third party verification body or documentation determined equivalent by The Registry must be submitted to The Registry along with the historical data emission report.</p> <p>If a Member would like to input previously calculated data into CRIS that has not previously been verified, The Registry recommends that Members use a Registry-recognized Verification Body to verify this data. Emissions inventories that comply with The Registry’s reporting requirements and are verified by Registry-recognized Verification Bodies will be labeled transitional or complete - based on the reporting boundary used. If previously calculated emissions are not consistent with The Registry’s reporting requirements, or if verification of the emissions inventory is conducted by a non-Registry recognized Verification Body, the emissions inventory will be labeled historical.</p> <p>All historical emissions reports will be titled “Historical Data” in CRIS. Members must indicate the name of the GHG program to which the data was originally reported. If historical data was calculated, but not reported to another program, Members must indicate that their data is “Self Reported.”</p>
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Chapter 10	Reporting Data Quality Tiers for Pre-calculated Data	p.56 & 57	Issued: 05/31/11 Effective: 05/31/11
	<p>When entering pre-calculated data into CRIS at the facility-level, you are not required to identify the data quality tier you used to calculate your emissions. The sentence on page 56 of the GRP V1.1 that reads: “You must disclose the tiers and quantification approaches used for the various sources within</p>		



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	<p>each of your facilities.” should be amended to read:</p> <p>“When reporting activity-level data or entering pre-calculated data at the facility or entity-level, you are not required to indicate in CRIS which data tier you used to calculate your emissions. However, you must be able to disclose the quantification approaches used to develop your inventory to your Verification Body if requested.”</p>
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Chapter 11	Reporting Emissions Estimated Using Simplified Methods		Issued: 08/18/10 Effective: 08/18/10
	<p>In order to simplify the process of reporting very small sources, The Registry has updated its reporting policy for emissions estimated using simplified estimation methods. The following language will be added to Chapter 11 of the GRP:</p> <p>Members have two options when reporting emissions estimated using simplified estimation methods (SEMs):</p> <ol style="list-style-type: none"> 1. Emissions can be included in the facilities where the emissions occurred, either as part of the facility total or as emitting activities within facilities, or 2. Members can choose to report aggregated SEMs across facilities at the state/province, national, North American or non-North American levels as long as these emissions are reported in facilities made up exclusively of emissions estimated using SEMs within the appropriate geographic boundary. Emissions reported in this way can use methodologies that aggregate or extrapolate activity data across multiple facilities. <p>Both reporting options can be used within a corporate inventory provided the total emissions estimated using SEMs do not exceed five percent of your entity’s total emissions (scope 1, scope 2 and direct biogenic emissions from stationary and mobile combustion) within North America and separately either for non-North American or worldwide emissions (depending on the scope of your verification activities; See the GVP v. 2.0 Section 2.7.4 discussion on options 1 and 2 for more information).</p>		

Chapter 11	Simplified Estimation Methodologies	p.58	Issued: 02/11/10 Effective: 02/11/10
	<p>In GRP 1.1, Biogenic emissions from stationary and mobile combustion were inadvertently left out of the description of how to calculate the five percent threshold for the use of simplified estimation methods. The document is</p>		



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	<p>updated to read:</p> <p>Simplified estimation methodologies can be used for up to five percent of the sum of an entity’s scope 1, scope 2, and biogenic emissions from stationary and mobile combustion.</p>
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Chapter 12	Stationary Combustion	p.61	Issued: 03/02/09 Effective: 03/02/09
	Members should use Chapter 12 if they combust fuel in any stationary equipment, not only if fuel is combusted to provide electricity, steam, heat or power.		

Chapter 12	Stationary Combustion	p.61	Issued: 03/02/09 Effective: 03/02/09
	Stationary combustion in the GRP does not consist only of fuels combusted to produce electricity, steam, heat or power. It more specifically refers to combustion of any fuel in a fixed location. Therefore, The Registry is clarifying that stationary combustion refers to the combustion of fuels in any stationary equipment including boilers, furnaces, burners, turbines, heaters, incinerators, engines, flares, etc.		

Chapter 12.2	Estimating Emissions from Stationary Natural Gas Combustion for Landlords	p.66	Issued: 05/31/11 Effective: 05/31/11									
	<p>In order to provide guidance to Members on how to subtract emissions from un-metered tenants who combust natural gas within their leased space, The Registry is adding the following methodology to Chapter 12:</p> <p>Members may use the following Registry-approved methodology to estimate emissions associated with the combustion of natural gas where they have tenants who combust natural gas within their leased space, provided that estimated tenant emissions are less than five percent of the Member’s total reported inventory:</p> <p>STEP 1: Estimate tenant natural gas use based on area.</p> <p>Leased Area(s) * Natural Gas Intensity Factor = Estimated Natural Gas Use</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Natural Gas Energy Intensity Factors</th> </tr> <tr> <th style="text-align: center;">Principal Building Activity</th> <th style="text-align: center;">(ft³ NG/Area ft²)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Education</td> <td style="text-align: center;">36.9</td> </tr> <tr> <td style="text-align: center;">Food Sales</td> <td style="text-align: center;">50.2</td> </tr> <tr> <td style="text-align: center;">Food Service</td> <td style="text-align: center;">141.2</td> </tr> </tbody> </table>			Natural Gas Energy Intensity Factors		Principal Building Activity	(ft³ NG/Area ft²)	Education	36.9	Food Sales	50.2	Food Service
Natural Gas Energy Intensity Factors												
Principal Building Activity	(ft³ NG/Area ft²)											
Education	36.9											
Food Sales	50.2											
Food Service	141.2											



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		Health Care	92.5	
		Inpatient	109.8	
		Outpatient	50.2	
		Lodging	48.9	
		Mercantile	32.5	
		Retail (Other Than Mall)	30.9	
		Enclosed and Strip Malls	33.4	
		Office	31.8	
		Public Assembly	36.4	
		Public Order and Safety	43.7	
		Religious Worship	30.3	
		Service	54.1	
		Warehouse and Storage	23.4	
		Other	67.6	
		Vacant	23.0	
		Source: U.S. Department of Energy, Commercial Buildings Energy Consumption Survey 2003 Table E.8A: Natural Gas Consumption (cubic feet) and Energy Intensities by End Use for All Buildings. http://www.eia.gov/emeu/cbeccs/cbeccs2003/detailed_tables_2003/2003set19/2003pdf/e08a.pdf .		
		<p>STEP 2: Determine the appropriate CO₂ emission factor.</p> <p>Estimated Natural Gas Use * Emission Factor = Estimated Emissions Associated with Tenant Combustion of Natural Gas</p> <p>STEP 3: Determine emissions associated with your combustion of natural gas.</p> <p>Landlord Emissions Associated with Natural Gas Combustion = Total Emissions Associated with Metered/Measured Natural Gas Consumption - Estimated Emissions Associated with Tenant Combustion of Natural Gas</p>		

Chapter 13	Calculating Emissions from Vehicles that Use Compressed Natural Gas (CNG)	p.88	Issued: 02/11/10 Effective: 02/11/10
	Formula 13e Calculating CO₂ Emissions From Mobile Combustion in GRP 1.1 is updated below to demonstrate the quantification of CO ₂ emissions from vehicles that operate using compressed natural gas (CNG) based on standard cubic feet (scf). The additions to the formula are in <i>bold italics</i> .		



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	<p>Formula 13e Calculating CO₂ Emissions From Mobile Combustion:</p> <p>Fuel A CO₂ Emissions (metric tons) = Fuel Consumed x Emission Factor ÷ 1,000 (gallons <i>or scf</i>) (kg CO₂/gallon <i>or</i> (kg/metric ton) <i>kg CO₂/scf</i>)</p> <p>Fuel B CO₂ Emissions (metric tons) = Fuel Consumed x Emission Factor ÷ 1,000 (gallons <i>or scf</i>) (kg CO₂/gallon <i>or</i> (kg/metric ton) <i>kg CO₂/scf</i>)</p> <p>Total CO₂ Emissions (metric tons) = CO₂ from Fuel A + CO₂ from Fuel B + ... (metric tons) (metric tons) (metric tons)</p>
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Chapter 14.1	Calculating Indirect Emissions from Electricity Use	p. 99 -100	Issued: 07/15/11 Effective: 01/01/12
	<p>The Registry is clarifying the previous update (<i>Utility-Specific Emission Factors Accepted by The Registry</i> - issued 2/11/10) to enable Members who can obtain emission factors from the supplier of their electricity to use those factors to calculate indirect emissions from electricity use and to allow for the use of other reputable defaults. Therefore, the previous update is clarified to read:</p> <p>Registry Members may choose to use the following types of emission factors when quantifying emissions from the use of purchased electricity:</p> <ul style="list-style-type: none"> • Generator-Specific Emission Factors • Utility-developed Emission Factors • Third Party-developed Emission Factors (e.g. U.S. eGRID) <p>Generator Specific Emission Factors Generator-specific emission factors are described in Chapter 14 of the GRP v.1.1, page 99.</p> <p>Utility-developed Emission Factors The Registry has approved three classes of utility-developed emission factors that may be used to calculate CO₂ emissions from the use of purchased electricity. These are:</p>		



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	<ol style="list-style-type: none"> 1. Electric delivery metrics reported and verified in accordance with The Registry’s Electric Power Sector (EPS) Protocol (listed here.) The Registry strongly recommends that these factors be used when available. 2. Emission factors reported and verified in accordance with the California Climate Action Registry’s Power Utility Reporting Protocol (PUP). (View the complete list here.) 3. Other emission factors developed by the supplier of your electricity that are either publicly disclosed or certified by your utility. To demonstrate the validity of these factors, you must upload as a public document in CRIS either a document identifying where the emission factor is publicly disclosed or your utility’s certification of the emission factor. The utility’s certification must describe the methodology used to develop the emission factor and, as applicable, include references to publicly-available data used in its development. <p>Third Party-developed Emission Factors The Registry accepts the following types of third party-developed emission factors:</p> <ol style="list-style-type: none"> 1. Registry Default Emission Factors: Regional power pool default factors such as the U.S. EPA eGRID subregion emission rates, which conform to transmission and distribution network infrastructure. 2. Other government agency or industry expert-developed geographic or utility-specific emission factors that are publicly documented and have been through a regulatory or reasonable peer review process. <p><i>Please note:</i> Although this clarification is effective January 1, 2012, Members may elect to use this guidance to report emissions for past years as well, including 2010. Members that use this guidance for current and future years are not required to make any adjustments to past year emission inventories.</p>
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Chapter 14.1	New Methodology- Using Cost Data to Calculate Emission from Electricity Use in Commercial Facilities in the U.S.	p. 97	Issued: 05/31/11 Effective: 05/31/11
<p>The most accurate way to calculate scope 2 emissions from electricity is to use kilowatt hour data provided by your utility company. Furthermore, site-specific kilowatt hour data greatly enhances the ability to accurately capture the benefits of energy efficiency initiatives. For these reasons, The Registry recommends using kilowatt hour data to calculate scope 2 emissions whenever feasible.</p>			



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Some Members, however, may find it unfeasible to obtain kilowatt hour data due to issues such as a lack of robust data management systems or an overwhelming number of utility accounts.

If it is not feasible to obtain kilowatt hour data for your commercial facilities and warehouses in the U.S., you can estimate electricity consumption using electricity expenditures and average kilowatt hour costs. If you have average kilowatt hour cost information from your utility provider(s), you should use that in Step 2 of the methodology outlined below. If you do not have this information you can use the average cost figures in Table 14.x which are provided by the U.S. Energy Information Administration (EIA).

Please Note: This method only qualifies as a Registry-accepted methodology when used to estimate electricity use for commercial facilities and/or warehouses in the U.S. where you do not have feasible access to kilowatt hour data. This methodology is not accepted for industrial facilities or for facilities located outside of the U.S.

STEP 1: Determine annual electricity expenditures for each facility using utility bills or financial records.

STEP 2: Estimate annual kilowatt hours by dividing the annual facility-level electricity expenditures by the average electricity cost (Table 14.x) for the appropriate state using Equation 14.x.

Equation 14x	Estimating Electricity Consumption Using the Expenditure Records		
Electricity Use (kWh)	= Facility Expenditures (\$)	x 100 ÷	Average Kilowatt Hour Cost (¢/kWh)

STEP 3: Calculate the GHG emissions by multiplying the estimated kilowatt hours by the appropriate eGRID factor or Registry-approved utility-specific emissions factor.

Table 14.x Average Cost per Kilowatt Hour by State

State	Average Retail Price Residential (¢/kWh)	Average Retail Price Commercial (¢/kWh)	Average Retail Price Industrial (¢/kWh)
AK Total	15.18	12.19	12.63
AL Total	9.32	8.70	5.27



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AR Total	8.73	6.91	5.25
AZ Total	9.66	8.27	6.05
CA Total	14.42	12.82	9.98
CO Total	9.25	7.62	5.97
CT Total	19.11	15.39	12.92
DC Total	11.18	12.01	9.32
DE Total	13.16	11.21	8.93
FL Total	11.22	9.75	7.76
GA Total	9.10	8.07	5.53
HI Total	24.12	21.91	18.38
IA Total	9.45	7.11	4.74
ID Total	6.36	5.14	3.87
IL Total	10.12	8.57	6.61
IN Total	8.26	7.29	4.89
KS Total	8.19	6.83	5.13
KY Total	7.34	6.76	4.47
LA Total	9.37	9.13	6.77
MA Total	16.23	15.20	13.03
MD Total	11.89	11.58	9.41
ME Total	16.52	12.94	14.11
MI Total	10.21	8.77	6.47
MN Total	9.18	7.48	5.69
MO Total	7.69	6.34	4.76
MS Total	9.36	8.92	5.75
MT Total	8.77	8.10	5.16
NC Total	9.40	7.43	5.47
ND Total	7.30	6.58	5.24
NE Total	7.59	6.39	4.78
NH Total	14.88	13.91	12.27
NJ Total	14.14	12.99	10.08
NM Total	9.12	7.66	5.60
NV Total	11.82	10.09	8.28
NY Total	17.10	15.92	8.71
OH Total	9.57	8.67	5.76
OK Total	8.58	7.33	5.41
OR Total	8.19	7.20	5.06
PA Total	10.95	9.20	6.87
RI Total	14.05	12.67	12.04
SC Total	9.19	7.74	4.83
SD Total	8.07	6.61	5.09
TN Total	7.84	8.09	5.19
TX Total	12.34	9.87	7.79
UT Total	8.15	6.54	4.52
VA Total	8.74	6.38	5.07
VT Total	14.15	12.29	8.92
WA Total	7.26	6.55	4.57
WI Total	10.87	8.71	6.16
WV Total	6.73	5.85	3.95
WY Total	7.75	6.25	4.10
Source Energy Information Administration: <u>Current and Historical Monthly Retail Sales, Revenues and Average Revenue per Kilowatt hour by State and by Sector</u> . Form EIA-826(based on 2007 data). http://www.eia.doe.gov/cneaf/electricity/epm/table5_6_a.html NOTE: There is generally a two year lag between data collection and the publishing of finalized figures. As of February 2010, the finalized figures were from 2007. Registry Members should always use the most up to date factor that is available			



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	when reporting for the current year and the most accurate factor available when reporting past years.	
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Chapter 14.1	Alternative Methodology for Estimating Electricity in Leased Spaces	p. 99	Issued: 05/31/11 Effective: 05/31/11
<p>The Registry is updating the previous version of this update (issued 1/1/10) to remove the requirement for Members to disclose that an estimation methodology was used. The updated policy is therefore further updated to read:</p> <p style="padding-left: 40px;">You may use the following estimation methodology to calculate indirect emissions from leased space in the U.S. or Canada if:</p> <ul style="list-style-type: none"> • You do not receive information about electricity usage directly, • You are unable to obtain information about your building’s electricity usage from your landlord/property owner/property manager, and • You indicate in your emission report that you have used an estimation methodology to determine your electricity usage. <p>STEP 1: Determine the office space’s square footage.</p> <p style="padding-left: 40px;">To do this, you will need to review your lease which should have your exact usable square footage. Be sure to include square footage for any storage space, if applicable. NOTE: Usable square footage is the space contained within the walls of your office. It does not include other ‘rentable’ areas such as building bathrooms, common areas, etc.</p> <p>STEP 2: Determine the average annual electricity intensity for building space.</p> <p style="padding-left: 40px;">Select the most appropriate average electricity intensity according the operations of your building space. Use the Canadian Electricity Intensity table if you are reporting for Canadian facilities and the US Electricity Intensity table if you are reporting for US facilities.</p> <p style="padding-left: 40px;">In certain circumstances Members may have sufficient information to develop operation-specific electricity use models for their operations.¹ For example, if a Member has several retail stores where they use a consistent lighting design and lighting makes up the majority of the electricity load, the Member may develop a Member-specific electricity consumption model to estimate electricity use based on square footage.</p>			



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Canadian Electricity Intensity

Principal Building Activity Annual Electricity Intensity	GJ/m²
Commercial and institutional accommodation	0.53
Entertainment and recreation	0.93
Office	0.97
Food retails	1.86
Non food retails	0.52
Food service	1.34
Non food service	0.58
Shopping malls	0.72
Warehouse/wholesale	0.79
Administration	0.82
Education	0.4
Health care	0.93
Public assembly	0.55
Other	0.58

Source: Natural Resources Canada, Commercial and Institutional Building Energy Use Survey 2000 Table 11.1
Total electricity consumption and electricity intensity by building characteristics, occupancy characteristics, energy efficiency features, heating energy sources and equipment, cooling energy sources and equipment, and water heating energy sources http://oee.nrcan.gc.ca/corporate/statistics/neud/dpa/data_e/cibeus/section_11.cfm?attr=0

U.S. Electricity Intensity

Principal Building Activity Annual Electricity Intensity	Electricity Intensity (kWh/ft²)
Education	11.0
Food Sales	49.4
Food Service	38.4
Health Care	22.9
Inpatient	27.5
Outpatient	16.1
Lodging	13.5



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	<table border="1"> <tr><td>Retail (other than mall)</td><td>14.3</td></tr> <tr><td>Office</td><td>17.3</td></tr> <tr><td>Public Assembly</td><td>12.5</td></tr> <tr><td>Public Order and Safety</td><td>15.3</td></tr> <tr><td>Religious Worship</td><td>4.9</td></tr> <tr><td>Service</td><td>11</td></tr> <tr><td>Warehouse and Storage</td><td>7.6</td></tr> <tr><td>Other</td><td>22.5</td></tr> <tr><td>Vacant</td><td>2.4</td></tr> <tr><td colspan="2">Source: 2003 Commercial Buildings Energy Consumption Survey, Energy Information Administration (http://www.eia.doe.gov/emeu/cbecs/)</td></tr> </table> <p>STEP 3: Calculate your office's electricity consumption.</p> $ \begin{array}{rcl} \text{Office Space} & & \text{Annual Electricity} \\ \text{(useable space)} & & \text{Intensity} \\ \text{(ft}^2\text{)} & \times & \text{(kWh/ft}^2\text{)} \\ \text{(from landlord)} & & \text{(from table)} \\ & & = \\ & & \text{Your Estimated} \\ & & \text{Annual Electricity} \\ & & \text{Consumption} \end{array} $ <p>STEP 4: Calculate the GHG emissions associated with your estimated annual electricity consumption.</p> <p>Use Equation 14b to calculate your indirect emissions from electricity use and Equation 14c to convert emissions to CO₂-e.</p> <p>Members with facilities in Mexico who wish to use this methodology should contact The Registry for guidance.</p> <p>¹ Please contact The Registry if you are interested in developing your own operation-specific electricity use model to estimate your electricity use.</p>	Retail (other than mall)	14.3	Office	17.3	Public Assembly	12.5	Public Order and Safety	15.3	Religious Worship	4.9	Service	11	Warehouse and Storage	7.6	Other	22.5	Vacant	2.4	Source: 2003 Commercial Buildings Energy Consumption Survey, Energy Information Administration (http://www.eia.doe.gov/emeu/cbecs/)	
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Chapter 14.1	Estimating Electricity Use Using Sample or Proxy Data	p. 99	Issued: 05/31/11 Effective: 05/31/11
	<p>In order to recognize the accuracy of using sample or proxy data to estimate equipment electricity use in some instances, The Registry is adding the following methodologies to Chapter 14:</p> <p>Estimating Electricity Use Using Sample Data:</p> <p>If you have sampled the power consumption and metered or tracked (logged) the hours of use of the equipment and you can demonstrate</p>		



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	<p>the equipment is operating continuously (or on a schedule that you can account for) at a constant rate, then you can multiply the sample against the amount of time the equipment was in use to estimate the electricity use for the purpose of reporting to The Registry.</p> <p>Estimating Electricity Use Using Proxy Data:</p> <p>If you can demonstrate that equipment operations where site-specific data is unavailable have the same emissions as identical equipment where site-specific data is available, that the equipment operates on the same schedule and that the same maintenance procedures are followed, then you may assume that emissions associated with electricity use by both pieces of equipment are the same when reporting to The Registry. You may use make and model information, manufacturer specifications or testing to determine that both pieces of equipment consume the same amount of electricity.</p>
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Chapter 15.2	Calculating Indirect GHG Emissions from Imported Steam or District Heating from a Conventional Boiler in Leased Spaces	p. 114	Issued: 04/27/09 Effective: 04/27/09
	<p>In many cases, organizations that lease space (such as office space) use heat or steam that is generated within the facility they are located in where the heat generation unit is outside of their organizational boundary. For example, if a firm leases office space on the third floor of a 24 story building with a central heating system consisting of a series of boilers in the basement, the boilers are in the same facility but outside of the firm's organizational boundary.</p> <p>Members who lease space with heating units that are located within their organizational boundaries are required to report the emissions from such heating units as scope 1 (stationary combustion) emissions.</p> <p>Members who lease space that is heated by units located in the building they occupy but that are outside of their organizational boundaries may report emissions from the resulting heating unit(s) as optional scope 2 emissions (imported heat).</p>		

Chapter 15.3	Calculating Indirect GHG Emissions from District Cooling in Leased Spaces	p. 115	Issued: 04/27/09 Effective: 04/27/09
	<p>In many cases, organizations that lease space (such as office space) use cooling that is generated within the facility they are located in where the cooling generation unit is outside of their organizational boundary.</p>		



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	<p>Members who lease space with cooling units that are located within their organizational boundaries are required to report the emissions from such cooling units as scope 1 (fugitive) emissions.</p> <p>Members who lease space that is cooled by units located in the building they occupy but that are outside of their organizational boundaries may report emissions from the resulting cooling unit(s) as optional scope 2 emissions (imported cooling).</p>
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Chapter 16	Guidance for Subtracting Recycled Refrigerant from Mass Balance Methodology	p.127	Issued: 02/11/10 Effective: 02/11/10
	<p>Formula 16d Calculating Emissions of Each Type of Refrigerant has been updated to address the treatment of refrigerant removed for recycling by a contractor. The additions to the formula are in <i>bold italics</i>.</p> $\text{Total Annual Emissions (metric tons) = } \frac{(\text{PN} - \text{CN} + \text{PS} - \text{PR} + \text{CD} - \text{RD})}{1,000}$ <p style="text-align: center;">(kg) (kg) (kg) (kg) (kg) (kg) (kg/metric tons)</p> <p>Where:</p> <p>PN = quantity of refrigerant used to charge new equipment *</p> <p>CN = total full charge of the new equipment *</p> <p>PS = quantity of refrigerant used to service equipment</p> <p><i>PR = quantity of refrigerant recycled</i></p> <p>CD = total full charge of retiring equipment</p> <p>RD = refrigerant recovered from retiring equipment, not previously accounted for under PR</p> <p>* Omitted if no equipment was installed during the emissions year or if the installed equipment was pre-charged by the manufacturer</p>		

Chapter 16.1	Calculating Direct Fugitive Emissions from Refrigeration Systems	p.121	Issued: 05/31/11 Effective: 05/31/11
	<p>In order to clarify the reporting requirements for refrigerants, The Registry is adding the following language to Chapter 16:</p> <p>Common refrigerants R-22, R-12 and R-11 are not part of the GHGs required to be reported to The Registry because they are either HCFCs or CFCs. The production of HCFCs and CFCs is being phased out under the Montreal Protocol and as a result, HCFCs and CFCs are not defined as GHGs under the Kyoto Protocol. Emissions of non-Kyoto-defined GHGs must not be</p>		



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reported as emission sources or part of a facility totals grid in CRIS, regardless of the global warming potential of the gas. Members that opt to disclose emissions of these refrigerants must include that information in a supplemental document. The Registry strongly encourages Members to optionally disclose these gases in a supplemental public document.

Chapter 16.1	HFC and PFC content of Refrigerant Blends for Reporting to CRIS	p. 124 & 127	Issued: 11/24/08 Effective: 11/24/08																	
	<p>In order to eliminate confusion regarding the reporting of refrigerant blends that are blends of HFCs and PFCs, The Registry developed the following reporting guidance:</p> <p>To report the emissions from these blends, Members must multiply the amount of each refrigerant used by the percent composition of HFC and PFC listed below. Then Members must enter that refrigerant into CRIS twice; once to report the HFCs present in the blend and once to report the PFCs present in the blend.</p> <p>The only refrigerants that must be reported to The Registry that are blends of HFCs and PFCs are listed in the table below.</p> <p>NOTE: The Registry has developed an excel tool that will automatically calculate the appropriate amounts of HFC and PFC from the refrigerant blends listed below. This tool can be downloaded from: The Registry's website.</p> <table border="1"> <thead> <tr> <th colspan="3">REFRIGERANT BLENDS (CONTAIN HFC AND PFC)</th> </tr> <tr> <th>Blend</th> <th>Constituents</th> <th>Composition (%)</th> </tr> </thead> <tbody> <tr> <td>R-405A</td> <td>HCFC-22/HFC-152a/HCFC-142b/PFC-318</td> <td>(45.0/7.0/5.5/42.5)</td> </tr> <tr> <td>R-413A</td> <td>PFC-218/HFC-134a/HC-600a</td> <td>(9.0/88.0/3.0)</td> </tr> <tr> <td>R-508A</td> <td>HFC-23/PFC-116</td> <td>(39.0/61.0)</td> </tr> <tr> <td>R-508B</td> <td>HFC-23/PFC-116</td> <td>(46.0/54.0)</td> </tr> </tbody> </table> <p>Source: 2006 IPCC Guidelines for National Greenhouse Gas Inventories, Volume 3, Table 7.8, page 7.44.</p>			REFRIGERANT BLENDS (CONTAIN HFC AND PFC)			Blend	Constituents	Composition (%)	R-405A	HCFC-22/HFC-152a/HCFC-142b/PFC-318	(45.0/7.0/5.5/42.5)	R-413A	PFC-218/HFC-134a/HC-600a	(9.0/88.0/3.0)	R-508A	HFC-23/PFC-116	(39.0/61.0)	R-508B	HFC-23/PFC-116
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R-508B	HFC-23/PFC-116	(46.0/54.0)																		

Chapter 16.2	Example: Calculating Emissions of Each Type of HFC and PFC	p.131	Issued: 03/02/09 Effective: 03/02/09
	<p>Equation 16a in the example on page 131 contains an error. The example should be corrected to subtract 90 kg instead of add 90 kg. The equation should therefore read as follows:</p> $\text{HFC-23 Emissions} = (412.6 - 405.1 + 197.5 - 53.3 - 90) \div 1,000 = 0.062$		



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(metric tons of HFC-23)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg/metric ton)
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Chapter 20.2	Confidential Business Information	p.151	Issued: 05/31/11 Effective: 05/31/11
	<p>The Registry is removing the requirement to submit the Public Disclosure Exemption Request form for each year of data a Member would like to remain confidential. Therefore, the previous update (issued 11/24/08) regarding reporting historical data is further updated to read:</p> <p>To confirm that The Registry’s confidentiality policy regarding confidential business information (CBI) exemptions is permanent, The Registry has clarified:</p> <ul style="list-style-type: none"> • All Members that submit the Public Disclosure Exemption Request Form for reasons of CBI will be granted an exemption unless their form is incomplete. • The Registry will honor any CBI classification granted by a regulatory agency. However, the Member must communicate such classification to The Registry on the Public Disclosure Exemption Request Form. • Once a complete Public Disclosure Exemption Request Form is submitted, all future inventory reports for that Member will display only entity-level emissions by gas and emission category. 		

Chapter 20.2	Confidential Business Information	p. 152	Issued: 05/31/11 Effective: 05/31/11
	<p>To simplify the disclosure requirements for Members that have submitted a Public Disclosure Exemption Request Form, The Registry will not provide disclosure of state/province-level reports by CO₂-e.</p> <p>All Members will continue to disclose entity-level emissions by gas and emissions category.</p>		

Glossary of Terms	Definition of Commercial and Non-commercial Buildings	p. 154	Issued: 05/31/11 Effective: 05/31/11
	<p>In order to clarify the stationary facility types that are eligible for optional state, province or territory-level aggregation when reporting at the facility-level, The Registry is adding the following definitions to the Glossary of Terms:</p> <p>Commercial Buildings: Office-based or retail facilities that do not</p>		



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	<p>conduct industrial operations and for which emission sources are limited to:</p> <ul style="list-style-type: none"> • Purchased or acquired electricity, heating or cooling • Stationary combustion of fuel for building heating • Refrigerants for building air conditioning; • Standard fire extinguishers (as opposed to more complex PFC systems) • Non-commercial refrigeration; • Emergency generators; and, • Off-road equipment limited to building and landscape maintenance. <p>The Registry will consider allowing the aggregation of non-commercial facilities where non-commercial activities are sufficiently small on a case-by-case basis. Members and Verification Bodies may contact The Registry at help@theclimateregistry.org to propose a special case.</p> <p>Non-commercial Buildings: Stationary facilities that have significant stationary combustion, fugitive or process emission sources such as industrial facilities, manufacturing facilities, mills and power plants.</p>
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Glossary of Terms	Definition of Facility	p.155	Issued: 05/31/11 Effective: 05/31/11
	<p>In order to reflect the updated policy on facility definitions, The Registry is amending the definition of a facility in the glossary of terms to read:</p> <p>Facility: Any installation or establishment located on a single site or on contiguous or adjacent sites in actual physical contact or separated solely by a public roadway or other public right-of way that are owned or operated by an entity.</p> <p>A facility includes not only all of the stationary installations and equipment located at the site, but all mobile equipment that is under the control of the reporting entity and operates exclusively on a particular facility's premises. Examples of such site-specific mobile equipment include forklifts, front-end loaders, off-road trucks, mobile cranes, etc. Mobile sources that beyond the confines of a single facility (e.g., automobiles and on-road trucks), may also be reported as part of a facility. Pipelines, pipeline systems, and electricity transmission and distribution systems are considered discrete facilities for reporting purposes.</p>		



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Glossary of Terms	Industry Best Practices	p.156	Issued: 03/02/09 Effective: 03/02/09
	<p>The term “Industry Best Practices” is added to the glossary of terms with the following definition:</p> <p style="padding-left: 40px;">Calculation and measurement methodologies or factors that are documented and have been through a reasonable peer review process conducted by industry experts.</p>		

Glossary of Terms	Definition of Miniscule Sources	p.156	Issued: 05/31/11 Effective: 05/31/11
	<p>In order to identify which sources may be omitted from a Members inventory The Registry is adding the following definition to the glossary of terms:</p> <p>Miniscule Sources: Emissions sources listed on The Registry’s <i>Exclusion of Miniscule Sources Form</i> which The Registry has deemed may be excluded from an inventory without:</p> <ul style="list-style-type: none"> • Compromising the relevance of the reported inventory; • Significantly reducing the combined quantity of scope 1, scope 2, and biogenic CO₂-e emissions reported; • Impacting ability to identify the Member’s viable opportunities for emissions reductions projects; • Impacting the ability to ascertain whether the Member has achieved a reduction (of five percent or greater) in total entity emissions from one year to the next; • Impacting ability to assess the Member’s climate change related risk exposure; or, • Impacting the decision-making needs of users. 		

Glossary of Terms	Mobile Combustion Emissions	p.156	Issued: 04/27/09 Effective: 04/27/09
	<p>The definition of mobile combustion in the GRP is clarified to be:</p> <p style="padding-left: 40px;">Emissions from the combustion of fuels in transportation sources (e.g., cars, trucks, buses, trains, airplanes, and marine vessels), emissions from non-road equipment such as equipment used in construction, agriculture, and forestry and other sources that are designed and capable of emitting GHGs while moving from one location to another.</p> <p style="padding-left: 40px;">A emissions source is not a mobile combustion source if it is a piece of equipment that is designed and capable of being moved from one location to another but does not combust fuel while it is being moved (e.g., an</p>		



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	emergency generator).
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Glossary of Terms	Definition of Simplified Estimation Methods	p. 158	Issued: 05/31/11 Effective: 05/31/11
	<p>To clarify the definition of simplified estimation methodologies, The Registry is amending the following definition of Simplified Estimation Methods in the glossary of terms to read:</p> <p>Simplified Estimation Methodologies: Rough, upper-bound methods for estimating emissions. Approved methodologies in the GRP that are not found in Part III, Appendix E or annexes of the GRP or those that meet The Registry’s definition of Industry Best Practices are not Simplified Estimation Methods (SEMs). SEMs may be used to calculate emissions from one or more sources, for one or more gases, that, when aggregated, equal no more than five percent of the sum of an entity’s scope 1, scope 2 and biogenic emissions from stationary combustion, as determined on a CO₂ equivalent basis.</p> <p>SEMs include Registry-approved calculations where non-accepted activity data is used as an input.</p> <p>Where emission sources are small enough to be included within the five percent SEMs threshold, Members may elect to use non-registry approved methods that are more accurate than the simplified upper bounds methods generally used to estimate very small sources without submitting a Member Derived Methodology Form, as long as the emissions are designated as SEMs.</p>		

Glossary of Terms	Stationary Combustion Emissions	p.158	Issued: 03/02/09 Effective: 03/02/09
	<p>The definition of stationary combustion in the GRP does not only apply to fuels combusted to produce electricity, steam, heat or power. It more accurately refers to combustion of any fuel in a fixed location. Therefore The Registry is clarifying that the definition of stationary combustion is:</p> <p>Combustion of fuels in any stationary equipment including boilers, furnaces, burners, turbines, heaters, incinerators, engines, flares, etc.</p>		

Glossary of Terms	Definition of Transitional Members	p. 158	Issued: 05/31/11 Effective: 05/31/11
	<p>To reflect the updated policy on transitional reporting, The Registry is amending the following definition of Transitional Members in the Glossary of Terms to read:</p>		



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	<p>Transitional Members: A Member that opts to report less than complete emissions data by self-defining a transitional reporting boundary based on the following parameters:</p> <ul style="list-style-type: none">• Scopes• Gases• Activity Types (stationary combustion, etc.)• Geographic/operational boundaries (country, state, business units, facility, etc.) <p>The transitional reporting option is available only during a Member's first five emissions years, after which time a waiver is required to continue to report on a transitional basis. The waiver must set a target date for complete reporting, provide justification for the requested extension, identifies the steps being taken to achieve a complete inventory (such as an inventory management plan) and identify any obstacles or limitations prohibiting you from reporting completely to The Registry after five years.</p>
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