



The Climate Registry

## CRIS FAQs

### SETTING UP

**What are the different types of Entity contacts and what can they do?**

The screenshot shows a web form for adding or editing an entity contact. The form includes the following fields and controls:

- Name:** Entity, Contact
- Begin Date:** A date input field with a calendar icon.
- Contact Type \*:** A dropdown menu with the following options: Alternate Entity Administrator, Lead Verifier, Primary Entity Administrator, and Entity Reviewer.
- Buttons:** Back and Save.

- Primary Entity Administrator – The Primary Entity Administrator can access all areas of the database, create other users, enter and edit all facility emissions activity data and submit reports for verification. There can be only one Primary Entity Administrator per organization. The technical contact from your Statement of Intent will automatically be assigned as the CRIS Primary Entity Administrator by The Registry.
- Alternate Entity Administrator – The Alternate Entity Administrator can access all areas of the database, create and manage all users and enter and edit all facility emissions activity data. Your organization can have multiple Alternate Entity Administrators.
- Lead Verifier – The Lead Verifier has read-only access to data for verification purposes and can submit verification opinions to The Registry.
- Reviewer – A Reviewer has read-only access to data for review purposes.

### **Can I report historical data before my first year of official reporting?**

Historical data represents emissions data from years prior to your first year of reporting in CRIS. If you have been reporting to another registry, you can transfer your historical data to CRIS before you have entered your first year of emissions.

All historical emission reports must have entity-level emissions of CO<sub>2</sub> from stationary combustion in at least one state or province, not have gaps in years and have been third-party verified. If your data has not been previously verified, you will need to have it verified before The Registry releases it to the public. Your verifier does not need to be Registry-approved if your data was verified prior to entry into CRIS.

There are fees to report historical data in CRIS. You can report up to three years for a one-time fee of 25% of your annual Membership fee. The fee is 50% of your annual fee for four or more years.

## What is “Ending a Relationship”?

Ending a Relationship shows that an individual or facility no longer has privileges to perform actions related to a specific facility or entity. By selecting End the Relationship, CRIS will retain a record of all actions previously made and all details entered and will reflect that no further relationship exists.

You can End the Relationship of an Individual or a Facility.

- **Individual** – Individuals assigned to manage the inventory may change from time to time. To change a contact’s status, you can “End” the contact’s relationship. To end an Individual’s relationship:

Step 1: In your entity or facility page, click on “Entity Contacts” or “Facility Contacts.” Next, select the radio button next to the person with whom you would like to end a relationship.

The screenshot shows a web interface with several tabs: Entity Addresses, Entity Contacts (selected), Facility Contacts, Entity Documents, Reporting Years, and Facilities. Below the tabs is a 'Verification Body' section. The main content is a table titled 'Entity Contacts' with the following data:

	Name	Contact Type	Begin Date
<input type="radio"/>	Fitzhenry, Susan	Alternate Entity Administrator	09/26/2008
<input checked="" type="radio"/>	Sebastian, Mary Ellen	Lead Verifier	09/26/2008
<input type="radio"/>	Tim, Tiny	Primary Entity Administrator	09/26/2008

At the bottom of the interface are four buttons: Create New Contact, Select Existing User, End Contact Relationship, and Show History.

Step 2: Click the “End Contact Relationship” button. This will prompt a pop-up box that will require you to input an end date.

Step 3: If you click the blue “Show History” tab at the bottom of the screen, you will see the dates for which the individual had access to CRIS.

This close-up shows the bottom navigation bar with four buttons: Create New Contact, Select Existing User, End Contact Relationship, and Show History. The Show History button is highlighted in blue.

The screenshot shows the 'Entity Contacts' interface after clicking 'Show History'. The table now includes an 'End Date' column:

	Name	Contact Type	Begin Date	End Date
<input type="radio"/>	Fitzhenry, Susan	Alternate Entity Administrator	09/26/2008	
<input type="radio"/>	Tim, Tiny	Primary Entity Administrator	09/26/2008	
<input type="radio"/>	Kitchen, Miles	Entity Reviewer	09/26/2008	10/03/2008
<input type="radio"/>	Sebastian, Mary Ellen	Lead Verifier	09/26/2008	10/14/2008

At the bottom of the interface are four buttons: Create New Contact, Select Existing User, End Contact Relationship, and Show Current.

- Facility – If your company’s ownership of a facility changes and it no longer falls within your reporting boundaries, you will also want to end the relationship. CRIS will record the time frame for which the facility was within your boundaries. You cannot delete a facility once you have entered it. To End a Facility Relationship:

Step 1: In your Entity page, click on the green “Facilities” tab.

Step 2: Select the radio button next to the Facility whose status is changing.

Step 3: Using the blue buttons underneath, select “End Facility Relationship.”

Entity Addresses						Entity Contacts						Facility Contacts						Entity Documents						Reporting Years						Facilities					
Verification Body																																			
Facilities																																			
Facility Name		Facility Number		Equity Share (%)		Operational Control		Begin Date																											
<input checked="" type="radio"/>	<a href="#">Widget office building</a>	F-1080		100.0		Yes		10/01/2008																											
<input type="radio"/>	<a href="#">Office #3</a>	F-1081		100.0		Yes		10/03/2008																											
<input type="radio"/>	<a href="#">Widget's delivery fleet for manufacturing plant</a>	F-1079		50.0		Yes		10/01/2008																											
<a href="#">Create New Facility</a> <a href="#">Select Existing Facility</a> <a href="#">End Facility Relationship</a> <a href="#">Show History</a>																																			

## EDITING INFORMATION

### How can I change my reporting year?

You can only enter data into CRIS for the year that you are reporting. After you have completed the inventory for one year, contact Member Services ([help@theclimateregistry.org](mailto:help@theclimateregistry.org)) to renew your reporting year. If you find that the year listed in CRIS is incorrect, please contact Member Services.

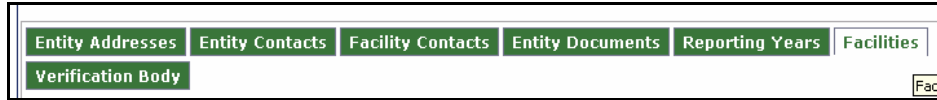
### How can I edit my information in CRIS?

*There are three places to edit information in CRIS. This depends on what type of data you would like to edit.*

1. General Entity Information – All general information including your organization’s address, a description of operations and your website can be edited on your organization’s “My Entity” page.
2. General Facility Information – All general information, including facility contacts, emission activities, documents, submissions and association with an entity, can be edited on your organization’s “Facilities” tab.

Step 1: Click on your “My Entity” tab and then click on the “Facilities” tab.

Entities				
Entity Name ▲	Entity Number	City	State/Province	Country
<a href="#">Widgets Inc.</a>	E-1022	Los Angeles	California	United States



Step 2: Select the specific facility by clicking on its name in blue. You will now be working within the facility detail pages

**Facility Information** Print

Use this form to: 1) update facility details, 2) add or change facility contacts, 3) view entity relationships, 4) add or edit documents, 5) add or edit emitting activities, and 6) view emissions submissions for the current year and all previous reporting years. In each tab, use the buttons located under each grid to change the information displayed in the grid.

**Facility Name \***

**Facility Number** F-1080

**Facility Category** Stationary Source (e.g., power plant, etc.)

**Geographic Category** Single State - U.S.

**State/Province** Oregon

**Sector (NAICS) \***

**Description**

[Back](#) [Save](#) [Report Emissions](#)

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[Facility Addresses](#) [Facility Contacts](#) [Emitting Activities](#) [Facility Documents](#) [Emissions Submissions](#)

[Associated Entities](#)

**Emissions Submissions For Widget office building**

Submission ID	Submission Create Date	Reporting Year	Submission Status
<a href="#">61</a>	10/02/2008	2007	Draft

Step 3: To edit each emitting activity's equipment type and associated fuel type, select the "Emitting Activity" tab and then the desired emitting activity.

[Facility Addresses](#) [Facility Contacts](#) [Emitting Activities](#) [Facility Documents](#) [Emissions Submissions](#)

[Associated Entities](#)

**Emitting Activities**

Activity/Source	Scope	Activity Type	Description
<a href="#">Boiler 1</a>	Scope 1 - Combustion (Stationary)	Boilers (Commercial Sector Boilers)	
<a href="#">Natural Gas for office</a>	Scope 1 - Combustion (Stationary)	Furnace (Cyclone Furnace)	

You will now be able to edit the emitting activity's name, scope and the type of equipment used. Please note that in order to delete an emitting activity, you must first erase all emissions data.

3. Emissions Data – You will be able to edit emissions data based on how it was entered (ie. the calculator tool, “Report By Emitting Activity” or by pre-calculated total facility emissions, “Report by Facility Totals”).

Step 1: Click on the blue “Emissions Reporting” tab to access all facility information.

Step 2: Click on the submission ID to connect with the specific facility you would like to edit emissions data for. This will prompt all data entries for that facility.

Step 3: Click the radio button for the data you would like to edit and then click the blue “Edit Record” button at below the submissions.

## **EMISSIONS REPORTING**

### **Does The Registry have an Excel template I can use to gather my data so it is compatible with CRIS?**

You will not be able to upload your emissions inventory from an Excel spreadsheet into CRIS and there is no one-size-fits-all template that will work for all Members when gathering their data. Instead, we recommend that you attend one of The Registry’s “Building a Verifiable Inventory” webinars (<http://www.theclimateregistry.org/calendar.html>) to help you understand how to set up an inventory appropriate for your organization. It is important to develop a system that mirrors your organization’s operations and reporting processes rather than try to copy an existing template.

### **When will bulk data uploads and electronic data transfer be available in CRIS?**

The electronic data transfer and bulk data upload functions in CRIS will be available Spring 2009.

### **How will bulk data be uploaded into CRIS?**

All data transfers to and from CRIS are based on the Consolidated Emissions Reporting Schema (CERS) released by the EPA. The schema is designed to support the reporting of criteria air pollutants, air toxic emissions and now greenhouse gases. The schema will allow one mapped file to be used for a variety of reporting programs including the EPA, The Climate Registry and WCI. Bulk data uploads requiring mapping to the CERS is recommended for any organization with 10 or more facilities and will require a one-time mapping effort from your IT department.

The Registry plans on offering guidance on how Members can use the schema to upload bulk data into CRIS in the Spring of 2009. Members interested in viewing the schema prior to this can view it on the EPA's website at <http://www.epa.gov/ttn/chief/net/neip/index.html>.

### Who should use bulk data?

Bulk data will be most helpful for large organizations that have 10 or more facilities. It will require a certain amount of time to format your data files and existing records. We estimate that if you have less than 10 facilities, it is more time-efficient to enter the data in CRIS directly.

### How do I report using Simplified Estimation Methods?

Simplified Estimation Methods calculate data that your organization does not have the records for or that is too cumbersome to collect. Simplified Estimation Methods can account for 5% of your organization's total emissions.

Step 1: When reporting emissions, select "Report by Emitting Activity."

**Step 3: Select Reporting Level**

<b>Submission ID</b>	17	<b>Facility Number</b>	F-1009
<b>Submission Status</b>	Verification Ready	<b>Facility Name</b>	Recruiting Office
<b>Reporting Year</b>	2007		

**Reporting Level \***

Step 2: Select "Use Precalculated Values" from the Reporting Method drop down menu.

**Select Greenhouse Gases to Report**

	Greenhouse Gas	Reporting Method	Formula
<input checked="" type="checkbox"/>	CH4 (Methane)	Use Precalculated Values	
<input checked="" type="checkbox"/>	CO2 (Carbon dioxide)	Use Precalculated Values	
<input checked="" type="checkbox"/>	N2O (Nitrous Oxide)	Use Precalculated Values	
<input type="checkbox"/>	Add GHG		

Step 3: Select "Estimated Emissions" from the Emissions Tier drop down menu.

Whenever Simplified Estimation Methods are used in CRIS, they must be noted (in the Emission Tier and Comment Field) and supporting document must be attached that shows how calculations were done.

### How do I report biodiesel? I don't see B85 as an option.

Currently, biodiesel emissions must be broken down into their component parts and reported as two separate emitting activities within a single facility. For example, if you have B85, your first emitting activity will be diesel. It will be multiplied by diesel's emission factors and then by 85%. Your second emitting activity will be the biological portion, multiplied by its own emission factor and then by 15%.

In the very near future, CRIS will allow for biodiesel to be directly reported.

### How do I report refrigerant blends?

Most refrigerant blends are exclusively made up of either one HFC or PFC type. CRIS requires that all refrigerant blends be reported based on their constituent parts. The Registry has created the following tool to help break down blends based on the kg of each refrigerant used:

[Refrigerant Blend Calculation Tool](#).

### How do I report a refrigerant that is not listed in CRIS?

Certain refrigerants do not have a global warming potential (GWP=0) and, thus, do not need to be reported. There are other refrigerants with global warming potentials but that are not being tracked as they are set to be phased out of production, according to the Montreal Protocol.

For a full list of refrigerants that can be entered into CRIS see Appendix E, pg 205 of the General Reporting Protocol (GRP).

## My organization is a local government. When can we start using CRIS to report our emissions data?

CRIS has been designed to support The Registry's GRP. As industry specific protocols, such as the Local Government Operations Protocol, are released, CRIS will be updated to reflect new requirements for specific reporting sectors. The Local Government Operations Protocol, which is scheduled to be released June 2009, groups local government emissions by sector (ie. waste water treatment, stop lights, etc.) as well as at the facility level. These sectors are designed to give a more complete picture of a local government's emissions so that they can be compared easily with other local governments across state and national boundaries. CRIS will be updated to reflect these reporting changes for local government reporters in October 2009.

We encourage local governments to wait for this feature before entering in emissions data to avoid data re-entry once the sector level reporting feature is complete.

If your local government still plans on entering its emissions data into CRIS prior to October, you can use the report template in the back of the California Climate Action Registry's Local Government Operations Protocol to organize your report into sectors and post it as a public document as a part of your CRIS report.

[Local Government Operations Protocol](#)

## **CERTIFICATION**

### I thought I needed to have my data *verified*. What is certification?

Before you submit your data to your Verification Body, you need to complete an internal "certification" review step in CRIS. The Facility Administrator first reviews emissions information at the facility level and makes the data certification ready. Second, the Entity Administrator reviews all entity data with a Quality Assurance (QA) check. Last, the Entity Administrator will either flag changes or mark facility level data as certified so that it is sent to the verifier.

Part I: Information is sent to be certification ready at the facility level.

Step 1: It can be reviewed at the facility level. Click on the blue "Emissions Reporting" tab.



Step 2: Click on the desired facility.

Select Submission					
Submission ID	Facility Name	Facility Number	Reporting Year	Submission Create Date	Submission Status
<a href="#">61</a>	Widget office building	F-1080	2007	10/02/2008	Draft
<a href="#">62</a>	Widget's delivery fleet for manufacturing plant	F-1079	2007	10/02/2008	Facility Certified

Step 3: Click on the “Certification Ready” tab at the bottom of the Emissions Detail.

<input type="radio"/>	Calculated	Scope 2 - Indirect	Use Of Purchased Electricity	0.620 MWh	US: SRMWW (SERC Midwest)	CO2 (Carbon dioxide)	0.518679 metric tons	1844.34		
<input type="radio"/>	Calculated	Scope 2 - Indirect	Use Of Purchased Electricity	5984.000 MWh	US: CAMX (WECC California)	CO2 (Carbon dioxide)	2385.082527 metric tons	878.71		
<input type="radio"/>	Calculated	Scope 2 - Indirect	Use Of Purchased Electricity	5984.000 MWh	US: CAMX (WECC California)	CO2 (Carbon dioxide)	2385.082527 metric tons	878.71		

[Back](#) [Update Full Submission](#) [Edit Record](#) [Delete](#) [Certification Ready](#) [QA Check Log](#)

**Part II:** When Part I is complete, the Entity Administrator can run QA checks, which will flag potential errors in your report. When all the data has been reviewed and deemed accurate, the Entity Administrator can certify the data by checking the appropriate button on the “Certified Emissions” tab.

To begin: Under the “Emissions Reporting” tab, click on “Certify Emissions.”

My Entity | Emissions Reporting | Search Reports

Home > My Entity

Report Emissions

**Certify Emissions**

Use the Search button to find a specific entity under the grid in the grid.

Account Verification Annual Report

Use the Search button to find a specific entity under the grid in the grid.

Account Verification Annual Report

Your emission submission should now be listed as “Certification Ready.”

Select Submission

Submission ID	Facility Name	Facility Number	Reporting Year	Submission Create Date	Submission Status
<a href="#">61</a>	Widget office building	F-1080	2007	10/02/2008	Draft
<a href="#">62</a>	Widget's delivery fleet for manufacturing plant	F-1079	2007	10/02/2008	Certification Ready

1 - 2 of 2 [Export Data](#)

Step 1: Select the “Certification Ready” submission.

HOME > EMISSIONS REPORTING > CERTIFY EMISSIONS

Logged in as My Entity

## Certify Emissions

### Step 1: Select Submission to Check and Certify

Submission ID	Facility Name	Facility Number	Reporting Year	Submission Create Date	Submission Status
<input checked="" type="radio"/> <a href="#">62</a>	Widget's delivery fleet for manufacturing plant	F-1079	2007	10/02/2008	Certification Ready

1 - 1 of 1 [Export Data](#)

[Continue](#)

Step 2: Review QA Checks and select “Continue.”

### Step 2: Review QA Checks for Submission

QA Analysis complete. Please review the QA Log for warnings.

**QA Checks**

Emission Record ID	Emitting Activities	Greenhouse Gas	Criticality	Check Number/Description
	Widget's delivery fleet for manufacturing plant - Small delivery trucks		Warning	You have not reported at least one emission record for this emitting activity.
	Widget's delivery fleet for manufacturing plant - Biofuel bus 1 (diesel)	CO2 (Carbon dioxide)	Warning	The GHGs you reported for this emitting activity are not consistent with the GHGs you reported last year.
	Widget's delivery fleet for manufacturing plant - Biofuel bus 1 (biomass)	CO2 (Carbon dioxide)	Warning	The GHGs you reported for this emitting activity are not consistent with the GHGs you reported last year.

[Back](#) [Continue](#)

Step 3: The last step is completing the Certification Statement. This step will provide fields for comments. To ensure that certification is not accidentally done, you will be asked for your login and password.

**Step 3: Complete Certification Statement for Submission**

Emissions Data Detail												
Emission Record ID	Reporting Method	Emitting Activity Number	Scope	Activity Type	Quantity	Fuel	Greenhouse Gas	Total Emissions	Emission Factor	Heat Content	Oxidation Factor	Emission Tier
404	Calculated		Biomass Combustion (Mobile)	Buses (Alternative Fuels)	400.000 gallons	Ethanol (E100)	CO2 (Carbon dioxide)	2.224000 metric tons	5.56	3.539	1	Tier C
402	Calculated		Scope 1 - Combustion (Mobile)	Heavy-Duty Vehicles (Advanced)	1600.000 gallons	Diesel Fuel / Distillate Fuel Oil (#1, 2 & 4)	CO2 (Carbon dioxide)	16.240000 metric tons	10.15	5.825	1	Tier B

**Comment**

I hereby confirm this certification to be accurate.

Enter password \*

[Back](#) [Certify](#)

Your emission submission will now be listed as "Facility Certified" and will be visible to your Verification Body when it logs in to CRIS.

Submission ID	Facility Name	Facility Number	Reporting Year	Submission Create Date	Submission Status
61	Widget office building	F-1080	2007	10/02/2008	Draft
62	Widget's delivery fleet for manufacturing plant	F-1079	2007	10/02/2008	Facility Certified