Getting Started with CRIS

Climate Registry Information Software

A User Guide for Entity Administrators

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The Climate Registry
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Section 1.0 Introduction

Welcome to CRIS, the Climate Registry Information System!

CRIS is the online tool developed by The Climate Registry that will allow you to calculate and report your greenhouse gas (GHG) emissions. CRIS is the software companion to The Climate Registry's General Reporting Protocol (GRP) and General Verification Protocol (GVP). This comprehensive reporting tool is used by Registry Members, Verification Bodies, and the general public.

CRIS allows for:

> ***Registry Staff*** to efficiently manage, review, and track Members' greenhouse gas emission data and annual reports.
>
> ***Members*** to calculate and report their annual greenhouse gas emissions to The Climate Registry.
>
> ***Verification Bodies*** to review and verify Members' emission reports and submit their verification opinions to The Climate Registry.
>
> The ***General Public*** to review Members' independently verified and Registry accepted emissions reports.

This user guide was designed by The Climate Registry for its Members. It is organized into six sections that will walk you through the various stages of the reporting process:

- **Section 1.0:** Introduction
- **Section 2.0:** Accessing CRIS
- **Section 3.0:** Entering Facility Information
- **Section 4.0:** Calculating and Reporting Emissions within CRIS
- **Section 5.0:** Certification
- **Section 6.0:** Generating Emissions Reports
- ***Appendix A:*** Common Reporting Terms
- ***Appendix B:*** Common CRIS Terms
- ***Appendix C:*** Entity and Facility Submissions Statuses
- ***Appendix D:*** Troubleshooting

The sections above provide you with a general overview and introduction to the key features of CRIS. They are intended to guide you, as a first-time or returning entity user, through the most common tasks and functionalities that you will encounter during the reporting process.

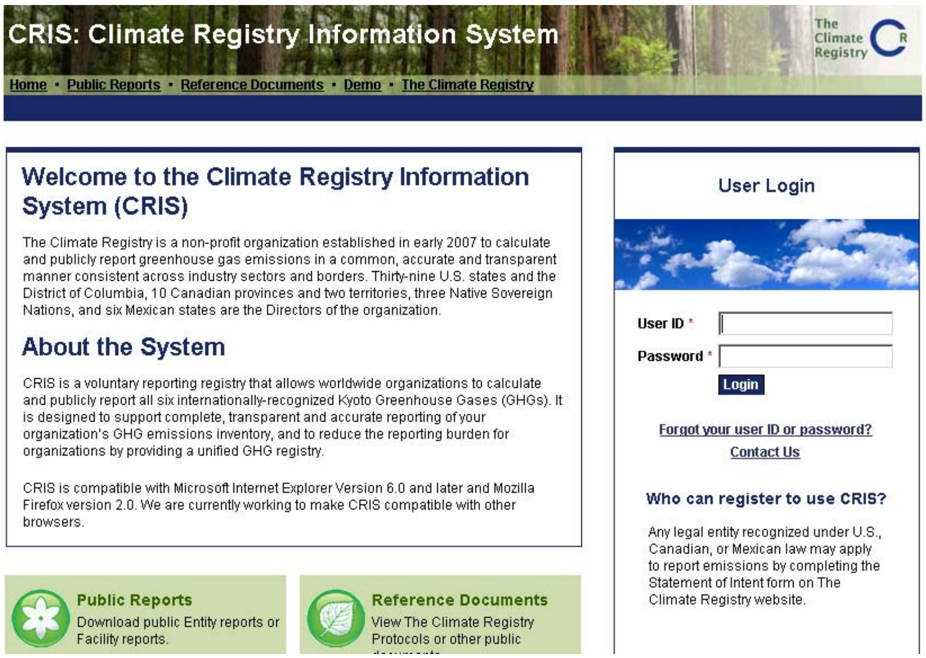
As a CRIS Entity Administrator, you can:

- Define your entity and create facilities
- Define emitting activities for which GHG emissions may be reported
- Calculate annual GHG emissions
- Submit GHG emission values using other methodologies and tools
- Simultaneously calculate emissions for multiple gases for Scope 1 and 2 activities
- Run a Quality Assurance check
- Submit your report for third party verification

- Assign your base year
- Define user roles and create other users
- Generate entity and facility emissions summary reports and entity and facility emissions detail reports

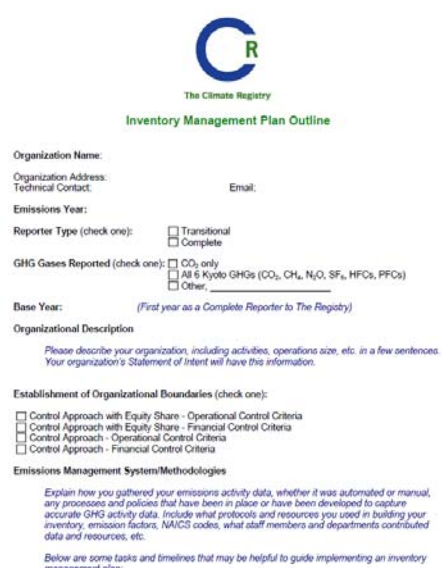
After entering your emissions inventory information, CRIS will generate your entity's annual emission reports. These reports will be verified by your Verification Body and released to the public through the CRIS website after an internal review process by The Registry.

CRIS Online Reporting Tool



1.1 Before Logging in

Before you log in to CRIS, we recommend setting up your organization's Inventory Management Plan (IMP). Your IMP serves to identify policies and procedures for building your emissions inventory and also functions as a historical record for each year's management processes and technical contacts. As part of the IMP, you will designate what staff is involved in the reporting process, your emissions management systems and methodologies, specific facility details, and any other information that is relevant to your emissions inventory.


The Climate Registry

Inventory Management Plan Outline

Organization Name:

Organization Address:
Technical Contact: Email:

Emissions Year:

Reporter Type (check one): ☐ Transitional ☐ Complete

GHG Gases Reported (check one): ☐ CO_2 only ☐ All 6 Kyoto GHGs (CO_2, CH_4, N_2O, SF_6, HFCs, PFCs) ☐ Other, ____________

Base Year: *(First year as a Complete Reporter to The Registry)*

Organizational Description

Please describe your organization, including activities, operations size, etc. in a few sentences. Your organization's Statement of Intent will have this information.

Establishment of Organizational Boundaries (check one):

☐ Control Approach with Equity Share - Operational Control Criteria
☐ Control Approach with Equity Share - Financial Control Criteria
☐ Control Approach - Operational Control Criteria
☐ Control Approach - Financial Control Criteria

Emissions Management System/Methodologies

Explain how you gathered your emissions activity data, whether it was automated or manual, any processes and policies that have been in place or have been developed to capture accurate GHG activity data. Include what protocols and resources you used in building your inventory, emission factors, NAICS codes, what staff members and departments contributed data and resources, etc.

Below are some tasks and timelines that may be helpful to guide implementing an inventory management plan:

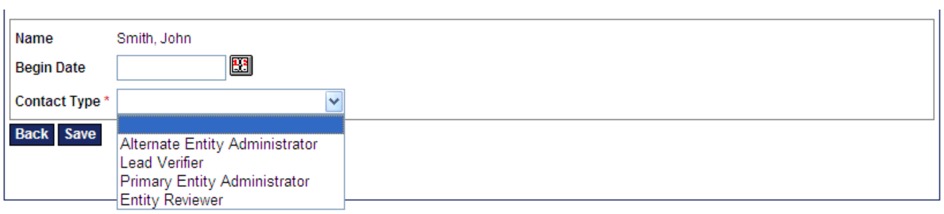
Having your IMP in place before you begin using CRIS will allow you to assign staff members with necessary responsibilities, such as compiling your annual activity data totals (gallons of gasoline consumed for a Texas vehicle fleet, for example) prior to entering emissions data into CRIS and identifying who will be entering these totals into CRIS to complete your report.

Reporting Tip: *You can find a sample Inventory Management Plan that will help you form your reporting team and emission management systems and methodologies in the Tools/Reference section on The Climate Registry's website at:* *http://www.theclimateregistry.org/reference.html*

1.2 Assigning Roles to Your Team

When you develop your IMP, you will need to designate who will compile your emissions activity data and who will enter your annual emissions data totals into CRIS. Depending on the size of your organization, one staff member may put together your entity's entire inventory and enter it into CRIS or a team of staff members may work on independent pieces of the inventory. To best meet your organization's needs, CRIS lets you grant access to as many other contacts as you wish and provide them varied levels of access.

There are FOUR types of users within CRIS—**Primary Entity Administrators, Alternate Entity Administrators, Reviewers, and Facility Contacts.** Depending on the type of user you are, CRIS will provide you with different functionalities to input, manage, report, and verify GHG emissions data.



- *Primary Entity Administrators*
  The Primary Entity Administrator is granted access to CRIS by The Registry. The Technical Contact for each organization is set up as the Primary Entity Administrator. The Primary Administrator can create other users, edit any and all entity information, create facilities, enter emissions data, make emissions data certification ready, and run reports. Should you need to change your organization's Official or Technical Contact, please notify The Registry by emailing help@theclimatergistry.org.

- *Alternate Entity Administrators*
  The Primary Entity Administrator can designate any number of Alternate Entity Administrators. The Alternate Administrators maintain the same roles and responsibilities as the Primary Entity Administrator.

- *Entity Reviewers*
  Reviewers are granted read-only access to emissions data and reports. Reviewers are unable to edit or change any information in an organization's CRIS account. An organization can use this function to allow other staff members to conduct an internal review of the data before making it certification ready and submitting it to their contracted Verification Body.

- *Facility Contacts*
  Facility Contacts can only access the facilities to which they are specifically assigned. They cannot edit administrative entity information, create facilities or other users, or enter emissions data for any facility that they are not associated with. You can only create facility contacts after you have created a facility. Information regarding setting up facility contacts can be found in the Section 3: Entering Facility Information.

1.3 Where to Start

CRIS is designed so that you can enter all of your entity and facility-level information prior to summing and entering your emitting activity totals (e.g. kWh of electricity, gallons of fuel consumed). Below is a flow chart that chronologically lists all of the information you will need to enter into CRIS in order to complete your report. You can choose to complete all the activities on this list at once or break up the reporting process, moving forward from step one over the course of a few months. This flow chart highlights what tasks can be initiated prior to the end of a reporting year.

Steps that can be completed immediately after receiving CRIS access (prior to having your emitting activity data totals ready or a contracted Verification Body):

1. Enter Entity Information
2. Create Contacts
3. Create Facilities
4. Enter Emission Sources

Before proceeding to the next steps you will need your annual activity data totals ready for input into CRIS (these activities cannot be started until January 1 after your Reporting Year):

5. Calculate Emission Totals
6. Perform QA checks
7. Make each facility certification ready
8. Certify entity emission report and grant access to your Verification Body

1.4 Reporting Flow

At the bottom of your CRIS home page, you will see a Reporting Flow. You will work through this flow of events as you report your emissions in CRIS, beginning in the Report section. Under each reporting module, the party responsible for completing the matching step is listed. For example, the Entity Administrator is responsible for internally certifying emissions reports and is listed as the responsible party.

Reporting Flow

As you work through the Reporting Flow in CRIS, you will spend the majority of your time in the Report module of CRIS.

Report:

While you are in the **Report** section of the Reporting Flow, you will create facilities and enter the emissions data that will be used to calculate your carbon emission footprint.

Tasks to complete within the Reporting process are located in the **My Entity** and **Emissions Reporting** tabs:

1. Enter and update entity information
2. Create entity contacts
3. Create facilities and facility contacts
4. Enter emission sources by facility
5. Calculate emission totals
6. Edit emission records

Certify:

The **Certification** process is an internal review that an entity must conduct prior to submitting their report for verification.

Tasks that fall within the Certification process are located in the **Emissions Reporting** tab:

1. Perform QA checks
2. Make facilities certification ready
3. Internally certify emission report

Verify:

During the **Verify** process, your Verification Body will conduct verification activities and will have read-only access to your data. You cannot edit or make any changes to your data at this time.

Tasks that fall within the Verification process are located in the **My Entity** tab:

1. Grant your Verification Body access to CRIS Report

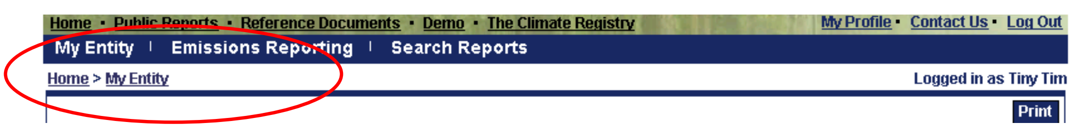
Accept:

After your Verification Body has uploaded its Verification Opinion, you will need to accept your verification status. This will notify The Registry that your report is ready for final Registry review.

Approve:

Once your report has been internally reviewed by The Registry, a Registry administrator will accept your final verification opinion and emissions report, which will become accessible to the public through the CRIS website.

The preceding tasks are completed as part of the Reporting Flow and can all be located within the **My Entity** and **Emissions Reporting** tabs located on the main menu bar in CRIS.



1.4 Driving CRIS

Before you begin to report your GHG emissions in CRIS, it is helpful to become familiar with the tool by navigating through CRIS's different sections, known as reporting modules.

This section describes the navigation bars and radio buttons located throughout the application and their functions.

Main Menu

The menu options across the top of the screen provide access to the three main reporting modules within CRIS.

My Entity
Clicking on the My Entity tab will take you to your entity's home page where you can edit entity and facility information and manage contacts.

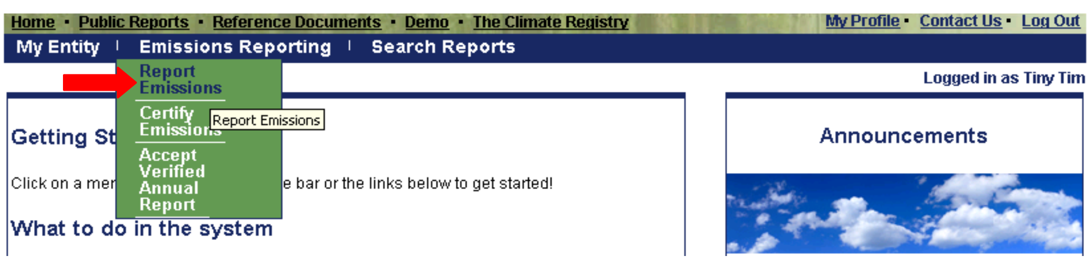
Emissions Reporting
Hovering over the Emissions Reporting tab will allow you to move to Report Emissions, Certify Emissions, or Accept Annual Verified Report.

Search Reports
This menu tab allows you to view various emissions reports during any stage of the reporting process.

When you hover your mouse over the main menu tabs, the available submenu options will be displayed.

Submenu Options

As an Entity Administrator, you will have access to all three reporting modules and the corresponding submenu options.



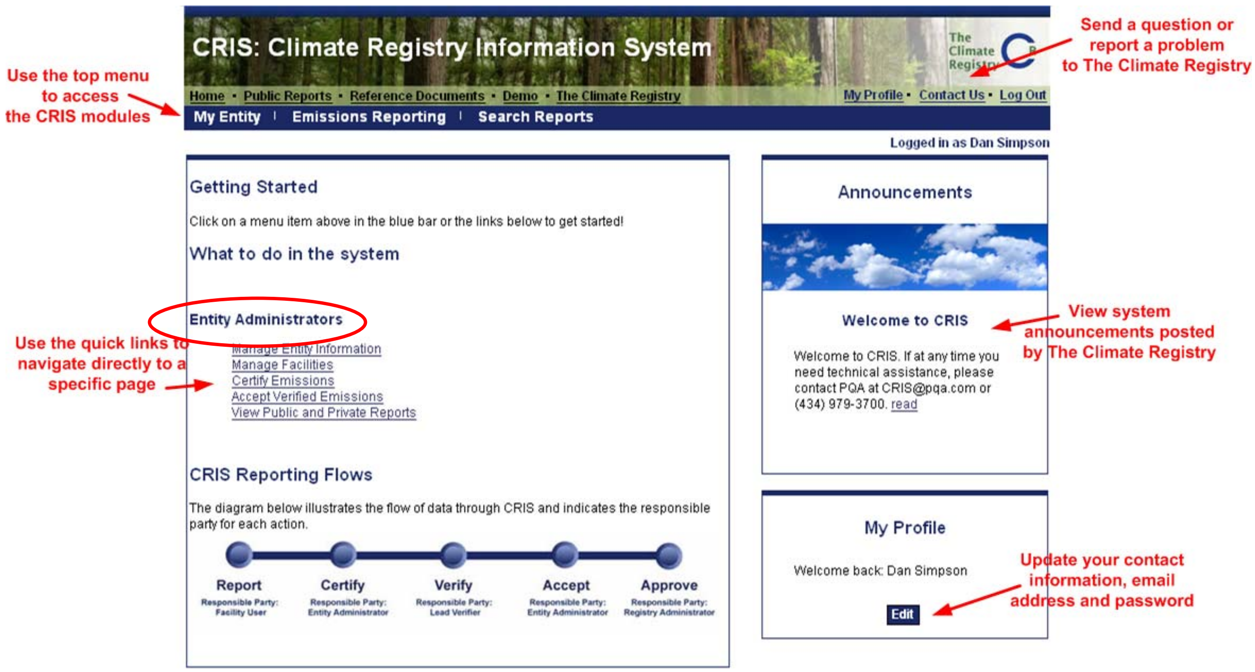
The areas that are displayed in the submenu will be determined by the type of user accessing CRIS. Facility Administrators, for example, will only have access to facility level data for facilities that they are assigned to. They will be unable to change or edit entity information and will not see these options listed.

Section 2.0 Accessing CRIS

Once you have submitted your Statement of Intent (SOI) to The Registry, we will automatically give your organization's Technical Contact access to CRIS. It is very likely you will be the Technical Contact, and you will receive a pre-registration email that contains a link to the CRIS website. After clicking on the link, you will be prompted to create a user-specific password to enter the database. Once you have registered for the first time in CRIS, you can create other users and give them access to CRIS.

After registering, you will enter your User ID and new password on the CRIS homepage in order to access the tool. After clicking on the **Login** button, you will see the logged in home page:

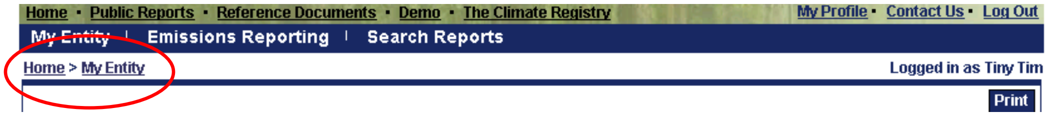
Logged in home page



From the home page, you can perform the following activities:

- Use the top horizontal menu bar to access the CRIS reporting modules
- Use the quick links listed under your user group to navigate directly to a specific page
- Update your contact information and email address by clicking on the **Edit** button under My Profile
- Read system announcements posted by The Climate Registry in the Announcements section
- Send a question or report a problem to The Climate Registry using the Contact Us link

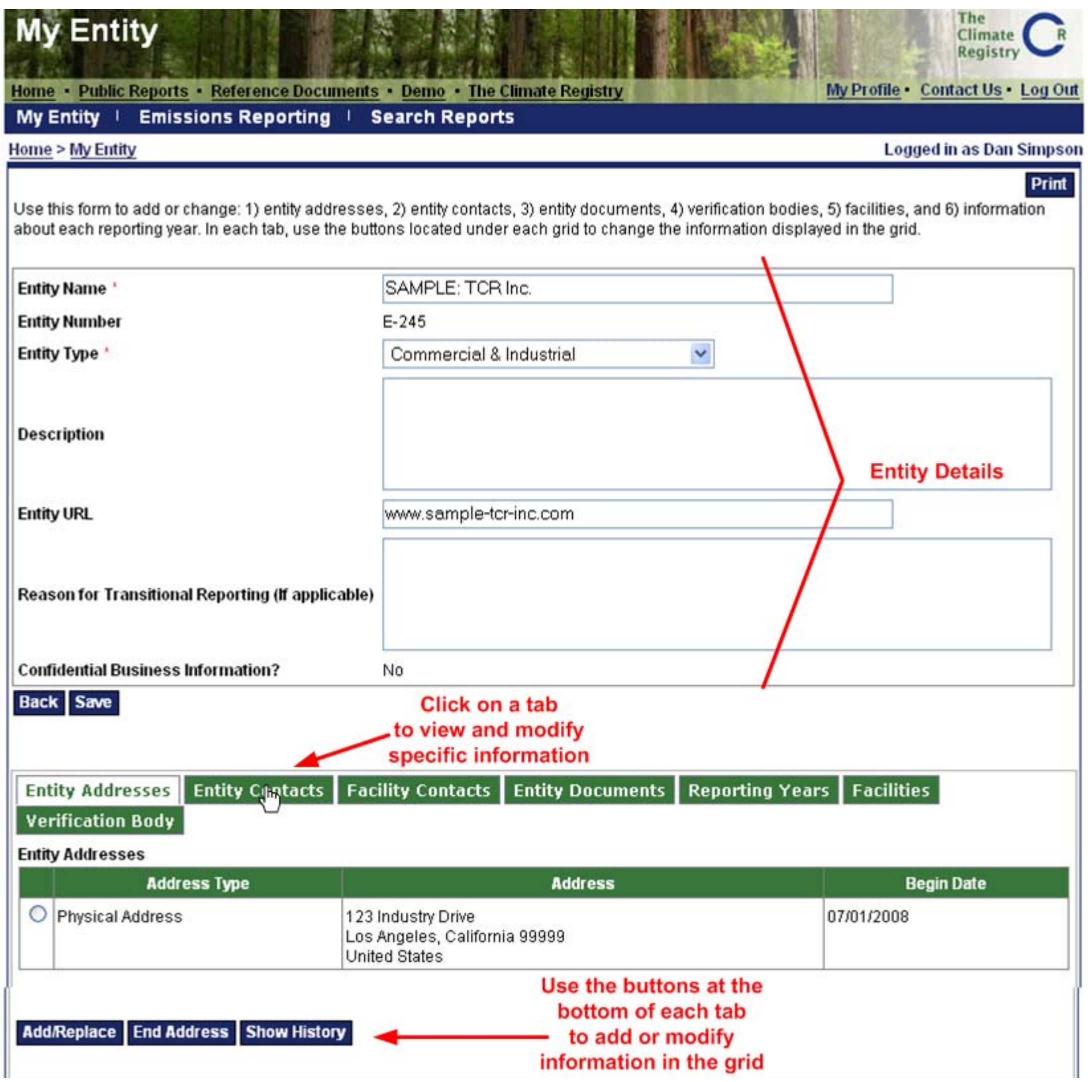
As you navigate around the application, you will see a navigation trail – or "bread crumbs" – changing underneath the top menu. Each page in this trail is a link, and you can return to any one, including the home page, by clicking on it.



CRIS Tip: Announcements broadcasting current updates, reporting tips and useful information will be posted in the upper right hand corner of the home page.

Please check here each time you login for up-to-date information.

To enter entity information, create contacts, and create facilities, click on the **My Entity** menu link in the blue bar at the top of the screen, or click on the **Manage Entity Information** link under Entity Administrators in the Getting Started section. After clicking the name of your entity, you can access the My Entity page.

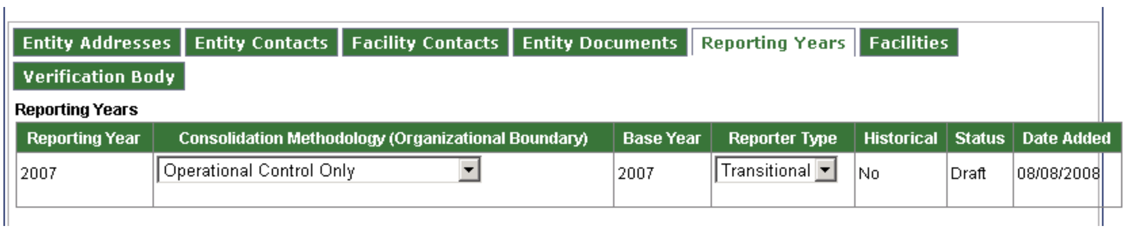


2.1 Entity Detail Tabs

The upper section of the My Entity page allows you to update pertinent entity information, including your organization's address, a description of operations, and your website. Much of this information can also be found on the Statement of Intent that your organization completed when joining The Climate Registry.

When logging in for the first time, please review all of your entity information and confirm that the Entity Name, Entity Type, Description, Entity URL and Reason for Transitional Reporting (if applicable) are correct. You can make changes as needed and click the **Save** button. Note that the Confidential Business Information section will indicate "No" unless you have submitted a request to The Registry. These forms are located on The Registry website at www.theclimateregistry.org.

As you scroll down, you will see green entity information tabs located near the bottom. These pages allow you to manage entity and facility information and create additional contacts and facilities:



2.2 Entity Addresses Tab

This tab allows you to update your entity address and create a mailing address.

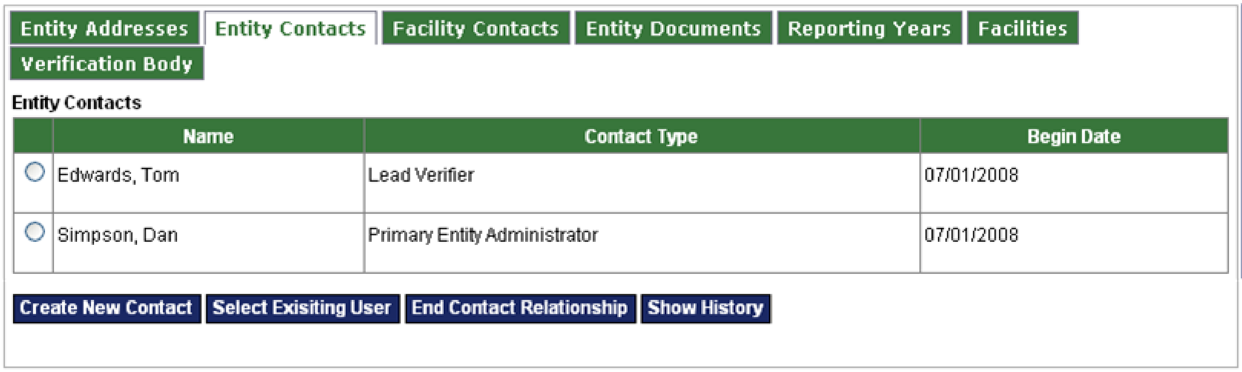
1. To add a mailing address for your entity, click on the Entity Addresses tab at the bottom of the detail page. Click on the **Add/Replace** button under the grid.

2. On the following Create Address page, complete the required address fields, select Mailing Address from the Address Type drop-down list and click the **Save** button.

3. Click the **Back** button to return to the entity detail page.
   Note: The Physical Address listed here was entered by The Registry Administrator when your entity was created in CRIS.

2.3 Entity Contacts Tab

This tab allows you to create other contacts (additional CRIS users) in order to give alternate staff in your organization access to CRIS.



1. To create a new user and give them access to CRIS, click on the Entity Contacts tab. Click on the **Create New Contact** button.

2. Complete the required information on the Create Entity Contact page and then click the **Save** button.

3. On the following page, you will assign a role to the new user. There are five main types of contacts within CRIS:

   - *Primary Entity Administrators*
     The Primary Entity Administrator is the user that is granted access to CRIS by The Registry. The Technical Contact for each organization is set up as the Primary Entity Administrator. The Primary Administrator can create other users, edit any and all entity information, create facilities, enter emissions data, make emissions data certification ready, and run reports. Should you need to change your organization's Official or Technical Contact, please notify The Registry by emailing info@theclimateregistry.org.

     Note: There may only be one Primary Entity Administrator for each entity in the system. Choosing Primary Entity Administrator for another user will replace the current Primary Entity Administrator. To grant another user administrative privileges select Alternate Entity Administrators as their user type.

   - *Alternate Entity Administrators*
     The Primary Entity Administrator can designate any number of Alternate Entity Administrators. The Alternate Administrators maintain the same roles and responsibilities as the Primary Entity Administrator.

   - *Entity Reviewer*
     Reviewers are granted read-only access to emissions data and reports. Reviewers are unable to edit or change any information in an organization's CRIS account. An organization can use this function to allow other staff members to conduct an internal review of the data before making it certification ready and submitting it to their

contracted Verification Body.

- *Facility Contacts*
  You will not see Facility Contacts in the Entity Contacts tab but once you have created facilities, you can add users as Facility Contacts in the Facility Contacts tab. Facility Contacts can only access the facilities to which they are specifically assigned. They cannot edit administrative entity information, create facilities or other users, or enter emissions data for any facility that they are not associated with. Information regarding setting up facility contacts can be found in the Facility Contacts section.

- *Lead Verifier*
  The Lead Verifier has read-only access to an entity's emissions. They can view CRIS reports, upload and view existing entity documents, and submit the verification statement. The Entity Administrator will grant access to their Verification Body as a Lead Verifier.

4. Once you click the **Save** button, the new user will be notified via email that he or she has been pre-registered as a CRIS user for your entity and will receive login information.

5. After creating a new user and saving your information, you will return to the Entity Contacts page where the new user will be listed.

2.4 Facilities Tab

The Facilities tab allows you to create new facilities according to your organizational boundaries.

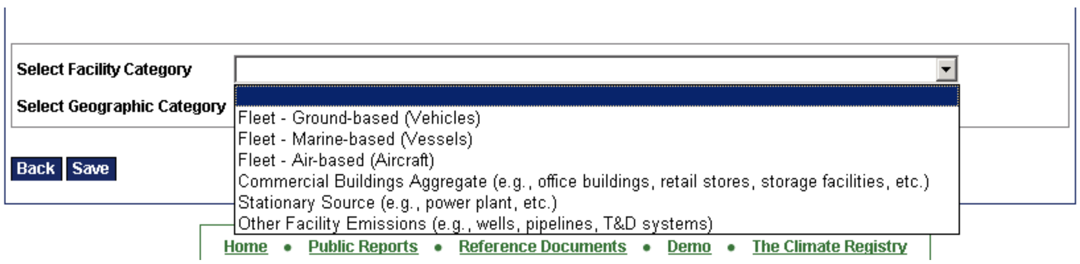
Reporting Tip: *Refer to Chapter 6: Facility-Level Reporting in the General Reporting Protocol for more detailed information on reporting requirements and an explanation on facility and geographic categories. You can also register to take the Members-Only Building a Verifiable Inventory training webinar:*
http://www.theclimateregistry.org/calendar.html

Facilities Tab

1. To create a new facility, click on the Facilities tab. Click on the **Create New Facility** button.

2. On the Create New Facility - Step 1 page, select the type of facility you are creating.

   - Fleet - Ground-based (Vehicles)
   - Fleet - Air-based (Aircraft)
   - Fleet - Marine-based (Vessels)
   - Commercial Buildings Aggregate (Only select this option to report aggregated commercial buildings. You may not report industrial facilities under this option.)
   - Stationary Source (These are single stationary sources that have not been aggregated.)
   - Other Facility Emissions



3. Next, select the geographic category for the facility emissions. Click the **Continue** button.

   Example: If you are creating a facility for your manufacturing plant in Florida, you would first select "Stationary Source" from the Facility Category list and then select "Single State - U.S." for the geographic category. On the following page, you would enter the physical address for the manufacturing plant. Emissions from this plant would be assigned to Florida.

   Alternatively, if you are adding your truck fleet that operates in Mexico but crosses state borders, you would first select "Fleet - Ground-based (Vehicles)" from the Facility Category list, and then select "National - Mexico" from the geographic category list. The emissions from the truck fleet would be assigned to Mexico.

4. On the Create New Facility - Step 2 page, enter the facility name, select the appropriate NAICS code, and enter the State or Province as applicable. You can use the US census website to look up your NAICS code if you do know it: http://www.census.gov/epcd/www/naics.html. Please note that you will also be asked to enter a NAICS code for each additional facility you create. This will give you the option to enter more specific facility-level information. The Registry recommends that you name your facility or fleet in a descriptive way that will make sense to your organization. You may already have an existing naming convention or numbering system that corresponds to your records and bills. Using names that are already recognizable will make reports easy to follow and link back up documentation. For example, you can utilize a county, city or company identifier in the facility name such as "Mexico City Service Center," "Vehicle Fleet - Mid-Atlantic Delivery Trucks," or "Madison County Landfill, ID 3406." After you have entered all the appropriate information, click the **Save** button.

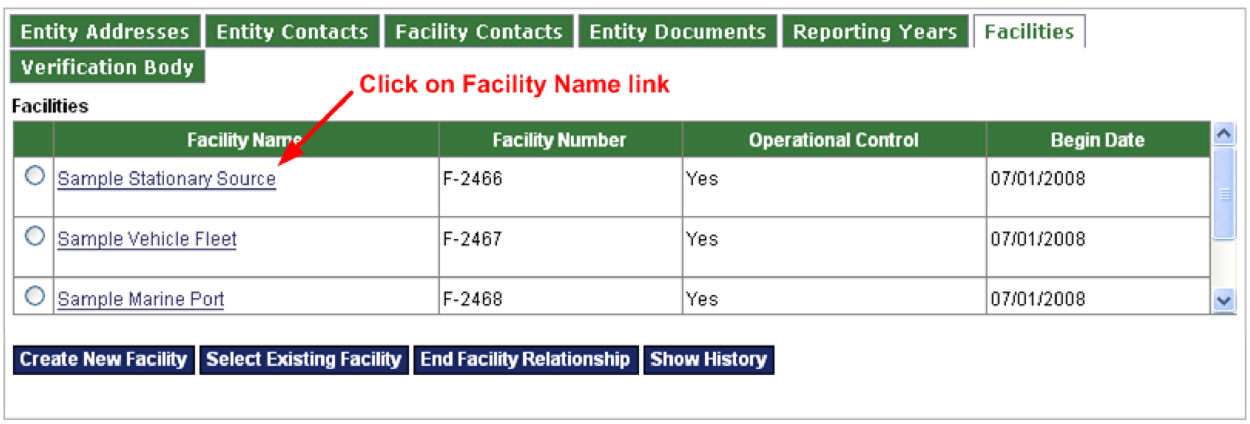
5. CRIS will prompt you to confirm the Entity-Facility relationship that was just created. If you are reporting using Equity Share, you will enter the Equity Share (%) and designate your organizational boundaries (Financial or Operational Control) by checking the appropriate box. If you are not reporting according to Equity Share, you will simply confirm the relationship; CRIS will not prompt you to designate an Organizational Boundary or enter an Equity Share %. Click the **Confirm** button to confirm the Entity-Facility relationship and you will return to the entity detail page.

2.5 Facility Contacts Tab

This tab lists all of the Facility Contacts that have been assigned facilities within CRIS. Facility Contacts only have access to facilities that are specifically assigned to them. They cannot edit administrative entity information, create facilities or other users, or enter emissions data for any facility that they are not associated with.

To create a new facility contact, first select the facility that they will be assigned to. You can do this by clicking on the Facilities tab and clicking on the facility name link.

Facility Name Link



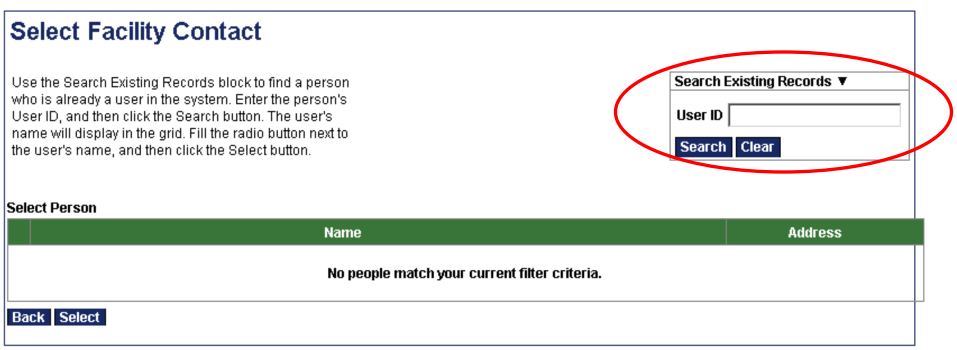
2. You can create Facility Contacts within this tab once you have selected a facility. If you have selected a facility, you will see that the green reporting tabs now refer only to facility information (facility addresses vs. entity addresses).

You are now viewing the Facility Details pages. Once on the Facility Details page, click on the Facility Contacts tab.

Facility Contacts Tab

3. To create a new Facility User, click the **Create New Contact** button in the Facility Contacts tab. Fill in the required information and click the **Save** button. On the following page, you will assign them the role of Facility User. Once you click the **Save** button, the new contact will be notified via email that he or she has been added as a contact for the facility.

4. To add a CRIS user that already exists as a contact assigned to an additional facility (facility users can be given access to more than one facility), click on the **Select Existing User** button in the Facility Contacts tab. This section will be empty by default. Use the **Search Existing Records** feature located in the upper right hand corner to search for the user you wish to add. Note that you will need to know the user ID in order to search for the contact you wish to add.



5. Once the contact's name is present, select the radio button next to the name and then click the **Select** button. On the following page, you will assign them the role of Facility User. Once you click the **Save** button, the new contact will be notified via email that he or she has been added as a contact for the facility. The user will immediately be able to view facility information.

2.6 Entity Documents Tab

This tab allows you to upload any back-up documentation, pre-calculated data, inventory spreadsheets, and other information.

You can also disclose reports and other information highlighting your organization's environmental initiatives by uploading documents and designating their status as public documents.

1. To add entity documents, click on the Entity Documents tab. Click on the **Add** button.

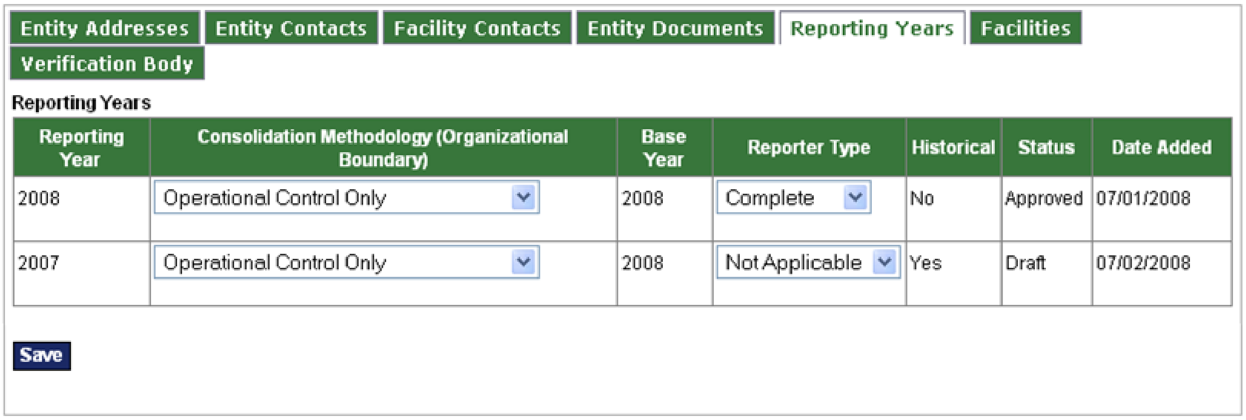
2. On the following Add Document page, use the **Browse** button to locate a file on your local computer, and use the status field to indicate whether the document is public (available to the public to download in the Reports module) or private (available only to logged in users who can view your entity detail page).

3. Click the **Add** button to save the document.

2.7 Reporting Years Tab

Within the Reporting Years tab, you can designate your organization's consolidation methodology (organizational boundaries) and identify if you are a transitional or complete reporter.

Manage Reporting Years Tab



Entity Addresses | Entity Contacts | Facility Contacts | Entity Documents | Reporting Years | Facilities | Verification Body

Reporting Years

Reporting Year	Consolidation Methodology (Organizational Boundary)	Base Year	Reporter Type	Historical	Status	Date Added
2008	Operational Control Only	2008	Complete	No	Approved	07/01/2008
2007	Operational Control Only	2008	Not Applicable	Yes	Draft	07/02/2008

Save

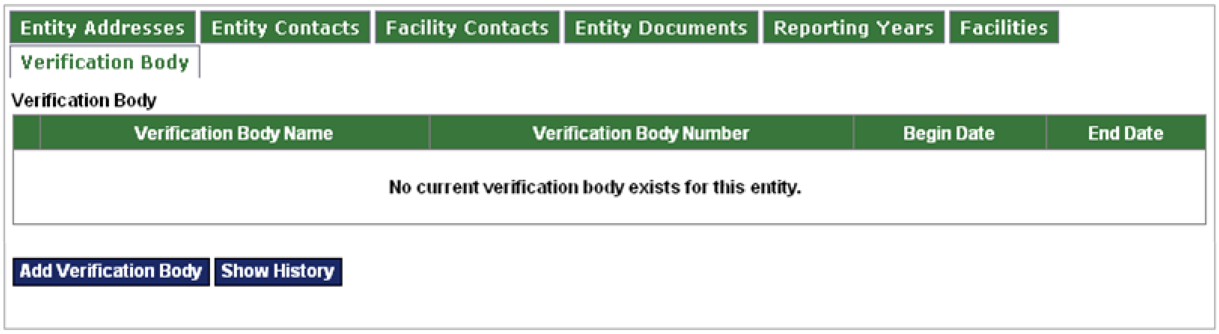
1. To change your consolidation methodology, use the Consolidation Methodology (Organizational Boundary) drop-down options in the second column. Click the **Save** button to submit changes.

2. To change your Reporter Type (Complete or Transitional), use the Reporter Type drop-down options in the fourth column. Click the **Save** button to submit changes.

Note: Your options for historical reporting years are Not Applicable and Complete. Your options for non-historical reporting years are Transitional and Complete. You can only be a Transitional Reporter during your first two years reporting to The Registry. Please refer to Chapters 8 and 9 in the General Reporting Protocol for a more detailed explanation.

2.8 Verification Body Tab

This tab allows you to grant a Verification Body read-only access to your emissions report in order to conduct verification activities. You will select your Registry recognized Verification Body once you have finalized a contract and completed the Conflict of Interest process with The Registry.



1. To select a Verification Body for your entity, click on the Verification Body page. Click the **Add Verification Body** button.

2. On the following Select Verification Body for Entity page, select the radio button next to the Verification Body you would like to associate with your entity, and click the **Select** button.

3. On the following page, confirm that you have selected the correct organization by clicking the **Select** button.

Section 3.0 Entering Facility Information

Clicking on a facility link from the Facilities tab will take you directly to the Facility Detail pages of CRIS. After selecting a specific facility, you will notice that the green tabs now refer only to facility specific information. The following section will provide an overview of each of the functionalities present in the facility detail pages.

3.1 Facility Addresses Tab

This tab allows you to update your facility address and create a mailing address:

1. To add a mailing address for your facility, click on the Facility Addresses tab at the bottom of the detail page. Click on the **Add/Replace** button under the grid.

2. On the following Create Address page, complete the required address fields, select Mailing Address from the Address Type drop-down list and click the **Save** button.

3. Click the **Back** button to return to the entity detail page.

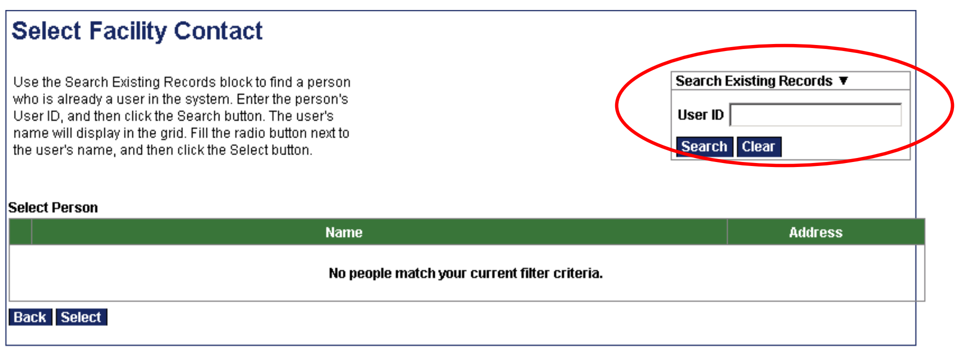
3.2 Facility Contacts Tab

Within the **Facility Contacts** tab, you can create new facility contacts, add other facilities to an existing facility user, and block an existing facility user from having access to CRIS by ending the relationship.

Creating a new Facility User

1. To create a new Facility User, click the **Create New Contact** button in the Facility Contacts tab. Fill in the required information and click the **Save** button. On the following page, you will assign them the role of Facility User. Once you click the **Save** button, the new contact will be notified via email that he or she has been added as a contact for the facility.

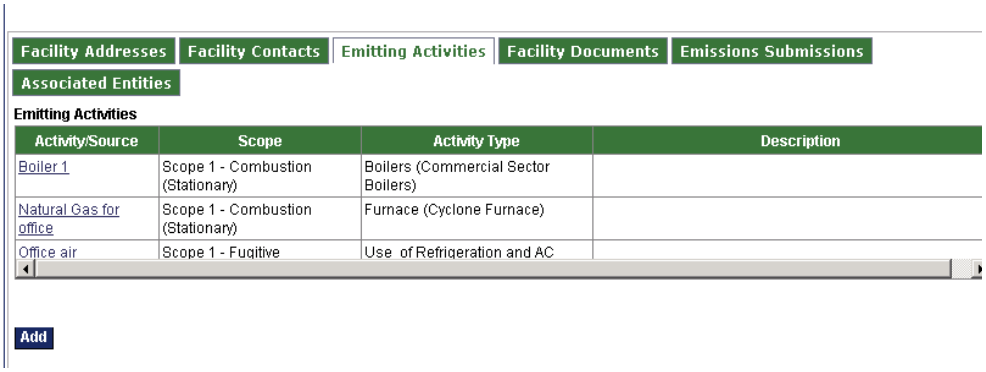
2. To add an already existing CRIS user as a facility contact, click on the **Select Existing User** button in the Facility Contacts tab. This section will be empty by default. Use the **Search Existing Records** feature located in the upper right hand corner to search for the user you wish to add. Note that you will need to know the existing user ID for the contact you wish to add.



3. Once the contact's name is present, select the radio button next to the name and click the **Select** button. On the following page, you will assign them the role of Facility User. Once you click the **Save** button, the new contact will be notified via email that he or she has been added as a contact for the facility. The user will immediately be able to view facility information.

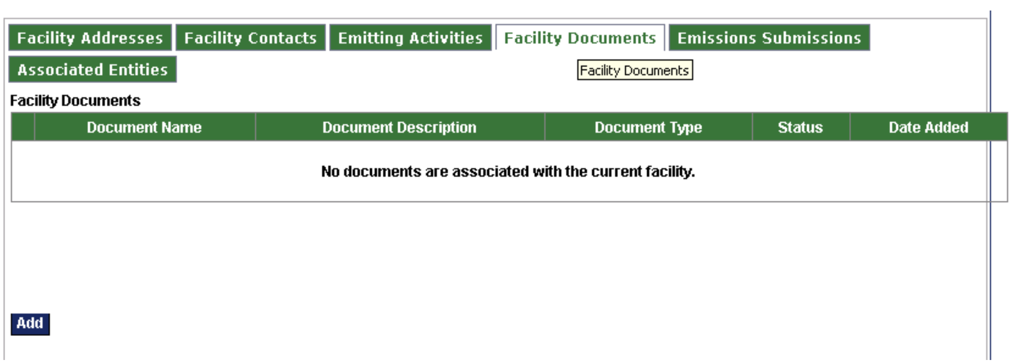
3.3 Emitting Activities Tab

You can add emitting activities for a facility by selecting on the Emitting Activities tab and clicking on the **Add** button located in the lower left hand corner. You can also view all emitting activities for each facility in this section. Section 4.0, Calculating and Reporting Emissions within CRIS, details how to enter emitting activities into CRIS.



3.4 Facility Documents Tab

This tab allows you to upload back-up documentation, pre-calculated data, inventory spreadsheets, and other information.



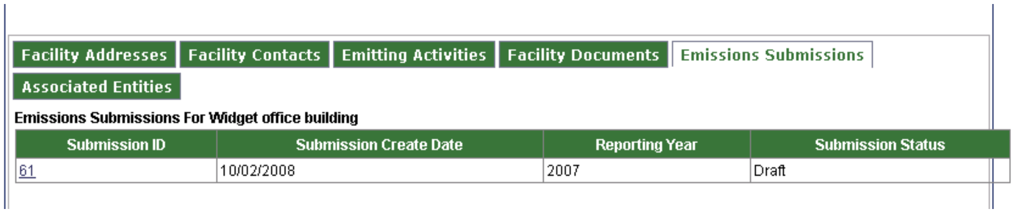
1. To add facility documents, click on the Facility Documents tab. Click on the **Add** button below the grid.

2. On the following Add Document page, use the **Browse** button to locate a file on your local computer, and use the status field to indicate whether the document is public (available to the public to download in the Reports module) or private (available to logged in users who can view your entity detail page).

3. Click the **Add** button to save the document.

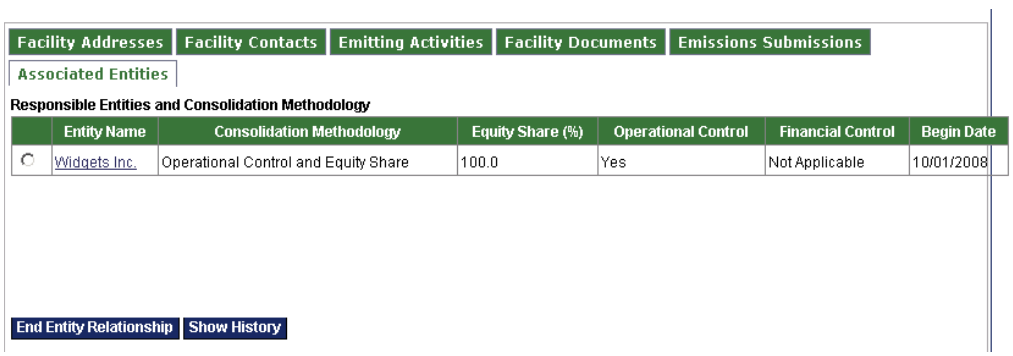
3.5 Emissions Submissions Tab

This tab shows the submission status of the selected facility. Facilities will be listed as Draft, Certification Ready, Facility Certified, Verification Ready, or Verification Submitted. A description of each of these submission statuses is provided in the certification and verification sections of the users guide and in the Entity and Facility Submissions Statuses table located in the Appendix.



3.6 Associated Entities Tab

The Associated Entities tab lists the entity that the selected facility is associated with. In this section, you can select **End Entity Relationship** to remove a facility from your report. The facility will not be deleted from the CRIS database; however, the data associated with it will no longer be linked directly to your entity or show up in your reports.

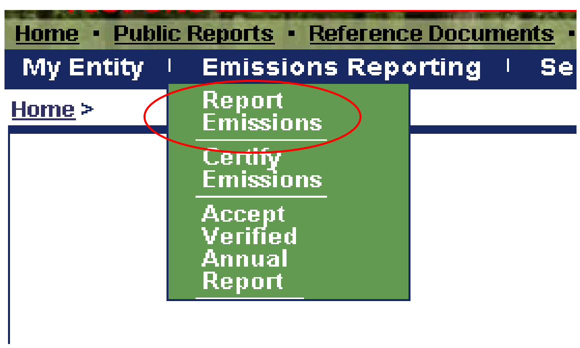


Section 4.0 Calculating and Reporting Emissions within CRIS

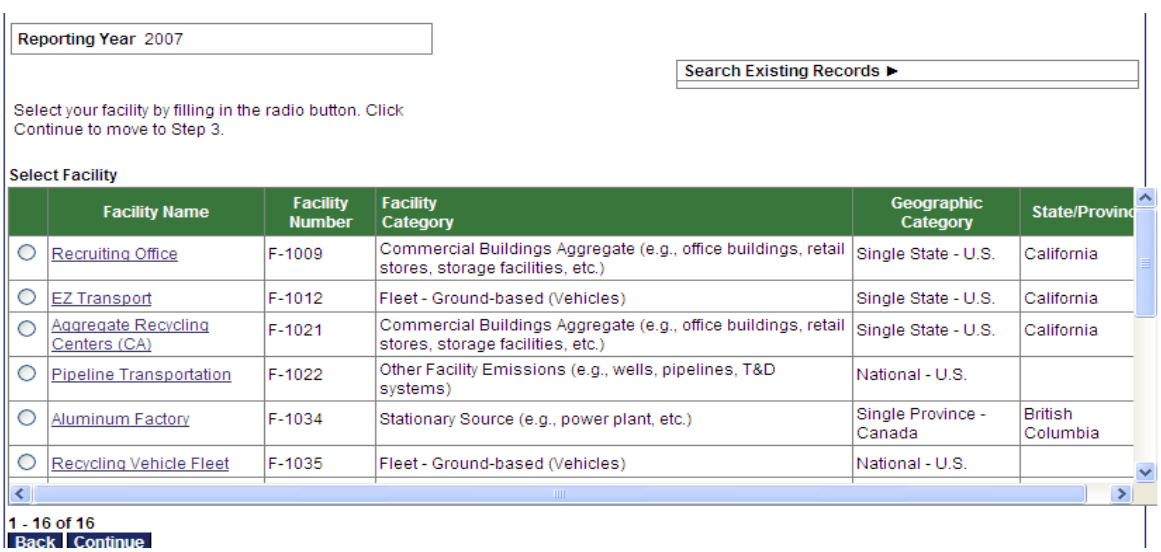
Once you have created all of your facilities in CRIS, you are ready to enter your organization's emitting activities. Once you've created these, CRIS can calculate your CO_2 emissions in metric tonnes for you, or alternatively, you can enter pre-calculated data directly.

To begin reporting your emitting activities, hover your mouse over the upper blue Emissions Reporting tab and select Report Emissions.

Select your Reporting Year and press **Continue**.

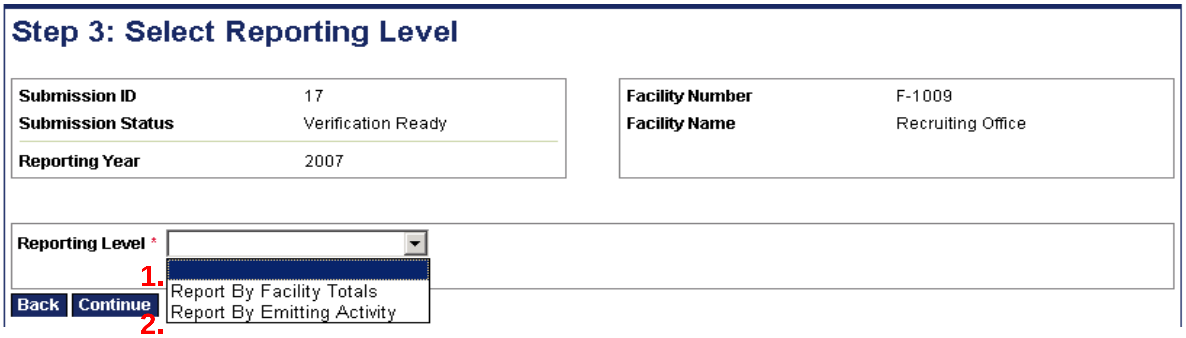


Select the facility that you would like to enter emitting activities for by clicking on the facility name link.



	Facility Name	Facility Number	Facility Category	Geographic Category	State/Provinc
○	Recruiting Office	F-1009	Commercial Buildings Aggregate (e.g., office buildings, retail stores, storage facilities, etc.)	Single State - U.S.	California
○	EZ Transport	F-1012	Fleet - Ground-based (Vehicles)	Single State - U.S.	California
○	Aggregate Recycling Centers (CA)	F-1021	Commercial Buildings Aggregate (e.g., office buildings, retail stores, storage facilities, etc.)	Single State - U.S.	California
○	Pipeline Transportation	F-1022	Other Facility Emissions (e.g., wells, pipelines, T&D systems)	National - U.S.	
○	Aluminum Factory	F-1034	Stationary Source (e.g., power plant, etc.)	Single Province - Canada	British Columbia
○	Recycling Vehicle Fleet	F-1035	Fleet - Ground-based (Vehicles)	National - U.S.	

There are two ways to enter emissions data once you have selected a facility:



1. **Report by Facility Totals –** This option lets you enter pre-calculated emissions data for all emission types into one streamlined table.

2. **Report by Emitting Activity** – This option will allow you to use the built in calculator tool to calculate the amounts of CO_2, N_2O and CH_4 for the following types of activities:

   - Stationary Combustion
   - Mobile Combustion
   - Indirect Electricity
   - Additionally, this option will allow you to designate which emissions were calculated using Simplified Estimation Methods

Please note that you must enter pre-calculated data whether you choose to report by facility totals or by emitting activity for:

- Fugitive emissions
- Process emissions

CRIS will also ask you to upload supporting data for each pre-calculated data set. You can use either reporting option or a combination of both to report emissions for your facilities.

4.1 Reporting by Facility Totals

Choosing the Report by Facility Totals enables you to enter all of your pre-calculated data into one streamlined table. Select Report by Facility Totals and press **Continue**. This will bring you to the Report Emissions by Facility Totals page.

Step 3B: Report Facility Emissions Totals

Submission ID	61	**Facility Number**	F-1080
Submission Status	Draft	**Facility Name**	Widget office building
Reporting Year	2007		

Enter Facility Emissions Totals (in Metric Tons) *

Scope	CO2 (Carbon dioxide)	CH4 (Methane)	N2O (Nitrous Oxide)	SF6 (Sulfur Hexafluoride)	HFCs - General	PFCs - General	Total CO2e
Scope 1 - Combustion (Stationary)	5000						5000
Scope 1 - Combustion (Mobile)	1000						1000
Scope 1 - Fugitive							0
Scope 1 - Process		2000					42000
Scope 2 - Indirect			100				31000
Scope 3 - Optional							0
Biomass Combustion (Stationary)							0
Biomass Combustion (Mobile)							0

Back **Continue**

1. On the Report Facility Emission Totals page, you can directly enter your pre-calculated emissions totals (in metric tonnes) into the table for all emission types. CRIS will automatically multiply your totals by the appropriate Global Warming Potential (GWP) for CH_4, N_2O, and SF_6 to calculate the corresponding CO_2e for each scope of emissions. Because of the variety of HFC and PFCs, CRIS will not automatically multiply these totals by their corresponding GWPs. You will need to multiply your emission totals for all HFCs and PFCs by their appropriate Global Warming Potential prior to entering them into the Report Facility Emissions Totals Page. A table of GWPs can be found in Appendix B: Global Warming Potentials, on page 168 of the General Reporting Protocol.

2. Once you have entered all of the emission totals associated with this facility, press **Continue**. This will take you to the Review Submissions Record page. Here you can upload backup documentation for your pre-calculated values and edit any of your emissions information. CRIS requires that you upload back-up documentation on your calculation methods, emitting activities, equipment types emission factors, and other relevant information.

Review Submission Emissions Records

Use the buttons below the grid to modify the emissions records. Click on the QA Check Log button to view the QA report for the submission.

Submission ID	61	**Facility Number**	F-1080
Submission Status	Draft	**Facility Name**	Widget office building
Reporting Year	2007		

Supporting Documentation

	Document Name	Document Description	Document Type	Date Added
		No supporting documents.		

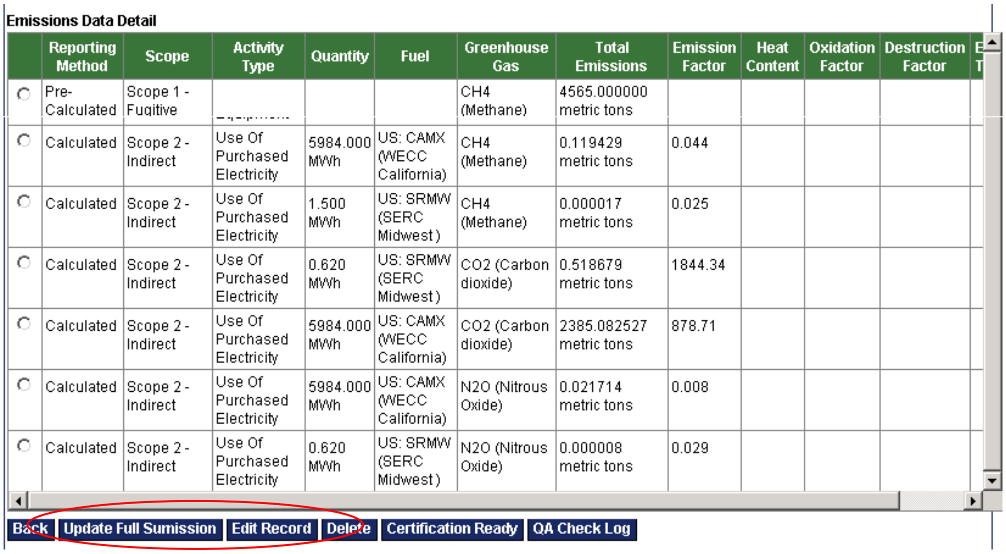
Add Supporting Documents

Add

Emissions Data Detail

	Reporting Method	Scope	Activity Type	Quantity	Fuel	Greenhouse Gas	Total Emissions	Emission Factor	Heat Content	Oxidation Factor	Destruction Factor	E T
○	Pre-Calculated	Scope 1 - Fugitive				CH4 (Methane)	4565.000000 metric tons					

3. On the same page, you can edit information by selecting the appropriate radio button next to the emission activity for which you wish to edit and selecting the **Edit Record** button. This will take you back to the Report Facility Emissions Totals page where you can change your emitting activity totals. You can also delete emission sources from your facility by choosing the emission source you would like to delete and selecting the **Delete** button.



Emissions Data Detail

	Reporting Method	Scope	Activity Type	Quantity	Fuel	Greenhouse Gas	Total Emissions	Emission Factor	Heat Content	Oxidation Factor	Destruction Factor	E T
○	Pre-Calculated	Scope 1 - Fugitive				CH4 (Methane)	4565.000000 metric tons					
○	Calculated	Scope 2 - Indirect	Use Of Purchased Electricity	5984.000 MWh	US: CAMX (WECC California)	CH4 (Methane)	0.119429 metric tons	0.044				
○	Calculated	Scope 2 - Indirect	Use Of Purchased Electricity	1.500 MWh	US: SRMW (SERC Midwest)	CH4 (Methane)	0.000017 metric tons	0.025				
○	Calculated	Scope 2 - Indirect	Use Of Purchased Electricity	0.620 MWh	US: SRMW (SERC Midwest)	CO2 (Carbon dioxide)	0.518679 metric tons	1844.34				
○	Calculated	Scope 2 - Indirect	Use Of Purchased Electricity	5984.000 MWh	US: CAMX (WECC California)	CO2 (Carbon dioxide)	2385.082527 metric tons	878.71				
○	Calculated	Scope 2 - Indirect	Use Of Purchased Electricity	5984.000 MWh	US: CAMX (WECC California)	N2O (Nitrous Oxide)	0.021714 metric tons	0.008				
○	Calculated	Scope 2 - Indirect	Use Of Purchased Electricity	0.620 MWh	US: SRMW (SERC Midwest)	N2O (Nitrous Oxide)	0.000008 metric tons	0.029				

Back | Update Full Sumission | Edit Record | Delete | Certification Ready | QA Check Log

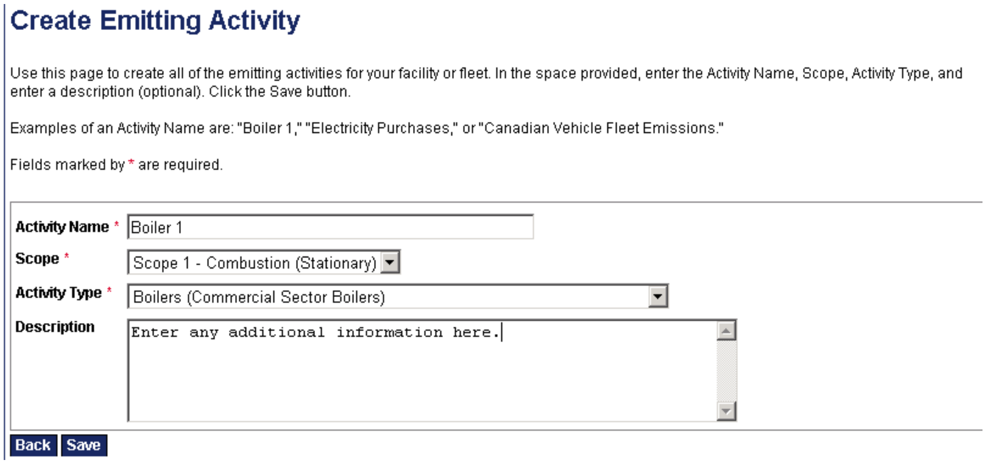
If you have no edits to make, select the Update Full Submission button located in the lower left.

4.2 Reporting by Emitting Activity

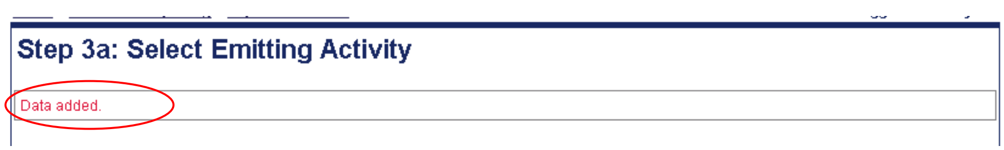
If you choose the Report by Emitting Activity option, you will be able to use the built in calculator tool for Stationary Combustion, Mobile Combustion, and Indirect Electricity Emissions. You can also designate any emissions that you are reporting using Simplified Estimation Methodology.

1. Once you select the Report by Emitting Activity, the Add Emitting Activity screen will come up. Select the Add Emitting Activity button to continue.

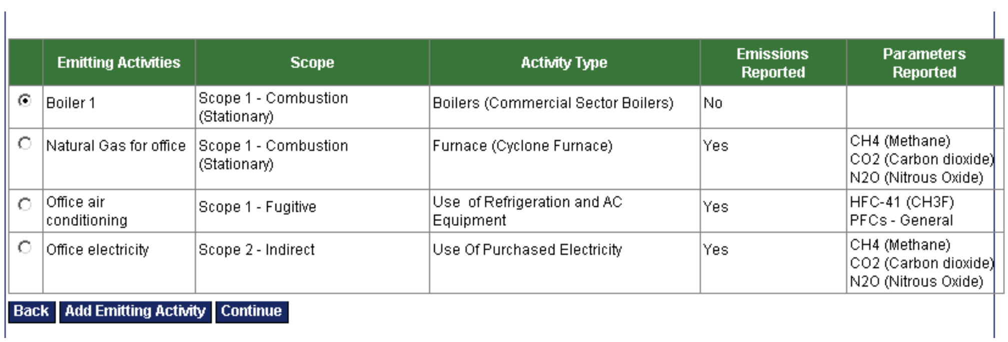
2. The Create Emitting Activity page will ask you to enter a name for your emissions source, the emission scope, the activity (equipment) type, and other pertinent information in the Description field. Press **Save** to continue.



3. CRIS will return to the Select Emitting Activity screen where a list of all entered emitting activities will appear. You will see "Data added" in red in the upper left hand corner indicating that a new Emitting Activity has been added.



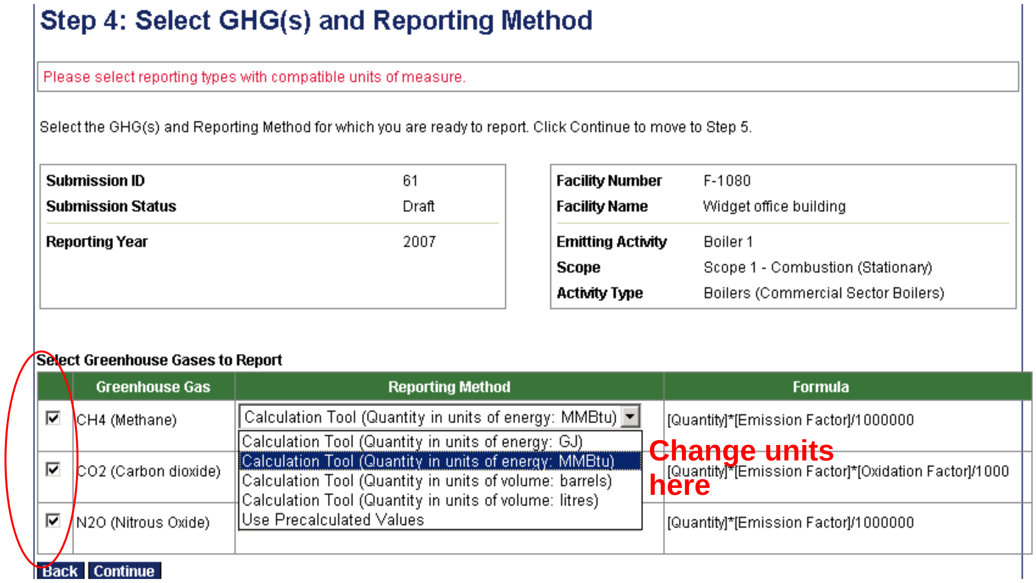
Select the emission source for which you would like to enter emissions data and press **Continue**.



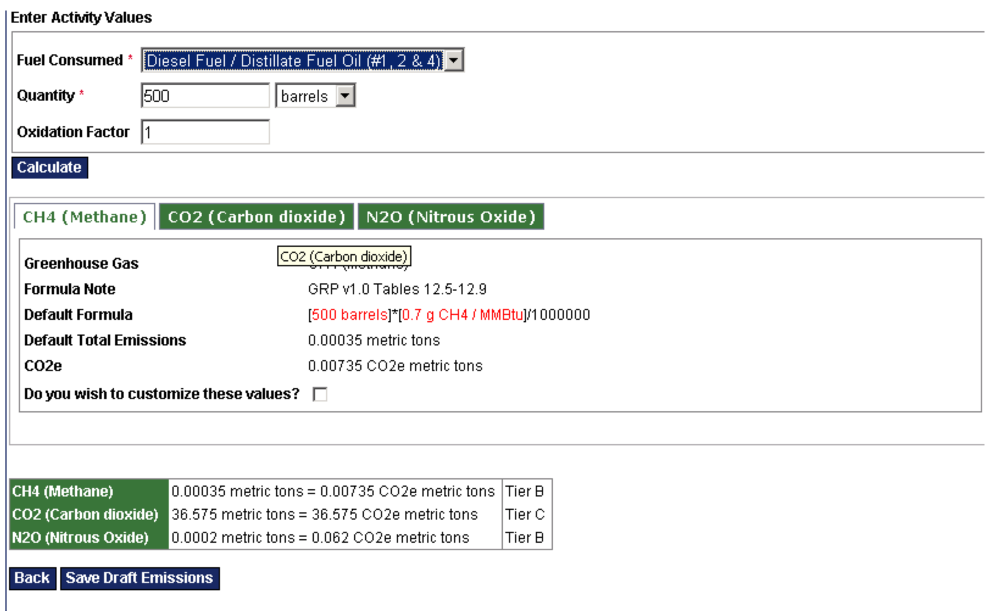
	Emitting Activities	Scope	Activity Type	Emissions Reported	Parameters Reported
◉	Boiler 1	Scope 1 - Combustion (Stationary)	Boilers (Commercial Sector Boilers)	No	
○	Natural Gas for office	Scope 1 - Combustion (Stationary)	Furnace (Cyclone Furnace)	Yes	CH4 (Methane) CO2 (Carbon dioxide) N2O (Nitrous Oxide)
○	Office air conditioning	Scope 1 - Fugitive	Use of Refrigeration and AC Equipment	Yes	HFC-41 (CH3F) PFCs - General
○	Office electricity	Scope 2 - Indirect	Use Of Purchased Electricity	Yes	CH4 (Methane) CO2 (Carbon dioxide) N2O (Nitrous Oxide)

Back | Add Emitting Activity | Continue

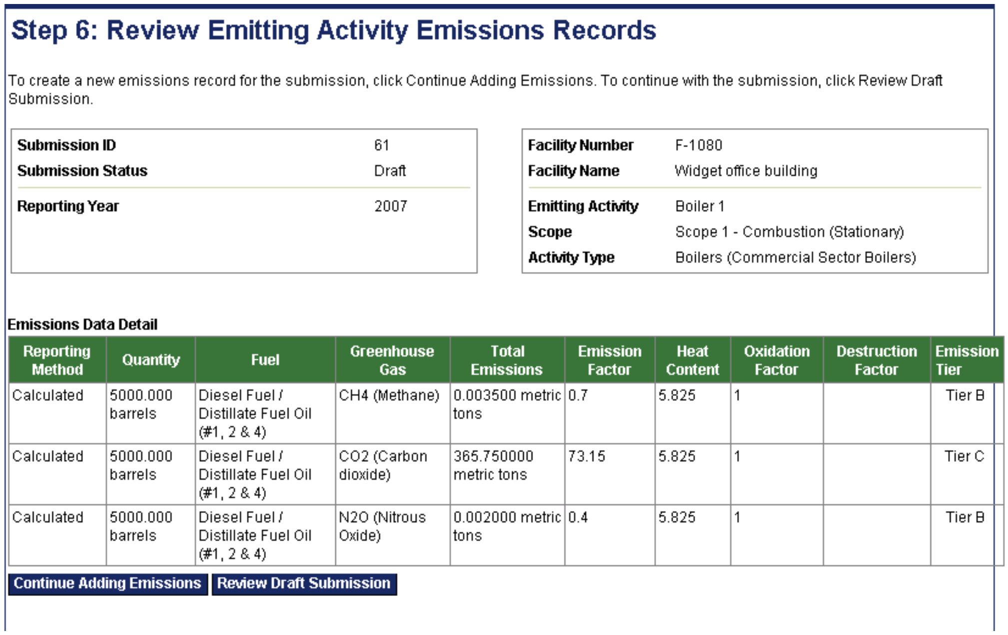
4. On the next page, Select GHG(s) and Reporting Method, be sure that the boxes are checked next to each GHG that you would like to calculate. If you are a first year reporter and only wish to report CO_2, be sure to uncheck the boxes next to CH_4 and N_2O. You may also change what units the calculation tool will use in the drop down box under Reporting Method. The options to report data from a Continuous Emissions Monitoring System (CEMS) or Part 75 CEMS for CO_2 are both located in this drop down box. Please note that you must choose the same units for each GHG to be reported or CRIS will not let you continue. When you are ready to advance, press **Continue**.



5. On the next screen, Enter Activity Inputs and Calculate Emissions, you will select the type of fuel consumed; enter the quantity and press **Calculate**. Once you have chosen the Calculate function, CRIS will automatically calculate and populate the CO_2 and CO_2e totals for each GHG you previously selected.



6. Select **Save Draft Emissions** to save your calculations. Once you have saved your draft emissions, you can continue to add other emitting activities for the selected facility by selecting **Continue Adding Emissions**. By selecting **Review Draft Submissions,** CRIS will provide you with a comprehensive list of all emitting activities associated with the facility. In the Review Draft Submissions section, you will be able to edit emissions data.



Step 6: Review Emitting Activity Emissions Records

To create a new emissions record for the submission, click Continue Adding Emissions. To continue with the submission, click Review Draft Submission.

Submission ID	61
Submission Status	Draft
Reporting Year	2007

Facility Number	F-1080
Facility Name	Widget office building
Emitting Activity	Boiler 1
Scope	Scope 1 - Combustion (Stationary)
Activity Type	Boilers (Commercial Sector Boilers)

Emissions Data Detail

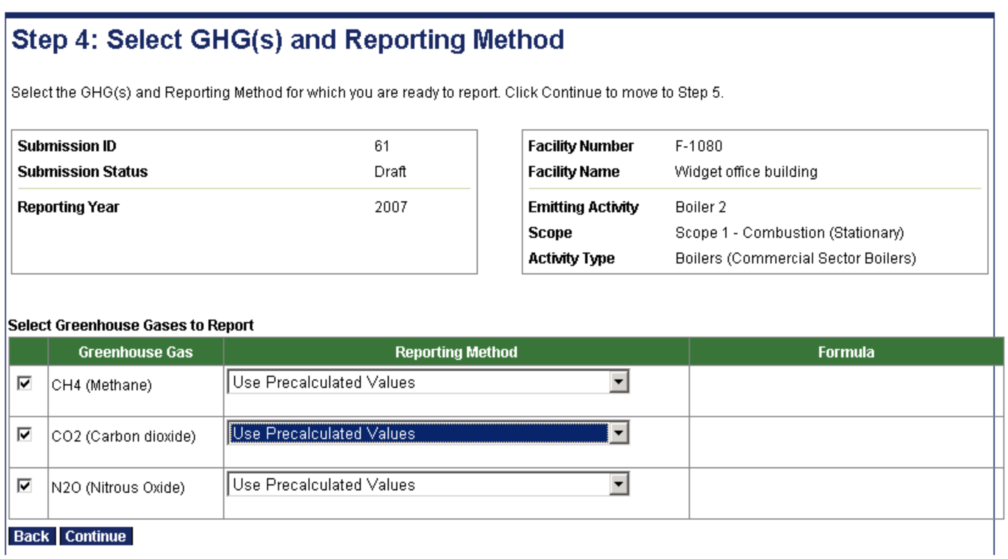
Reporting Method	Quantity	Fuel	Greenhouse Gas	Total Emissions	Emission Factor	Heat Content	Oxidation Factor	Destruction Factor	Emission Tier
Calculated	5000.000 barrels	Diesel Fuel / Distillate Fuel Oil (#1, 2 & 4)	CH4 (Methane)	0.003500 metric tons	0.7	5.825	1		Tier B
Calculated	5000.000 barrels	Diesel Fuel / Distillate Fuel Oil (#1, 2 & 4)	CO2 (Carbon dioxide)	365.750000 metric tons	73.15	5.825	1		Tier C
Calculated	5000.000 barrels	Diesel Fuel / Distillate Fuel Oil (#1, 2 & 4)	N2O (Nitrous Oxide)	0.002000 metric tons	0.4	5.825	1		Tier B

Continue Adding Emissions | Review Draft Submission

4.3 Entering Simplified Estimation Methods

To report any of your emissions using a simplified estimation methodology, you will need to report these activities individually using the Report by Emitting Activity feature in CRIS.

1. After selecting Report by Emitting Activity and entering your emitting activity information, proceed to the Select GHG(s) and Reporting Method page. Under Reporting Method, you will select pre-calculated values for each gas you will report and press **Continue**.



Step 4: Select GHG(s) and Reporting Method

Select the GHG(s) and Reporting Method for which you are ready to report. Click Continue to move to Step 5.

Submission ID	61
Submission Status	Draft
Reporting Year	2007

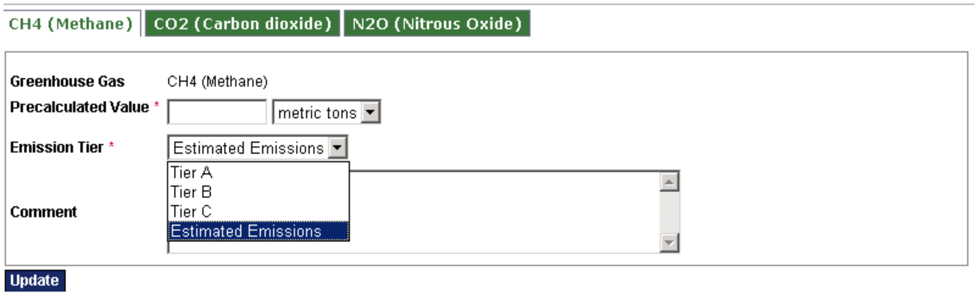
Facility Number	F-1080
Facility Name	Widget office building
Emitting Activity	Boiler 2
Scope	Scope 1 - Combustion (Stationary)
Activity Type	Boilers (Commercial Sector Boilers)

Select Greenhouse Gases to Report

	Greenhouse Gas	Reporting Method	Formula
☑	CH4 (Methane)	Use Precalculated Values	
☑	CO2 (Carbon dioxide)	Use Precalculated Values	
☑	N2O (Nitrous Oxide)	Use Precalculated Values	

Back | Continue

On the following screen, Specify Activity Inputs and Calculate Emissions, select Estimated Emissions from the Emission Tier drop down menu.



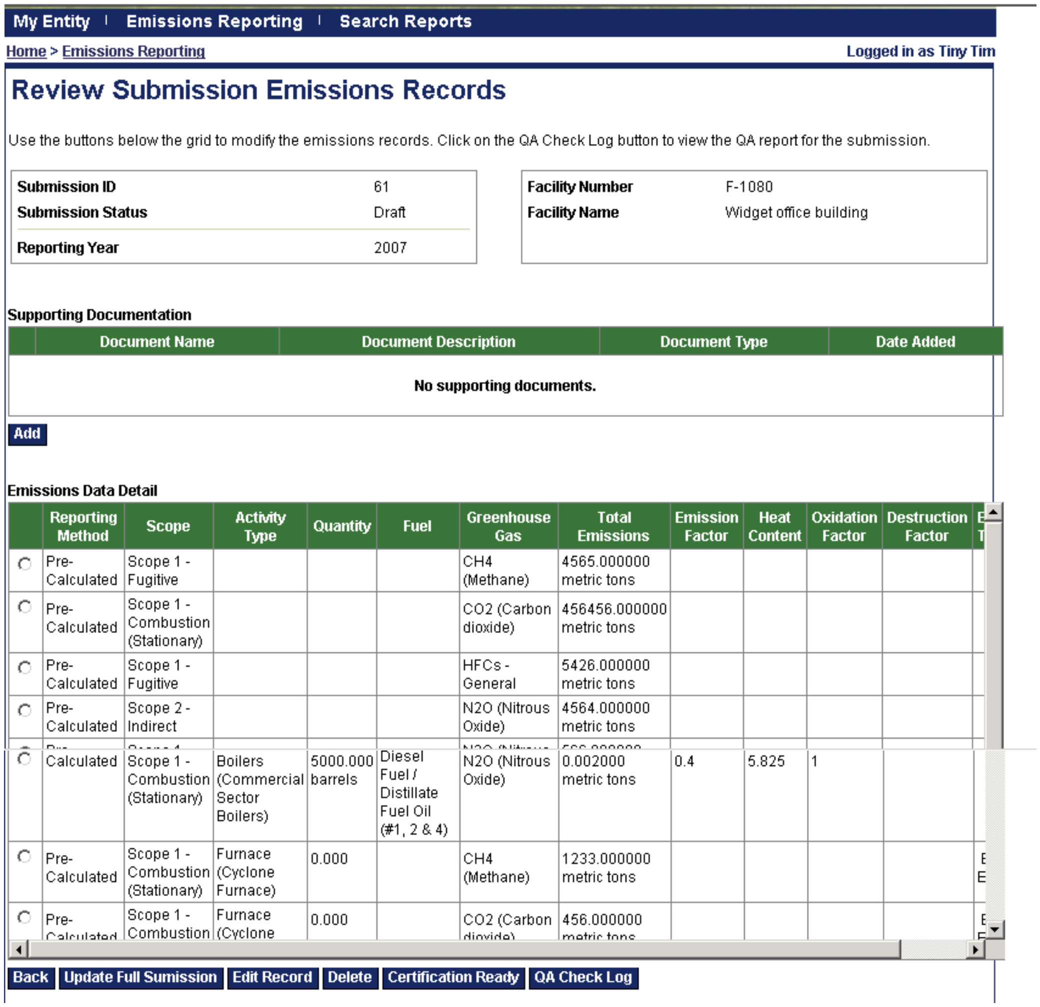
2. CRIS will now indicate these emissions as part of the estimated emissions portion of your overall report. CRIS will automatically calculate the percentage of your total emissions that these calculations represent, ensuring that you remain under the 5% threshold.

4.4 Accounting for CH_4 and N_2O in Mobile Fleets

You have the ability to aggregate and report vehicles as one fleet in CRIS. The mobile emissions calculator will account for your CO_2 emissions based on your fleet's annual fuel consumption. You will need to pre-calculate your CH_4 and N_2O emissions based on the annual miles driven and the year, make, and model of your fleet's vehicles and enter these totals directly into CRIS.

4.5 Editing Emissions Data

You can access the Review Submission Emission Records page by clicking directly on the upper blue tab Report Emissions, or by selecting Review Draft Submission as you are reporting your emissions.



My Entity | Emissions Reporting | Search Reports

Home > Emissions Reporting — Logged in as Tiny Tim

Review Submission Emissions Records

Use the buttons below the grid to modify the emissions records. Click on the QA Check Log button to view the QA report for the submission.

Submission ID	61
Submission Status	Draft
Reporting Year	2007

Facility Number	F-1080
Facility Name	Widget office building

Supporting Documentation

	Document Name	Document Description	Document Type	Date Added
	No supporting documents.			

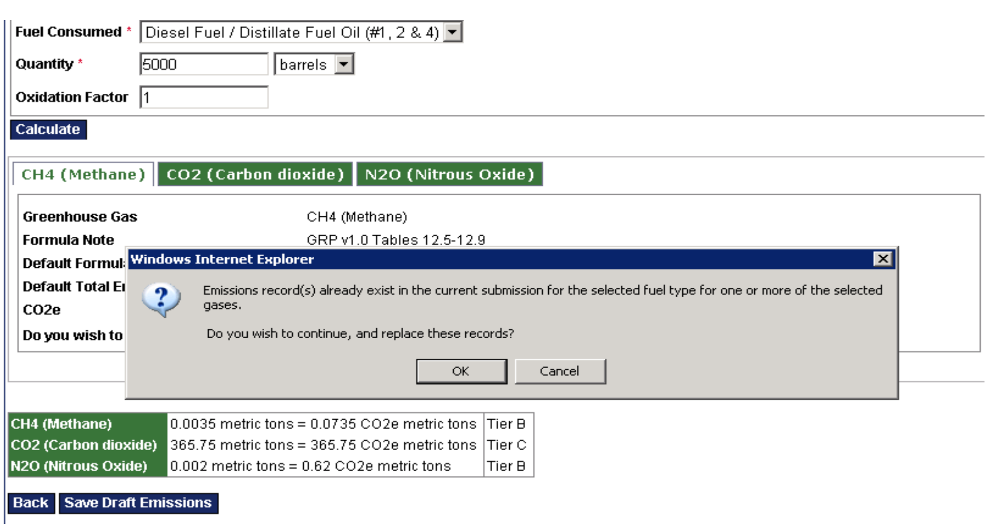
Add

Emissions Data Detail

	Reporting Method	Scope	Activity Type	Quantity	Fuel	Greenhouse Gas	Total Emissions	Emission Factor	Heat Content	Oxidation Factor	Destruction Factor	E T
○	Pre-Calculated	Scope 1 - Fugitive				CH4 (Methane)	4565.000000 metric tons					
○	Pre-Calculated	Scope 1 - Combustion (Stationary)				CO2 (Carbon dioxide)	456456.000000 metric tons					
○	Pre-Calculated	Scope 1 - Fugitive				HFCs - General	5426.000000 metric tons					
○	Pre-Calculated	Scope 2 - Indirect				N2O (Nitrous Oxide)	4564.000000 metric tons					
○	Calculated	Scope 1 - Combustion (Stationary)	Boilers (Commercial Sector Boilers)	5000.000 barrels	Diesel Fuel / Distillate Fuel Oil (#1, 2 & 4)	N2O (Nitrous Oxide)	0.002000 metric tons	0.4	5.825	1		
○	Pre-Calculated	Scope 1 - Combustion (Stationary)	Furnace (Cyclone Furnace)	0.000		CH4 (Methane)	1233.000000 metric tons					E E
○	Pre-Calculated	Scope 1 - Combustion	Furnace (Cyclone	0.000		CO2 (Carbon dioxide)	456.000000 metric tons					E F

Back | Update Full Sumission | Edit Record | Delete | Certification Ready | QA Check Log

1. The Review Submission Emission Records page will list all of the emitting activities that are associated with the selected facility. To edit entered data, click on the radio button next to an emitting activity and click on the blue **Edit Record** at the bottom of the page. This will allow you to re-enter your emissions data. CRIS will ask you confirm that you wish to replace previously entered data prior to changing your record.



Fuel Consumed *	Diesel Fuel / Distillate Fuel Oil (#1, 2 & 4)
Quantity *	5000 barrels
Oxidation Factor	1

Calculate

CH4 (Methane) | CO2 (Carbon dioxide) | N2O (Nitrous Oxide)

Greenhouse Gas	CH4 (Methane)
Formula Note	GRP v1.0 Tables 12.5-12.9
Default Formul	
Default Total E	
CO2e	
Do you wish to	

Windows Internet Explorer

Emissions record(s) already exist in the current submission for the selected fuel type for one or more of the selected gases.

Do you wish to continue, and replace these records?

OK | Cancel

CH4 (Methane)	0.0035 metric tons = 0.0735 CO2e metric tons	Tier B
CO2 (Carbon dioxide)	365.75 metric tons = 365.75 CO2e metric tons	Tier C
N2O (Nitrous Oxide)	0.002 metric tons = 0.62 CO2e metric tons	Tier B

Back | Save Draft Emissions

2. Click on the OK button to change your emitting activity data.

3. You can also delete emitting activities by selecting their corresponding radio buttons and clicking on the blue **Delete** button. Clicking on **Update Submission** will update the facility record with the new emitting activity data that you have entered.

Section 5.0 Certification

After you have calculated and entered your annual greenhouse gas emissions at the facility level, you can internally certify the emissions record, which will allow your Verification Body to have read-only access to your data.

5.1 Certifying Facility Submissions

You must certify all facility submissions to make your Annual Emissions Report available to your Verification Body. Each individual facility will need to be made certification ready before you can certify the entire report. When facility submissions have a status of Certification Ready, the submission will become available to you for review through the Certify Emissions menu link under Emissions Reporting.

Certify Emissions Home Page

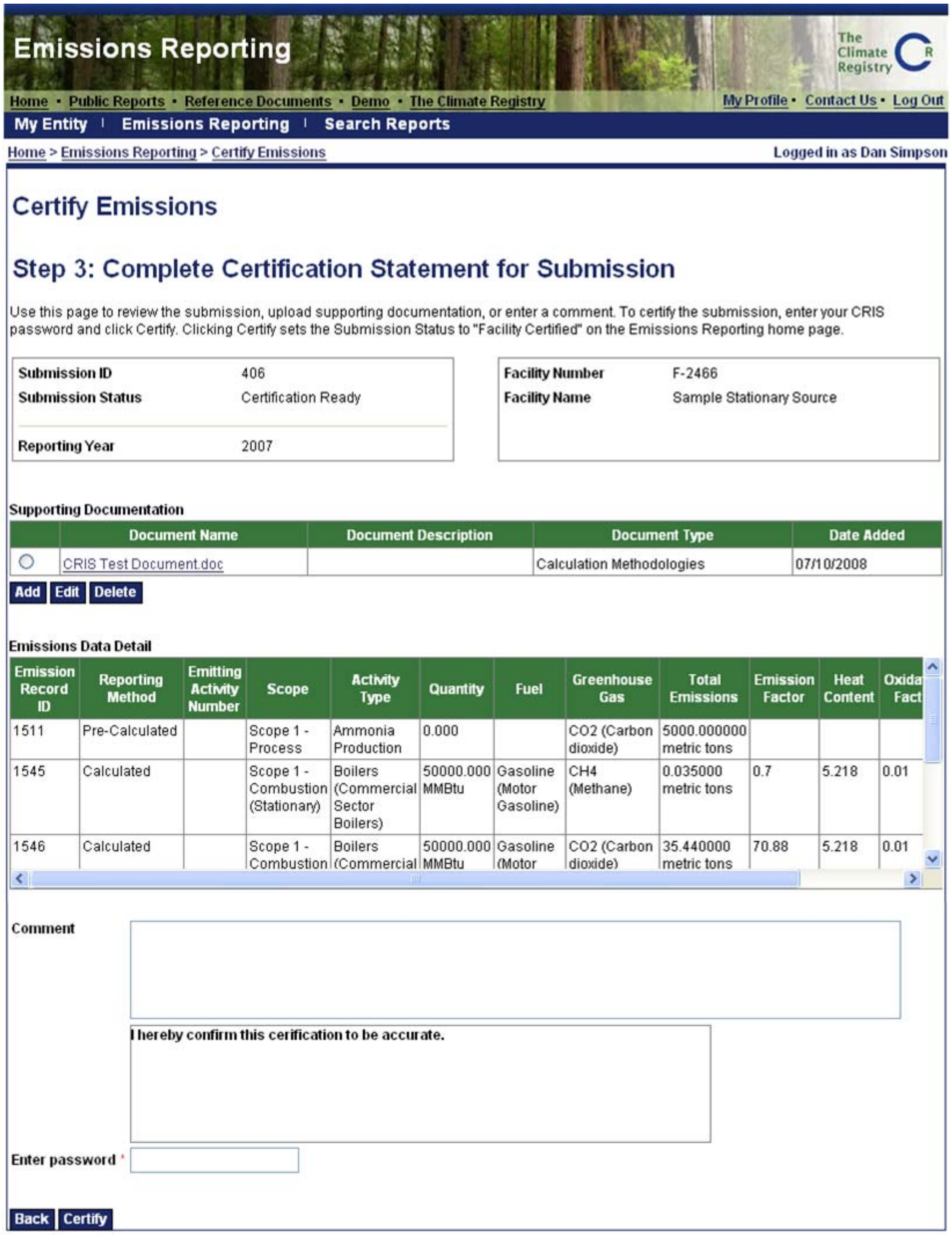
1. Hover your mouse over the **Emissions Reporting** menu link in the top blue bar to reveal the Certify Emissions sub-menu.

2. Click on the **Certify Emissions** sub-menu. Click the radio button next to the submission for which you will review and certify the emissions records. Click the **Continue** button.

Review QA Checks

3. Review the Quality Assurance (QA) checks listed in the grid on the Review QA Checks for Submission page. If any QA checks indicate “Error,” you must go back and correct any mistakes before continuing. Click the **Continue** button.

Certify Emissions - Complete Certification Statement



Emissions Reporting

The Climate Registry

Home • Public Reports • Reference Documents • Demo • The Climate Registry

My Profile • Contact Us • Log Out

My Entity | Emissions Reporting | Search Reports

Home > Emissions Reporting > Certify Emissions

Logged in as Dan Simpson

Certify Emissions

Step 3: Complete Certification Statement for Submission

Use this page to review the submission, upload supporting documentation, or enter a comment. To certify the submission, enter your CRIS password and click Certify. Clicking Certify sets the Submission Status to "Facility Certified" on the Emissions Reporting home page.

Submission ID	406
Submission Status	Certification Ready
Reporting Year	2007

Facility Number	F-2466
Facility Name	Sample Stationary Source

Supporting Documentation

	Document Name	Document Description	Document Type	Date Added
○	CRIS Test Document.doc		Calculation Methodologies	07/10/2008

Add | Edit | Delete

Emissions Data Detail

Emission Record ID	Reporting Method	Emitting Activity Number	Scope	Activity Type	Quantity	Fuel	Greenhouse Gas	Total Emissions	Emission Factor	Heat Content	Oxida Fact
1511	Pre-Calculated		Scope 1 - Process	Ammonia Production	0.000		CO2 (Carbon dioxide)	5000.000000 metric tons			
1545	Calculated		Scope 1 - Combustion (Stationary)	Boilers (Commercial Sector Boilers)	50000.000 MMBtu	Gasoline (Motor Gasoline)	CH4 (Methane)	0.035000 metric tons	0.7	5.218	0.01
1546	Calculated		Scope 1 - Combustion	Boilers (Commercial	50000.000 MMBtu	Gasoline (Motor	CO2 (Carbon dioxide)	35.440000 metric tons	70.88	5.218	0.01

Comment

I hereby confirm this cerification to be accurate.

Enter password *

Back | Certify

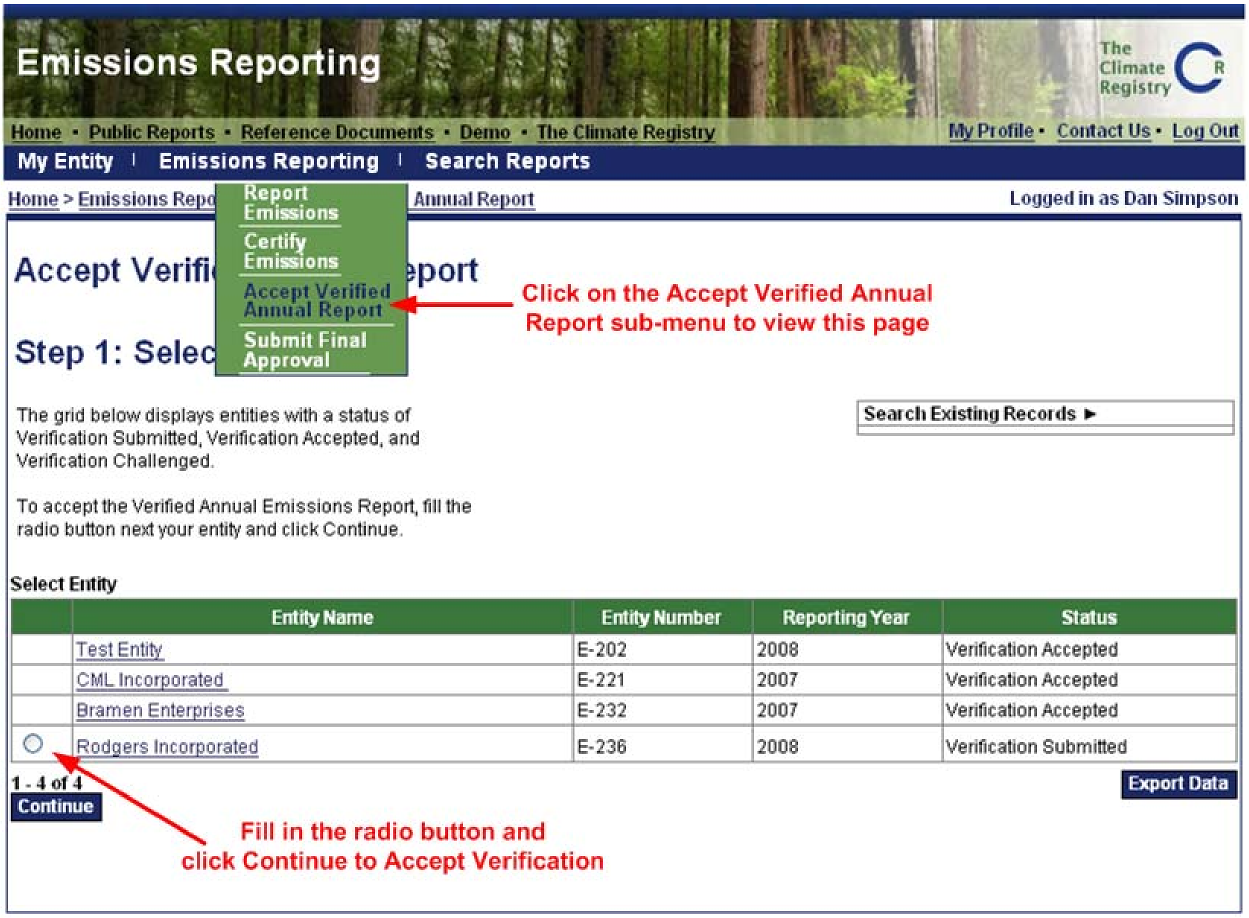
1. On the Complete Certification Statement for Submission page, review the emissions records, enter a comment (optional) and your CRIS system password. Click the **Certify** button.

2. Repeat tasks 1-3 for each facility. Once the status of each facility is Facility Certified, the entity status and the status of all facility submissions will change to Verification Ready. At this time, the Verification Body associated with your entity will be notified that it can begin reviewing the facility submissions.

5.2 Accepting Verification

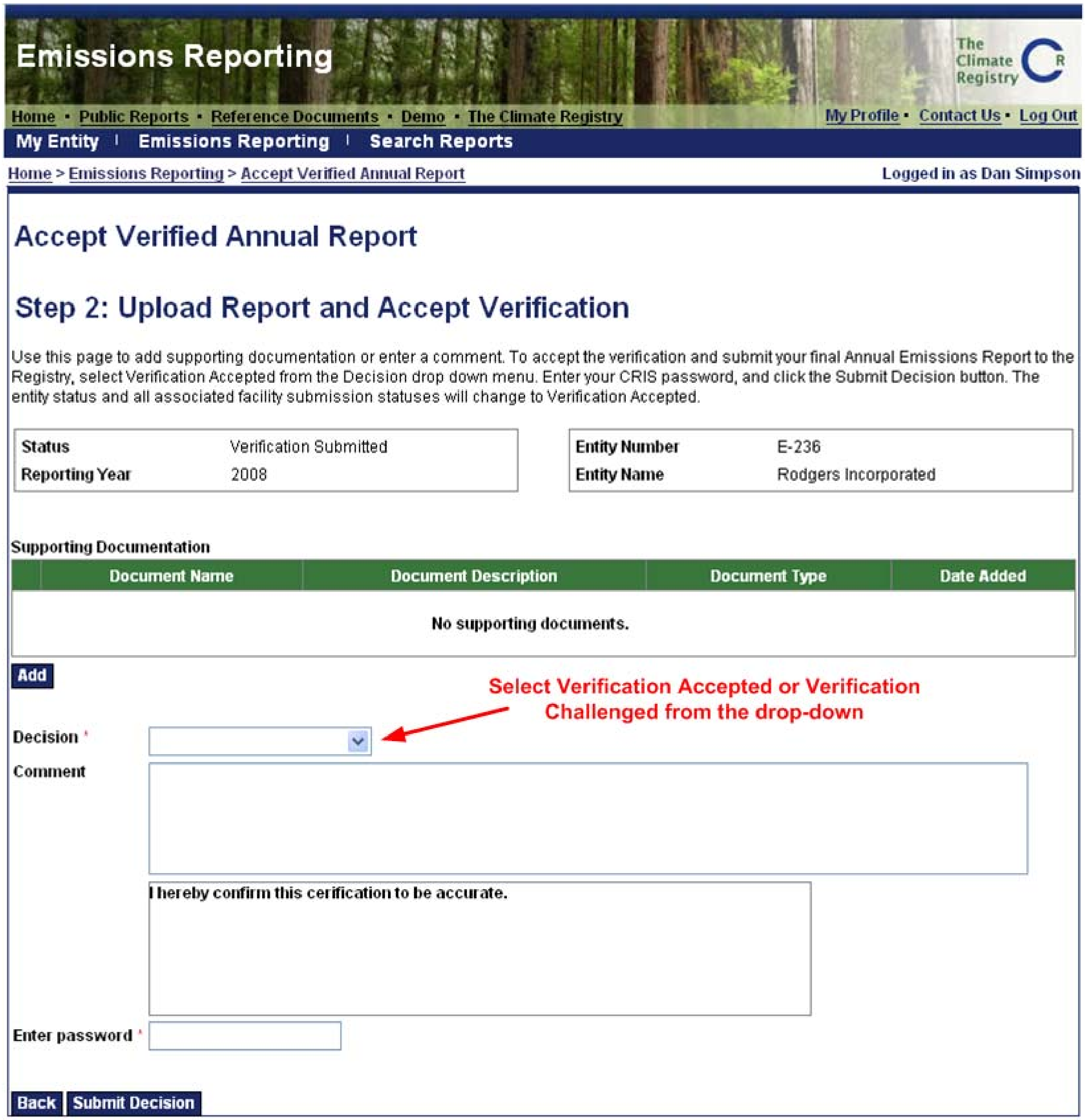
After the Verification Body has verified your entity's annual report and submitted its verification opinion to CRIS, the entity status and all facility submissions will change to Verification Submitted. At this time, you can either accept or challenge the verification opinion.

Accept Verification Home Page



1. To accept or challenge the verification opinion, hover your mouse over the **Emissions Reporting** menu to display the available submenus. Click on the **Accept Verified Annual Report** submenu. Click the radio button next to your entity, and then click the **Continue** button.

Accept Verification Page



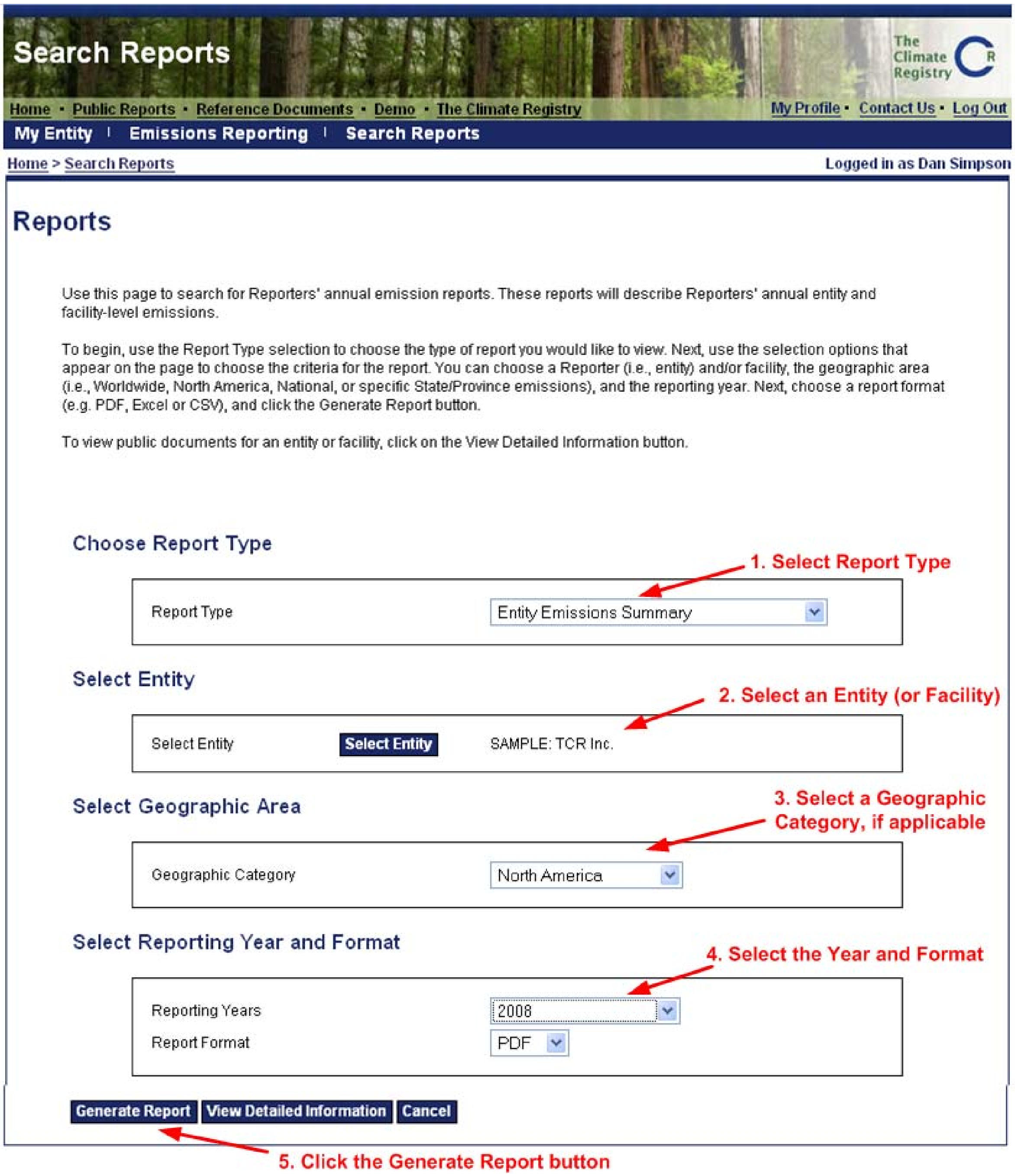
2. On the Upload Report and Accept Verification page, add a document (optional) and then select Verification Accepted or Verification Challenged in the Decision drop-down menu.

3. Enter your CRIS system password and then click the **Submit Decision** button. You must accept a decision for each of your facilities in order to make your entity's annual report available to The Registry Administrator for final review. After The Registry approves your annual report, the data will be made available to the public via the Public Reports module.

Section 6.0 Generating Emissions Reports

You can run emissions reports in CRIS at any time during the reporting process. This section of the user guide details the various types of reports and explains how to generate them.

6.1 Reports Page



1. To view emissions reports, click on the Search Reports menu item. Select a report from the Report Type drop-down menu. Use the selection options on the page to choose the

report criteria. Click the **Generate Report** button. If you want to view entity documents, click the **View Detailed Information** button.

6.2 Report Types and Description

Report Type	Description
Entity Emissions Summary	Provides a summary of entity emissions by scope, aggregated by the geographic category selected. The available geographic categories are: Worldwide, North America, Country (United States, Canada, or Mexico), and State/Province.
Entity Emissions Detailed	Provides a summary of entity emissions for North America by scope, and lists summary and source-level emissions for each facility in North America based on consolidation methodology.
Facility Emissions Detail	Provides a summary of facility emissions based on its relationship with an entity.
Facility Total Emissions	Provides the total facility-level emissions for a facility.

Note:

- *All reports aggregate emissions by scope and GHG.*
- *Source-level data can be seen in Entity Emissions detailed reports and in all facility level reports.*
- *Public reports are only available after entity and facility emissions have been verified and approved by The Registry.*
- *Private reports, indicated in the Report Type list by "(private)," are available to logged in users associated with an entity or facility during any part of the reporting process regardless of the entity status or facility submission status.*
- *Private reports also list emissions by emitting activity.*

The table lists the possible statuses a submission can have in each step of the reporting process.

Appendix A: Common Reporting Terms

Entity - An *entity* is any business, corporation, institution, organization, government agency, etc., recognized under U.S., Canadian, or Mexican law. A reporting entity is comprised of all the facilities and emission sources delimited by the organizational boundary developed by the entity, taken in their entirety.

Facility - A *facility* is any installation or establishment located on a single site or on contiguous or adjacent sites that are owned or operated by an entity. A facility includes not only all of the stationary installations and equipment located at the site but also 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. Similarly, pipelines, pipeline systems, and electricity transmission and distribution systems are considered discrete facilities for reporting purposes. All mobile combustion fleets (vehicles, vessels or aircraft) are also considered facilities for reporting purposes. More information on aggregation can be found in Chapter 6: Facility-Level reporting of the GRP.

GHG Emissions - The Climate Registry greenhouse gases (GHGs) are the six gases identified in the Kyoto Protocol: carbon dioxide (CO_2), nitrous oxide (N_2O), methane (CH_4), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF_6). *GHG emissions* are reported at the emitting activity level for the facility or may alternately be reported at the facility level. The software aggregates emissions to the facility and entity level for emissions reports and corporate accounting, base year definition, and third party verification.

Scope - Direct and indirect emissions are categorized into “scopes” as follows:

> *Scope 1:* All direct CO_2 emissions
>
> *Scope 2:* Indirect GHG emissions associated with the consumption of purchased electricity, steam, heating, or cooling.
>
> *Scope 3:* All other indirect emissions not covered in Scope 2.

Together, the three scopes provide a comprehensive accounting network framework for managing and reducing direct and indirect emissions. Scopes are always summed independently of each other to avoid any double counting. More information on aggregation can be found in Chapter 5: Operational Boundaries of the GRP.

Aggregation - In order to reduce the burden associated with reporting emissions separately for numerous small facilities, The Registry provides an option to aggregate emissions by facility (stationary, mobile or special case) within each state or province, rather than reporting at the facility level for certain types of facilities only. More information on aggregation can be found in Chapter 6: Facility-Level Reporting of the GRP.

Source - An *emitting activity* (including combustion units, activities, and processes) may be defined for the facility prior to submitting an emissions value for the activity, or emission values may be entered for the facility by scope and GHG.

Consolidation Methodology - The following definitions provide a brief overview of the concepts.

Organizational Boundary: The boundaries that determine the operations owned or controlled by the reporting entity, depending on the consolidation approach taken (either the equity share or control approach).

Equity Share Approach: An emissions accounting approach for defining organizational boundaries in which an entity accounts for GHG emissions from each operation according to its share of economic interest in the operation, which is the extent of rights an entity has to the risks and rewards flowing from an operation.

Control Approach: An emissions accounting approach for defining organizational boundaries in which an entity reports 100% of the GHG emissions from operations under its financial or operational control.

Reporting Tip: *Refer to Chapter 4: Organizational Boundaries in the General Reporting Protocol for more detailed information about consolidation methodology or register to take the Members-Only Building a Verifiable Inventory training webinar:* http://www.theclimateregistry.org/calendar.html

Appendix B: Common CRIS Terms

> **CRIS Tip:** CRIS's core application infrastructure is based on the Emissions Allowance Tracking System (EATS), a generic application sponsored by the U.S. EPA. It is a comprehensive system for collecting, verifying, and managing emissions and tradable allowances data. The emissions reporting module of CRIS is based on Version 2.0 of the Online Calculation, Reporting and Verification Tool (CRAVe 2), also sponsored by EPA.

Submission - A *submission* consists of emissions values for one facility for one reporting year.

Grids and Tabs - The module home pages contain grids that summarize the existing data contained in CRIS for the selected subject area (Entities, Facilities, Emissions Reporting, etc.). In instances where pages contain multiple grids, the grids can be navigated using the series of tabs across the top of the grids. Each tab displays a subject area name. Grids that contain too many rows of data to display on one page can be navigated using the arrows at the bottom or the scroll bar along the right side. Grids contain "hyperlinks" and/or radio buttons to facilitate viewing more detail or edit information presented in a grid,. Hyperlinks are identified by underlined text; simply clicking on a hyperlink will take you to the detail page for the selected item. Radio buttons appear in the left hand grid column; to select a row of data to view or change, click on the radio button for the desired row and then click on the button below the grid to perform the desired action. In most cases, home page grid column headers can be sorted ascending or descending by clicking on the grid column header.

Filters - To make an item in a grid easier to find, you can use the filters above the grid. Filters may be either an "exact match" or "partial match." Multiple filters can be applied at the same time to further narrow a search. Click on the Clear button to refresh the grid to display all data.

Edit Button - To change the information that appears in a grid, fill the radio button adjacent to the item to be changed. Click the Edit button. This will take you to a "Select" page where you are able to select a new item to be added from existing data. To select, click the radio button adjacent to the selection, provide any other required information, and click the Select button.

Add Button - If new data needs to be added (i.e., an entity or person does not appear in the grid on the Select pages), you can click on the Add button to add a new one. This will take you to an Add page where new data can be added to the database. Once new data has been added, it remains in the database and may be selected again at a later time.

Back Button - Click on the Back button on any screen to navigate from a low-level screen back to a higher level screen. Clicking on the Back button before any selected changes have been saved or submitted will not store any of the changes made on that screen. Using the browser back arrow will reverse back to previously viewed pages instead of returning to the higher level menu option.

Save and Submit Buttons - When you click on a Save or Submit button, a message will always display in red at the top of the screen. If the Save or Submit was successful, the message will inform you that data were saved. Use the Back or Cancel button to return to previous menus or screens if you do not wish to save or submit the changes. If the save failed, one or more Error Messages will display in red at the top of the screen describing the problem encountered. On the applicable data entry screen, correct the problem and click on Save or Submit again.

Show History Button - Clicking the Show History button beneath a grid displays all of the historical associations for a particular item. Click on the Show Current button to return to the current associations.

Required Fields - Required fields on each data entry screen are indicated by a red asterisk (*).

Appendix C: Entity and Facility Submissions Statuses

Reporting Step	Possible Submission Status	Description
Report	Draft	When a facility user has saved draft emission records, but before the entry of all emissions values are complete.
	Certification Ready	When the facility user has completed entry of emissions for that facility.
Certify	Facility Certified	Status of a facility's data when the entity administrator reviews and approves the emissions data.
	Verification Ready	Status of all entity emissions when the last facility becomes Facility Certified.
Verify	Verification Submitted	Status when the lead verifier has indicated that the verification is complete (good or bad).
Accept	Verification Accepted	Status when the entity administrator accepts the verification report.
	Verification Challenged	Status when the entity administrator challenges the verification report.
Approve	Approved	Status when registry administrator accepts the verified annual report; data is made available to public.
	Revisions Requested	Status when The registry administrator requests changes or information; emissions data are not available to the public; this may result in changes to reports and repeat status/steps.
After a submission is Verified and Approved	Unlocked for Editing	Status when the entity administrator opens a previously verified and approved submission record

Appendix D: CRIS FAQs & Troubleshooting

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

If you are already reporting your GHG emissions you can enter your data into CRIS to build on your existing work. You can even move your historical data into CRIS before you have entered your first year of emissions.

All historical emission reports must have entity –level emissions of CO2 from stationary combustion in at least one state or province, not have gaps in years, and have been third-part verified. If you data was 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 it has been verified prior to entry into CRIS. Historical data will be invoiced at 25% of your normal Member's fee for the first 1-3 years, and for 4 or more years, you can input historical data into CRIS at 50% of your normal Member's fee.

EDITING INFORMATION

How can I change my reporting year?
CRIS only accepts annual emissions data one year at a time. After you have completed the inventory for one year, contact The Registry (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. To edit: facility contacts, emission activities, documents, submissions and association with an entity.

    a. Step 1: Click on your "My Entity" tab and then click on the "Facilities" tab.

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

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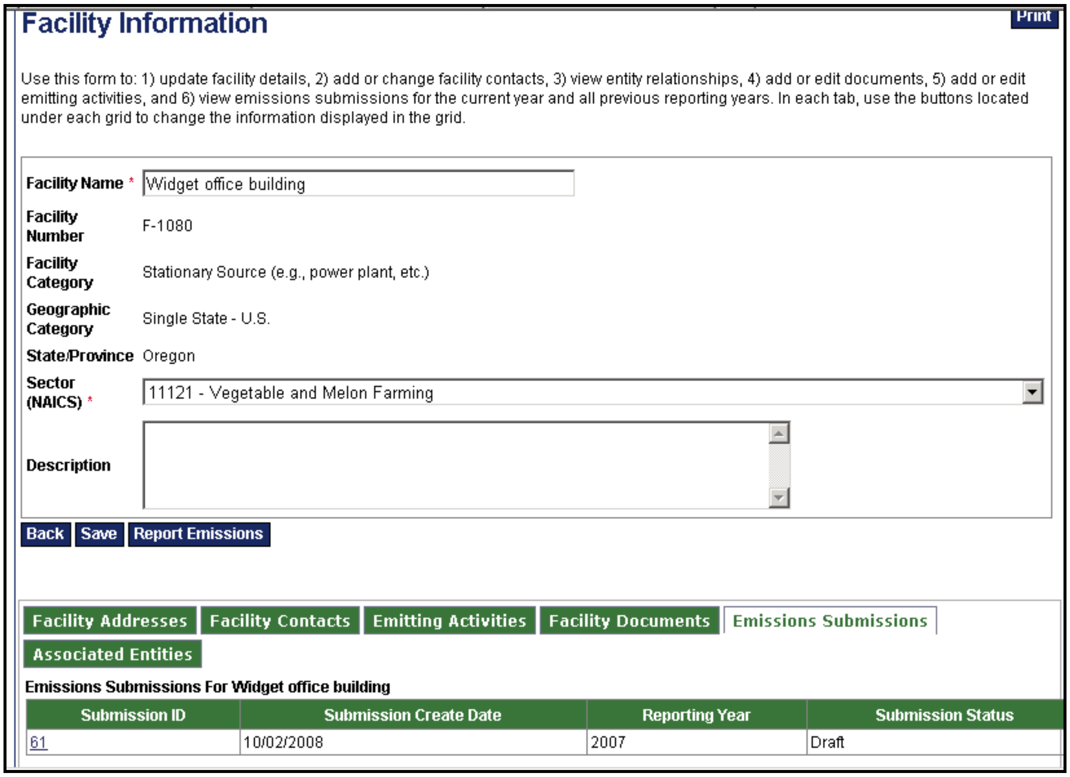
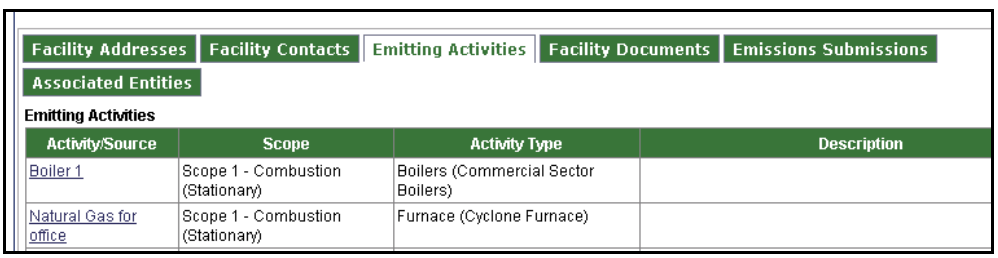
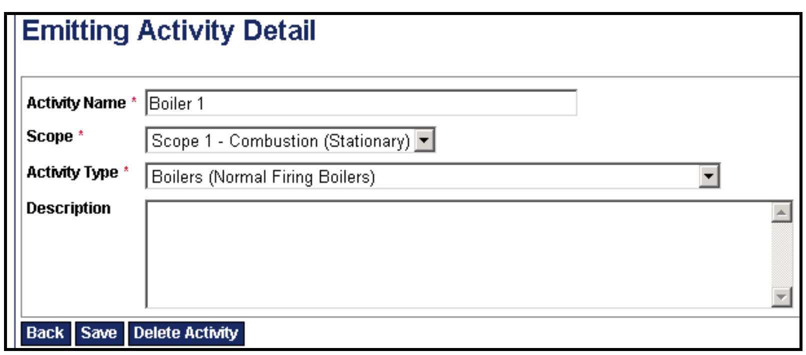


c. Step 3: To edit each emitting activity's equipment type and associated fuel type, select the "Emitting Activity" tab and then the desired emitting activity.



d. 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").
    a. Step 1: Click on the blue "Emissions Reporting" tab to access all facility information.
    b. 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.
    c. 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, to help you set up your inventory. It is most important is to develop a system that mirrors your actual organization.

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 of 2009.

How will bulk data be uploaded into CRIS?
All data transfers to and from CRIS are based on the Consolidated Emissions Reporting Schema, released by the EPA. The schema is designed to support the reporting of criteria air pollutants, air toxic emissions, and now greenhouse gasses. 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 ten 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 ten 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 biodiesel? I don't see B85 as an option.
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%.

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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 GRP.

My organization is a local government. When can we start using CRIS to report our emissions data?
CRIS is designed to support the GRP. The Registry's Local Governmental Protocol, which will be released in June of 2009, also groups local government emissions by sector (ie. waste water treatment, stop lights, etc.) as well as at the facility level. 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. The built-in sector component of CRIS will be available in October of 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 their 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