



The Climate Registry

## Inventory Management Plan Outline

*This document provides a basic outline for constructing an Inventory Management Plan (IMP). The plan serves to identify policies and procedures for building your emissions inventory and functions as a historical record for each year's emissions inventory. This plan is only an example. It can be modified as needed; feel free to add and take away fields. Managing your inventory in an organized fashion will help data entry into CRIS and provide clear and concise information for your Verification Body.*

*If you are a Member, you can contact Member Services to obtain a word version of this document at [help@theclimateregistry.org](mailto:help@theclimateregistry.org).*

### Organization Name:

Organization Address:

Technical Contact Name:

Phone:

Email:

### Emissions Year:

Reporter Type (check one):

- Transitional  
 Complete

GHG Gases Reported (check one):

- CO<sub>2</sub> only  
 All 6 Kyoto GHGs (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, SF<sub>6</sub>, HFCs, PFCs)  
 Other \_\_\_\_\_

### Base Year:

*This is your first year as a Complete Reporter (your first year reporting all 6 GHGs reported for all North American facilities) to The Registry.*

### Organizational Description:

*In a few sentences, please describe your organization, including activities, operations, size, etc. The Statement of Intent your organization completed when joining The Registry will have much of this information.*

### Establishment of Organizational Boundaries (check one):

*\*For further guidance see Chapter 4 of the GRP*

- 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 identified emissions sources, gathered your emissions activity data, whether it consisted of automated or manual procedures, and any processes and policies that have been in place or have been developed to capture accurate GHG activity data. Explain how this IMP is integrated with other management systems (ISO 14001: EMS, ISO 9001: QMS, etc.) Include what protocols and resources you used in building your inventory, emission factors, and NAICS code. Discuss data system security and measures to prevent unauthorized access. Describe frequency at which facilities report data to corporate level, if applicable.*

**Staff Involvement:**

*Identify staff members who were involved in the inventory process and provide their contact information.*

<u>Designated Staff to:</u>	<u>Contact Information</u> <i>Names, Phone Numbers, Emails</i>
<ul style="list-style-type: none"> <li>• Manage overall compilation of inventory and reporting process</li> </ul>	
<ul style="list-style-type: none"> <li>• Determine organizational boundaries (control with financial or operational criteria vs. control and equity share)</li> </ul>	
<ul style="list-style-type: none"> <li>• Develop inventory management system (how data will be collected and managed from now on)</li> </ul>	
<ul style="list-style-type: none"> <li>• Collect emissions data (back-up documentation that includes but is not limited to: utility bills, annual fuel usage, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>• Aggregate emissions data into annual consumption totals for each emissions source (e.g. indirect electricity use for Facility # 2 was 1,000 Kwh/year)</li> </ul>	
<ul style="list-style-type: none"> <li>• Calculate emissions off-line where applicable and save back-up documentation to upload into CRIS and provide for future Verification Body</li> </ul>	
<ul style="list-style-type: none"> <li>• Create other users in CRIS, enter entity information, create facilities</li> </ul>	
<ul style="list-style-type: none"> <li>• Enter annual emissions data and equipment types into CRIS</li> </ul>	
<ul style="list-style-type: none"> <li>• Internally review and certify CRIS report</li> </ul>	
<ul style="list-style-type: none"> <li>• Complete request for proposal (RFP) for a Verification Body and negotiate contract for verification services</li> </ul>	
<ul style="list-style-type: none"> <li>• Assist Verification Body as necessary during verification activities</li> </ul>	
<ul style="list-style-type: none"> <li>• Accept/dispute final verification opinion via CRIS</li> </ul>	
<ul style="list-style-type: none"> <li>• Submit verified emission report and final verification opinion to The Registry</li> </ul>	

## **Facilities and Associated Emissions:**

*This section is designed for you to create a master list for all facilities that fall within your organizational boundaries, their corresponding addresses, and percent ownership and percent control. You can also include their associated emissions (scope 1, 2, 3); types of emissions activities (stationary combustion, mobile combustion, etc.); source/equipment types (boiler, generator, vehicle make and model, etc.); and any back-up documentation that will be provided for each facility (spreadsheet, data base printout, utility/fuel bills). All of this information can be entered into CRIS prior to compiling your annual energy consumption totals. You can also see the [Working through CRIS](#) section in the CRIS User's Guide for guidelines on entering entity and facility information into CRIS.*

## **Internal Auditing:**

*Describe quality assurance and internal auditing procedures, timelines, and documentation of findings.*

## **External Auditing:**

*Describe the external audit (i.e. third-party verification) process and timeline.*

## **Corrective Action:**

*Describe the process for implementing and documenting corrective action for all internal and external reviews.*

## **Record Keeping:**

*Review procedure for record keeping and document retention.*

## **Additional Information:**

*Other information that is useful to include:*

- *Further explanation regarding any organizational boundary issues*
- *Review of procedures for maintenance and calibration of measurement equipment (if applicable)*
- *Resources used for Scope 3 calculation guidance*
- *List of optional sources included in emissions report*

*Members reporting for 2 or more years:*

- *Discuss changes over time in emission quantification methodologies*
- *Divulge process for tracking structural changes (e.g. acquisitions, divestitures, outsourcing, etc.) and evaluating the necessity to update base year emissions*
- *Procedure for documenting updates to your base year emissions*