



The Climate Registry

REPORTING FAQs

What are the program deadlines for reporting and verification?

Reporting Deadline: *Emissions data must be entered into CRIS by June 30*

Verification Deadline: *Emissions data must be verified by December 15*

To meet these deadlines, we recommend the following timeline:

During your Reporting Year (the year in which the emissions occurred):

Ensure that all data is being accounted for. Construct and implement data management systems so that you can consistently gather all of your organization's emissions data.

During your Submitting Year (the year in which you submit your emissions report to The Registry):

January – May: Calculate and report your data into CRIS and begin contracting with a Verification Body that is ANSI accredited and recognized by The Registry.

May – August: Conduct verification activities.

September – December: Complete any corrective actions and submit emissions inventory report to The Registry.

After submission: The Registry will review your emissions report and the verification opinion. Once The Registry approves your report, the emissions data will be made public through CRIS.

** Note that all emissions data must be reported to The Registry on a calendar year basis; you cannot report according to a fiscal year.*

Can I switch from one organizational boundary approach to another?

Your reporting methodology (operational control vs. financial control) should only be changed if it will make your emissions report more complete. For instance, you may choose to report according to Control and Equity Share vs. just Control to provide for a more complete emissions report. If you choose to switch your reporting methodology, you will be required to re-enter and re-verify your base year emissions data for approval by The Registry. If you feel that you need to change your organizational boundaries after your first year of reporting and have questions, please contact the Member Services team at help@theclimateregistry.org.

My organization is merging with another organization and we have been reporting using different organizational boundary approaches. What methodology should our new organization use?

Together, both organizations will need to choose one approach – either financial or operational control – and report all operations of the new entity under the same approach. Past reports do not need to be changed for either organization, as they will remain available to the public unaltered.

What are Simplified Estimation Methods?

Simplified estimations are conservative estimates that can be used in place of detailed calculations for reporting up to five percent of your total emissions inventory. Simplified estimation methods are intended to ease the reporting process for relatively small emission sources for which information is either unavailable or too time consuming to calculate. These estimations must still be verified by your Verification Body and only apply to Scope 1 (Direct) and Scope 2 (Indirect) emissions.

What is the difference between process and fugitive emissions?

A **process emission** results from either of the following two types of processes:

1. A chemical reaction that produces CO₂ as a byproduct, such as scrubbers on a smoke stack, coal gasification, hydrogen production, etc.

or

2. A manufacturing process that needs to occur for a product to be manufactured or is part of how a device operates, such as emission control technologies, devices operated by compressed gas, blow downs or depressurizing compressors like in the oil/refinery industry.

Fugitive emissions are the unintentional release of a gas either from leaks or equipment malfunction. The majority of fugitive emissions are specific to various industrial sectors or processes, including refrigerant leakage from air conditioning and refrigeration equipment, manufacturing, natural gas transport and distribution, manufacturing and wastewater treatment.

I can't find an emission factor for process emissions at my facility. Can I use my own?

Because process emissions are usually a function of site-specific equipment, design and activities, and cover a broad number of processes, The Registry is unable to provide guidance for all processes. Where The Registry does not provide guidance either in the GRP or in an industry-specific protocol, we recommend using industry best practices. These may be provided by your process engineer or published in peer-reviewed literature, industry standard document (e.g., the API Compendium of GHG Emissions) or from another source. All alternative emissions factors will need to be verified by your Verification Body. If you have questions regarding emissions factors, please contact Member Services at help@theclimateregistry.org.

I have a refrigerant that is not listed in the GRP. How can I report this?

The GRP provides a complete list of refrigerants that you are required to report. This list is compiled from national inventory requirements and international standards. Some common refrigerants (R-12 and R-22) are being phased out of production, according to the Montreal Protocol. You are not required to report these under The Registry's program; however, we encourage you to disclose these emissions in the optional section of your report.

Please visit the U.S. EPA's website or the Heating, Refrigeration and Air Conditioning Institute of Canada's website for more information on these refrigerants:

<http://www.epa.gov/ozone/title6/phaseout/22phaseout.html>

<http://www.hrai.ca/hfcphaseout/>

How do I report refrigerant blends?

Most refrigerant blends are exclusively made up of either one HFC or PFC type. A few alternative blends (R-413A and R-508A/B) constitute a combination of both HFCs and PFCs. The Registry refers to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories, Volume 3, which specifies the calculations for breaking down these blends into their HFC and PFC components. To separate these blends into their HFC and PFC makeup, you can use the following Registry developed tool:

[Refrigerant Blend Calculation Tool](#).

What emission factors should I use for electricity use?

Specific power generator emission factors will not be available until 2010 when The Registry's Electric Power Sector Protocol becomes available. In the interim, please use the most recent eGRID factors as released by the EPA. (*Table 14.1, pg 104-105 of the GRP*)

How can I report electricity, natural gas or refrigerants if I am unable to obtain the records (ie. utility bills or service records)?

If you do not have supporting documentation that will allow you to calculate these emissions, you can use alternate estimation methods to account for up to five percent of your overall emissions inventory. These sources will be reported using Simplified Estimation Methods.

If you are unable to obtain records for a quantity of emissions that exceeds your five percent threshold, your emissions report and verification report may not be verifiable. The Registry understands that the first year of reporting is often difficult. Finding ways to implement future emissions data management systems for all of your emitting activities will allow for a successful and complete emissions report in the following year. For tips on building your data management plan, please join The Registry for our interactive Members-only webinars on Building a Verifiable Inventory (<http://www.theclimateregistry.org/calendar.html>).

We are an electricity company that has many transmission and distribution lines. Can these be aggregated? What scope would they be reported as?

Transmission and Distribution (T&D) lines can be aggregated and reported as one facility. You will report them as an “Aggregated Stationary Facility” in CRIS. Whether they will be reported as Scope 1 or Scope 2 depends on whether or not the electricity that is traveling along your T&D lines was generated by plants that are also within your control. If you generate the power that is sent through these lines, then T&D losses will already be accounted for in your Scope 1 stationary combustion emissions. If the electricity sent across your T&D lines is generated by a plant not owned or operated by your organization, you must account for these as part of your Scope 2 emissions of indirect emissions.