



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):

- CO₂ only
 All 6 Kyoto GHGs (CO₂, CH₄, N₂O, SF₆, 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:

Mobile Facility Include facility location and brief description of operations	Emitting Activity	Activity Type	GHG Source	Back-up Documentation
		automobiles, aircraft, boats, etc.	gasoline, diesel, biofuel, ethanol, LNG, etc.	spreadsheet, data base printout, utility/fuel bills
	Combustion (mobile)			
	Biomass Combustion (mb)			

Additional Information

Other information that is useful to include:

- *Further explanation regarding any organizational boundary issues;*
- *Procedure for quality assurance/internal auditing and documentation of findings;*
- *Review of procedures for maintenance and calibration of measurement equipment (if applicable);*
- *Procedures for record keeping and document retention*

Members reporting 2+ years:

- *Discuss changes over time in emission quantification methodologies;*
- *Process for tracking acquisitions and divestitures and evaluating necessity to update base year emissions;*
- *Procedure for documenting updates to base year emissions;*