



The Climate Registry

Reporting and Verification Timeline 2019

The Climate Registry strongly recommends adherence to this timeline in order to complete annual reporting and verification in a timely fashion. TCR recommends to have emissions data entered into CRIS by **June 30** and for the verification process to be complete by **December 15**.

Be sure to click on the links in the task list below to view resources that will help you to understand our reporting policies, assemble your climate action team, and build and verify your carbon footprint to TCR's high-quality standards.

TRAINING & PREPARATION

JANUARY-FEBRUARY

- Read the [General Reporting Protocol](#) and [General Verification Protocol](#)
- View the [Carbon Footprinting 101 training](#) and [CRIS training](#)
- Assemble & educate your climate action team

DEFINE THE GHG INVENTORY

MARCH

- Determine your reporting boundaries
- Organize your inventory and define facilities, based on GRP requirements and CRIS structure

QUANTIFY & REPORT YOUR EMISSIONS

APRIL-JUNE

- Identify emissions year 2018 emissions sources and collect data
- Enter data into [CRIS](#) by **June 30**

VERIFY YOUR CARBON FOOTPRINT

JUL-DEC

- Solicit RFPs for verification & screen verification bodies by phone
- Select verification body & finalize contract
- Verification body submits COI to TCR
- Verification Body conducts verification activities
- Complete corrective action and submit revised report through CRIS
- Verification body submits verification statement in CRIS by **December 15**
- TCR internally reviews & accepts your carbon footprint (2020)