

# Prepare for Verification Workshop



- Welcome to the Webinar!

To Join, Dial: (312) 878-0211

Access Code: 647-585-058

Please do not place the call on hold, as we will hear your background music

To minimize background noise, please mute your phone by pressing \*6 or using the mute button on you phone

# Overview

## Part I – Joy Cernac

- CARROT and GRP Updates
- Common reporting and verification errors

## Part II – Sarah Stanner-Cranston

- Verification Overview

# GRP 3.1 & CARROT Updates

*Joy Cernac*  
*Program Assistant*



# Overview

- Deadlines
- Website Resources
- GRP 3.1 and CARROT Updates
- Form Updates
- COI Process
- Discussion of Common Verification and Reporting Errors

# Important Dates

- 2009 deadlines for ALL reporters:
  - Reporting: JUNE 30, 2009
  - Verification: OCTOBER 31, 2009
- Final dates for submitting and verifying reports with the California Registry:
  - Reporting: JUNE 30, 2010
  - Verification: OCTOBER 31, 2010

# Website Resources

- Members-Only section no longer password-protected
- Revised utility-specific emissions factors
- GHG by entity sector source guide
- Revised PUP spreadsheet
- List of common reporting errors
- Reporting and Verification Extension Forms
- RFP bulletin board
- Revised COI Forms
- Revised Verification Activity Log

# Website Resources - Members

The screenshot shows the website's navigation menu with links for HOME, ABOUT, JOIN, TOOLS, EVENTS, and RESERVE. The main content area is titled 'MEMBERS ONLY' and is divided into two columns. The left column contains a list of resources: Protocols, CARROT, Members Only (with sub-links for Reporting Tips, Power/Utility Reporters, Members Only Announcements, Members Meeting, and Presentations), Verification, Climate Change Basics, and CA State Agencies. The right column features a section for 'EXTENSION REQUESTS' with links to 'Reporting Extension Request Form (Word)' and 'Verification Extension Request Form (Word)'. Below this is a section for 'CALIFORNIA REGISTRY LOGOS' with instructions to download logos and links for 'California Climate Action Registry logo (JPG)' and 'Climate Action Leader logo (JPG)'. A note specifies that only members with verified emission reports can use the Climate Action Leader logo. At the bottom of the page, there is a 'PREPARE FOR VERIFICATION' section and an 'Internet' icon in the footer.

HOME ABOUT JOIN TOOLS EVENTS RESERVE

Protocols

CARROT

Members Only

- Reporting Tips
- Power/Utility Reporters
- Members Only Announcements
- Members Meeting
- Presentations

Verification

Climate Change Basics

CA State Agencies

**MEMBERS ONLY**

**EXTENSION REQUESTS:**

- [Reporting Extension Request Form](#) (Word)
- [Verification Extension Request Form](#) (Word)

**CALIFORNIA REGISTRY LOGOS**

Download the California Registry logo or the Climate Action Leader logo to showcase your participation in our program.

- [California Climate Action Registry logo](#) (JPG)
- [Climate Action Leader logo](#) (JPG)

(Note: only members with verified emission reports can use the Climate Action Leader logo.)

**PREPARE FOR VERIFICATION**

Internet

# Website Resources - Verifiers

verifiers

HOME

ABOUT

JOIN

TOOLS

EVENTS

RESERVE

Protocols

CARROT

Members Only

Verification

Verifiers

Verifiers Only

Reference Documents and  
Forms

RFP Bulletin Board

Additional Training

Technical Assistance Providers

Verification Accreditation

Climate Change Basics

CA State Agencies

## VERIFIERS

The following organizations have been approved by the California Climate Action Registry to serve as Verification Bodies to California Registry Participants. The companies listed are experienced firms providing GHG verification services.

Before signing a contract with an individual California Registry participant, Verification Bodies must also follow the California Registry's policies & process to determine the potential for a conflict of interest.

[Standard Conflict of Interest Form](#)

[Conflict of Interest Renewal Form](#)

[Conflict of Interest Policy](#)

Verification Body approval for the firms listed below is valid until December 31, 2009. The California Registry recognizes new verifiers of entity emissions inventories that are ANSI accredited, The Climate Registry (TCR) recognized OR those accredited by the California Air Resources Board. The California Registry requires Verification Bodies of emission reduction projects to receive accreditation by the American National Standards Institute (ANSI) to support emissions reduction project activities reported to the Climate Action Reserve by the end of 2009.

Consequently, the California Registry does not intend to issue any new request for verification accreditation or for sector-specific accreditations.

### ANSI Verifier Accreditation Program:

ANSI is administering a GHG Validation/Verification Body accreditation entity program under ISO 14065. ANSI is now accepting applications on a rolling basis. As a part of the accreditation process, applicants must be witnessed by ANSI Assessors at an on-site visit at their offices, and



# GRP 3.1

- Download from [www.climateregistry.org](http://www.climateregistry.org) > Tools > Protocols
- Use new version of GRP to report your 2008 emissions
- Summary of Changes from GRP 3.0 to 3.1 also available

# GRP 3.1 Updates - Definitions

- Verification Body: An ISO 14065 accredited body
- Verifier: Individual, staff or subcontractor to a Registry-approved verification body, and should complete applicable Registry trainings

# GRP 3.1 Updates – Leased Office Space



- Additional Guidance for Leased Offices (Chapter 2)
  - No Estimated Stationary Combustion from Natural Gas
    - If not separately metered, may report optionally
  - New Table II.2.3: Highlights who reports what for leased spaces.

# GRP 3.1 Updates

**Table II.2.3 Reporting Emissions from Leased Assets**

Who Reports	Reporting Criteria			Optionally Reported Emissions
	Management Control		Equity Share	
	Operational Control	Financial Control		
<b>Electricity</b>				
Tenant	✓			
Landlord		✓	✓	
<b>Natural Gas</b>				
Tenant	✓ (if metered individually for tenant's space AND tenant has control of use)			✓
Landlord	✓ (if NOT metered individually for tenant's space)	✓	✓	

# GRP 3.1 Updates - Baselines

- Establishing and Updating Baselines (II.4.3)
  - Clarified conditions for updating baselines
    - Baselines should not be updated to accommodate changes in electricity emissions factors, such as:
      - Switching from eGRID to utility-specific
      - Changes in utility-specific factors between years
  - Clarified options for updating baselines
    - 1) Remove baseline year designation, report without a baseline
    - 2) Reset baseline to current year
    - 3) Update baseline and intervening years to reflect organizational changes

# GRP 3.1 Updates – Emissions Factors

- Updated eGRID Factors for CO<sub>2</sub>, CH<sub>2</sub>, and N<sub>2</sub>O (Table C.2)
- Updated Historical eGRID factors (Appendix E)
- Updated Guidance on Biofuels (III.7.4)
- Updated Mobile Emissions Factors (Tables C.4, C.5 and C.6)
- Updated Stationary Emissions Factors (Tables C.8 and C.9)
- **New methodologies and hierarchy for estimating emissions from electricity usage (III.6.2)**

# Hierarchy to Estimate Indirect Emissions: Electricity

1. Calculate emissions based on metered data
2. Estimate emissions with an energy audit
3. Estimate emissions based on building's annual consumption
  4. Estimate emissions with a utility-specific average intensity factor and square footage
  5. Use CBECS data (outside CA only)
- *Member must disclose in public report that indirect emissions have been estimated*

# GRP 3.1 Updates – Fugitive Emissions

- Updated loss rates for refrigeration and air conditioning equipment (Table III.11.3)
- Added guidance on emissions from fire suppression equipment



# GRP/CARROT Updates

- All Emissions Factors Updated in CARROT
- Updates from last year:
  - Movement Report Required
  - Disclosure of Reporting Boundaries Required
  - De-minimis emissions disclosed in CARROT

# COI/State Oversight

- Verification Body will submit COI form to CCAR, and verification will commence if COI is low or can be mitigated
- CCAR will share COI notifications (only) with ARB for entity emissions inventories
- ARB staff will contact you directly if they would like to oversee your verification
  - If so, please cooperate fully with them
  - Participants required to sign awareness of state oversight
  - The proposed NDA will be required if confidentiality is needed

# Common Reporting Errors

# General Errors to Avoid

- When non-CO<sub>2</sub> gases are reported:
  - Must be reported consistently for all facilities and applicable sources
  - Non-CO<sub>2</sub> gases should only be reported in optional section if they are Scope 3
  - Report Non-CO<sub>2</sub> gases into CARROT, not their pre-calculated CO<sub>2</sub> equivalents.
    - CARROT will do the conversion
    - Seen most often with HFCs

# General Errors to Avoid

- When entering multiple gases from the same source (e.g. CO<sub>2</sub>, CH<sub>4</sub> and N<sub>2</sub>O for electricity usage) please make sure that fuel use or kilowatt-hour data match.
- Sources should be mostly consistent throughout the report and across multiple years

# Estimation Disclosure Statement

- Members must publicly disclose when using estimated electricity usage
  - Only use approved methodologies for estimating electricity emissions
- This is done in the methodologies section under the Entity Information tab NOT under a facility's methodologies section
  - Use the Public Methodology Disclosure Statement for estimated electricity emissions
    - GRP 3.1 - pg. 35, Section 111.6.2

# Estimation Disclosure Statement

## Climate Action Registry Reporting Online Tool

[Help](#) . [Contact Us](#) . [Log Out](#)

User ID: cernacj

Main

Entity Information

User Management

Facilities

Emission Data

Optional Reporting

Reports

Summary

University of Joy

### Organizational Boundary:

- Management Control - Operational Criteria
- Management Control - Financial Criteria
- Equity Share

Please describe the primary emission factors and methodologies used in the calculation and tracking of GHG emissions.

Some of the indirect emissions from purchased electricity disclosed in this report are estimated based on a California Registry-approved methodology for estimating electricity use, not calculated based on metered data.

Please describe the type of organization that is reporting, i.e.

# Entity Information Errors

- Equity share reporters should identify the other equity share holders under the “organization structure disclosure” field
- Reporters cannot change organizational boundary after the first year



# Entity Information

- **Baseline Years:**
  - Should only be years that are publicly available
  - Hold off on submitting subsequent years until after the baseline has been submitted
  - Must change or update baselines when direct or indirect emissions have changed by +/- 10% due to acquisition or divestiture (not organic growth or business fluctuation)

# Movement Report

- Required – complete so that your verifier and the Registry can understand any changes that have taken place in your organization's emissions from year to year

# Movement Report

- Fill-out with relevant information after completing the inventory:
  - Identify significant changes since the previous report
    - +/- 10% at a source, facility or entity-wide
  - Evaluate the changes, including the amount of CO<sub>2</sub>e affected.
  - Choose the appropriate factor(s) from the drop-down menu
  - Input the associated impact on CO<sub>2</sub>e





# Movement Report

Main Entity Information User Management Facilities Emission Data Optional Reporting Reports

### University of Joy

#### Movement Report

Please list the main factors that influenced the Entity emissions performance (such as acquisition, divestiture, outsourced activities, insourced activities, changes in production, and changed calculation methodology, etc) during the reporting year. To add a new factor, please click the 'Add Factor' button below.

Factor	Details	CO2e Amount	Unit
<a href="#">Acquisition</a>  	University of Joy acquired an existing facility in April of 2008 for its new housing complex. All emissions created by the facility for the entire year of 2008 have been included within this inventory.	3,000	metric ton
<a href="#">Increase in Production</a>  	The larger student accommodation created by the new housing complex has increased enrollment this year.	5,000	metric ton

[Add Factor](#)

#### Summary

Year: 2008  
Entity Status: Initiated  
Scope: CA, US, and Worldwide  
Level: Facility  
Revision Number: 006

- [Main](#)
- ▶ **Entity Information**
  - [Entity Information](#)
  - ▶ **Entity Info (Continued)**
- [User Management](#)
- [Facilities](#)
- [Emissions Data](#)
  - [Entity Emissions Summary](#)
  - [Facility Emissions Summary](#)
  - [Facility Emissions Detail](#)
- [Optional Reporting](#)
  - [Emission Performance](#)
  - [Emission Documents](#)
- [Reports](#)

# Natural Gas

Reports should not contain estimated stationary combustion from natural gas:

- Often seen in reports for leased space
- Only include if natural gas is separately metered
  - Shared meter: do not report emissions as significant
- Estimated natural gas emissions may be optionally reported

# Fugitive Refrigerant Emissions

- Refrigerant blends should be split into their constituent fugitives and reported as such
  - Not pre-calculated and reported as CO<sub>2</sub>e
- Example: R404A should be reported as HFC-125 44%, HFC-134a 4% and HFC-143a 52%
- Composition of Refrigerant Blends
  - Table III.11.2 on pg. 63

# Fugitives and Process Emissions

- Oil and Gas Reporters should use the guidance available in all of the following:
  - **CCAR Oil & Gas Discussion paper**
    - Tools > Protocols > Protocols in Progress > Natural Gas T&D
  - **CCAR Natural Gas T&D Protocol** - coming soon!
  - **ARB Guidance** - [www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-guid/ghg-rep-guid.htm](http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-guid/ghg-rep-guid.htm)
  - **API Compendium** - <http://ghg.api.org>

# De Minimis Emissions

- Must be reported into CARROT and marked de minimis
- Recalculated every four years if no significant change in operations
- Should decrease the number of sources marked de minimis over time, not increase
  - Common exception: reporting all 6 gases in 4<sup>th</sup> year



# Power/Utility Reporters

- New Power Utility Protocol Version 1.1 & New EY2008 PUP Report –
  - Tools > Protocols > Industry Specific Protocols > Power/Utility
  - no policy changes to PUP, only technical
- Thoroughly read the PUP Report Instructions tab
- Please note that geothermal emissions are not included in any of the Emissions Efficiency Metrics, as they are process emissions and not stationary combustion
- Attach PUP Report to CARROT report
  - Set to public, not private

# Other Tips – Source Names

- Entering meaningful source names aids in data entry, verification and can speed up review of the report
- Assures all gases associated with a source are reported and can be cross-referenced
- Naming sources in a transparent manner enables us to ensure consistent reporting over time

# Other tips – Methodology Disclosure

- If completing emission calculations offline, please include brief notes in the methodologies section explaining your methods of calculation
  - Transparency aids in the review process

# Q&A

- Any questions/comments/concerns?

# Contact Information



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