

## ANNUAL GHG INVENTORY SUMMARY AND GOAL TRACKING FORM USER INSTRUCTIONS

The Inventory Summary and Goal Tracking form is used for reporting of base year and annual GHG emission inventories. It also tracks progress towards a company's reduction goal. It was developed under EPA's Climate Leaders program, an industry-government partnership that worked with companies to develop comprehensive climate-change strategies. Climate Leaders completed its phase down in September 2011. These instructions provide a basic guide to use of the form.

Note that the form is color-coded for required information, optional reporting, and calculated fields. Separate sections are provided for entry of data for U.S. and Non-U.S. operations, with an additional section of calculated data for the total of the two. Rows for reporting of certain optional source categories can be displayed or hidden based on user input. All required GHG inventory emissions data is reported in metric tons of CO<sub>2</sub>-equivalents.

### **Base Year Reporting:**

1. Enter organization name and contact information in the top section of the form.
2. Enter the base year in the box provided. Note that the following years are automatically entered into the appropriate columns. For companies with multiple base years list the last year of the base year period in the form and enter the average emission results for the base year period in the base year column.
3. Enter the base year direct emissions into the appropriate column. Separately report each category of direct emissions from chemical or physical processes and fugitive sources. All sources of process / fugitive emissions shall be included. If more than three types of process / fugitive emissions are reported, click the "Insert Additional Process/Fugitive Source" button to add a row to each of the U.S., Non-U.S., and Total. Note when adding additional rows in the Non-U.S. portion of the form that the row will also appear in the U.S. table. The company will need to define the name of the process in the U.S. table.
4. Enter the base year indirect emissions. Report indirect emissions from electricity, steam, and hot water purchases separately.
5. Enter any base year renewable energy credits or green power purchases and the associated indirect emissions adjustment. Click the "Click to Enter RECs and Green Power Purchases" button to display the appropriate rows.
6. Enter any base year optional emissions. Each optional emission source shall be listed separately. An "Insert Additional Optional Source" button is provided to add rows in the event the company reports more than three categories of optional emissions. Note when adding additional rows in the Non-U.S. portion of the form that the row will also appear in the U.S. table. Define the name of the optional emissions category in the U.S. table.
7. Utilities are encouraged to report the emissions from the purchased electricity sold to end users. If they choose to do so these emissions would be reported as an optional emissions source.
8. If applicable, enter the stationary and mobile source emissions which were emitted from combustion of biomass. (Note: Direct emissions reported under #3 above should not include biomass source emissions). Biomass CO<sub>2</sub> emissions are not included in a company's calculated corporate total inventory or when tracking progress towards their reduction goal.

9. Organizations which use CFC or HCFC refrigerants may choose to track CFC / HCFC emissions. Click the "Show CFC / HCFC Data" button to display the appropriate rows. CFC / HCFC data is reported in terms of metric tons of gas and no Global Warming Potentials (GWPs) are applied. CFC / HCFC emissions are not included in a company's calculated corporate total inventory or when tracking progress towards their reduction goal. See the Climate Leaders guidance for Direct HFC and PFC Emissions from Use of Refrigeration & Air Conditioning Equipment for more information on reporting CFC / HCFC emissions.

10. Non-utilities which generate and then sell electrical power or steam to end-users outside of their organizational boundaries must report all direct emissions from producing this power as described in #3 above. These entities may also choose to report the portion of their direct stationary source emissions allocated to the amount of energy sold energy outside of their organizational boundaries. If applicable, click the "Show Elec / Steam Sales Data" button and enter the quantity of sold electricity / steam and the associated emissions. See the Climate Leaders guidance for Indirect Emissions from Purchases / Sales of Electricity and Steam for guidance on how to allocate emissions associated with the sale.

11. If the company chooses to report Non-U.S. emissions, enter base year emissions for all source categories as entered for U.S.

12. If company progress towards goal depends on investment in external offset projects, or trades of emission reduction credits click the "Show Offsets" button. Enter base year data for up to three project categories; if more than three are tracked, click the "Insert Additional Offset" button. Note that these emissions are subtracted from direct and indirect emissions.

### **Annual and Goal Year Reporting:**

1. For all categories of base year data entered, input the annual values to the appropriate column. Add any new source categories and appropriate data.

2. If the inventory is re-baselined, for example to accommodate an acquisition or divestiture, enter the new base year estimate into the "Base Year" column, and make any required corrections to the interim years annual data as well. See the Climate Leaders Design Principles for more information on base year adjustments. (Note: EPA will maintain previous year's reports in order to have a historic record of base year values.)

3. In the text boxes at the bottom of the form, enter the reporting year for which the form is being submitted and the date the form was completed. Indicate how many times the base year data has been adjusted since the first inventory submittal year and explain any base year adjustments, changes in calculation methodology, or any other significant differences from the previous year data submittal to EPA. Click the appropriate buttons to increase or decrease the row height as necessary.

### **Goal Tracking:**

1. In the data entry area near the bottom of the form, enter the goal year.

2. Select tracking of an absolute emissions goal.

3. Enter the absolute goal as a percentage reduction from the base year. (Note: Enter the reduction percent as a positive value).

## ANNUAL GHG INVENTORY SUMMARY AND GOAL TRACKING FORM

Required:  Optional:  Calculated:

<b>Company Name:</b>	
<b>Reporting Year:</b>	
<b>Inventory Contact Person:</b>	<b>Title:</b>
<b>Department/Division:</b>	
<b>Street Address:</b>	
<b>City:</b>	<b>State:</b>
<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Email Address:</b>	

Company Inventory - U.S.	Base Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
<b>Year</b>		--	--	--	--	--	--	--	--	--	--
<b>EMISSIONS - Annual CO<sub>2</sub>-eq. (metric tons)</b>											
<i>Direct Emissions</i>											
Stationary Combustion Sources											
Mobile Combustion Sources											
Refrigeration / AC Equip. Use											
Process / Fugitive (specify source):											
<b>Total Direct Emissions</b>	0	0	0	0	0	0	0	0	0	0	0
<i>Indirect Emissions</i>											
Purchased and Used Electricity											
Purchased and Used Steam											
Purchased and Used Hot Water											
Purchased and Used Chilled Water											
<b>Total Indirect Emissions</b>	0	0	0	0	0	0	0	0	0	0	0
<i>Optional Emissions (specify source):</i>											
<b>Total Optional Emissions</b>	0	0	0	0	0	0	0	0	0	0	0
<i>Direct + Indirect + Optional Emissions</i>											
<b>Total U.S. Emissions</b>	0	0	0	0	0	0	0	0	0	0	0
<b>REQUIRED SUPPLEMENTAL INFORMATION</b>											
<i>Biomass CO<sub>2</sub> Emissions - (metric tons/yr.)</i>											
<b>Total Stationary - Biomass CO<sub>2</sub></b>											
<b>Total Mobile - Biomass CO<sub>2</sub></b>											
<b>Total Indirect - Biomass CO<sub>2</sub></b>											
<b>OPTIONAL CFC/HCFC SUPPLEMENTAL INFORMATION - (metric tons/yr.)</b>											
<b>OPTIONAL ELECTRICITY/STEAM SALES INFORMATION -</b>											

## ANNUAL GHG INVENTORY SUMMARY AND GOAL TRACKING FORM

Required:  Optional:  Calculated:

Company Name:

Reporting Year:

Company Inventory - Non-U.S. [OPTIONAL]	Base Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
<b>Year</b>	--	--	--	--	--	--	--	--	--	--	--
<b>EMISSIONS - Annual CO<sub>2</sub>-eq. (metric tons)</b>											
<b>Direct Emissions</b>											
Stationary Combustion Sources											
Mobile Combustion Sources											
Refrigeration / AC Equip. Use											
Process / Fugitive (specify source):											
<b>Total Direct Emissions</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Indirect Emissions</b>											
Purchased and Used Electricity											
Purchased and Used Steam											
Purchased and Used Hot Water											
Purchased and Used Chilled Water											
<b>Total Indirect Emissions</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Optional Emissions (specify source):</b>											
<b>Total Optional Emissions</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Direct + Indirect + Optional Emissions</b>											
<b>Total Non-U.S. Emissions</b>	0	0	0	0	0	0	0	0	0	0	0
<b>REQUIRED SUPPLEMENTAL INFORMATION</b>											
<b>Biomass CO<sub>2</sub> Emissions - (metric tons/yr.)</b>											
<b>Total Stationary - Biomass CO<sub>2</sub></b>											
<b>Total Mobile - Biomass CO<sub>2</sub></b>											
<b>Total Indirect - Biomass CO<sub>2</sub></b>											
<b>OPTIONAL CFC/HCFC SUPPLEMENTAL INFORMATION - (metric tons/yr.)</b>											
<b>OPTIONAL ELECTRICITY/STEAM SALES INFORMATION</b>											

## ANNUAL GHG INVENTORY SUMMARY AND GOAL TRACKING FORM

Required:  Optional:  Calculated:

Company Name:

Reporting Year:

Company Inventory - Total (U.S. + Non-U.S.)	Base Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
<b>Year</b>	--	--	--	--	--	--	--	--	--	--	--
<b>EMISSIONS - Annual CO<sub>2</sub>-eq. (metric tons)</b>											
<b>Direct Emissions</b>											
Stationary Combustion Sources	--	--	--	--	--	--	--	--	--	--	--
Mobile Combustion Sources	--	--	--	--	--	--	--	--	--	--	--
Refrigeration / AC Equip. Use	--	--	--	--	--	--	--	--	--	--	--
Process / Fugitive (specify source):	--	--	--	--	--	--	--	--	--	--	--
	--	--	--	--	--	--	--	--	--	--	--
	--	--	--	--	--	--	--	--	--	--	--
	--	--	--	--	--	--	--	--	--	--	--
<b>Total Direct Emissions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Indirect Emissions</b>											
Purchased and Used Electricity	--	--	--	--	--	--	--	--	--	--	--
Purchased and Used Steam	--	--	--	--	--	--	--	--	--	--	--
Purchased and Used Hot Water	--	--	--	--	--	--	--	--	--	--	--
Purchased and Used Chilled Water	--	--	--	--	--	--	--	--	--	--	--
<b>Total Indirect Emissions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Optional Emissions (specify source):</b>											
	--	--	--	--	--	--	--	--	--	--	--
	--	--	--	--	--	--	--	--	--	--	--
	--	--	--	--	--	--	--	--	--	--	--
<b>Total Optional Emissions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Direct + Indirect + Optional Emissions</b>											
<b>Total Emissions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REQUIRED SUPPLEMENTAL INFORMATION</b>											
<b>Biomass CO<sub>2</sub> Emissions - (metric tons/yr.)</b>											
<b>Total Stationary - Biomass CO<sub>2</sub></b>	--	--	--	--	--	--	--	--	--	--	--
<b>Total Mobile - Biomass CO<sub>2</sub></b>	--	--	--	--	--	--	--	--	--	--	--
<b>Total Indirect - Biomass CO<sub>2</sub></b>	--	--	--	--	--	--	--	--	--	--	--
<b>OPTIONAL CFC/HCFE SUPPLEMENTAL INFORMATION - (metric tons/yr.)</b>											
<b>OPTIONAL ELECTRICITY/STEAM SALES INFORMATION</b>											

## ANNUAL GHG INVENTORY SUMMARY AND GOAL TRACKING FORM

Required:  Optional:  Calculated:

Company Name:

Reporting Year:

External Projects	Base Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
<b>Year</b>	--	--	--	--	--	--	--	--	--	--	--
<i>Reductions from RECs and Green Power Purchases to Indirect Emissions - Annual CO<sub>2</sub>-eq. (metric tons)</i>											
Total MW-hr of RECs/Green Power											
<b>Total Reductions from RECs/Green Power</b>											
<i>Reductions from Offsets - Annual CO<sub>2</sub>-eq. (metric tons)</i>											
Offsets (specify source):											
<b>Total Reductions from Offsets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Company Base Year:	--
Company Goal Year:	2012
Goal Emissions Tracking:	Absolute
Goal Year Emissions Target:	20%
(expressed as a percent decrease from base year)	

Company Goal Tracking	Base Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
<b>Year</b>	--	--	--	--	--	--	--	--	--	--	--
<b>ABSOLUTE EMISSIONS GOAL TRACKING</b>											
	CO <sub>2</sub> -eq. (metric tons)	CO <sub>2</sub> -eq. (metric tons)	% change from base yr	CO <sub>2</sub> -eq. (metric tons)	% change from base yr	CO <sub>2</sub> -eq. (metric tons)	% change from base yr	CO <sub>2</sub> -eq. (metric tons)	% change from base yr	CO <sub>2</sub> -eq. (metric tons)	% change from base yr
Total U.S. Emissions	--	--	--	--	--	--	--	--	--	--	--
Total Non-U.S. Emissions	--	--	--	--	--	--	--	--	--	--	--
<b>Total Absolute Emissions</b>	--	--	--	--	--	--	--	--	--	--	--
	CO <sub>2</sub> -eq. (metric tons)	CO <sub>2</sub> -eq. (metric tons)	% change from base yr	CO <sub>2</sub> -eq. (metric tons)	% change from base yr	CO <sub>2</sub> -eq. (metric tons)	% change from base yr	CO <sub>2</sub> -eq. (metric tons)	% change from base yr	CO <sub>2</sub> -eq. (metric tons)	% change from base yr
Total Reductions from External Projects	--	--	N/A	--	N/A	--	N/A	--	N/A	--	N/A
<b>Total Net Absolute Emissions</b>	--	--	--	--	--	--	--	--	--	--	--
<b>Goal Year Absolute Emissions Target</b>	N/A	--	--	--	--	--	--	--	--	--	--

Date Form Completed:

Number of times base year has been adjusted since the first inventory submittal:

Identify and describe any structural or methodology changes applied to the base year inventory since the previous reporting (e.g. acquisitions, new calculation methodologies):

Identify any major differences from the previous year's inventory (e.g. emission reduction activities, changes in operations):

Other general comments: