**Greenhouse Gas Emissions Inventory**

[COMPANY NAME]

[INVENTORY YEAR]

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| --- |
| COMPANY  LOGO |

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| --- |
| Has this inventory been verified by an accredited third party? |
| No  Yes (if yes, fill in verifier contact information below and attach verification statement) |
| Date of verification: MM/DD/YYYY |
| Verifier: |
| Email: |
| Phone: |
| Address: |

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| Have any facilities, operations and/or emissions sources been excluded from this inventory? If yes, please specify. |
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| Reporting period covered by this inventory |
| From MM/DD/YYYY to MM/DD/YYYY |

ORGANIZATIONAL BOUNDARIES

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| --- | --- | --- |
| Which consolidation approach was chosen (check each consolidation approach for which your company is reporting emissions.) *If your company is reporting according to more than one consolidation approach, please complete and attach an additional completed reporting template that provides your company’s emissions data following the other consolidation approach(es).* | | |
| Equity Share | Financial Control | Operational Control |

OPERATIONAL BOUNDARIES

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| Are Scope 3 emissions included in this inventory? | |
| yes  no |  |
| If yes, which types of activities are included in Scope 3 emissions? | |
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INFORMATION ON EMISSIONS

The table below refers to emissions independent of any GHG trades such as sales, purchases, transfers, or banking of allowances

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| --- | --- | --- | --- | --- | --- | --- | --- |
| EMISSIONS | **TOTAL**  **(mtCO2e)** | CO2  (mt) | CH4  (mt) | N2O  (mt) | HFCs  (mt) | PFCs  (mt) | SF6  (mt) |
| Scope 1 |  |  |  |  |  |  |  |
| Scope 2 (location-based) |  |  |  |  |  |  |  |
| Scope 2 (market-based) *\* if applicable* |  |  |  |  |  |  |  |
| Scope 3 (OPTIONAL) |  |  |  |  |  |  |  |

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| Direct CO2 emissions from Biogenic combustion (mt CO­­2 ) |
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 BASE YEAR

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year chosen as base year | | | | | | | |
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| Scope 2 method results used in base year (if applicable) | | | | | | | |
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| Clarification of company-determined policy for making base year emissions recalculations | | | | | | | |
|  | | | | | | | |
| Context for any significant emissions changes that trigger base year emissions recalculations | | | | | | | |
|  | | | | | | | |
| Base year emissions | | | | | | | |
| EMISSIONS | **TOTAL**  **(mtCO2e)** | CO2  (mt) | CH4  (mt) | N2O  (mt) | HFCs  (mt) | PFCs  (mt) | SF6  (mt) |
| Scope 1 |  |  |  |  |  |  |  |
| Scope 2 (location-based) |  |  |  |  |  |  |  |
| Scope 2 (market-based) *\* if applicable* |  |  |  |  |  |  |  |
| Scope 3 (OPTIONAL) |  |  |  |  |  |  |  |

METHODOLOGIES AND EMISSION FACTORS

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| Methodologies used to calculate or measure emissions other than those provided by the GHG Protocol. (Provide a reference or link to any non-GHG Protocol calculation tools used) |
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SCOPE 2 INFORMATION if reporting market-based method total in addition to location-based total

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| Instruments used in market-based method |
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| Additional information: |
| * **Disclose which method’s total used in single corporate inventory total, if single scope 1 +2 total reported** |
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| * **Disclose that contractual instruments meet Scope 2 Quality Criteria** |
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| * **Disclose if residual mix is not available** |
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| * **Disclose which total used for goal setting (if applicable)** |
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| * **Disclose which total used for scope 3, category 3 calculations (if applicable)** |

ORGANIZATIONAL BOUNDARIES

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| List of all legal entities or facilities over which reporting company has equity share, financial control or operational control | % equity share in legal entity | Does reporting company have financial control? (yes/no) | Does reporting company have operational control? (yes/no) |
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| If the reporting company’s parent company does not report emissions, include an organizational diagram that clearly defines relationship of the reporting subsidiary as well as other subsidiaries |
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INFORMATION ON EMISSIONS

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| Emissions disaggregated by source types | |
| Scope 1: Direct Emissions from Owned/Controlled Operations |  |
| 1. Direct Emissions from Stationary Combustion |  |
| 1. Direct Emissions from Mobile Combustion |  |
| 1. Direct Emissions from Process Sources |  |
| 1. Direct Emissions from Fugitive Sources |  |
| 1. Direct Emissions from Agricultural Sources |  |
| Scope 2: Indirect Emissions from the Use of Purchased Electricity, Steam, Heating and Cooling (**location-based method)** |  |
| 1. Indirect Emissions from Purchased/Acquired Electricity |  |
| 1. Indirect Emissions from Purchased/Acquired Steam |  |
| 1. Indirect Emissions from Purchased/Acquired Heating |  |
| 1. Indirect Emissions from Purchased/Acquired Cooling |  |
| Scope 2: Indirect Emissions from the Use of Purchased Electricity, Steam, Heating and Cooling (**market-based method)** |  |
| 1. Indirect Emissions from Purchased/Acquired Electricity |  |
| 1. Indirect Emissions from Purchased/Acquired Steam |  |
| 1. Indirect Emissions from Purchased/Acquired Heating |  |
| 1. Indirect Emissions from Purchased/Acquired Cooling |  |

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| Emissions disaggregated by facility (recommended for individual facilities with stationary combustion emissions over 10,000 mtCO2e) | |
| Facility | Scope 1 emissions |
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| Emissions disaggregated by country | |
| Country | Emissions (specify Scopes included) |
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| Emissions attributable to own generation of electricity, heat, or stem that is sold or transferred to another organization |
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| Emissions attributable to the generation of electricity, heat or steam that is purchased for re-sale to non-end users |
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| Emissions from GHGs not covered by the Kyoto Protocol (e.g., CFCs, NOx,) |
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| Information on the causes of emissions changes that did not trigger a base year emissions recalculation  (e.g., process changes, efficiency improvements, plant closures) |
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| GHG emissions data for all years between the base year and the reporting year (including details of and  reasons for recalculations, if appropriate) |
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| Relevant ratio performance indicators (e.g. emissions per kilowatt-hour generated, sales, etc.) |
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| An outline of any GHG management/reduction programs or strategies |
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ADDITIONAL INFORMATION

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| Information on any contractual provisions addressing GHG-related risks and obligations |
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| An outline of any external assurance provided and a copy of any verification statement, if applicable, of the reported emissions data. |
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| Information on the quality of the inventory (e.g., information on the causes and magnitude of uncertainties in emission estimates) and an outline of policies in place to improve inventory quality |
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| Information on any GHG sequestration |
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RECOMMENDED SCOPE 2 and MARKET-BASED CONTRACTUAL INSTRUMENT DISCLOSURE:

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| Annual consumption of electricity, steam, heat and cooling (kWh, MWh, BTU, etc.) |
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| Instrument labels (Certification, Incremental funding programs) |
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| Energy generation facility features (Resource type, facility location, facility age) |
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| Policy context (supplier quotas, cap and trade, offsets, other policy instruments) |
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| Role of corporate procurement in driving new energy projects |
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| Avoided emissions from a project or action |
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INFORMATION ON OFFSETS

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| Information on offsets that have been purchased or developed *outside* the inventory boundary | | |
| Quantity of GHGs (mtCO2e) | Type of offset project | Were the offsets verified/certified and/or approved by an external GHG program (e.g., CDM) |
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| Information on reductions *inside* the inventory boundary that have been sold/transferred as offsets to a third party. | | |
| Quantity of GHGs (mtCO2e) | Type of offset project | Were the offsets verified/certified and/or approved by an external GHG program (e.g., CDM) |
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