



CARROT Version 2

Guidelines for PUP Reporters

June 2007

1. PUP report

Complete the Excel PUP reporting spreadsheet, convert to PDF format, and upload into CARROT on the Emission Documents page in the Optional Reporting tab. Once certified, this report will be hyperlinked to your public report.

*If you have created your new reporting year using the past year as a template, be sure to delete your PUP report from the previous year. There should only be one PUP report attached to your CARROT report.

The screenshot shows the "Climate Action Registry Reporting Online Tool" interface. At the top, there's a blue header with the logo on the left and a carrot icon on the right. Below the header, a navigation bar contains tabs: "Main", "Entity Information", "User Management", "Facilities", "Emission Data", "Optional Reporting" (which is highlighted in green), and "Reports". In the top right corner, there are links for "Help", "Contact Us", and "Log Out", along with the text "User ID: abc3". The main content area is titled "ABC Manufacturing". On the left, a green sidebar lists a "Summary" of the report: Year: 2006, Entity Status: Initiated, Reporting Scope: CA and US, Level: Facility, Facility Status, and Revision Number: 002. Below this is a list of navigation links. The main content area on the right contains instructions about attaching documents to support emissions and/or reductions, a red message stating "No document has been uploaded for the protocol.", and an "Add Document" button. At the bottom right of the main content area, there are "Back" and "Next" buttons.

2. Metrics

Please report your Emissions Efficiency Metrics in the Entity Info section in the text box that asks “describe the primary emission factors and methodologies used in the calculation and tracking of GHG emissions” (see below).

The screenshot shows the 'Entity Information' tab for 'ABC Manufacturing'. The left sidebar contains a 'Summary' section with the following details: Year: 2006, Entity Status: Initiated, Scope: CA and US, Level: Facility, and Revision Number: 002. Below the summary is a navigation menu with links to Main, Entity Information (selected), User Management, Facilities, Emission Data, Optional Reporting, and Reports. The main content area is titled 'ABC Manufacturing' and contains instructions for reporting emissions efficiency metrics. A red circle highlights the text box labeled 'Please describe the primary emission factors and methodologies used in the calculation and tracking of GHG emissions.' which contains the following text: 'Emissions Efficiency Metrics: Electricity Deliveries: 546 lbs CO2/MWh delivered to customers; Net Generation: 663 lbs CO2/MWh net owned generation; Net Fossil Generation: 1214 lbs CO2/MWh net owned fossil generation only'.

In the metric box currently provided in the Optional Reporting tab, enter “See Comments on Certified Emissions Information”.

The screenshot shows the 'Optional Reporting' tab for 'ABC Manufacturing'. The left sidebar contains a 'Summary' section with the following details: Year: 2006, Entity Status: Initiated, Scope: CA and US, Level: Facility, and Revision Number: 002. Below the summary is a navigation menu with links to Main, Entity Information, User Management, Facilities, Emission Data, Optional Reporting (selected), and Reports. The main content area is titled 'ABC Manufacturing' and contains instructions for reporting emissions efficiency metrics. A red circle highlights the text box labeled 'Entity emissions efficiency metric: ?' which contains the text: 'See Comments on Certified Emissions Information'.

3. Indirect Emissions Detail









For each line item in the PUP report, select Indirect Emissions from Purchased Electricity. Use the source box to break out each source. For example, break out T&D losses from purchased power, T&D losses from wheeled power, etc.

MainEntity InformationUser ManagementFacilitiesEmission DataOptional ReportingReports

ABC Manufacturing

Filter: Facility Name: West RiversideEmission Category: AllGH Gas: All

1

Category	Source	GH Gas	Amount	Unit
Stationary Combustion  	from Electric Power Generation, T&D Activities	CO2	55,555,843	metric ton
Indirect Emissions  	Electricity Purchased and Consumed	CO2	12,436	metric ton
Indirect Emissions  	T&D losses from Purchased Power	CO2	55,363	metric ton
Indirect Emissions  	T&D losses from Wheeled Power	CO2	78,645	metric ton

Add Emission Data

BackNext

4. Public Report

If this is your first year reporting under the PUP, the public report is hard-coded to state that you have used GRP Version 2.2 only to report your emissions. For the time being, the Registry must change this in your report for you. When you are ready to submit your report for its final round of certification, please notify the Registry if it does not reflect that you have used the Power/Utility Reporting Protocol (see below).

Annual Emissions Report

Report Date: 6/18/07 2:00 pm

Emissions Data Reported: California

ABC Manufacturing

Upland, CA 90210 United States

www.abcmanufacturing.com

555-1212

pr@abcmanufacturing.com


Contact: PR Director

Industry Type: Manufacturing

NAIC Code:

SIC Code:

Description: Global company that manufactures bowling balls and other gaming equipment



Legend
Blue = required
Orange = optional

CERTIFIED EMISSIONS INFORMATION

Reporting Year: 2006

Reporting Scope: CA and US

Reporting Protocol: General Reporting Protocol, Version 2.2 (March 2007)

Baseline Year (Direct Emissions):

Baseline Year (Indirect Emissions):

Direct Emissions	CO2e	CO2	CH4	N2O	HFCs*	PFCs*	SF6	Unit
Mobile Combustion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Stationary Combustion	26,392.50	26,392.50	0.00	0.00	0.00	0.00	0.00	metric ton
Process Emissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-