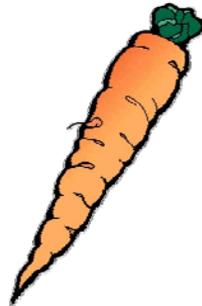




California Climate Action Registry

Climate Action Registry Reporting Online Tool (CARROT):



Getting Started Guide Version 3 | December 2008

California Climate Action Registry
523 W. Sixth Street, Suite 428
Los Angeles, CA 90014
Email: help@climateregistry.org
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* Denotes navigational tabs found in the CARROT application.

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Part I: Introduction

Overview

Welcome to CARROT (Climate Action Registry Reporting Online Tool). CARROT is the California Climate Action Registry's (California Registry) greenhouse gas (GHG) emission calculation and reporting tool. It is the online companion to the California Registry's General Reporting Protocol (GRP) and General Verification Protocol (GVP). All of our members' GHG emissions data is entered and managed via CARROT. CARROT can also help you to calculate your GHG emissions for many emission categories. California Registry members, verifiers and the general public use the CARROT application to report, access and view entity level GHG inventories.

CARROT has four main functions:

- It helps California Registry members to calculate and report annual GHG emissions
- It allows member-selected, California-Registry approved verifiers to review members' Annual GHG Emission Reports and submit their verification information to the California Registry
- It enables the California Registry staff to efficiently manage, review and track members' data
- It permits the general public to view aggregated reports of members' annual GHG emissions and their progress in managing these emissions

The California Registry developed the CARROT Getting Started Guide (guide) to introduce users to CARROT's features and capabilities. This guide is geared toward three types of users: Administrators, Users and Reviewers. It is a supplement to the online help files included with CARROT (available only to California Registry members).

The general public cannot use CARROT as a reporting tool unless their organization is a member of the California Registry. [Publicly available CARROT reports](#) are available via our [website](#).

The guide is organized into three sections:

- The **Introduction** provides a roadmap for using the guide
- **Who has access to CARROT** identifies the unique privileges available to CARROT users and provides a brief tour of different user's view of the CARROT interface.
- **Working with CARROT** provides a more in-depth review of CARROT tools, features and online help files

Part II: Who has access to CARROT?

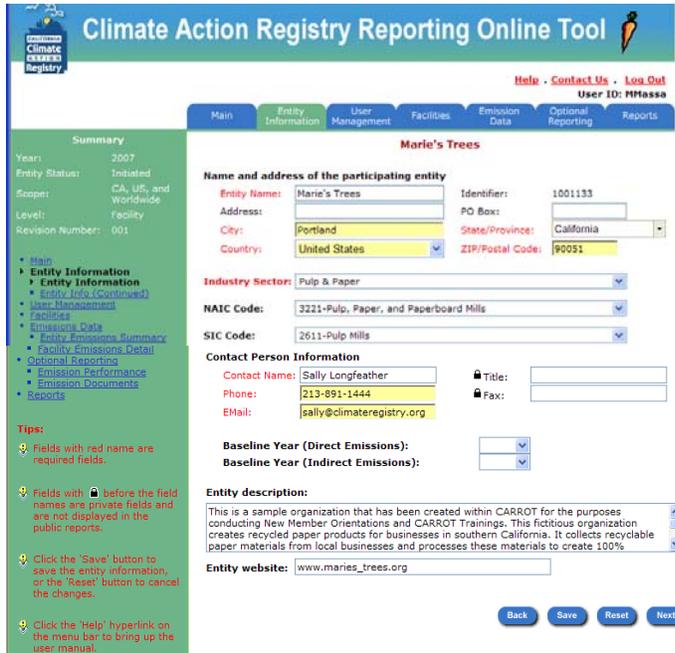
The first step to understanding how to use CARROT is to establish your user type. Depending on the type of user you are, CARROT will provide you with different functions to input, manage, report and verify GHG emissions data. There are four user types within CARROT: Administrator, User, Reviewer and Verifier.

As stated in the Introduction, this guide is geared toward Administrators, Users and Reviewers. Verifiers should review the Lead Verifier Training Manual for information on how to use CARROT. The following features section outlines functions available to the different user types.

ADMINISTRATOR. Each member organization designates at least one Administrator who has access to all of the entity's information. When an organization joins the California Registry (see the [Statement of Intent](#)), the California Registry program staff will establish the organization as an entity in CARROT. Typically the Technical Contact listed on the Statement of Intent is designated as the entity Administrator,

but this is not always the case. For each new member, the California Registry will create only one Administrator. It is the Administrator's responsibility to create other users for the entity. The California Registry will not create other Administrators or Users if they have already been created. Instead, we will direct your request to the existing Administrator.

Figure 1. Entity Information: Main Page



An entity can have more than one Administrator, but in this situation the California Registry strongly recommends a clear division of labor between Administrators in order to avoid confusion. The CARROT Administrator can:

- **Manage the entity's descriptive information** (see Figure 1. and Figure 2.)
 - Edit entity information
 - Enter optional information that will appear in the public report
 - Add, edit or delete entity facilities
 - Upload supporting documents
- **Manage the entity's user information**
 - Add, edit, or delete users (see the User Management section)
 - Designate users as Administrators, Users or Reviewers
 - Designate a Verifier once a verification body has been selected
 - Change or re-set passwords for all user types
 - Grant read-only access to a selected verifier or other users for reporting years

Figure 2. Entity Information Tab (Continued)

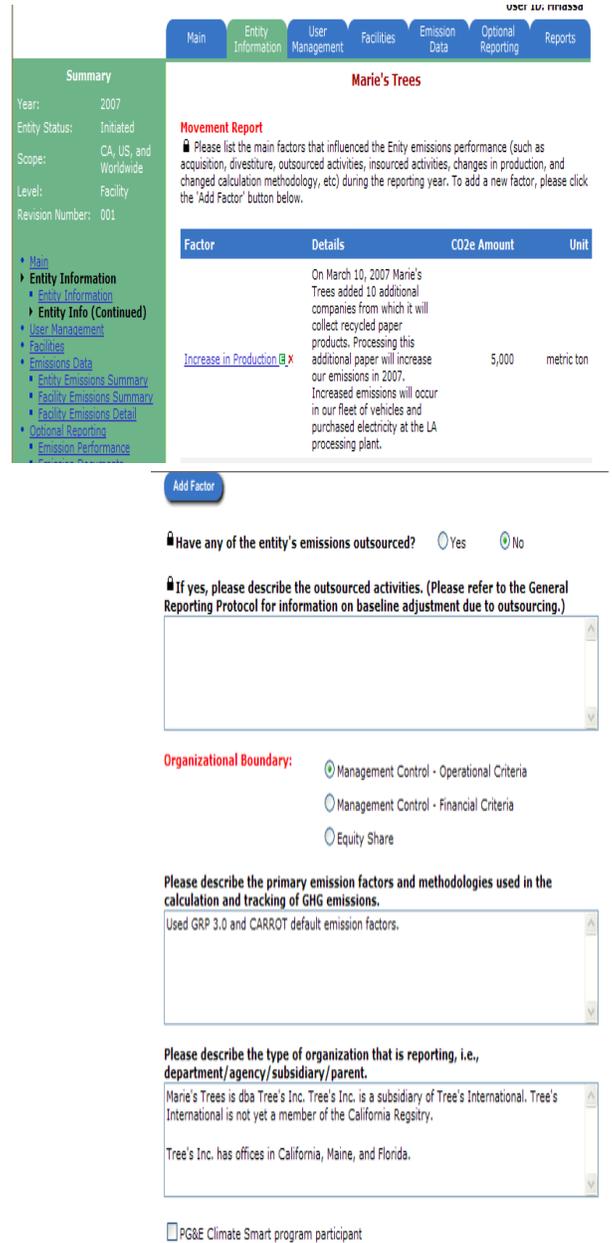
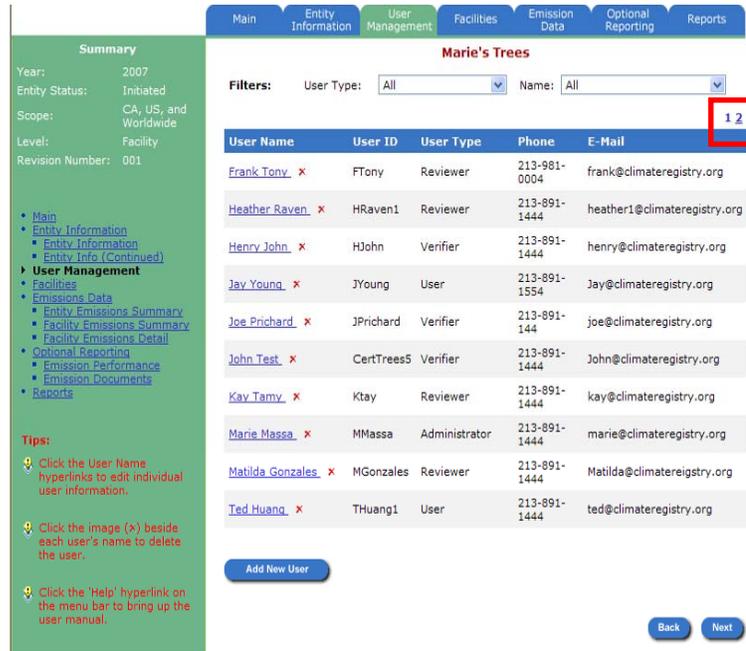


Figure 2. shows a screenshot of the 'Entity Information (Continued)' in the Entity Information tab, which you navigate to by clicking on the 'Next' button at the bottom of the screen or by clicking on the 'Entity Info (Continued)' link in the green sidebar.

➤ **Manage the entity's emissions information**

- Create a new reporting year
- Delete a reporting year (Be careful if you do this!)
- Set or change a baseline year
- Add, edit or delete emission data for all facilities
- Add, edit or delete emission data when reporting at the entity level and not at the facility level
- Submit emission data for verification and grant a verifier user access
- Automatically create a verification document checklist based on the entity's emission categories
- Create a new revision for a reporting year after emission data has been submitted to the verifier for verification or to the California Registry for review

Figure 3. User Management Section



To better understand how to use the previously outlined features, see the Driving CARROT section of the guide.

In this example there are three Reviewers, three Verifiers, two Users and one Administrator. This is the first user page of two, which is indicated in the upper right-hand corner.

Figure 4. Administrator Privileges

Administrator Privileges						
MAIN	ENTITY INFORMATION	USER MANAGEMENT	FACILITIES	EMISSIONS DATA	OPTIONAL REPORTING	REPORTS
Create or delete a reporting year	Add information about the entity	Add new users	Create a facility, if reporting at the facility level	Report data by emissions category and GHG	Enter information about entity programs, goals, efficiency metrics, etc.	View Total Emissions Summary by facilities or entire entity and by reporting locale
Specify reporting scope (CA, US or International)	Revise information about an existing entity	Update user contact information	Add information for a new facility	Use the built-in calculation tools	Upload documents relevant to inventory	View Public Annual Entity Emissions by reporting locale (CA or US only)
Specify reporting level (facility or entity)	Set a reporting year as a baseline	Change/Re-set passwords	Revise facility information	Specify if emissions are de minimis	Specify if uploaded documents are public or private	
Submit/Revise annual emissions report for verification	Complete the movement report each year	Specify user type (Admin User, Reviewer, or Verifier)	Submit facility data & information	Edit/Delete emission sources		
Review entity's emissions summary and facilities status, if any	Specify entity's organizational boundaries	Delete users	Unsubmit facility (revise facility data and/or information)			
Create verification checklist	Identify entity as a PG&E Climate Smart participant, if applicable		Assign users to facilities			
			Create a facility report			

Figure 4. summarizes CARROT privileges for the administrator and their CARROT tab locations.

USER. The User can only enter information for the facility or facilities the Administrator assigns. The User can:

- Change their personal contact information and password
- Edit facility information for their assigned facilities
- Add, edit or delete emission data for their assigned facilities
- Submit emission data for their assigned facilities only
- Have read-only access to facility information and emission data for assigned facilities within the participating entity through the report interface

Figure 5. User Management Tab (User View)

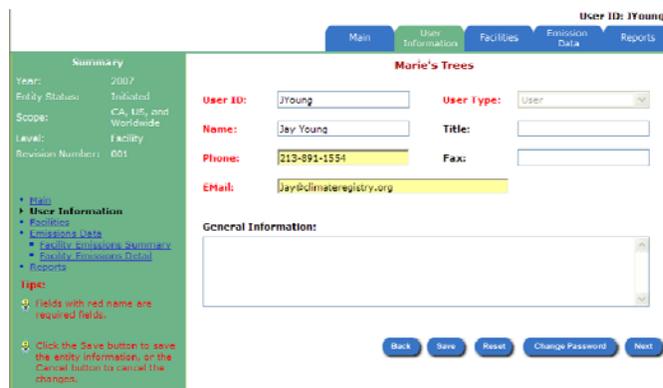


Figure 6. Reports Tab (User View)

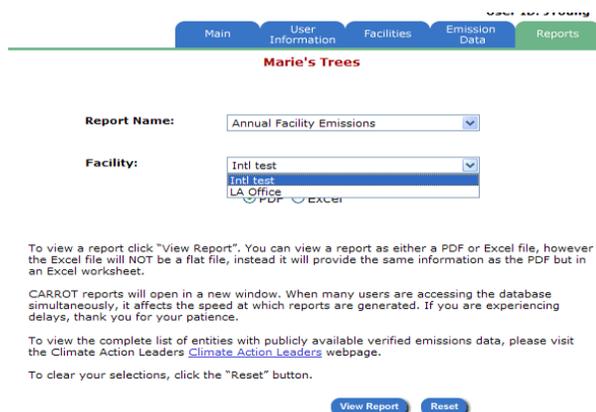


Figure 7. Facilities Tab (User View)



Figure 8. User Privileges and their CARROT Tab Locations

NOTE: If the Administrator sets up the entity for entity-level reporting instead of facility level reporting, then a User cannot access any of the data in CARROT. A User can only access data when an entity is reporting at the facility level and she has been assigned as an User for one or more of the facilities.

User Privileges (facilities assigned by Administrator)				
MAIN	USER INFORMATION	FACILITIES	EMISSIONS DATA	REPORTS
Select a reporting year	Update contact information	View facility name, reporting status and, responsible users	Report data by emissions category and GHG	View Total Facility Emissions
View entity's reporting status, scope, and level	Change password	Submit facility data & information	Use the built-in calculation tools	View Public Annual Entity Emissions
View facility status summary		Unsubmit facility (revise facility data and/or information)	Edit/Delete emission sources	
		Generate facility verification checklist	Specify if emissions are de minimis	

REVIEWER. The Reviewer can view all of the entity's information, but cannot edit any part of the report. The Reviewer has the same view as the Administrator, but none of the privileges. This level of access is recommended for an internal review of the data by the entity's staff for quality assurance and quality control purposes.

Figure 9. Reviewer Privileges and their CARROT Tab locations

Reviewer Privileges					
MAIN	ENTITY INFORMATION	USER INFORMATION	FACILITIES	EMISSIONS DATA	REPORTS
Select a reporting year	Review entity details	Update contact information	View facility name, reporting status, and responsible users	View data by emissions category and GHG	View Total Emissions Summary
View reporting status, scope, and level	Review movement report and organization boundaries selection	Change password	View facility details	Review the built-in calculation tools	View Public Annual Entity Emissions
View status summary					

The Reviewer can:

- Access read-only entity- and facility level information and emission data for all facilities
- Access read-only entity reports

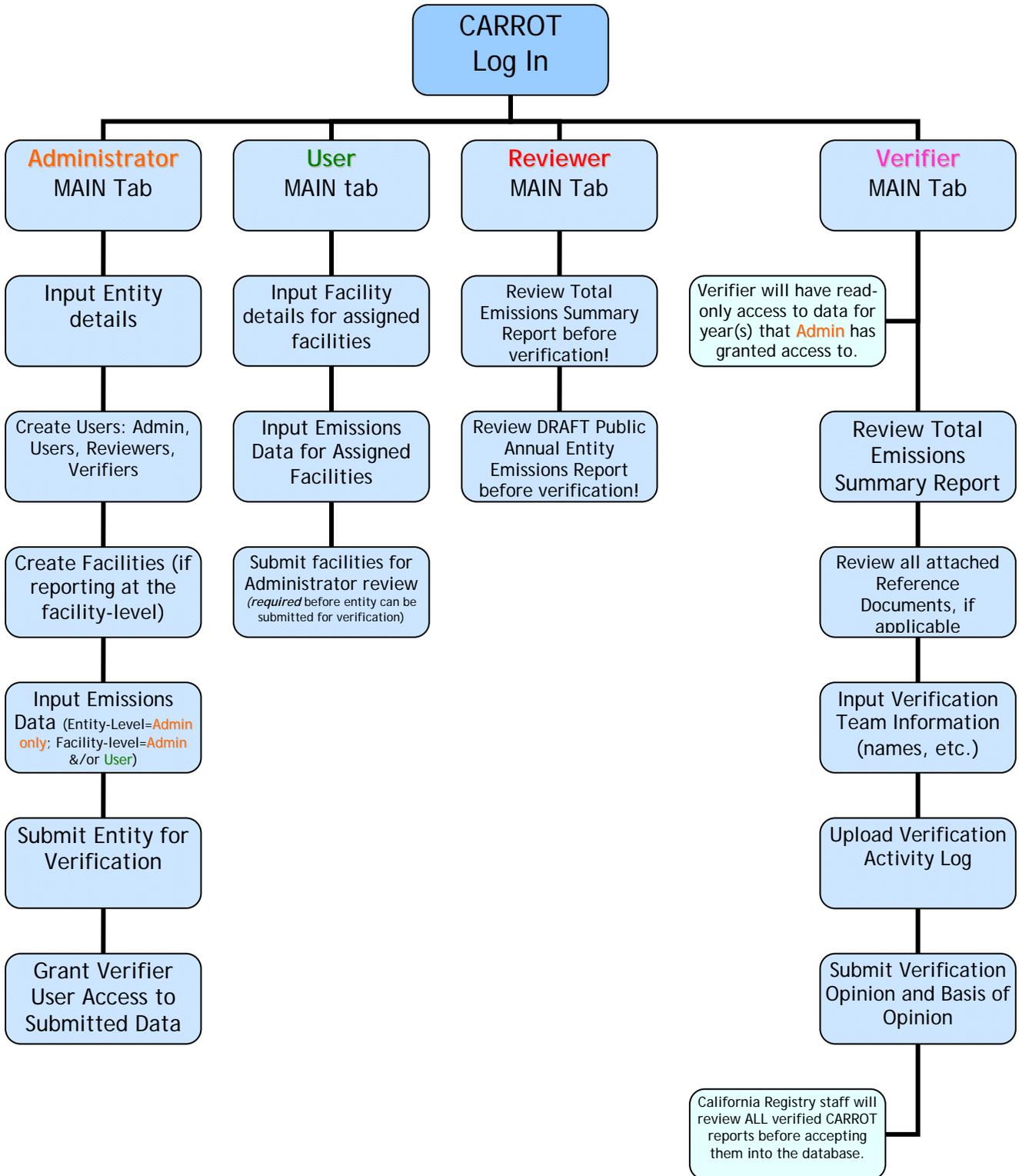
VERIFIER. Verifiers must review an entity's information for accuracy and transparency before it is submitted to the California Registry for final review. Verifiers should review their Lead Verifier Training Manuals for information on how to use CARROT from the Verifier's point of view. As an overview, Verifiers can:

- Obtain a Total Emissions Summary report of an entity's complete emission data for a particular reporting year, as granted by the Administrator
- Automatically create a verification document checklist based on the emission categories of the participating entity
- Review the entity's descriptive information, including the movement report, organizational boundary selection and other entity boundaries
- Initiate and submit a Verification Opinion (the Verifier will select one of two verification decisions – 'Verify without Qualification' or 'Unable to Verify' - and enter a statement for the Basis of their Opinion in CARROT).
- Upload the Verification Activities Checklist to support the Verification Opinion

Figure 10. Verifier Privileges and their CARROT Tab Locations

Verifier Privileges (authorized by Administrator)			
MAIN	ENTITY INFORMATION	REPORTS	VERIFICATION
Select a reporting year from data submitted for verification	Review entity contact information	Review Total Emissions Summary Report	Provide Lead Verifier contact information as well as any other verifiers
View reporting status, scope, and level	Review emissions baseline year (where specified by member)	Review all Reference Documents (i.e. PUP report, supporting documents, etc.)	Upload completed Verification Activity Checklist
View verification checklist	Review Movement Report and Organizational Boundary selection		Submit verification opinion and basis of opinion

Figure 11. Step-by-step guide to reporting the GHG inventory, by user type



This diagram maps the steps each user type will take in reporting emissions data to the California Registry through CARROT.

Part III: Working with CARROT

STARTING CARROT

1. Open an Internet Explorer web browser 5.0+ on Microsoft Windows (CARROT is optimized for this browser only, errors may occur in other browsers) to access the CARROT [login webpage](#) or access CARROT from the California Registry [homepage](#).

2. Log into CARROT using your assigned CARROT User ID and password (case sensitive). If you do not have a CARROT user ID and password please send an email to help@climateregistry.org to request them.

NOTE: Public users can view [publicly available reports](#), but cannot access CARROT to create a GHG emission inventory.

3. You will see a user agreement the first time you login. Please read through this agreement and click on the 'I Accept' button. This commits the user to not copy the California Registry proprietary software.

4. Depending on your user type, CARROT will present different screens for viewing and entering data. (See Part II: Who has access to CARROT? for more details.)

Figure 12. Public User Welcome Message



Public users please click [here](#) to access the public emissions reports. The application works best with Microsoft Internet Explorer 6.0 or later, and may not work well with other web browsers.

If you are a registry participant, please log on using your user ID and password (passwords are case sensitive):

User ID:
Password:

Site Requirements:
Optimized for Internet Explorer 5.0+ on Microsoft Windows
800 x 600 or Higher Resolution Recommended

Figure 13. Administrator Welcome Message

A screenshot of the CARROT Administrator Welcome Message. The page has a blue header with the "Climate Action Registry Reporting Online Tool" title and a carrot icon. Below the header is a navigation menu with buttons for "Main", "Entity Information", "User Management", "Facilities", "Emission Data", "Optional Reporting", and "Reports". The main content area is titled "Welcome" and contains the following text: "There is no previous emissions report for this entity". Under "Tips:", there are three items: 1. Click the 'Contact Us' hyperlink at the upper right corner to send your feedback and comments to the California Climate Action Registry (Registry). 2. Click the 'Help' hyperlink on the menu bar to bring up the user manual. 3. Click the 'Log Out' hyperlink at the upper right corner or close the browser window to log out the application. The page also displays "CARROT Inc." and "User ID: CARROTm". At the bottom right, there is a "Next" button.

Administrator will see this welcome message the first time they enter CARROT. This message will appear only once.

DRIVING CARROT

Once you enter CARROT, the online prompts will guide you through the process of entering GHG emission data and this guide will help you to understand the process of developing and entering a GHG inventory.

For guidelines on the principles, approach, methodologies and procedures required for effective reporting, please refer to the [General Reporting Protocol](#) (GRP), which is publicly available. The GRP contains information about:

- What emissions you should report
- How to quantify your emissions
- How to complete and submit a report

NAVIGATING CARROT

CARROT has three features that will help you input your data and navigate through the application.

TAB MENU. Across the top of every page is a tab menu that will allow you to navigate between the different sections. Depending on your user type, CARROT will provide you with slightly different tab menus. The tab menu item highlighted in **green** identifies your current location within the application.

Figure 14. Administrator View



Figure 15. User View



Figure 16. Reviewer View



Figure 17. Verifier View



NAVIGATIONAL TREE. Each section of the CARROT application is listed in the green section on the left hand side of the screen. This navigational tree links to different sections. The link highlighted in **bold black** font indicates your location in CARROT.

Figure 18. Navigational Tree in the Green Sidebar

The screenshot shows the CARROT application interface. On the left is a green sidebar with a 'Summary' section and a tree of menu items. The 'Entity Information' item is highlighted in bold black. On the right is the main form for 'Marie's Trees', which includes fields for entity name, address, industry sector, and contact information.

NAVIGATIONAL BUTTONS. At the bottom of each screen you will find one or more buttons that will allow you to save information, navigate back or proceed to the next screen. When you select the 'Next' button, CARROT will automatically save the data on your current screen and take you to the next one.

Figure 19. Navigational Buttons

The screenshot shows the bottom of the CARROT application interface. On the left is a green sidebar with a 'Tips' section. On the right is the main form for 'Marie's Trees', which includes fields for baseline year, entity description, and entity website. At the bottom of the screen are four buttons: 'Back', 'Save', 'Reset', and 'Next'.

THE GREEN SIDEBAR

One of the most important features of CARROT is the 'Summary' section of the green sidebar. This section tells you:

- The emissions year you are currently using (a user can change the reporting year by navigating to the 'Main' tab)
- The Entity Status (Initiated, Verification Ready, Verification in Progress, CA Registry Review in Progress or Accepted)
- The scope of the report (California-only, US or Worldwide)
- The level of detail chosen for the report (entity or facility level)
- Revision number (if you accidentally erase your data, the California Registry can restore a previous version for a fee)

While on the 'Main' tab, the Administrator can:

- **Delete a reporting year.** You may want to do this if a previous Administrator or User created the reporting year with incorrect parameters, for example the entity level instead of at the facility level.
- **Create a new reporting year.** If this is your first time in CARROT then you can use this link to start your first reporting year.

Figure 20. Green Sidebar

The screenshot shows the 'Summary' section of the green sidebar. It displays the current reporting year (2007), entity status (Initiated), scope (CA, US, and Worldwide), level (Facility), and revision number (001). There are also links for 'Delete current reporting year', 'Create a new reporting year', and 'Create a new reporting year using the current reporting year as template'.

- **Create a new year using the current year as a template.** This is one of the most useful features of CARROT! It creates a template for you by transferring all entity and facility descriptions and emission sources so that all you have to do is enter the new emissions data. Be sure to read all the descriptions to make sure they are still accurate.

ENTITY STRUCTURE (Administrators only)

The first thing the Administrator needs to do when they enter CARROT is to set up an entity. This section of the guide will help Administrators set up the CARROT reporting tool as a first-time user.

Once you navigate past the 'welcome message' CARROT will prompt you to select a reporting year, scope and level. To create this information in your report, select the drop-down menu and choose the appropriate radio button for your organization.

What reporting year should you start with? That depends on the information you initially provided on your Statement of Intent. For example your organization may have joined the California Registry in 2008, but your Statement of Intent might indicate that you plan to report your emissions starting with year 2006.

The reporting year drop-down menu provides you with reporting years that date back to 1990. Each time you establish a new reporting year, that year will disappear from the options of 'New Reporting Years' because it has already been created.

Create a New Reporting Year Step-by-Step:

1. Select the desired year from the 'New Reporting Year' dropdown menu.
2. Select a 'Reporting Scope'.
3. Select a 'Reporting Level'.
4. Click the 'Next' button to save the new reporting year.

Figure 21. Creating a New Emission Report

Figure 22. New Reporting Year

Choosing the 'Reporting Scope' and 'Reporting Level' are also very important decisions that will affect future reporting years. Please take the time to make an appropriate decision because data can be lost if you change these options at a later date.

Reporting Scope. If your operations are geographically located solely in California, select 'California Only'. If you are reporting nationwide, choose 'CA and US'.

Reporting Level. At a minimum all California Registry members *must* report their entity-wide emissions based on their reporting scope. CARROT enables the administrator to select one of two levels for their report: Entity or Facility. At the entity level you are able to enter straight emission sources in the 'Emission

Data' section (at this level the Facilities tab will not be available). At the facility level you can create multiple facilities and enter their corresponding emission sources. California Registry members can choose either reporting level, but we recommend reporting at the facility level as a best practice.

If you choose the facility option, you may still enter your entire operations under a single facility. This will give your organization the freedom to select reporting at the more detailed, individual facility level in the future without complicating your current reporting year. If you choose to report at the entity level, you will be unable to report at the facility level in the future without losing data. Please contact the California Registry staff if you have any questions or need to change either of these parameters.

ENTITY INFORMATION (Administrators Only)

Once you have made these decisions you may begin to enter entity, user and emission data for the new reporting year.

When entering text and data remember that fields in **RED** are *required* and those in **black** are optional. However, there are many optional fields that the California Registry strongly encourages you to complete because this information improves the transparency of your public reports and provides the general public with more information about your organization's carbon footprint.

Figure 23. Entity Information Tab

Summary

Year:	2007
Entity Status:	Initiated
Scope:	CA and US
Level:	Facility
Revision Number:	000

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

Tips:

- Fields with red name are required fields.
- Fields with before the field names are private fields and are not displayed in the public reports.
- Click the 'Save' button to save the entity information, or the 'Reset' button to cancel the changes.
- Click the 'Help' hyperlink on the menu bar to bring up the user manual.

Entity Information Form:

Name and address of the participating entity

Entity Name: Identifier: 1001204
 Address: PO Box:
 City: State/Province:
 Country: ZIP/Postal Code:

Industry Sector:
 NAIC Code:
 SIC Code:

Contact Person Information

Contact Name: Title:
 Phone: Fax:
 Email:

Baseline Year (Direct Emissions):
 Baseline Year (Indirect Emissions):

Entity description:

Entity website:

Buttons: Back, Save, Reset, Next

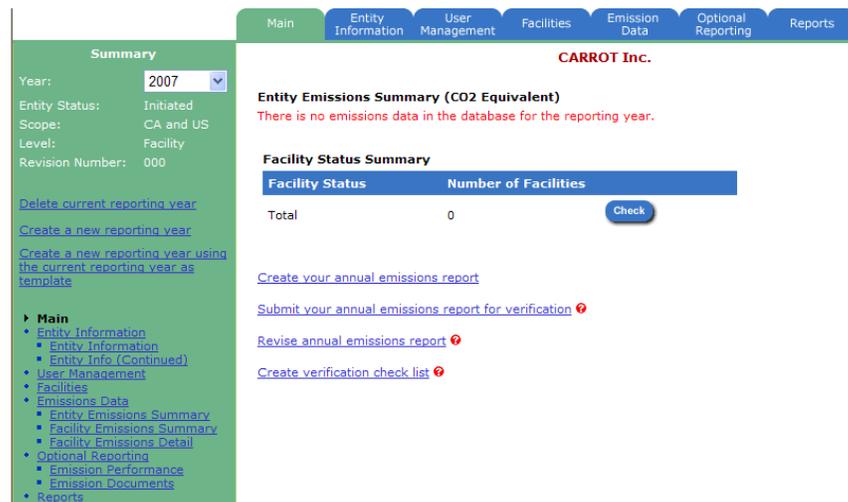
Did you know that CARROT will time you out after 15 minutes of inactivity? CARROT is a secure, encrypted database. What does this mean to you as you enter data? It means that your information is private and protected. It also means that if you are using CARROT and walk away or take a call, you will have to login again after 15 minutes. If you did not save your data, it will be lost and you will have to enter it again. **LESSON: Save often!**

There is no need to enter all of your information in one sitting. You can begin to enter information and come back another time to complete your data entry. For instance you could set-up the entity and come back later to enter the entity details. When you log back into CARROT you will be greeted with the 'Main' tab, which will allow you to navigate to the appropriate section.

From this page you could either click on the 'Next' button or the navigational tab of the appropriate section where you would like to start.

Most of the fields on the two Entity Information screens are self-explanatory, although other screens may need a little more explanation. Below are some helpful descriptions of fields in the Entity Information screens:

Figure 24. Main Tab



Industry Sector (required field). Choose the specific sector that applies to your industry from the drop-down menu.

NAIC Code. The North American Industry Classification System (NAICS) was developed jointly by the U.S., Canada and Mexico to provide new comparability in statistics about business activity across North America. It has replaced the U.S. Standard Industrial Classification (SIC) system but both SIC and NAICS classify establishments by their primary type of activity.

SIC Code. This is the Standard Industrial Classification (SIC) system that has been replaced by the new North American Industry Classification System (NAICS). Several data sets are still available with SIC-based data. Both SIC and NAICS classify organizations by their primary type of activity.

Baseline Year. Selecting a baseline year is optional, but many of our members choose to set one in order to define a reference point against which to measure GHG emissions increases or decreases. Your indirect and direct baseline years could be the same year or different years. Remember, if you choose to set a baseline year, that year's inventory must be verified and publicly available through the California Registry's website. All intervening years spanning from the baseline year to the current year must also be verified and publicly available. For more information about setting a baseline year see GRP 3.0, Chapter 4.

Entity Information. This is an optional field, but the California Registry strongly recommends that you include a brief description of your organization because this information will improve the readability of your public report. Click 'Next' to continue to the second screen of the 'Entity Information' tab.

Figure 25. Padlocked Data Entry Fields



Throughout CARROT you will notice that a padlock appears next to some fields. This padlock means that the information will appear only in the Total Emissions Summary report, which is available to your Verifier, the California Registry and you. Fields without a padlock appear in the 'Public Annual Entity Emissions'

ENTITY INFORMATION (CONTINUED)

Movement Report (required field). It is normal for emission levels to change over time in comparison to your baseline year, if you chose to select one. When a change in your emissions represents an increase or decrease of 10%, the California Registry *requires* you to input a factor describing the reason for this change in the 'Movement Report' section. This is true for both organic and structural changes that occur from year to year. This information will help the verifier during the verification process and the California Registry during the final review of verified reports. To add information to the 'Movement Report', click on the 'Add Factor' button. For many members, there might not be a significant change in the inventory or it may be the first year reporting. If either of these situations is the case, create a 'Movement Report' anyway and select the appropriate factor and enter zero for the 'Amount of CO2e Affected'. For more information on the 'Movement Report' see ['How to Complete the CARROT Movement Report'](#) which can be found under Reporting Tips in the Members Only section of our website.

Figure 26. Entity Information (Continued) Tab

Summary

Year: 2007
 Entity Status: Initiated
 Scope: CA, US, and Worldwide
 Level: Facility
 Revision Number: 001

Tips:

Fields with before the field names are private fields and are not displayed in the public reports.

Click the 'Save' button to

Marie's Trees

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
Increase in Production	On March 10, 2007 Marie's Trees added 10 additional companies from which it will collect recycled paper products. Processing this additional paper will increase our emissions in 2007. Increased emissions will occur in our fleet of vehicles and purchased electricity at the LA processing plant.	5,000	metric ton
Business Cycle Fluctuation	For the LA office we will be using the LADWP electricity deliveries metric from 2006 (1238.52 lb/MWh) for our 2007 indirect emissions. This metric has decreased from the 2005 metric (1303.53 lb/MWh), which we used for 2006 emissions. This change in metric has resulted in a decrease of our indirect emissions.	151	metric ton

Add Factor

Have any of the entity's emissions outsourced? Yes No

If yes, please describe the outsourced activities. (Please refer to the General Reporting Protocol for information on baseline adjustment due to outsourcing.)

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.

Used GRP 3.0 and CARROT default emission factors.

Please describe the type of organization that is reporting, i.e., department/agency/subsidiary/parent.

Marie's Trees is dba Tree's Inc. Tree's Inc. is a subsidiary of Tree's International. Tree's International is not yet a member of the California Registry.

Tree's Inc. has offices in California, Maine, and Florida.

PG&E Climate Smart program participant

Back Save Reset Next

You will see a **green E** and a **red X** in CARROT. When you click on the **green E**, you will be able to edit the data for that entry. When you click on the **red X**, you will delete that entry.

Emission Outsourcing. If you have contracted out any activities of your business to another business, it is important to disclose that information to your verifier and the California Registry because this may affect your inventory!

Organizational Boundary (required field). This is a new field that was added to CARROT in May 2008. Deciding how you will report your emissions is one of the first steps in creating a GHG emission inventory, and now CARROT allows you to publicly disclose this decision, which improves the transparency of your report. If you are an experienced reporter do not forget to update this screen! For more information about how 'Management Control' and 'Equity Share' are reflected in CARROT, see the Facilities and Reports sections of the guide.

Primary Emission Factors and Methodologies. This is an optional, public field that the California Registry recommends you complete if you are using methodologies or emission factors other than those recommended in the GRP and CARROT to create your inventory. Power/Utility reporters are also encouraged to enter their efficiency metrics in this field.

Type of Organization Reporting. This is another optional public field that the California Registry strongly recommends you complete to disclose your organizational structure. As more and more companies join the California Registry, it is extremely important to disclose the relationships between our member organizations.

PG&E Climate Smart. A new check box enables California Registry members to publicly disclose if they are a participant of the Pacific Gas & Electric (PG&E) Climate Smart program. Only active participants of this program should check the box. When this box is checked, a disclosure will appear in your CARROT report stating:

"Customers of PG&E's Climate Smart program have offset the greenhouse gas emissions resulting from their PG&E electricity and natural gas use through investment in greenhouse gas emission reduction projects developed and verified according to California Registry protocols."

USER MANAGEMENT (Administrators ONLY)

When you first login to CARROT you will be the only user listed on the 'User Management' tab.

To add a new user, click on the 'Add New User' button. This will open a new screen that will ask you to enter a user ID, password, user type, name, phone number and email address. Use a combination of letters and numbers for the user IDs and passwords, but please do not use spaces or special characters. The password you create will be case sensitive! Please remember to relay passwords with correct case applied.

Figure 29. The Four User Types

User Type:

Confirm:

Title:

Verifier
User
Reviewer
Administrator

Figure 27. Editing and Deleting Data



You will see a **green E** and a **red X** in CARROT. When you click on the **green E**, you will be able to edit the data for that entry. When you click on the **red X**, you will delete that entry.

Figure 28. User Management: Creating a New User

Main Entity Information **User Management** Facilities Emission Data Optional Reporting Reports

CARROT Inc.

User ID: **User Type:**

Password: **Confirm:**

Name: **Title:**

Phone: **Fax:**

E-Mail:

General Information:

Save Cancel

If you create more than one 'Administrator', please be sure to clearly define each administrator's role and responsibilities to avoid confusion. Also remember to save the new user, otherwise it will not be created!

To edit information pertaining to an existing user, click on the user name. This will open a screen with that specific user's information, which will allow you to change everything about the user including the user type. This window will also allow you to change or reset a user's password.

To change passwords simply click on the 'Change Password' button. This will open a pop-up window where you will be able to enter a new password.

Once you have entered and confirmed the password select 'OK' and then 'Close'.

Please remember to SAVE before you navigate away from the user's screen! CARROT will not automatically send a user their new user ID or password. It is your responsibility to provide them with the new information.

Figure 32. Changing a Password

A dialog box titled "Change Password" with two input fields: "New Password:" and "Confirm:". Below the fields are "OK" and "Close" buttons.

Figure 30. User Management: Edit Information

A screenshot of the "User Management: Edit Information" screen. It shows a table with columns: User Name, User ID, User Type, Phone, and E-Mail. The first row is highlighted with a red box and contains: "CARROT V3 Guide", "CARROTm", "Administrator", "213-891-1444", and "marie@climatergistry.org". There are "Back" and "Next" buttons at the bottom right.

Figure 31. User Management: Edit Information

A screenshot of the "User Management: Edit Information" form. It contains fields for: User ID (U1Facility), User Type (User), Name (Poppy Walnut), Title, Phone (213-891-1444), Fax, and E-Mail (poppy1@climatergistry.org). There is a "General Information" section with a text area containing "Test user for CARROT Guide". At the bottom right, there are "Save", "Cancel", and "Change Password" buttons. A red arrow points to the "Change Password" button.

Creating a 'Verifier' is different than the other user types. Once you have chosen your verifier, you will select the 'Verifier Company Name' from the drop down menu, which will provide you with California Registry approved verification bodies. Select the appropriate firm, provide personal information for your verifier and then SAVE!

Figure 33. Creating a Verifier

A screenshot of the "Creating a Verifier" form. It includes fields for: User ID (CARROTVeri), User Type (Verifier), Password (masked), Confirm (masked), Name (Sample Verifier), Title, Phone (213-891-1555), Fax, and E-Mail (verifier@verifierexp.com). There is a "Verifier Company Name" dropdown menu and a "General Information" text area containing "Sample Verifier for CARROT Guide". "Save" and "Cancel" buttons are at the bottom.

Figure 34. Choosing a Verifier

A screenshot of the "Choosing a Verifier" dropdown menu. The "Verifier Company Name" dropdown is open, showing a list of companies including: BVQI North America, Cameron-Cole, LLC, DNV Certification, Inc., E.H. Pechan & Associates, Inc., Eastern Research Group Ecology & Environment, Inc., ENSR International, First Environment, ICF Consulting, NSF-ISR, Ryerson, Master & Associates, Inc., SCS Engineers, SGS North America, Inc., Trade Assurance Services Division, Tetra-Tech EM Inc., TUV America, Inc., and URSVL.

Once you have successfully added a new user they will appear on your list of users on the main 'User Management' tab. For detailed information on the privileges for all the user types, refer to Part II of the guide.

Remember that you can create other users at any time. If you do not know who will be assisting you with data entry or who will be your verifier, feel free to move onto the 'Facilities' or the 'Emission Data' sections and return to 'User Management' at a later date.

To delete a user, click on the **red X** next to the user's name. This will permanently delete the user from your CARROT profile.

Figure 35. Deleting a User

User Name	User ID	User Type	Phone	E-Mail
CARROT V3 Guide X	CARROTm	Administrator	213-891-1444	marie@climateregistry.org

FACILITIES (Administrators & Users)

If you have chosen to report at the entity level you will not have a 'Facilities' tab. You will skip this section and move onto the 'Emission Data' section. Entities that have chosen to report at the facility level will begin by setting up their facilities. 'Administrators' are they only user type that can create a facility.

When you first click on the 'Facilities' tab, you will see the message, "There is no facility meeting the criteria." You have two options here: you can either create a new facility or an existing facility. An 'Existing' facility is a facility that was created previously for this entity but then deleted for some reason.

Figure 36. Add a new facility

The screenshot shows the 'Facilities' tab for 'CARROT Inc.'. The main content area includes filters for Status (All), Responsible User (All), and Location (All). Below the filters, a message states "There is no facility meeting the criteria." Two buttons are visible: "Add Existing Facility" and "Add New Facility". A red arrow points to the "Add New Facility" button. There are also "Back" and "Next" buttons at the bottom right.

To do either, simply click on the appropriate button.

This will open a new screen with many padlocks because none of the facility level data is publicly available. All of the facility details and their corresponding emission sources will only appear in the 'Total Emissions Summary' report, which is a confidential document to be viewed only by the verifier, the California Registry and you.

Here you will enter details as you did for the overall entity, but specific to each facility. Remember, a facility does not have to be a specific location but can be a grouping of emission sources like vehicles or various offices. The California Registry does not specify any particular arrangement of facilities and emissions sources so long as you account for all emissions within your organizational boundaries.

A unique feature of the facility is that there must be a 'Responsible User' assigned to each facility that you create. This 'User' can be you or any other 'Administrators' or 'Users' that you created on the 'User Management' tab.

Figure 37. Add a responsible User for the facility

The screenshot shows the 'Add a responsible User for the facility' form for 'CARROT Inc.'. The form is divided into several sections: 'Name and address of the participating Facility' (with fields for Facility Name, Address, City, Country, Identifier, PO Box, State/Province, and ZIP/Postal Code), 'Industry Sector', 'NAIC Code', 'SIC Code', 'Responsible Users' (with an 'Edit' button and an 'Add as Contact' button), 'Contact Person Information' (with fields for Contact Name, Phone, Email, Title, and Fax), 'Equity Share (%)', and 'Facility emissions efficiency metric'. A red arrow points to the 'Edit' button in the 'Responsible Users' section. At the bottom right, there are 'Save', 'Cancel', and 'Next' buttons.

To assign a responsible user to a facility, click on the 'Edit' button. This will open a pop-up window that will allow you to select one or more 'Responsible Users'.

If you would also like the newly added 'Responsible User' to be the main contact person for this facility, select the person's name from the 'Responsible User' box and click the 'Add as Contact' button.

Below are some helpful descriptions of the data fields unique to the 'New Facility' screen:

Equity Share (%). If your entity is reporting on an equity share basis (see GRP 3.0, Chapter 2 for additional information) and you create facilities that correspond to your organization's equity share holdings, then you should enter the percentage that corresponds to your equity share of that facility in this field.

CARROT automatically assumes that you are reporting 100% of the emissions for each facility created. If you are reporting on an equity share basis and you enter a value in this field, you are instructing CARROT to calculate your percentage of emissions based on the information you enter in the 'Emission Data' tab. What does this mean? It means that CARROT still assumes that you are entering 100% of the emissions for that facility. When it generates a report for that facility it will display the corresponding percentage of emissions based on the value you entered in this field.

For example, if you enter 50% in this field and enter emissions data corresponding to 100% emissions from the facility, then the result will display a facility emissions report with emissions at 50%.

Emissions Source = Vehicles
100% Annual Fuel Usage = 15,000 gallons of diesel (152.25 metric tons of CO₂)
Equity Share (%) = 50
CARROT Emission Amount Result = 76.125 metric tons of CO₂

If you reporting based on Management Control or are entering 100% of the emissions corresponding to your equity share, leave this field blank! If you enter a number into this field it will calculate your emissions as though they were equity share. If you enter zero, CARROT will assume you are responsible for no emissions and therefore your emissions inventory will be zero.

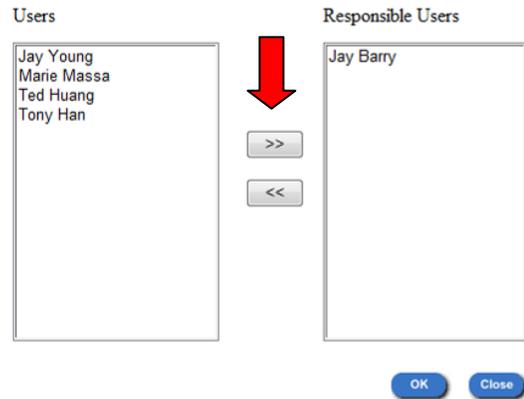
COMMON ERROR: Many reporters who have an equity share enter a value in the 'Equity Share' field but then pre-calculate and enter only the emissions corresponding to their equity share. This results in CARROT producing an incorrect emission amount for all emission sources associated with that facility. For example:

Emissions Source = Vehicles
Annual Fuel Usage Entered = 7,500 gallons of diesel (76.125 metric tons of CO₂)
Actual 100% Annual Fuel Usage = 15,000 gallons of diesel (152.25 metric tons of CO₂)
Equity Share (%) = 50
CARROT Emission Amount Result = 38.0625 metric tons of CO₂ (This is an incorrect result)

If you are reporting on an Equity Share basis and only have information for fuel usage based on your equity share, then leave the 'Equity Share (%)' field blank and report 100% of the data you have for sources corresponding to your equity share. Each time the 'Equity Share (%)' field is left blank, CARROT will assume reporting is at 100% and will process all data accordingly.

If you have any questions about this field please contact the California Registry (Email: help@climateregistry.org, Tel: 213-891-1444).

Figure 38. Choose a responsible User



**Select a Responsible User
Step-by-Step:**

1. Click on the Edit button.
2. Select a name from the Users box.
3. Click on the arrows pointing right button.
4. Click on the OK button.

Facility Emissions Efficiency Metric. This is a text field that is for your information only. CARROT will not do anything with the information that you enter in this field. For information on efficiency metrics used by a variety of fields click on the (?) next to the field name. ‘Administrators’ and ‘Users’ can enter efficiency metrics for different facilities as a tool to compare their emissions performance over time.

Primary Emission Factors and Methodologies. This is an optional field that the California Registry strongly recommends you complete if you are using any resources other than the GRP and CARROT emission factors to create your inventory for a facility, especially if you are reporting on an equity share basis. Providing details about your equity share at a specific facility will help the verifier and the California Registry to better understand your final report. Providing details about where to obtain supporting documentation may also aid future data entry as it explains how and where you obtained the information you entered.

Throughout CARROT you will see this icon: (?). If you click on this icon, a text box will open and provide you with additional information about that field.

Figure 39. Help feature



Always remember to SAVE before moving on to the next page or section or press NEXT to save the data and navigate to the next page.

Additional New Facility Details

From the ‘Facility’ detail screen press ‘Save’ or ‘Next’ to arrive at the second detail screen of the facility. This page provides you with four optional text boxes: ‘Facility Description’, ‘Management Programs’, ‘Reduction Goals’ and ‘Other Information’.

The California Registry recommends completing these sections to provide specific facility details to your verifier, especially if multiple users will be entering data into CARROT. Providing facility details to your staff helps to establish a trail of knowledge within CARROT and will ease data collection and entry in the future.

Always save your data before moving onto another section.

Remember that only an ‘Administrator’ can create a facility and different users. Once a facility is created and users assigned, however, any of the assigned users can change or edit details associated with their assigned facility.

Once an ‘Administrator’ has successfully created a facility, it will appear in a ‘Summary’ table on the main ‘Facilities’ tab.

Figure 40. New facility information (optional and confidential)

This 'Summary' table tells you the name of all facilities, their status (Pending or Submitted), when the facility was last edited and who the responsible users are.

To review or edit the details associated with a specific facility, click on the **green E** next to the facility name.

To enter data for a specific facility click on the facility name (see red box in Table xx.), which will take you to the Emissions Data tab for that facility.

NOTE to Administrators and Responsible Users: On the main Facilities tab you are able to "Submit emissions data for all facilities". If the status of any of your facilities is Pending, you will not be able to submit the entity for verification. All facilities must be Submitted before an Administrator can submit the entity for verification.

NOTE to Administrators: Remember that if you delete a User and that User is assigned as a Responsible User for one of your facilities, you will need to assign a new User to that facility.

EMISSIONS DATA (Administrators & Users):

Emissions Data is the heart of your CARROT entity, where you will spend most of your time in CARROT. If you have chosen to report at the entity level, you will begin by entering your data. If you are reporting at the entity level, only Administrators can enter data. Users are only able to enter data when an entity is reporting at the facility level. For more information about facility level reporting see the Facilities section of this guide.

Figure 41. Summary of new facilities

Figure 42. Summary of emission data

The main screen of the Emissions Data tab provides a summary of all emissions entered into CARROT for the emissions year you logged into.

Click the NEXT button to review your emission sources or to view an emission summary of a specific facility.

Entity Level Reporting

A facilities tab will not appear if you are reporting at the entity level. The summary table will not be available the first time you navigate to the Emission Data tab. This will change once you enter data into CARROT. Click the Next button to begin entering data.

The filter for Reporting Locale on the Emission Data page defaults to California. To enter data for emission sources located outside of California, select US (Excluding CA) from the drop-down menu.

To begin entering data click on the Add Emission Data button.

NOTE: If an entity does not have facilities, nor emissions located in California the member is still required to enter some information at the California level. (This is true for all members reporting through CARROT at the entity and facility levels.) CARROT was originally created for participants located in California but is now used by members who do not have emissions in the state. To override this software quirk, create an emission source or facility with a California address and enter zero (0) for its emission data.

Facility Level Reporting

The Facility Emission Summary screen provides Administrators and Users with a number of useful features.

- 1) View summaries for each facility by selecting the appropriate facility from the Facility Name dropdown menu
- 2) Create an emissions report for the facility
- 3) Submit data for a specific facility (by submitting data for a facility a user is indicating to an administrator that they have completed data entry for their facility)
- 4) Create a verification checklist

Figure 43. Entering emission data at the entity level

Figure 44. Emission data page: reporting locale

Figure 45. Facility emission summary

GH Gas	Stationary	Mobile	Process	Fugitive	Indirect	Optional	Total	Unit
CO2		0				27	27	metric ton
CH4	0	0					0	metric ton
HFC-134a				1			1	metric ton
Total (CO2e)	1	0		1,300		27	1,327	metric ton

Facility Emission Summary: This is an example of an emission summary for a facility called Intl Test, which is a part of the training entity known as Marie's Trees.

If you are entering data for the first time, you will see a message indicating that no emissions are available for the facility. To begin adding data click on the Add Emission Data button.

ENTERING DATA (Administrators & Users):

Once you have collected your entity's emissions data and calculated annual totals, you are ready to begin entering data into CARROT. To enter specific data you will first need to select the Emission Category and the specific GHG that you will be reporting.

NOTE: Once you start reporting a GHG other than carbon dioxide (CO₂) – like methane (CH₄) – you are required to report it across all sources and every year thereafter. For example, if you choose to report a gas other than CO₂ in your first year, you may not omit it in your second year even though you are not required to report gases besides CO₂ in your second and third year. A good rule of thumb: One you choose and apply a methodology, you must continue to use that methodology in all subsequent years.

As you begin to enter emissions data you will notice that there are no padlocks on the Emission Data screen. The facility level data, however, does not appear in your public report. Only an aggregated summary of your emissions by category and GHG will be available in the public CARROT report (see the Reports section of this guide).

Figure 46. Entering emission data at the facility level

The screenshot shows the 'Emission Data' tab in the CARROT system for the entity 'Marie's Trees'. The left sidebar contains a navigation menu with 'Emissions Data' selected. The main content area displays the following information:

- Summary:** Year: 2007, Entity Status: Initiated, Scope: CA, US, and Worldwide, Level: Facility, Facility Status: Pending, Revision Number: 001.
- Facility Information:** Facility Name: LA Office, Country: United States, Equity Share: 100%, State/Province: California, Identifier: California.
- Emission Data Entry:** Emission Category: (dropdown menu), GH Gas: (dropdown menu), Emission Source: (text input), Calculation Method: (radio buttons for Built-In Calculation Tool and Pre-Calculated), Emission Amount: (text input), Unit: (dropdown menu), and Is De Minimis (checkbox).
- General Information:** A text area for explaining methodologies and emission factors.

Buttons for 'Save' and 'Cancel' are located at the bottom right.

After you have selected an emission category and GHG, the California Registry strongly recommends that you name your emission source. Naming an emission source is optional, but it would allow you to locate a specific emission source from the list of all sources, easily edit emission sources and delete or add other emission sources. Clearly identifying emission sources is a crucial step that will ease the review of your Total Emissions Summary report by the verifier and California Registry staff. Please label your emission sources in a clear and consistent manner, for example Back-up Generator #1.

Adding Emission Data: Step-by-Step

- 1) Select an Emission Category (required)

This close-up screenshot shows the 'Emission Category' dropdown menu open. The menu options are: Stationary Combustion, Mobile Combustion, Process Emissions, Fugitive Emissions, Indirect Emissions, and Optionally Reported. The 'Emission Category' label is highlighted with a red box.

- 2) Select a GHG (required)

The screenshot shows the 'Emission Data' tab for 'Marie's Trees'. The form includes fields for Facility Name (LA Office), Country (United States), Equity Share (100%), State/Province (California), and Identifier. The 'Emission Category' is set to 'Mobile Combustion'. The 'GH Gas' dropdown is open, with 'CO2' selected. The 'Calculation Method' is set to 'Built-In Calculation Tool'. The 'Emission Amount' field is empty, and the 'Unit' is set to 'metric ton'. The 'Is De Minimis' checkbox is unchecked.

- 3) Name your emission source (optional, but strongly recommended)
- 4) Use the Built-In Calculator or enter an emission amount (see the Calculating Emissions section of this guide)

Is this a *de minimis* source? To assign a source as *de minimis*, check the Is De Minimis box.

Figure 47. Assigning *de minimis* emission sources

The screenshot shows the 'Emission Data' tab for 'Marie's Trees'. The form is filled out with 'Mobile Combustion' as the Emission Category, 'Gas-fueled vehicles' as the Emission Source, and 'CO2' as the GH Gas. The 'Calculation Method' is set to 'Pre-Calculated'. The 'Emission Amount' field is empty, and the 'Unit' is set to 'metric ton'. The 'Is De Minimis' checkbox is now checked. A red arrow points to the 'Is De Minimis' checkbox.

You must report 100% of your emissions to the California Registry, but you may choose to identify up to 5% of your emission sources as *de minimis*. The *de minimis* category is intended to ease the reporting burden of small sources that are difficult to document, measure or calculate by allowing the member to estimate these emissions using any available data and methodology. *De minimis* emissions can be a combination of emissions from different sources and gases as long as they equal less than 5% of your organization's total emissions inventory when summed.

If you have documentation for a source and its emissions then you probably should not report that source as *de minimis*. This category is intended to capture sources that do not have easily obtained data or a clear methodology for calculation in the GRP. The verifier will check to make sure that your listed emissions qualify as *de minimis* and fall within the 5% threshold. A summary of your *de minimis*

emissions by GHG will be available in your public report. For more information, see Chapter 5 De Minimis Emissions and Significance in the GRP 3.0.

After you have calculated an emission amount, do not forget to input information that may clarify your methodologies or provide details to the next person who reports data for your organization.

Always remember to **save** before you navigate away from the screen or all of your data will be lost!

Figure 48. Providing clarifying information

The screenshot shows the 'Emission Data' tab in the CARROT system. The form is titled 'Marie's Trees' and contains the following fields:

- Facility Name:** LA Office
- Country:** United States
- Equity Share:** 100%
- State/Province:** California
- Identifier:** (empty)
- Emission Category:** Mobile Combustion
- GH Gas:** CO2
- Emission Source:** Gas-fueled vehicles
- Calculation Method:** Built-In Calculation Tool (selected), Pre-Calculated
- Emission Amount:** (empty)
- Unit:** metric ton
- Is De Minimis

Below the form, there are two text areas for providing clarifying information:

- Explain the methodologies, emission factors and their sources used for the pre-calculated emissions data:**
Used CARROT default emission factor. Only have gallon usage data for 2007 emissions. Implementing a mileage log for all vehicles so we can report CH4 and N20 next year.
- General Information:**
This source includes 5 vehicles that are owned by Marie's Tree and which use gasoline fuel. Gas receipts are obtained from the Office Manager which reviews all reimbursement requests.

A red arrow points to the 'Save' button at the bottom right of the form.

CALCULATING EMISSIONS (Administrators & Users):

You have two options to enter data into CARROT: use the built-in calculation tool or enter a pre-calculated amount.

Built-In Calculation Tool

Using the built-in calculator minimizes calculation errors, provides the most recent emission factors and ensures that the reported emission data is as accurate as possible.

To open the built-in calculation tool you can either select the radio button or click on the Built-in Calculation Tool link. This will open a pop-up window that will allow you to enter annual fuel or energy use, select a unit of measurement and choose the appropriate fuel type.

Using the Built-in Calculation Tool: Step-by-Step

- 1) In this example the User selected Mobile Combustion as an emission category and entered 10,000 gallons of annual fuel use. Click Next to continue.

The screenshot shows the 'CARROT Calculation Tool' pop-up window. It contains the following fields:

- Emission Category:** Mobile Combustion
- GH Gas:** CO2
- Step 1: Enter Annual Fuel Consumption**
- Fuel Consumption Amount:** 10000
- Unit:** gallon
- Buttons:** Close, Next

2) The user will use the default emission factor in CARROT so they select the top radio button. Click NEXT to continue.

3) The User selects the appropriate fuel type, which is Motor Gasoline in this example. Click Next to continue.

4) CARROT displays the emission factor for the fuel type selected. Click Next to continue.

5) CARROT calculates the emission amount based on the fuel use data, fuel type and emission factor. Click OK to accept the data or close the pop-up window to discard it.

Once you have completed your emission calculation, CARROT will automatically populate the Emission Amount field.

ALWAYS remember to **save** before you navigate away from this screen or all of your calculations will be lost!

Pre-Calculated

If you complete your calculations offline, you will likely enter into CARROT a GHG emissions amount measured in metric tons. In this case select the Pre-Calculated radio button, enter a numeric value into the Emission Amount field (ensure that your units are correct), and provide a brief description of the methodology and emission factor you used in the provided text box.

Figure 49. Built-in Calculator

CARROT automatically populates the emission amount when you use the Built-in Calculator

Once you have successfully added an emission source to a facility or entity, it will appear in a list of the emission sources for that facility or entity.

NOTE: If you have created a new reporting year using a previous year as a template, all of the emission sources from the template year will be carried over. Ensure that your entity information is up to date and then input the data for the current reporting year. To input data for an existing emission source, click on the **green E** next to the emission category. You will notice that naming each source can be very helpful.

Figure 50. List of added emission sources

Category	Source	GH Gas	Amount	Unit
Stationary Combustion	Back-up generators	CO2	1	metric ton
Mobile Combustion	CEO vehicle	CO2	1	metric ton
Mobile Combustion	Gas-fueled vehicles	CO2	88	metric ton
Mobile Combustion	CEO Vehicle	CH4	0	metric ton
Mobile Combustion	CEO Vehicle	N2O	0	metric ton
Indirect Emissions	All Electric bills	CO2	7	metric ton
Indirect Emissions	SCE bills	CO2	446	metric ton
Indirect Emissions	Test of De minimis	CO2	0	metric ton
Optionally Reported	Biodiesel use	CO2	0	metric ton
Optionally Reported	Biogas emissions	CO2	0	metric ton

Are you calculating GHG emissions other than CO₂? If so, remember that you will need to report this GHG for every source by creating a separate entry for each GHG. CARROT does not have a multi-gas calculator, but it will convert all GHGs to CO₂e in the final Public and Total Emissions Summary reports (see the Reports section of this guide for more information on CO₂e).

CALCULATING EMISSIONS USING an ALTERNATE EMISSION FACTOR (Administrators & Users):

Many California Registry members use the more accurate electricity delivery metric instead of the eGrid emission factor to calculate their indirect emissions from purchased electricity. If the utility you purchase electricity from is a member of the California Registry then you are strongly encouraged to use their most recent electricity delivery metric. Most utilities in California are members and offer this specific metric, which can be found in the Reference Documents of the utility's public CARROT Report.

If the metric from the year you are reporting is not yet available, use the metric or emission factor from the previous year. The older metric is more accurate than the default eGRID factor, which represents an average for the entire California region instead of the power mix from your specific power utility. If your power provider is not a member of the California Registry you can check their website or call customer service to inquire about your utility's specific electricity efficiency metric.

When a more accurate emission factor is available, CARROT's built-in calculator allows users to input this data to more accurately calculate their emissions.

Inputting Emission Factors: Step-by-Step

- 1) Select an Emission Category (the built-in calculator is available for stationary combustion, mobile combustion, and some optionally reported subcategories).
- 2) Select a GHG.
- 3) Select an Emission Subcategory, if applicable.
- 4) Name the emission source.
- 5) Provide relevant details in the optional text boxes.

Facility Name: LA Office
 Country: United States
 Equity Share: 100%

State/Province: California
 Identifier:

Emission Category: Indirect Emissions
 GH Gas: CO2

Emission Sub Category: Purchased Electricity *

Emission Source: Southern California Edison Bills

Calculation Method: Built-In Calculation Tool Pre-Calculated

Emission Amount: Unit: metric ton

Is De Minimis

Explain the methodologies, emission factors and their sources used for the pre-calculated emissions data:
 Using the SCE 2006 PUP electricity deliveries metric instead of the eGRID default as this is more accurate.

General Information:
 Obtain electricity bills from HSE department.

- 6) Select the Built-in Calculation tool.
- 7) Complete **Step 1** by entering annual energy usage and select the appropriate unit. Click Next to continue.
- 8) Complete **Step 2** by selecting the radio button that reads 'Use the emission factor from other source'. Click Next to continue.
- 9) Complete **Step 3** by entering an emission factor and selecting the appropriate unit.
- 10) Enter the emission factor's source and a brief explanation for why you chose to use it. Click Next to continue.
- 11) Complete **Step 4**. CARROT will calculate the emission amount. Select OK to accept this data and populate the Emission Amount field.

ALWAYS remember to **save** before navigating away from the final emissions detail screen or all of your calculations will be lost!

NOTE: If you are reporting for a large number of facilities, you must consistently apply the methodologies you choose to use across all facilities. In this case, uniformly use either the CARROT default emission factor or the utility-specific electricity delivery metric.

This section refers to the most common application of the alternate emission factor – for indirect emissions – but this feature is also available for other emission categories, including stationary combustion, mobile combustion and some optionally reported subcategories.

REQUIRED EMISSION CATEGORIES

CARROT provides six emission categories for data entry:

- Stationary Combustion
- Mobile Combustion
- Process Emissions
- Fugitive Emissions
- Indirect Emissions
- Optionally Reported Emissions (optional)

Figure 51. Required emission categories

California Registry members are required to report emissions from the first five categories list above if the emissions are present in their organizational boundaries and reporting scope. For more information on which emissions you should report, review Part II (Chapters 1 through 11) of the GRP 3.0.

The built-in calculation tool is only available for emissions from stationary combustion, mobile combustion, indirect emissions and some subcategories of optionally reported emissions. It is not available for process or fugitive emissions. Emission calculations for these emissions must be completed off-line (see GRP 3.0 Chapters 10 & 11 for more information).

NOTE: Your verifier will review the methodologies you use for off-line calculations.

The built-in calculation tool allows you to choose fuel type, vehicle make and model, and eGRID emission factors. For a list of the emission factors available in CARROT, see Appendices C, D and E in GRP 3.0.

Mobile Combustion: Additional Information

If you calculate CO₂, CH₄ and N₂O for any source in your inventory, you will need to calculate these emissions for all vehicles within your organizational boundaries. To calculate CH₄ and N₂O emissions you will need the vehicle's make, model and mileage record for the calendar year.

Step 3 of the built-in calculation tool will ask you to select the vehicle type and Step 4 will ask you to select the vehicle model year, which enable CARROT to apply the correct emission factors to the provided data.

Figure 52. Calculating mobile emissions using the built-in calculator

Some off-road vehicles, like fork-lifts, log hours of operation instead of miles traveled. If your inventory includes this vehicle type, input the number of gallons consumed to calculate CH₄ and N₂O calculations.

Figure 53. Step 3: select vehicle type

Figure 54. Step 4: select vehicle year

Remember that if you do not have a data management system in place to collect mileage data for vehicles, this may be an opportunity to assign CH₄ and N₂O emissions as *de minimis*! Once you have these systems in place, you can declassify these emissions as *de minimis* and include them in your verifiable inventory.

Indirect Emissions: Additional Information

Indirect emissions from purchased electricity are the most common emission source for California Registry members. Within the category of indirect emissions are two other emission subcategories: Purchased Heating & Cooling and Purchased Steam. These two subcategories are less common, but do occur for many organizations. If you have indirect emissions from either purchased electricity, purchased heating & cooling or purchased steam, you will need to select this subcategory from Indirect Emissions and enter emission data.

NOTE: CARROT provides the built-in calculation tool only for indirect emissions from purchased electricity. Indirect emissions from purchased heating & cooling or purchased steam must be calculated off-line and entered into CARROT as a pre-calculated value. See Chapter 9 in the GRP 3.0 for more information on estimating emissions from purchased heating & cooling or purchased steam.

Figure 55. Entering emissions from purchasing heating and cooling or purchased steam

OPTIONALLY REPORTED (Administrators & Users):

The Emission Data section contains an emission category titled 'Optionally Reported'. In this category, administrators and users can enter calculated or estimated data for sources that are not required by the California Registry. This includes emissions from employee owned vehicles, business travel on planes or in rented vehicles (vehicles not owned by the reporting company), estimated natural gas emissions from leased office space, life-cycle analysis of products and biogenic emissions. These sources constitute emissions that fall outside of a participant's organizational boundaries; are outside the scope of methodologies available in the GRP 3.0; or are not anthropogenic emissions (biogenic).

The **built-in calculation tool** is available for the following optionally reported emission subcategories.

- Biogenic – Mobile
- Biogenic – Stationary (Gas)
- Biogenic – Stationary (Solid)
- Employee Commuting and Business Travel
- Energy Exports
- Estimated Natural Gas Usage

Figure 56. Availability of built-in calculation tool

All other optionally reported emission subcategories must be calculated offline and entered as a pre-calculated emission amount.

NOTE: California Registry members that do not have a meter reading for natural gas use are not required to report stationary combustion emissions from this source. If this situation applies to you but you would like to report these emissions, you can do so in the 'Optionally Reported' category.

Optionally reported emissions will not be verified by your verifier because the GRP 3.0 does not provide methodologies for calculating them.

OPTIONAL REPORTING (Administrators ONLY):

After you have entered the entity's descriptive information, user management, facility information (if applicable), and emission data, you will come to the Optional Reporting tab. This tab has two screens: Emission Performance and Emission Documents.

Emission Performance

This screen presents you with four text fields, which are available in both your Total Emissions Summary and Public Annual Entity Emissions reports.

Completing these fields is optional, but your stakeholders and the general public may appreciate the optional information. It is also an opportunity to highlight your organization's climate plan or reduction goals.

Select the NEXT button to save your data and move to the Emission Documents screen.

Figure 57. Optional reporting

The screenshot shows the 'Optional Reporting' tab for 'Marie's Trees'. The left sidebar contains a navigation menu with 'Optional Reporting' expanded to show 'Emission Performance' and 'Emission Documents'. The main content area has a 'Summary' section with the following details: Year: 2007, Entity Status: Initiated, Reporting Scope: CA, US, and Worldwide, Level: Facility, Facility Status: Pending, Revision Number: 001. Below this is a 'Tips' section. The main content area contains three text input fields for: 'Entity emissions efficiency metric', 'Please describe your entity's emissions management programs', and 'Please describe your entity's emissions reduction goals'. At the bottom are 'Back', 'Save', 'Reset', and 'Next' buttons.

Emission Documents

Most documents that members provide to the California Registry are optional. However, members that report using the GRP 3.0 and the Power/Utility Reporting Protocol (PUP) must submit a PUP Report, which will be verified and made publicly available through the CARROT report.

To upload a completed document click on the Add Document button

This will open a new screen that allows you to input basic details about the file you are uploading.

Here you can input the title that will appear on the CARROT report and serve as a live link to the document.

The Author can be the administrator or whoever generated the report.

The Publish Date should be the date the author finalized the document.

You can choose the appropriate Document Type from a series of options in the dropdown menu.

Figure 58. Optional emission documents

The screenshot shows the 'Optional Reporting' tab for 'Marie's Trees' with the 'Emission Documents' sub-tab selected. The left sidebar is the same as in Figure 57. The main content area has a 'Summary' section with the same details as Figure 57. Below this is a table of existing documents:

Title (Size)	Author	Publish Date	Upload Date
Sustainability Report 2007 (13 KB)	Marie Massa	10/28/2007	06/06/2008 09:47 -04:00

Below the table is an 'Add Document' button. At the bottom are 'Back' and 'Next' buttons.

Figure 59. Uploading optional documents

The screenshot shows the 'Optional Reporting' tab for 'Marie's Trees' with the document upload form. The left sidebar is the same as in Figure 57. The main content area contains the following fields: 'Title', 'Author', 'Publish Date' (with a format hint '(Format: mm/dd/yyyy)'), 'Document Type' (a dropdown menu currently showing 'Certification Report'), 'Keywords' (with a hint '(Separated by comma)'), 'Available to Public' (radio buttons for 'Yes' and 'No', with 'Yes' selected and the entire section highlighted with a red box), and 'File to Upload' (with a 'Browse...' button). At the bottom are 'OK' and 'Cancel' buttons.

You can submit attached documents to your verifier without making them public by selecting the No radio button.

NOTE: PUP Reports must be publicly available.

CARROT will accept PDFs, WORD, and EXCEL files. The California Registry recommends that you upload documents in PDF format when possible.

Select the OK button once you have uploaded your file.

Remember that you cannot modify a file that is attached to your CARROT report through CARROT. If you want to change an attached file, you must revise the file in the original program, delete the old file (click on the **red X**), and upload the new document. The **green E** next to the file name will only allow you to edit details such as the title and author.

Figure 60. Document type

Document Type: Certification Report
Keywords:
Available to Public:
File to Upload:

REPORTS

You can generate two types of reports through the Reports Tab: the Total Emissions Summary Report and the Public Annual Entity Emission Report.

The Total Emissions

Summary report is a private CARROT report that contains facility level information and emission details. This private report is available only to your verifier, California Registry staff, and users you established in your CARROT entity. This document is not publicly available unless you choose to distribute this information yourself. Your verifier uses this CARROT report along with supporting documentation to conduct verification activities. The California Registry only has access to this report once your data is verified. Once a verified report is available, California Registry staff will review the Total Emissions Summary report to determine if this information should be accepted into the permanent database.

Figure 61. Generating an emission summary

Summary
Year: 2007
Entity Status: Initiated
Scope: CA, US, and Worldwide
Level: Facility
Revision Number: 001

Marie's Trees

Report Name: Total Emissions Summary

Reporting Locale: Worldwide

Facility: Intl test
LA Office

PDF Excel

View Report Reset

Back

To generate a Total Emissions Summary report, select that option from the Report Name dropdown.

The Reporting Locale will default to the highest level of your reporting scope. To change the default selection, choose California, US, or Worldwide from the dropdown menu.

NOTE: If you choose to report worldwide emissions, please remember that the California Registry accepts only California or national data. Approved verification firms will verify only your U.S. data. You can opt to hire a verification firm to verify your international emissions to GRP 3.0 standards, but the California Registry will not accept this data and it will not be publicly available through our website.

If you would like to view a Total Emissions Summary report by facilities, select the facilities from the Facility box and click on the **VIEW REPORT** button. The California Registry recommends viewing all reports as a PDF file. To view all facilities at once do not select anything from the Facility Box and click on the **VIEW REPORT** button.

SAMPLE Total Emissions Summary Report

The entity details and emission summaries are the same in the Total Emissions Summary Report and the public report.

Figure 62. Sample total emissions summary report

Total Emissions Summary Report

Marie's Trees

(Emissions from CA and US operations)

Report Generated On: 10/02/2008 08:34 pm PT
Report Revision #: 1

Portland, CA 90051 United States
www.maries_trees.org
213-891-1444
marie@climateregistry.org

Contact: Sally Longfeather
Industry Type: Pulp & Paper
NAIC Code: 3221-Pulp, Paper, and Paperboard Mills
SIC Code: 2611-Pulp Mills

Description: This is a sample organization that has been created within CARROT for the purposes conducting New Member Orientations and CARROT Trainings. This fictitious organization creates recycled paper products for businesses in southern California. It collects recyclable paper materials from local businesses and processes these materials to create 100% recycled paper which is then sold to local businesses. This company is an environmentally conscious organization.

Primary Calculation Methodologies: Testing 2007 info. Used GRP 3.0 and CARROT default emission factors.

Organizational structure disclosure: Marie's Trees is dba Tree's Inc. Tree's Inc. is a subsidiary of Tree's International. Tree's International is not yet a member of the California Registry.

Tree's Inc. has offices in California, Maine, and Florida.



Legend

Blue = required

Orange = optional

General entity details.

Summary of Direct and Indirect emissions by emission category and GHG, including CO₂e.

Summary of all de minimis sources by GHGs as well as

VERIFIED EMISSIONS INFORMATION

Reporting Year: **2007**

Reporting Scope: **CA, US, and Worldwide**

Reporting Protocol: General Reporting Protocol, Version 3.0, (April 2008)

Reporting Boundaries: Management Control - Operational Criteria

Direct Baseline Year
Indirect Baseline Year

CARROT automatically attaches a GRP version based on the year of data selected. The Reporting Boundary selected also appears here.

Direct Emissions	CO2e	CO2	CH4	N2O	HFCs*	PFCs*	SF6	Unit
Mobile Combustion	88.72	88.61	0.00	0.00	0.00	0.00	0.00	metric ton
Stationary Combustion	1.02	1.02	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	-
Fugitive Emissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
TOTAL DIRECT	89.73	89.62	0.00	0.00	0.00	0.00	0.00	metric ton

* HFCs and PFCs are classes of greenhouse gases that include many compounds. These columns may reflect the total emissions of multiple HFC and PFC compounds, each of which has a unique Global Warming Potential (GWP). Emissions of each gas are first multiplied by their respective GWP and then summed in the total CO₂-equivalent column.

Indirect Emissions	CO2e	CO2	CH4	N2O	Unit
Purchased Electricity	450.20	450.20	0.00	0.00	metric ton
Purchased Steam	0.00	0.00	0.00	0.00	-
Purchased Heating and Cooling	0.00	0.00	0.00	0.00	-
TOTAL INDIRECT	450.20	450.20	0.00	0.00	metric ton

De Minimis Emissions	CO2e	CO2	CH4	N2O	HFCs*	PFCs*	SF6	Unit
All Electric bills	7.17	7.17	0.00	0.00	0.00	0.00	0.00	metric ton
Test of Deminimis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
CEO Vehicle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
TOTAL DEMINIMIS	7.18	7.17	0.00	0.00	0.00	0.00	0.00	metric ton
Percentage of Total Inventory:	0.39 %							

the percentage de minimis represents of the total inventory.

Equity Share & Management Control

California Registry members who report on an equity share and management control basis will have different public and private CARROT reports. Both CARROT reports display two direct and indirect emissions summary line items; one for equity share and another for management control.

In this example the equity share for the LA office facility is 50%, and the CARROT report displays the direct and indirect emission totals for Marie's Trees' based on equity share and management control. The management control line item corresponds to 100% of the emissions for the entity.

Figure 63. Report showing equity share and management control reporting boundaries

Direct Emissions	CO2e	CO2	CH4	N2O	HFCs*	PFCs*	SF6	Unit
Mobile Combustion	44.36	44.30	0.00	0.00	0.00	0.00	0.00	metric ton
Stationary Combustion	0.51	0.51	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	-
Fugitive Emissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
TOTAL DIRECT (Eqty Share)	44.87	44.81	0.00	0.00	0.00	0.00	0.00	metric ton
TOTAL DIRECT (Mgmt Ctrl)	89.73	89.62	0.00	0.00	0.00	0.00	0.00	metric ton

* HFCs and PFCs are classes of greenhouse gases that include many compounds. These columns may reflect the total emissions of multiple HFC and PFC compounds, each of which has a unique Global Warming Potential (GWP). Emissions of each gas are first multiplied by their respective GWP and then summed in the total CO2-equivalent column.

Indirect Emissions	CO2e	CO2	CH4	N2O	Unit
Purchased Electricity	225.10	225.10	0.00	0.00	metric ton
Purchased Steam	0.00	0.00	0.00	0.00	-
Purchased Heating and Cooling	0.00	0.00	0.00	0.00	-
TOTAL INDIRECT (Eqty Share)	225.10	225.10	0.00	0.00	metric ton
TOTAL INDIRECT (Mgmt Ctrl)	450.20	450.20	0.00	0.00	metric ton

Figure 64. Movement report

The Movement Report is only available in the private CARROT report. This data is not verified, but it is useful during verification and final review. This is now a required field.

Movement Report*			
Factor	Details	Amount (CO2e)	Unit
Increase in Production	On March 10, 2007 Marie's Trees added 10 additional companies from which it will collect recycled paper products. Processing this additional paper will increase our emissions in 2007. Increased emissions will occur in our fleet of vehicles and purchased electricity at the LA processing plant.	5,000.00	metric ton
Business Cycle Fluctuation	For the LA office we will be using the LADWP electricity deliveries metric from 2006 (1238.52 lb/MWh) for our 2007 indirect emissions. This metric has decreased from the 2005 metric (1303.53 lb/MWh), which we used for 2006 emissions. This change in metric has resulted in a decrease of our indirect emissions.	151.43	metric ton
Changed Calculation Methodology	For our 2004 inventory we estimated our Natural Gas emissions from our leased office space and included this in our inventory under stationary combustion. Then in 2006 the California Registry issued a clarification that direct emissions should not be estimated. We no longer include Natural Gas emissions from our leased office space and this has resulted in a decrease of direct emissions for our 2006 and all future inventories.	12.00	metric ton

*The Movement Report documents changes in the members inventory. This data is not verified but must be completed by the member to help track changes in emissions over time.

This section will be completed by the verifier during verification activities.

VERIFICATION INFORMATION	
Verification Company:	
Verifier Name:	
Lead Verifier Name:	
Basis of Verification Opinion:	
Date Submitted:	
Verifier Comments:	

Optional sources are summarized by category and GHG. This section also includes optional narratives about programs, goals, etc.

OPTIONAL INFORMATION								
Information in this section is voluntarily provided by the participant for public information, but is not required and thus, not verified under California Registry protocols.								
Optional Emissions	CO2e	CO2	CH4	N2O	HFCs*	PFCs*	SF6	Unit
Biogenic - Mobile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Biogenic - Stationary (Gas)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Biogenic - Stationary (Solid)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Employee Commuting and Business Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Energy Exports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Estimated Natural Gas Usage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
TOTAL OPTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton

Emissions Efficiency metric:

Emissions Management Programs: Emissions inventory is entered in CARROT by Marie Massa and Robyn Camp, CEO of Marie's Trees has conducted an internal review of the data to verify its correctness. All data will be verified by approved-verification firm: First Environment.

Emissions Reduction Projects: We are installing more energy efficient equipment and switching to biodiesel. Please view our 2007 Sustainability Report for more details.

Emissions Reduction Goals: Our goal is to reduce our carbon footprint by 10% by 2010. Please see 2007 Sustainability Report for more information.

Reference documents can be public or private, and the title is a live link to the document.

REFERENCE DOCUMENTS			
Title	Author	Document Status	Publish Date
Sustainability Report 2007	Marie Massa	Public	10/28/2007 12:00:00AM

The Total Emissions Summary report includes details for each facility. All facility level information is private.

Figure 65. Total emissions summary report

FACILITY INFORMATION								
Facility Name	LA Office							
Facility ID								
Reporting Year	2007							
Facility Address	Los Angeles, CA 90071, United States							
Facility PO Box								
Facility Contact Person	Marie Massa							
Facility Contact Phone	213-891-1444							
Facility Contact Email	marie@climaregistry.org							
Facility Description	This facility includes 5 offices, 15 gasoline vehicles, and represents a total of 55 personnel.							
SIC Code								
NAIC Code								
Industry Type								
Direct Emissions	CO2e	CO2	CH4	N2O	HFCs*	PFCs*	SF6	Unit
Mobile Combustion	88.72	88.61	0.00	0.00	0.00	0.00	0.00	metric ton
Stationary Combustion	1.02	1.02	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	-
Fugitive Emissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
TOTAL DIRECT	89.73	89.62	0.00	0.00	0.00	0.00	0.00	metric ton
* HFCs and PFCs are classes of greenhouse gases that include many compounds. These columns may reflect the total emissions of multiple HFC and PFC compounds, each of which has a unique Global Warming Potential (GWP). Emissions of each gas are first multiplied by their respective GWP and then summed in the total CO2-equivalent column.								
Indirect Emissions	CO2e	CO2	CH4	N2O	Unit			
Purchased Electricity	450.20	450.20	0.00	0.00	metric ton			
Purchased Steam	0.00	0.00	0.00	0.00	-			
Purchased Heating and Cooling	0.00	0.00	0.00	0.00	-			
TOTAL INDIRECT	450.20	450.20	0.00	0.00	metric ton			
De Minimis Detail	CO2e	CO2	CH4	N2O	HFCs*	PFCs*	SF6	Unit
All Electric bills	7.17	7.17	0.00	0.00	0.00	0.00	0.00	metric ton
Test of De minimis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
CEO Vehicle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
TOTAL DEMINIMIS	7.18	7.17	0.00	0.00	0.00	0.00	0.00	metric ton
Percentage of Total Inventory:	1.31%							
Optional Emissions	CO2e	CO2	CH4	N2O	HFCs*	PFCs*	SF6	Unit
Biogenic - Mobile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Biogenic - Stationary (Gas)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Biogenic - Stationary (Solid)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Employee Commuting and Busin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Energy Exports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Estimated Natural Gas Usage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
TOTAL OPTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton

Figure 66. Total emissions summary report (continued)

Additional facility details appear only in the private report.

The CARROT report provides a summary of each emission source, its emission category, the calculation method, energy usage data, and additional notes.

Facility Emission Reduction Goals:		50% reduction of indirect emissions by 2010 for all offices.									
Environmental Programs/Policies:		Each office is currently adopting a recycling program and purchasing more energy efficient computers, copy machines, etc. 3 of the offices plan to change their vehicles to hybrids in 2008.									
Other Public Information:		Obtain energy usage bills from accounting and use SCE electricity deliveries metric instead of CARROT eGRID default.									
Primary Calculation Methodologies:											
Equity Share:		100.00									
Source	Emission Category	Calc Method	Fuel Name	Fuel/Mileage	Emission Factor	Fract. Oxid.	GHG	Amount	Unit	Methodol./Source	General Info
All Electric bills	Purchased Electricity	CARROT		18000 KWh	0.88 lb/KWh		CO2	7.17	metric ton		This includes all bills from SCE, PGE, etc.
Back-up generators	Stationary Combustion	CARROT	Distillate Fuel Oil (#1, 2 & 4)	100 gallon	10.15 kg/gallon	100	CO2	1.02	metric ton		
Biodiesel use	Biogenic - Mobile	CARROT	Biodiesel (B100)	0 gallon	9.46 kg/gallon		CO2	0.00	metric ton		
Biogas emissions	Biogenic - Stationary (Gas)	CARROT	Biogas	0 therm	5.21 kg/therm		CO2	0.00	metric ton		
CEO car and Employee Survey	Employee Commuting and Business Travel	CARROT	Motor Gasoline	0 gallon	8.81 kg/gallon		CO2	0.00	metric ton		
CEO vehicle	Mobile Combustion	CARROT	Diesel	50 gallon	10.15 kg/gallon		CO2	0.51	metric ton	Vehicle owned by Marie's Trees	
CEO Vehicle	Mobile Combustion	CARROT		18000 mile	0.01 g/mile		CH4	0.00	metric ton		
CEO Vehicle	Mobile Combustion	CARROT		18000 mile	0.02 g/mile		N2O	0.00	metric ton		
Employee survey - CNG cars	Employee Commuting and Business Travel	CARROT	Compressed Natural Gas (CNG)	0 therm	5.31 kg/therm		CO2	0.00	metric ton		
Energy Exports of combusted landfill gas	Energy Exports	Pre-Calc					CO2	0.00	metric ton		
Ethanol use	Biogenic - Mobile	CARROT	Ethanol (E100)	0 gallon	5.56 kg/gallon		CO2	0.00	metric ton		
Gas-fueled vehicles	Mobile Combustion	CARROT	Motor Gasoline	10000 gallon	8.81 kg/gallon		CO2	88.10	metric ton	Used CARROT default emission factor. Only have gallon usage data for 2007 emissions. Implementing a mileage log for all vehicles so that we can report CH4 and N2O next year.	This source includes 5 vehicles that are owned by Marie's Trees and which use gasoline fuel. Gas receipts are obtained from the Office Manager who reviews all reimbursement requests.
Natural Gas in leased office space	Estimated Natural Gas Usage	CARROT	Natural Gas	0 therm	5.31 kg/therm	100	CO2	0.00	metric ton		
SCE bills	Purchased Electricity	CARROT		1500 MWh	655.00 lb/MWh		CO2	445.66	metric ton	Use SCE PUP report	More accurate than CARROT default
Southern California Edison Bills	Purchased Electricity	CARROT		15600 KWh	0.64 lb/KWh		CO2	4.54	metric ton	Using the SCE 2006 PUP electricity deliveries metric instead of the eGRID default as this is more accurate.	Obtain electricity bills from HSE department. More accurate than eGRID emission factor for all of California
Test of Deminimis	Purchased Electricity	CARROT		0 KWh	0.80 lb/KWh		CO2	0.00	metric ton	Southern CA Edison 2006 PUP report	
Wood waste	Biogenic - Stationary (Solid)	CARROT	Wood and Wood Waste	0 metric ton	1591.35 kg/Metric ton		CO2	0.00	metric ton		

This report includes emissions from US sources

The **Public Annual Entity Emissions Report** is the public version of your CARROT report once your data has been third-party verified and California Registry accepted. Until then, as an Administrator or Reviewer, you are able to review a sample public report to determine if you would like to change the wording or optional data entered in CARROT.

Remember that once your data is frozen once the California Registry accepts it. If you would like to make any revisions to data that has been accepted, you will need to wipe the verification opinion; edit your data; and have the data re-verified and re-accepted by the California Registry.

To avoid this lengthy and costly process, review your sample public report before it goes public!

To generate a Public report, select that option from the Report Name dropdown.

Select the appropriate Reporting Year and your Entity Name from the dropdowns. This will open the Reporting Locale, which will default to the highest reporting scope, like the U.S. or California.

Click on the View Report button to open the report.
SAMPLE Public Annual Entity Emissions Report

Figure 67. Generate a public report

The screenshot shows a web interface for generating a public report. At the top, there is a navigation bar with tabs: Main, Entity Information, User Management, Facilities, Emission Data, Optional Reporting, and Reports. The 'Reports' tab is active. Below the navigation bar, the user is identified as 'Marie's Trees'. The form contains the following fields:

- Report Name:** A dropdown menu with 'Public Annual Entity Emissions' selected.
- Reporting Year:** A dropdown menu with '2007' selected.
- Entity Name:** A dropdown menu with 'Marie's Trees' selected.
- Reporting Locale:** A dropdown menu with 'US' selected.

Below the 'Reporting Locale' field, there is a note: "Reporters may report and verify emissions from either California and/or US operations. Worldwide emissions can also be entered optionally but not publicly accepted. Please select the geographic scope from the drop-down box to view all data." Below this note are two radio buttons: 'PDF' (selected) and 'Excel'.

At the bottom of the form, there are three buttons: 'View Report', 'Reset', and 'Back'. The 'View Report' button is highlighted in blue.

Additional text at the bottom of the page reads: "To view a report click 'View Report'. You can view a report as either a PDF or Excel file, however the Excel file will NOT be a flat file, instead it will provide the same information as the PDF but in an Excel worksheet." and "CARROT reports will open in a new window. When many users are accessing the database simultaneously, it affects the speed at which reports are generated. If you are experiencing delays, thank you for your patience." and "To view the complete list of entities with publicly available verified emissions data, please visit the Climate Action Leaders [Climate Action Leaders](#) webpage." and "To clear your selections, click the 'Reset' button."

The Public report includes the entity details, reporting scope, GRP version, reporting boundary selection, and a summary of all direct and indirect emissions by category and GHG, including CO₂e.

Figure 68. Sample public annual entity emissions report

Annual Emissions Report

Marie's Trees

(Emissions from CA and US operations)

Report Generated On: 10/06/2008 03:33 pm PT



Portland, CA 90051 United States

www.maries_trees.org

213-891-1444

marie@climateregistry.org

Contact: Sally Longfeather

Industry Type: Pulp & Paper

NAIC Code: 3221-Pulp, Paper, and Paperboard Mills

SIC Code: 2611-Pulp Mills

Description: This is a sample organization that has been created within CARROT for the purposes conducting New Member Orientations and CARROT Trainings. This fictitious organization creates recycled paper products for businesses in southern California. It collects recyclable paper materials from local businesses and processes these materials to create 100% recycled paper which is then sold to local businesses. This company is an environmentally conscious organization.

Testing 2007 info.

Primary Calculation Methodologies: Used GRP 3.0 and CARROT default emission factors.

Organizational structure disclosure: Marie's Trees is dba Tree's Inc. Tree's Inc. is a subsidiary of Tree's International. Tree's International is not yet a member of the California Registry.

Tree's Inc. has offices in California, Maine, and Florida.

Legend	
Blue	= required
Orange	= optional

VERIFIED EMISSIONS INFORMATION

Reporting Year:	2007
Reporting Scope:	CA, US, and Worldwide
Reporting Protocol:	General Reporting Protocol, Version 3.0, (April 2008)
Reporting Boundaries:	Management Control - Operational Criteria
Baseline Year (Direct Emissions):	
Baseline Year (Indirect Emissions):	

Direct Emissions	CO ₂ e	CO ₂	CH ₄	N ₂ O	HFCs*	PFCs*	SF ₆	Unit
Mobile Combustion	88.72	88.61	0.00	0.00	0.00	0.00	0.00	metric ton
Stationary Combustion	1.02	1.02	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	-
Fugitive Emissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
TOTAL DIRECT	89.73	89.62	0.00	0.00	0.00	0.00	0.00	metric ton

* HFCs and PFCs are classes of greenhouse gases that include many compounds. These columns may reflect the total emissions of multiple HFC and PFC compounds, each of which has a unique Global Warming Potential (GWP). Emissions of each gas are first multiplied by their respective GWP and then summed in the total CO₂-equivalent column.

Indirect Emissions	CO ₂ e	CO ₂	CH ₄	N ₂ O	Unit
Purchased Electricity	450.20	450.20	0.00	0.00	metric ton
Purchased Steam	0.00	0.00	0.00	0.00	-
Purchased Heating and Cooling	0.00	0.00	0.00	0.00	-
TOTAL INDIRECT	450.20	450.20	0.00	0.00	metric ton

The *de minimis* section in the public report includes information about the total *de minimis* emissions by GHG and CO₂e. It also includes the percentage *de minimis* emissions represent of the entire inventory.

The verification information includes the name of the verification firm and their basis of opinion. This information will only be available after verification has been completed and the data has been accepted by the California Registry.

The optional section includes a breakdown of each optional source by category and GHG and CO₂e as well as any additional information.

Reference Documents will include a live link to any publicly available documents attached to the CARROT report.

NOTE: No facility level data or specific emission source detail is publicly available.

Figure 69. De Minimis section

De Minimis Emissions	CO2e	CO2	CH4	N2O	HFCs*	PFCs*	SF6	Unit
TOTAL DEMINIMIS	7.18	7.17	0.00	0.00	0.00	0.00	0.00	metric ton
Percentage of Total Inventory:	0.39 %							

VERIFICATION INFORMATION	
Verification Body:	
Basis of Verification Opinion:	
Date Submitted:	

OPTIONAL INFORMATION	
<i>Information in this section is voluntarily provided by the participant for public information, but is not required and thus, not verified under California Registry protocols.</i>	

Optional Emissions	CO2e	CO2	CH4	N2O	HFCs*	PFCs*	SF6	Unit
Biogenic - Mobile	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Biogenic - Stationary (Gas)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Biogenic - Stationary (Solid)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Employee Commuting and Business Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Energy Exports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
Estimated Natural Gas Usage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton
TOTAL OPTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	metric ton

Emissions Efficiency metric:

Emissions Management Programs: Emissions inventory is entered in CARROT by Marie Massa and Robyn Camp, CEO of Marie's Trees has conducted an internal review of the data to verify its correctness. All data will be verified by approved-verification firm: First Environment.

Emissions Reduction Projects: We are installing more energy efficient equipment and switching to biodiesel. Please view our 2007 Sustainability Report for more details.

Emissions Reduction Goals: Our goal is to reduce our carbon footprint by 10% by 2010. Please see 2007 Sustainability Report for more information.

REFERENCE DOCUMENTS			
Title	Author	Document Status	Publish Date
Sustainability Report 2007	Marie Massa	Public	10/28/2007 12:00:00AM

VERIFICATION

After you have successfully entered your inventory in CARROT you will need to hire an approved verification firm to verify that your inventory meets a minimum quality standard as stipulated in the General Verification Protocol and adheres to the General Reporting Protocol. To submit your inventory for verification you will need to follow a few simple steps in CARROT.

If you have any facilities, each of those facilities will need to be submitted before you can submit the entity for verification.

Either the responsible user can submit their assigned facilities or the Administrator can **Submit emissions data for all facilities** at once. This link is located on the main FACILITIES tab.

After all facilities have been submitted you will see their status change from Pending to Submitted.

Summary
 Year: 2007
 Entity Status: Initiated
 Scope: CA, US, and Worldwide
 Level: Facility
 Revision Number: 001

Marie's Trees
 Filters: Status: All Responsible User: All Location: All

Facility Name	Status	Status Date	Responsible User
Intl test	Pending	7/9/2008	Jay Young, Ted Huang
LA Office	Pending	9/24/2008	Jay Young

[Add Existing Facility](#) [Add New Facility](#)

[Submit emissions data for all facilities](#)

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Facility Name	Status	Status Date	Responsible User
Intl test	Submitted	10/6/2008	Jay Young, Ted Huang
LA Office	Submitted	10/6/2008	Jay Young

[Add Existing Facility](#) [Add New Facility](#)

Once your facilities are submitted go to the MAIN tab. **NOTE: Only Administrators can submit emissions data for an entity.**

Summary
 Year: 2007
 Entity Status: Initiated
 Scope: CA, US, and Worldwide
 Level: Facility
 Revision Number: 001

[Delete current reporting year](#)
[Create a new reporting year](#)
[Create a new reporting year using the current reporting year as template](#)

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 • [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](#)

Tips:

Marie's Trees
Entity Emissions Summary (CO2 Equivalent)

	Stationary	Mobile	Process	Fugitive	Indirect	Optional	Total	Unit
California	1	89			450	0	540	metric ton
Worldwide (Excluding US)	1	0		1,300		27	1,327	metric ton
Total	2	89		1,300	450	27	1,867	metric ton

Facility Status Summary

Facility Status	Number of Facilities
Total	2 Check
Submitted	2 Check

[Create your annual emissions report](#)
[Submit your annual emissions report for verification](#)
[Revise annual emissions report](#)
[Create verification check list](#)

Select the "Submit your annual report for verification" link.

This will open a new screen where you can review your emissions summary one last time and select SUBMIT.

Summary

Reporting Year: 2007
 Revision Number: 001
 Entity Reporting Status: Initiated
 Reporting Scope: CA, US, and Worldwide
 Reporting Level: Facility

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[Entity Information](#)
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Marie's Trees

Please verify that your emissions data is accurate and complete before submitting it for verification:

Emissions Summary (California)

GH Gas	Stationary	Mobile	Process	Fugitive	Indirect	Optional	Total	Unit
CO2	1	89			450	0	540	metric ton
N2O		0					0	metric ton
Total (CO2e)	1	89			450	0	540	metric ton

Emissions Summary (Worldwide, excluding US)

GH Gas	Stationary	Mobile	Process	Fugitive	Indirect	Optional	Total	Unit
CO2		0				27	27	metric ton
CH4	0	0					0	metric ton
HFC-134a				1			1	metric ton
Total (CO2e)	1	0		1,300		27	1,327	metric ton

Submit Cancel

Tips:

- Click the 'Submit' button to submit the emissions data to the registry, or the 'Cancel' button to continue working on the emissions data.
- Click the 'Help' hyperlink on the menu bar to bring up the user manual.

If this summary is correct click the SUBMIT button to proceed with submission of your inventory.

A warning pop-up will ask you again if you are sure, click OK to proceed.

Once your data has been submitted you now need to grant a verifier access to the data.

Summary

Reporting Year: 2007
 Revision Number: 001
 Entity Reporting Status: Initiated
 Reporting Scope: CA, US, and Worldwide
 Reporting Level: Facility

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Marie's Trees

The emission data has been successfully submitted.

Please grant access to the verifier. The verifier will not have access to the submitted emission data until access is granted.

[Grant a verifier access to the emissions data](#)

If you have already created a Verifier user in the USER MANAGEMENT section a list of verifiers will appear in a dropdown menu.

Grant Verifier Access to Emission Data

Verifier Name:

Henry John
 Joe Prichard
 John Test
 Tony Massa

OK Cancel

Select a name and click OK to proceed.

CARROT will send an automatic email to the selected verifier indicating that they have been granted access to a specific emission year for a specific entity.

Once you have granted a verifier access your Entity's Status will change from Initiated to Verification in Progress.

If you need to grant a verifier access at a later date this link can also be found on the MAIN tab **after** your entity's data has been submitted.

Summary

Year: 2007

Entity Status: Verification in Progress

Scope: CA, US, and Worldwide

Level: Facility

Revision Number: 001

[Delete current reporting year](#)

[Create a new reporting year](#)

[Create a new reporting year using the current reporting year as template](#)

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 - Facility Emissions Summary
 - Facility Emissions Detail
- Optional Reporting
 - Emission Performance
 - Emission Documents
- Reports

Tips:

Click the image besides the items to get more information on the corresponding operation.

Marie's Trees

Entity Emissions Summary (CO2 Equivalent)

	Stationary	Mobile	Process	Fugitive	Indirect	Optional	Total	Unit
California	1	89			450	0	540	metric ton
Worldwide (Excluding US)	1	0		1,300		27	1,327	metric ton
Total	2	89		1,300	450	27	1,867	metric ton

Facility Status Summary

Facility Status	Number of Facilities	
Total	2	Check
Submitted	2	Check

[Create your annual emissions report](#)

[Revise annual emissions report](#)

[Create verification check list](#)

[Grant a verifier access to the emissions data](#)

[View the verification report](#)

[Next](#)

REVISING AN EMISSIONS REPORT

For some California Registry members the verifier may identify some material and immaterial misstatements. If your verifier identifies some misstatements you will need to revise your CARROT report to correct any material misstatements. If your verifier only identifies immaterial misstatements then you have the option to correct these misstatements but be aware that there may be an additional charge from your verifier to re-verify. **Always talk to your verifier before making any changes to a verified CARROT report.**

If you need to make any revisions to your CARROT report, go to the MAIN tab and click on "Revise annual emissions report" link.

This will open a new screen where you are required to enter a reason for the revision.

Summary

Year: 2007

Entity Status: Verification in Progress

Scope: CA, US, and Worldwide

Level: Facility

Revision Number: 001

[Delete current reporting year](#)

[Create a new reporting year](#)

[Create a new reporting year using the current reporting year as template](#)

► **Main**

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 - Facility Emissions Summary
 - Facility Emissions Detail
- Optional Reporting
 - Emission Performance
 - Emission Documents
- Reports

Tips:

Click the image besides the items to get more information on the corresponding operation.

Marie's Trees

Entity Emissions Summary (CO2 Equivalent)

	Stationary	Mobile	Process	Fugitive	Indirect	Optional	Total	Unit
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Total	2	89		1,300	450	27	1,867	metric ton

Facility Status Summary

Facility Status	Number of Facilities	
Total	2	Check
Submitted	2	Check

[Create your annual emissions report](#)

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[Create verification check list](#)

[Grant a verifier access to the emissions data](#)

[View the verification report](#)

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If you are correcting an emission source or revising some text that appears in the various sections of your report, **ONLY** provide a reason for the revision. **DO NOT change any of the reporting scope or level decisions as this will result in a loss of data!**

Click OK to continue.

Now your entity status will be set back to Initiated and your facilities, if applicable, will be set back to pending.

You will only be able to edit/revise any of the information/data affiliated with a specific year of your entity in CARROT when it is set to the status: Initiated and when facilities are at the status: Pending. Whenever an entity and/or facility is submitted that data is locked or frozen and cannot be edited.

To resubmit an entity for verification after you have made your revisions, simply re-submit all of the facilities, re-submit the entity for verification, and re-grant the verifier access.

NOTE: each time you make a revision to the entity the revision number in the green side bar will increase.

CONCLUSION

This guide, together with the online demonstration and help files will help you access, enter, and review your GHG emissions inventory. California Registry staff are prepared to assist you with additional questions. The California Registry also welcomes your comments and feedback on using the application.

Thank you for your participation in the California Registry!

Need additional reporting assistance? Contact the California Registry – Member Services department:

Tel: 213-891-1444 ext. 2
 Email: help@climateregistry.org