



General Reporting Protocol Version 3.1: Summary of Changes from Version 3.0 *January 2009*

The General Reporting Protocol (GRP) provides the principles, approach, methodologies, and procedures required for participation in the California Climate Action Registry (California Registry). It is designed to support the complete, transparent, and accurate reporting of an organization's GHG emissions inventory in a fashion that minimizes the reporting burden and maximizes the benefits associated with understanding the connection between fossil fuel consumption, electricity use, and GHG emissions in a quantifiable manner. As our GRP receives broader use, we continue to receive requests for clarification and suggestions for improving our guidance. With this feedback, we will continue to add definitions, provide additional clarifications, and identify policy changes, as needed, for Board approval. Substantive changes from Version 3.0 (April 2008) to Version 3.1 (January 2009) are summarized below.

Key Terms/Glossary

- **Added new definition.** We added a new definition to help clarify the difference between a verification body and a verifier.
 - Verification Body: For the purposes of this Protocol, an organization or company that is considered California Registry-approved. This applies to currently approved verification bodies, verification bodies approved by the State of California and verification bodies that are accredited to the international standard ISO 14065:2007 to perform GHG verification activities.
- **Updated existing definition.** We updated the definition of a verifier to include verification body and to clarify that verifiers must complete California Registry training.
 - Verifier: For the purposes of this Protocol, an individual that is staff or a subcontractor to a California Registry-approved verification body and is qualified to provide verification services for California Registry participants. All verifiers should complete California Registry training and shall be identified on the designated staff form submitted to the California Registry.

Part I Introduction

- **Updated California Registry membership information (I.9).** We have updated the Key Question on membership and fees to reflect the California Registry's transition of entity-level reporting to The Climate Registry (TCR) and the development of the Climate Action Institute, a new forum for discussion and thought leadership on emerging climate policy issues in the West.

Part II What You Should Report

Chapter 2 Organizational Boundaries

- **Additional reporting guidance for leased assets.** Added guidance for organizations that wish to report natural gas use for leased office spaces when the natural gas use is not separately metered and the organization is not required to report the direct emissions associated with natural gas use. An organization can use CARROT's built-in calculation tool to estimate these emissions and can report them optionally in CARROT. We also added a table that visually outlines who reports emissions from leased assets depending on the organizational boundary chosen by the participant.

Chapter 4 Establishing and Updating Your Baseline

- **Clarified conditions for updating a baseline (II.4.3).** Added clarifying language to *Improved GHG Accounting Methodologies* that a member does not need to update their baseline due to changes in electricity emission factors such as switching from eGRID emission factors to utility-specific emission factors between reporting years.
- **Clarified options for updating a baseline (II.4.3).** Added clarifying language that a member who needs to update their baseline can either remove their baseline year and continue to report with no set baseline, remove the baseline year and choose the current year as the new baseline year, or update the baseline year to reflect the cumulative change to the organization.

Part III Quantifying Your Emissions

Chapter 6 Indirect Emissions from Electricity Use

- **Updated eGRID emission factors (Table C.2).** The California Registry uses U.S. EPA-developed eGRID emission factors as the default emission factors for calculating indirect emissions from electricity use. EPA released updated emission factors (eGRID2007 Version 1.1, December 2008), so we are adopting these updated factors for use by our members.
- **Updated eGRID CH₄ and N₂O emission factors (Table C.2).** Electricity emission factors for CH₄ and N₂O, in addition to CO₂, are available from eGRID2007 Version 1.1, December 2008.
- **Added language about finding utility-specific emission factors (III.6.1).** Utility-specific emission factors are available in the Members-Only section of the California Registry website and through a utility's Power/Utility Protocol report in CARROT.

- **Added alternate methodology for estimating emissions from electricity use (III.6.2).** In GRP Version 3.0, we developed a California-specific methodology for estimating indirect emissions based on leased square footage and average annual electricity intensity metrics. In GRP Version 3.1, we clarified that the California-specific methodology is for estimating electricity use at office space only and added an additional methodology for estimating electricity use throughout the United States based on the size of the leased space and function of the facility. The new methodology allows members to identify comparable facilities with known electricity use rates, or use average energy intensity by principal building activity from the U.S. Energy Information Administration Commercial Building Energy Consumption Survey (CBECS) if comparable facility's electricity records are not available.

Chapter 7 Direct Emissions from Mobile Combustion

- **Updated language for calculating carbon dioxide emissions from biofuels (III.7.4).** We have changed the language from only biodiesel to biofuels in order to include ethanol fuel blends in addition to biodiesel blends.
- **Updated CH₄ and N₂O emission factors for highway vehicles by model year (Table C.4).**
 - Updated emission factors based on EPA Climate Leaders, Mobile Combustion Guidance (2008) data to be consistent with TCR GRP Version 1.1.
- **Updated CH₄ and N₂O emission factors for alternative fuel vehicles (Table C.5).**
 - Updated emission factors based on EPA 2007 data to be consistent with TCR GRP Version 1.1.
- **Updated CH₄ and N₂O emission factors for non-highway vehicles (Table C.6).**
 - Updated emission factors based on EPA Climate Leaders, Mobile Combustion Guidance (2008) data to be consistent with TCR GRP Version 1.1.

Chapter 8 Direct Emissions from Stationary Combustion

- **Updated CH₄ and N₂O emission factors for stationary combustion (Tables C.8 and C.9).**
 - Updated emission factors to be consistent with TCR GRP Version 1.1.
 - Note: emission factors are given in kg/MMBtu for all fuel types and sectors (Table C.8) and kg/gallon for petroleum fuel types and sectors (Table C.9).

Chapter 10 Direct Emissions from Sector-Specific Processes

- **Changed chapter title.** The title has changed from its former "Direct Emissions from Manufacturing Processes" to be inclusive of other sector-specific resources for calculating process emissions.
- **Updated resource list.** The list of sector-specific calculation methodology resources is now consistent with TCR GRP Version 1.1.

Chapter 11 Direct Fugitive Emissions

- **Updated loss rates for refrigeration and air conditioning equipment (Table III.11.3).** The table was updated to be consistent with TCR GRP Version 1.1. The types of equipment have changed, “refrigerant charge” is now known as “capacity” and a new range of data has been provided, and annual loss rates have been updated.
- **Added guidance on fugitive emissions from fire suppression equipment (III.11.2).** If a member uses HFCs in their fire suppression equipment, they must assess whether HFCs are released as the equipment is tested or deployed and account for these emissions in their inventory.

Chapter 13 Reporting Your Emissions

- **Updated information on tools available to members for reporting assistance and support.**
 - The *CARROT Getting Started Guide Version 3* is available on our website along with CARROT online help and online documentation.
 - We also clarified that members wanting phone user support are to call the main office at 213-891-1444 and dial extension 2 for the Programs Team.

Chapter 14 Verification

- **Updated and clarified language throughout the verification chapter.**
 - We have clarified the State of California’s role in the verification process as providing oversight of verification activities in order to evaluate a member’s GHG reporting program and the reasonableness of a member’s reported data.
 - We have updated the Key Verification Steps to reflect the State’s role as mentioned above.
 - We have updated language from “approved verification bodies” to “accredited verification bodies”. The verifier accreditation process is conducted through the State of California or other approved agencies. The California Registry will recognize accredited verification bodies from the State as well as The Climate Registry.

Appendix E Electricity Emission Factors for Historical Reporting Purposes

- **Supplied electricity emission factors for reporting historical data.** Unlike emission factors used in stationary and mobile combustion calculation methodologies, the emission factors for calculated emissions from electricity use are year-specific. This is because electricity is generated with a different mix of power from year to year. To promote accuracy of historical emissions reports (1990-2007), we supply the historic electricity emission factors and eGRID subregions that were used in our program in past years.